

# Final Checklist

This checklist will help ensure that troops are ready for camp and that no detail has been forgotten

## Prior to Camp

- \_\_\_\_\_ Transportation arranged for all Scouts (No riding in back of trucks, seatbelts used)
- \_\_\_\_\_ Unit camping equipment ready (See list in *Getting Started* section of this Leader Guide)
- \_\_\_\_\_ Scouts given Individual Checklist of items to bring to camp (*Getting Started* section)
- \_\_\_\_\_ Scouts given list of materials to bring for individual activities
- \_\_\_\_\_ Scouts made aware of any prerequisites and costs for their activities
- \_\_\_\_\_ Unit program equipment (Merit Badge books, ropes, Troop and American flag, etc)
- \_\_\_\_\_ Two copies of Troop and Adult rosters prepared
- \_\_\_\_\_ Emergency funds
- \_\_\_\_\_ Sufficient adult leadership for every day and night of the week (Two deep always)
- \_\_\_\_\_ Pre-camp meeting for Scouts and parents
- \_\_\_\_\_ Notification of families about Visitors' Night and Tapping Ceremony
- \_\_\_\_\_ Parents given camp phone number for emergencies (816-364-1523)
- \_\_\_\_\_ Campmaster has list of emergency phone numbers to reach parents
- \_\_\_\_\_ Every Scout has physical completed. Review all sections for completion.
- \_\_\_\_\_ Every physical has insurance information attached after back page.
- \_\_\_\_\_ Medication Waiver attached to front of physical if medications will be kept in campsite.

## Ten Days Prior to Camp

- \_\_\_\_\_ Pre-camp meeting form has been faxed or emailed to Council office

## Required at Check-In

- \_\_\_\_\_ Local Tour Permit completed and filed with council office (if traveling greater than 500 miles each direction, the National Tour Permit must be filed)
- \_\_\_\_\_ All fees paid
- \_\_\_\_\_ Troop Roster (two typed copies: one turned in, one kept in campsite)
- \_\_\_\_\_ Adult Roster (two typed copies: one turned in, one kept in campsite)
- \_\_\_\_\_ Camper Release Form for any Scouts will be leaving camp during the week