

Unit Leader Pre-Camp To-Do List

Early planning and organization can help your unit have a successful and stress-free week at Camp Bonner. Use this check-off list to keep everything in order.

September / October

- Begin your unit camp promotions effort at the September Court-of-Honor
- Contact your local Webelos Leader to ensure Webelos who cross over in the spring are included in your camp promotions effort
- Distribute camp information to parents
- Begin to develop a camp troop attendance roster

November / December

- Target Scouts to register for the camp Early-Bird program
- Contact Webelos Scouts about the summer camp program
- Set up a troop summer camp payment schedule/plan
- Collect pre-registration sign-up fees
- Begin camp planning with the Patrol Leaders Council
- Distribute merit badge and program schedule to scouts and parents
- Submit camp "Early-Bird" registration by December 31st

January / March

- Collect & submit 1st payment fees by March 1st
- Hold troop summer camp meeting with scouts and parents
- Begin to register scouts online for merit badge and camp programs
- Distribute medical & parent permission forms to parents
- Complete new scout & Webelos spring recruiting

April / June

- Collect & submit 2nd payment fees by May 1st
- Collect & submit 3rd payment fees by June 1st
- Collect medical & parent permission forms
- Register Webelos for camp
- Submit camp tee-shirt preorder
- Make final arrangements for adult leadership
- File tour permit with your local council
- Obtain copy of insurance policy (out-of-council units)
- Prepare troop equipment for camp
- Attend the Camp Bonner Scoutmasters/SPL Orientation in the spring