



Campmaster Guide

BSA Troop 212

Cary, NC

Introduction

While Scouting is and has always been a boy lead organization, quality adult leadership is critical for safe and productive activities. The purpose of this guide is to provide insight and guidelines to the safe and productive planning and execution of Troop 212 activities.

Delineation of responsibilities

Troop 212 has identified several important roles and responsibilities that we use in planning and executing Troop activities

Adult Campmaster Duties and Responsibilities

For each trip there is the Adult Campmaster. This is the person primarily responsible for the trip. Any adult who is over the age of 21 and a trained BSA Leader is eligible to serve as the Adult Campmaster. The Adult Campmaster works closely with the Scout Campmaster to ensure the trip is “boy lead” activity, while at the same time applying safety, logistical, organizational and fiscal direction to ensure the trip is a safe and productive one. The Adult Campmaster work with the Scout Campmaster, Troop Scoutmaster and Troop Committee to do the following:

- Decide on the purpose and location of the trip.
- Using the Guide to Safe Scouting, develop a trip plan and schedule of activities. Things to consider when planning:
 - What is the objective of the trip? Hiking/Camping? Skill development? Merit badges? Relaxation/Fun?
 - Are any special activities necessary to achieve the objective?
 - Is any special equipment or gear necessary?
 - Is any special logistical support necessary such as pick up and/or drop off coordination.
 - Is there an opportunity for a side trip?
- Prepare and maintain a budget for the trip.
- Determine a Troop “declare by date.” This is the date when Scouts and adults need to declare their intention whether to participate in the trip or not. This date is usually the Troop meeting two weeks prior to the departure date, but can be earlier if trip circumstances (deposits, reservations, etc.) require it.
- Make all required reservations.
- Brief the Troop on the details of the Trip.
- Collect permission slips and money from Scouts.
- Prepare a roster of all who are going.
- Identify and notify the Adult Grubmaster.
- Ensure the Quartermasters’ are notified of any required Troop gear. Ensure arrangements are made if special equipment or gear is required.
- Work with the Journeymaster to ensure there is enough transportation, to include the use of the Troop trailer if it is required.
- Prepare driving directions. Be sure to include cell phone numbers of all drivers.
- File the proper tour permit. A copy of all driver information (license tag numbers, insurance, etc.) is maintained in TroopMaster. The Scoutmaster or the Committee Chair can provide you this information.
- Ensure there are properly trained leaders (Youth Protection, Weather Hazard, CPR, etc.) going on the trip.
- Ensure the Scoutmaster is kept informed.
- Ensure the medical record book and first aid kit makes it on the trip.

Scout Campmaster Duties and Responsibilities

For each trip, there is a Scout Campmaster. This scout's primary role is to provide the "boy lead" component of Scouting. The Scout Campmaster is selected by the Scoutmaster and the Senior Patrol Leader from one of the Assistant Senior Patrol Leaders. The Scout Campmaster works closely with the Adult Campmaster to ensure that the wishes and desires of the scouts of the Troop are considered and implemented (as applicable) to the trip. The Scout Campmaster works closely with and under the supervision of the Adult Scoutmaster to perform the following:

- Decide on the purpose and location of the trip.
- Develop a trip plan and schedule of activities. Things to consider when planning:
 - What is the objective of the trip? Hiking/Camping? Skill development? Merit badges? Relaxation/Fun?
 - Are any special activities necessary to achieve the objective?
 - Is any special equipment or gear necessary?
 - Is any special logistical support necessary such as pick up and/or drop off coordination.
 - Is there an opportunity for a side trip?
- Brief the Scouts on the trip with a detailed presentation at the Troop meetings.
- Work with the Patrol Leaders to keep and maintain an accurate roster of who is going on the trip.
- Provide rosters of trip participants to the Senior Patrol Leader.
- Go on the trip and work as a liaison between the Adult Campmaster and the Senior Patrol Leader.
- If the Senior Patrol Leader is unable to attend the trip, the Scout Campmaster will function as the SPL for the trip.

Journeymaster Duties and Responsibilities

The Troop has created a Journeymaster position. This position has responsibility for helping to ensure that for each trip there are enough drivers to safely transport the Scouts and their equipment to and from the destination. Any adult over the age of 21 is eligible for this position. The Journeymaster works closely with the Adult Campmaster and the Scoutmaster to perform the following:

- Ensure all Scouts, adults and equipment going on the trip has transportation to and from the event.
- Get roster of who is going from the Adult Campmaster.
- Work with the Adult Campmaster to decide if the troop trailer will be necessary.
- Contact Troop parents to ask them to drive.
- Compile a list of drivers and a "cheeks in seats" listing.
- Determine who will be towing the Troop trailer (if applicable).
- Provide the Campmaster with a list of drivers.

