



Dulaney District

Cub Scout Day Camp 2010

100 Years Of Scouting

PACK COORDINATOR RESPONSIBILITIES

The Pack Coordinator is perhaps one of the most important pre-camp responsibilities. It is the job of the pack coordinator to ensure that all of the applications are properly and completely filled out and that all monies due are present when the application is turned in.

In order to ensure that all the boys of the same rank from a pack are placed in the same den it is important that all of the applications be turned in on the turn-in date at the same time in a single envelope. This allows us to keep the boys and the applications together.

No application from your Pack will be processed until we receive a completed Pack Coordinator form.

No registration forms will be accepted if delivered before 9:00AM, Saturday, February 27th, 2010 . Any forms received before this date will be processed on February 27th, 2010 after any forms received that day and if the camps have not already filled. Registration will close once the two camps are filled or on Tuesday, April 13th, 2010 whichever is later. To find out if any slots are open after this date, please email www.dulaneybsa.org/daycamp. **NO applications will be accepted by fax.**

Plan to come to Loch Raven United Methodist Church, 6622 Loch Raven Blvd. to turn in your applications.

Your pack will know that morning if they made it in or not. You are able to mail your applications (to a different address stated later in this letter) but most packs hand deliver the day registration opens.

This procedure has been implemented to give all Packs the opportunity to distribute the Day Camp information to interested Scouts, Leaders, Adults and Youth Crew.

The Pack Coordinator is the primary point of contact between your Pack and the Day Camp Directors. If only one boy registers from your Pack, we will, by default, change the point of contact to the parent or guardian of that boy. By having one point of contact for each Pack, this will help us in two ways: 1) to have one contact in each pack with access to registration materials and 2) to reduce the number of calls that we have to return daily.

The responsibilities of the Pack Coordinator are as follows:

- To promote Day Camp within your Pack
- To retain an original blank copy of all enclosed forms for future reference, and if necessary, to be able to supply additional copies to interested parties in your Pack. **NO additional copies will be supplied by us, but additional forms are available at www.dulaneybsa.org/daycamp**
- To copy, as necessary, and distribute the enclosed materials to all interested Scouts, Leaders, Adults, and Youth Crew... **Please supply copies of all pages to interested families.**
- **To impress upon parents that this is an ALL VOLUNTEER camp. Due to staffing shortages the past several years it has been necessary to implement volunteer quotas. Therefore, this year, there is a mandatory volunteer quota needed from each pack participating in camp. For every 4th Cub Scout or Webelos registered for camp, the pack will need to provide a minimum of ONE 5-DAY adult volunteer for that week of camp. That volunteer can be a Station volunteer or a Den Volunteer. For example, your Pack sends up to 3 boys, there is no mandatory volunteer needed. At boy 4, a minimum of ONE 5-DAY volunteer is needed. Boys 5 through 7 can attend without any additional MANDATORY volunteers. At the 8th boy, a 2nd 5-DAY volunteer is required, etc... IT IS THE PACK CO-ORDINATORS RESPONSIBILITY TO ENSURE THAT ENOUGH VOLUNTEERS ARE PRESENT BASED ON THE**

NUMBER OF BOYS COMING TO CAMP. WE WILL BE UNABLE TO PROCESS APPLICATIONS FOR PACKS THAT DO NOT MEET THIS CRITERIA.

- To remind parents that any incomplete registration packets will be put aside until the missing information is supplied. We will contact you to track down this information, i.e. missing payment, medical forms, etc.
- To stress the importance for adult volunteers to submit copies of their **BSA Registration Cards, Youth Protection Certification Cards, CPR Certification Cards, and any other Nurse, MD, or other First Aid Certification Cards** with their submitted application.
- To verify that each boy and leader that registered for Day Camp is a registered Scout or leader in your Pack
- To supply a completed Pack Coordinator Information Sheet **ASAP**.
- To ensure that the proper rank for next year is listed on each Cub Scout's Application
- When requested by the camp directors, disseminate information to each Cub Scout who has signed up for camp.
- We recommend you keep a copy of all forms turned into you in case of questions or lost forms.
- Verify that a Family Tally Sheet is attached to the front of each families package along with one check per family and that applications are in the following order:
 1. **Family Tally Sheet** (totaled with ONE check attached)
 2. **Cub Scout Application Form(s)** (with completed **Medical Form(s)**)
 3. **Adult Application Form(s)** (with completed **Medical Form(s)**)
 4. **Jr. Camper Application Form(s)** (with completed **Medical Form(s)**)
 5. **Youth Crew Application Form(s)** (with completed **Medical Form(s)**)
- Checks or Money Orders should be made payable to **BSA/BAC**. All forms and fees should be delivered to:

Dulaney District Day Camp
c/o Janet Cook
5916 Clayton Ave
Baltimore, MD 21206

ALL SQUAD LEADERS ARE REQUIRED TO HAVE CURRENT YOUTH PROTECTION TRAINING. ASST SQUAD LEADERS ARE ENCOURAGED TO HAVE CURRENT YOUTH PROTECTION TRAINING.

