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PENDOLA SCOUT RESERVATION'S

CAMP JOHN MENSINGER

2018 LEADER'S FORM PACKET



Camp Leader Checklist

Before You Leave:

- _____ 1. Obtain a 3-ring binder in which to organize your camp paperwork.
- _____ 2. Read the Camp John Mensinger Leader's Guide.
- _____ 3. Sign up Scouts for merit badges, woodsman program, and PUMA activities online.
- _____ 4. Fill out, sign blue cards (so you don't have to deal with it on Sunday evening at camp)
- _____ 5. Distribute Authorization and Consent forms, Annual Health and Medical Record for all campers, personal equipment lists, and parent information sheets.
- _____ 6. Swim check completed before you go (optional) to Camp. *See Unit Swim-Check Roster.
- _____ 7. Collect Authorization and Consent forms. Place in binder.
- _____ 8. Collect Annual Health and Medical Forms. Place in binder.
- _____ 9. Collect camp fees from Scouts. Write one check for fees and turn into council office.
- _____ 10. Name all camp attendees in the online registration system.
- _____ 11. Pre-order camp t-shirts by designated deadline.
- _____ 12. Complete camp roster in triplicate (camp director, medic, troop).
- _____ 13. Arrange Transportation.
- _____ 14. Obtain local tour plan (for units coming from outside the Greater Yosemite Council).
- _____ 15. Check papers in binder one more time.

At Camp:

- _____ 1. Sunday/Monday— check to see if Scouts are registered in the classes they want.
- _____ 2. Sunday/Arrival—Senior Patrol Leader needs to sign up troop for evening programs.
- _____ 3. Daily—Check with Scouts to determine which merit badges are completed. Verify blue cards. Record completions on forms.
- _____ 4. Daily—Remind Scouts to get their written work completed and turned in.
- _____ 5. Daily – work on Scoutmaster Merit Badge program
- _____ 6. Daily – make sure Scouts are on track for Camp Patch Segment Program
- _____ 7. Friday—Inventory blue cards, partials, and woodsman cards for accuracy.
- _____ 8. Saturday—Complete all check-out procedures. Submit paperwork to Camp Director. Pick up troop records.
- _____ 9. Verify records and check for the proper amount of camp patches.

After Camp:

- 1. _____ Encourage Scouts to complete work started at camp.
- 2. _____ Submit Advancement form with blue cards to council office.
- 3. _____ Hold Court of Honor (recognition is important)

Recommended Unit Equipment List

- American Flag Unit flag Patrol flags
- Sharpening stones and files
- First aid kit
- Lock box for money/valuables
- Handbooks, merit badge books
- Lantern
- Conservation/project tools
- Maps and compasses, GPS units
- Cots and/or mattresses/Pads
- Small repair kit (duct tape, wire, rope, etc) Black marking pens
- Camp chairs
- Clothes hangers (leader tents) Alarm clock (leader tents)
- Personal tents for adults, if preferred – double check with Council on your campsite’s accommodations – some have limited space for extra tents
- Lighters or Matches
- Footlocker or box that can be locked
- Padlock
- Cookware and Utensils (for campsite cooking Wednesday evening)
- 1 gal. ziplock plastic bags – 1 per camper (place valuables in bag and lock in box)
- Permanent marker to write names on bags
- Hammer, saw, garden hose (to keep your area’s dust down)
- Ice chest
- Troop cook kit for campsite cooking Wednesday
- Water cooler
- Dining fly or rain tarp

Pre-Departure Checklist for Unit Leaders

Make copies of this form as needed

#	Youth Names	Fee Paid	Med/Climbing Consent	Firearms Release x 4	Medical Form Parts A, B & C	Merit Badge Signup
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Adult Tracker

Complete and submit if your unit is sending adults who are not coming for the entire week. See example below

Adults	Name	Sunday	Monday			Tuesday			Wednesday			Thursday			Friday			Saturday	Fees
			B	L	D	B	L	D	B	L	D	B	L	D	B	L	D		
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			

Total adults in camp:

Adult Tracker Example:

Adults	Name	Sunday	Monday			Tuesday			Wednesday			Thursday			Friday			Saturday	Fees
			B	L	D	B	L	D	B	L	D	B	L	D	B	L	D		
1	Joe Schmoe*																	FREE	
2	Billy Bob Thornton*																	85	
3	Mean Joe Green								\$	\$								85	
4	Baden Powell*											\$	\$					85	
5	Martha Stewart																	85	
6	Captain Crunch*																	170	
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
Total adults in camp:			4	4	4	4	4	4	4	5	5	4	5	5	4	4	4	4	510

The shaded boxes indicate extra fees will be due

*Adults checking in on Sunday (or Monday morning in the case of LDS units) MUST be named in the DoubleKnot registration system.

~ In this example the unit has qualified for one free adult due to the number of registered Scouts

~ ALL adults must bring with them completed Medical Forms Parts A and B, and those who are staying more than 72 hours MUST also have Part C completed and signed by an MD/DO/PA/NP or any other primary health care provider.