General Trip Planning Guidelines

- Ensure all trip planning and activities are in compliance with the Guide to Safe Scouting. This includes Scout age limits for certain activities, special leadership training, and inappropriate activities for Scouts, etc. If in doubt, consult the Scoutmaster and/or Committee chair.
- Involve the Scout Campmaster and Troop input as much as possible in planning the trip.
- Try to select locations that are within reasonable driving distances. Driving times of two hours or less are preferred and driving times of more than four hours should be avoided if at all possible.
- The normal Troop departure and return location is the Kroger parking lot at the junction of High House and Maynard road.
- The normal departure time is 5pm on Friday evenings.
- The normal return time is 12pm on Sunday afternoon.
- The Troop has a standard permission slip which can be downloaded from the Troop website. All Scouts attending the trip must have a signed permission slip.
- Each Scout must have a current medical form on file with the Troop to be able to go on a trip. In addition, certain activities may require a particular level of medical form.
- There must be at least one adult on the trip who has completed BSA Youth Protection Training.
- There must be at least one adult on the trip who has completed BSA Weather Hazard Training.
- Activities that involve swimming, boating, and/or climbing may require adults trained in Safe Swim Defense, Safety Afloat and/or Climb On Safely.
- It is highly recommended that at least one adult on the trip be trained in CPR.
- The Troop medical book, an appropriate First Aid Kit and a copy of the Guide to Safe Scouting must go on the trip.
- A Tour Permit must be filed for each trip.

TRIP PROJECTED TIMELINE OF EVENTS:

3 to 6 months before the trip

- Adult Campmaster and Scout Campmaster are assigned to the trip.
- Adult Campmaster and Scout Campmaster begin preliminary planning of the trip. The Scout Campmaster should begin gathering input from the Troop as to what activities will happen on the trip.

3 months before the trip

- Detailed planning for the trip should begin no later than 3 months prior to the date set for the trip. The Adult and Scout Campmaster should work closely together to create a plan that includes Scout input on the activities planned.
- The Adult Campmaster should contact the facilities (whether Scout affiliated or private/public) to secure the selected date and to confirm availability of facilities needed.
- Adult and Scout Campmaster put together the initial budget for the trip. At the beginning of the program year, the Troops estimates a Troop contribution for each trip. In preparing the trip budget, all costs of the trip (excluding individual grub fees for each Scout) should be calculated and compared to Troop contribution. If the Troop contribution does not cover the complete cost of the trip, the anticipated cost per Scout should be calculated.
- At the next Committee Meeting, the Adult Campmaster presents an overview of the upcoming trip to include the projected budget. If necessary, adjustments are made to the trip plan and budget based on input from the Committee.

2 months before the trip

- The Adult and Scout Campmaster finalize plans for the trip, making sure they keep the Scoutmaster informed.

1 month before the trip

- Working with the Scoutmaster, select a “Declare Date.” This is the date when all Scouts who plan on attending the trip must declare their intentions. Generally this date is the Troop meeting two weeks prior to the trip date. If this date falls on the night of a Troop PLC and not a Troop meeting night, special consideration must be given as to how the Scouts are going to provide their input.
- Notify the Troop, both by email and at the Troop meeting, of the trip providing all the necessary details. These should include; Date, Location, Activities, Cost and Declare Date.

2 weeks before the trip

- The Adult Campmaster completes the proper tour permit, get all signatures (committee member, etc.) and submit it to Council.
- After the Declare Date, compile a roster of attendees.
- If after reviewing the roster, it may be necessary to create provisional patrols for the trip. The Scout Campmaster should work closely with the SPL and the Scoutmaster to create these provisional patrols, including the designation of the provision Patrol Leader. Ensure this information is passed along to the Troop.
- The Adult Campmaster collects permission slips and any necessary fees from attendees
- The Adult Campmaster coordinates with the Journeymaster to assure all Scouts and equipment has transportation for the trip.

Week of the trip

- Confirm with the facility (if necessary) final numbers of attendees
- The Troop meeting immediately prior to the trip is usually when the Scouts make final preparations for the trip. These preparations generally include tenting assignments, menu planning and any other logistical arrangements (i.e. Troop/Patrol gear, special equipment, etc.).
- Identify and notify the Adult Grubmaster.
- The Scout Campmaster coordinates with the Troop Quartermasters to request any necessary Troop/Patrol gear.
- Prepare final roster.
- Using the final roster, continue to work with the Journeymaster to ensure all Scouts and equipment has transportation.
- The Adult Campmaster prepares driving directions to issue to the drivers at departure.
- The Adult Campmaster ensures that the Troop Medical book, an appropriate First Aid kit and a copy of the Guide to Safe Scouting make it on the trip.