ONE AND TWO DAY ADULT VOLUNTEERS DO NOT NEED TO COMPLETE AN ADULT APPLICATION. THEY WILL BE CLASSIFIED AS CAMP VISITORS.

PACK COORDINATORS: DO NOT DOUBLE SIDE THE APPLICATIONS AND MEDICAL FORMS. THE FORMS GO TWO DIFFERENT PLACES AND NEED TO BE KEPT SEPARATE.

Please **DO NOT** make promises to members of your pack regarding den assignments or volunteer positions. This has happened in the past and has come back to haunt us. If the parents have any questions, before you answer, ask us. It is easier for all this way. There are many standards and policies we have to abide by in order to be a Nationally Accredited Camp and neither you nor the parents know them all. Please let us make these decisions. We do our best to keep boys from the same pack together. Our program is based on Cub Scout ranks and therefore we have dens of Wolves and Bears, and dens of Webelos I and II. Please don't ask us to mix ranks within dens. It makes it more difficult on the station staff with mixed dens as many of our programs are tailored to the specific den that is visiting the station at the time.

ATTACHED TO THE BACK OF THIS LETTER IS A PACK COORDINATOR INFORMATION SHEET WHICH MUST EMAILED OR MAILED TO THE DAY CAMP DIRECTORS AS SOON AS POSSIBLE

ALSO ATTACHED IS A CHECKLIST YOU MUST COMPLETE AND SUBMIT WITH YOUR PACKS PACKAGE.

Visit the website at www.dulaneybsa.org/daycamp to get additional forms or updated training dates, meetings, etc.

For the Pack Coordinators reference only, you may reach us via email at www.dulaneybsa.org/daycamp with any questions or if you need additional help. Remember, as a Pack Coordinator, we expect all communication to go through us to you and vice versa, not to each individual Scout or Leader in your Pack! We look forward to working with you.

Pack Coordinator Information Sheet

(if you have email, PLEASE include it for ease of communication)

PLEASE PRINT CLEARLY!

Name:	
Pack Number/District:	
Pack Position:	
Home Address:	
Home Phone:	
Work Phone:	
Fax Number:	
Email Address:	

I understand that there are Pack Coordinator trainings on Tuesday January 12th, 2010 at 6:30pm at Valley Baptist Church (Round table location) and on Friday January 29th, 2010 at 7:00pm at Loch Raven United Methodist Church, 6622 Loch Raven Blvd. I must attend one of these two sessions. If I am unable to attend, it is my responsibility to send someone in my place to retrieve the information given out at that meeting.

Scouts from our Pack have or have not participated before at the Dulaney District Day Camp.

Any questions or comments:

Reminders: NO APPLICATION FROM YOUR PACK WILL BE PROCESSED UNTIL WE RECEIVE THIS FORM. If you need additional application forms, they may be downloaded from our website at www.dulaneybsa.org/daycamp.

Address to send form: Dulaney District Day Camp
 c/o Janet Cook
 5916 Clayton Ave
 Baltimore, MD 21206
 Or
 Via email at www.dulaneybsa.org/daycamp

Pack Coordinator Checklist

Please submit this with you Packs' applications

Pack: _____

Name of Pack Coordinator: _____

Phone: _____

Email: _____

Tally Sheet Total \$\$ Match Application Total \$\$

Rank is verified for each Cub Scout Applicant

If the scout was a Tiger this year, he will be a Wolf next year. If the scout was a Wolf this year, he will be a Bear next year. If the scout was a Bear this year, he will be a Webelos I next year. If the scout was a Webelos I this year, he will be a Webelos II next year. If the scout was a Webelos II this year, he will be in Boy Scouts next year and is welcome to come to camp as a Youth Crew.

Completed and signed medical forms are included for all participants and volunteers

Youth Protection Card Copies attached for all Adults who register for STATION positions or as Squad Leaders

BSA Registration Card Copies attached for all Adults who register for STATION positions

Confirm there are sufficient MANDATORY 5-DAY volunteers based on the number of Cub/Webelos Scouts attending camp

I made copies of all applications turned in to me in case of questions or lost paperwork

All Adult Volunteers have chosen a training course to attend on their Adult Application

All Adult Volunteers have chosen either STATION VOLUNTEER/ SQUAD Leader/den walker and requested areas of responsibility

All applications have selected a shirt size for their day camp uniform.

I have checked all of the above and the applications are correct to the best of my ability:

Signed: _____ Date: _____