After the trip

- Prepare a brief report of the trip to submit to the Scoutmaster and the Committee.
- Prepare a final budget of the trip to submit to the Treasurer and Committee.
- Submit to the Treasurer as soon as possible all monies collected for the trip and any requests for reimbursement.
- File in trip history notebook for future reference and trip planning, the trip report, budget, trip planning worksheet and any other useful documentation.

The Tour Permit

Tour permits are an essential part of the safe Scout outing planning process and are required for all Troop trips. The tour permit must be signed by a committee member and the tour leader. In most cases, the Adult Campmaster is the tour leader.

Local Tour Permit

The [Local Tour Permit Application](#) is used for trips of less than 500 miles and lets the local council know where your trip will be taking place. It describes activity training standards required for activities such as swimming, boating, or climbing. It explains the requirements for transportation and leadership training. The tour leader signs the application, indicating that he or she has read the [Guide to Safe Scouting](#).

The Local Tour Permit includes spaces for officials at facilities visited to sign indicating that cooperation and conduct were satisfactory, as well as vehicle insurance section to be completed for each vehicle used. There is a section outlining transportation requirements (required speeds and licensing). Lastly, the tour permit includes "[Our Pledge of Performance handout](#)," which covers best practices for a Scout outing.

When the Local Tour Permit is completed, send it to your local council office for approval. Allow the office about two weeks for approval.

The Local Tour Permit is an essential and valuable document for planning a Scout outing. Every adult leader and Scout should have a copy of this permit to study so that the obligations undertaken are well understood.

National Tour Permit

The [National Tour Permit Application](#) is used for trips 500 miles or more (one-way). It is similar to the [Local Tour Permit Application](#) in that it is sent to your local council and then to the BSA regional office for approval, so leave adequate lead time—at least a month—in submitting the application. The [National Tour Permit Application](#) has space for the following information.

- Leadership and personnel information
- Transportation requirements (driver's licensing and insurance)
- A copy of the itinerary
- An application for an International Letter of Introduction (where desired)

The National Tour Permit describes BSA requirements for health, safety, aquatics, climbing/rappelling, sanitation, wilderness use, and Youth Protection training. The group leader is required to have a copy of the Guide to Safe Scouting and to sign that it has been read.

Two-Deep Leadership

Safe Scouting requires adequate adult leadership. For camps, trips, and outdoor activities, this means having at least two adult leaders, one of whom is at least 21 years old. It is unacceptable to have a camp, trip, or outdoor activity with only one adult present. If only one adult is able to attend, the trip must be cancelled. Ideally, at least three adults will accompany the troop on Scouting on trips. (Note that for properly trained Boy Scout patrols, it is acceptable to have outdoor patrol activities with no adults present. Such activities do require Scoutmaster approval.)

Trip Planning Worksheet

Trip: _____ Date: _____
Adult Campmaster: _____ Scout Campmaster: _____
Number of Scouts: _____ Number of Adults: _____
Facility / Location: _____
Contact Person: _____ Contact info: _____

Initial Trip Planning

- Prepare preliminary trip plan
- Prepare preliminary budget
 - o Troop contribution: _____
- Brief the Committee
- Reserve facility / location

Finalization of Trip Plans

- Finalize trip plan
- Finalize budget
- Cost per Scout: _____
- Declare Date: _____
 - o Is this a Troop meeting night? yes no
- Email notification to the Troop
- Date of Troop preparation night: _____
- Compile roster of attendees
 - o Are provisional patrols needed? yes no
 - o Define provisional patrols if needed
- Trip acting SPL: _____
- Notify Journeymaster with number of attendees
 - o Is the Troop trailer needed? yes no
 - o Person pulling trailer: _____
- Collect permission slips and money from Scouts
- Youth Protection trained person: _____
- Weather Hazard trained person: _____
- CPR trained person: _____
- Additional specialized training required? yes no
 - o Safe Swim Defense: _____
 - o Safety Afloat: _____
 - o Climb On Safely: _____
- File tour permit Occoneechee Council - Fax: 872-1159 Phone: 872-4884
- Request Troop gear from Quartermaster
- Identify and notify Adult Grubmaster.
- Prepare driving directions. Include cell phone numbers for all drivers.
- Follow-up with Journeymaster to ensure there are enough drivers.
- Troop Medical book, First Aid kit and a copy of the Guide to Safe Scouting

After the trip

- Prepare brief trip report
- Prepare and submit final budget and all monies collected
- File the trip report, budget, and trip planning worksheet in Troop history notebook.