Roster for Unit _____

Prepare in 3 copies

1 for Camp Administration, 1 for Health Officer, 1 for Scoutmaster

Due at check-in – COMPLETE ALL INFORMATION

						Phone	DOB
Name							
Address							
City		ST		ZIP			
Name							
Address							
City		ST		ZIP			
Name							
Address							
City		ST		ZIP			
Name							
Address							
City		ST		ZIP			
Name							
Address							
City		ST		ZIP			
Name							
Address							
City		ST		ZIP			
Name							
Address							
City		ST		ZIP			
Name							
Address							
City		ST		ZIP			

Merit Badge Schedule

Merit Badge/Program	Monday			Tuesday			Wednesday			Thursday			Friday		
	9-11	1-3	3-5	9-11	1-3	3-5	9-11	1-3	3-5	9-11	1-3	3-5	9-11	1-3	3-5
Shooting Sports															
Archery	RMB 1A	RMB 1B	RMB 1C	RMA 2A	RMA 2B	RMA 2C	RMC 3A	RMC 3B	RMC 3C	Winchester			Winchester		
Rifle	RMA 1A	RMA 1B	RMA 1C	RMC 2A	RMC 2B	RMC 2C	RMB 3A	RMB 3B	RMB 3C	Winchester			Winchester		
Shotgun	RMC 1A	RMC 1B	RMC 1C	RMB 2A	RMB 2B	RMB 2C	RMA 3A	RMA 3B	RMA 3C	Winchester					
Aquatics															
Swimming	WM	1A		1B	1C		WM	2A	2B	WM	2C		WM		
Lifesaving		1A	1B	1C	1D			2A	2B		2C	2D			
Waterfront															
Kayaking	BM-B	BM-B	BM-B				BM-A	BM-A	BM-A						
Rowing	BM-A	BM-A	BM-A	BM-B	BM-B	BM-B									
Canoeing				BM-A	BM-A	BM-A	BM-B	BM-B	BM-B						
Sailing										BM-A	BM-A	BM-A	BM-B	BM-B	
Motor Boating										BM-B	BM-B	BM-B	BM-A	BM-A	
High Adventure															
Climbing	1A	1B		1C	1D		2A	2B		2C	2D				
Handicraft															
Textile															
Leatherwork		These are all Walk On Merit Badges, Schedule Accordingly													
Woodwork															
Photography															
Indian Lore															
Wood Carving															
Scout Craft															
First Aid	1A	WM 1B		1C	WM 1D			WM			WM				
Cooking	Fully integrated and only available through our Woodsman Program														
Pioneering	WM	1A		WM	1B		WM	1C		WM	1D				
Fire Safety			WM				1A	1B	WM	2A	2B				
Wilderness Survival	NEW High Adventure Program									NEW High Adventure Program					
Search and Rescue	NEW High Adventure Program									NEW High Adventure Program					
Nature															
Reptile and Amph.										1A	1B				
Forestry	1A	1B													
Energy				1A	1B					2A	2B				
Astronomy				1A	1B										
Environmental Science	1A	1B		1C	1D		2A	2B		2C	2D				
Mammal Study	1A	1B					2A	2B							
Soil and Water Conservation							1A	1B							
Geology	Walk ON														
Weather	WALK ON														
Eagle Lodge															
Communications															
Public Speaking		These are all Walk On Merit Badges, Schedule Accordingly													
Citizen in the Nation															
Citizen in the World															
Emergency Preparedness															
Work Shop															
Painting	TSA	TSA	TSA				TSB	TSB	TSB	TSC	TSC	TSC			
Welding				TSA	TSA	TSA	TSC	TSC	TSC	TSB	TSB	TSB			
Automotive Maintenance	TSB	TSB	TSB	TSC	TSC	TSC				TSA	TSA	TSA			
Plumbing			TSC			TSB			TSA				TSC	TSB	TSA
Electricity	TSC	TSC		TSB	TSB		TSA	TSA							

Merit Badge Pre-Sign-up Worksheet

Use this to gather your Scouts' class choices before logging into the DoubleKnot system to sign them up.

Make copies of this form as needed

#	Scout Name		Monday	Tuesday	Wednesday	Thursday	Friday	
		1 st	9-11	9-11	9-11	9-11	9-11	
			1-3	1-3	1-3	1-3	1-3	
		2 nd	9-11	9-11	9-11	9-11	9-11	9-11
			1-3	1-3	1-3	1-3	1-3	1-3
		1 st	9-11	9-11	9-11	9-11	9-11	
			1-3	1-3	1-3	1-3	1-3	
		2 nd choice	9-11	9-11	9-11	9-11	9-11	9-11
			1-3	1-3	1-3	1-3	1-3	1-3
			3-5	3-5	3-5	3-5		
		1 st	9-11	9-11	9-11	9-11	9-11	
			1-3	1-3	1-3	1-3	1-3	
		2 nd choice	9-11	9-11	9-11	9-11	9-11	9-11
			1-3	1-3	1-3	1-3	1-3	1-3
			3-5	3-5	3-5	3-5		
		1 st	9-11	9-11	9-11	9-11	9-11	
			1-3	1-3	1-3	1-3	1-3	
		2 nd	9-11	9-11	9-11	9-11	9-11	9-11
			1-3	1-3	1-3	1-3	1-3	1-3
		1 st	9-11	9-11	9-11	9-11	9-11	
			1-3	1-3	1-3	1-3	1-3	
		2 nd choice	9-11	9-11	9-11	9-11	9-11	9-11
			1-3	1-3	1-3	1-3	1-3	1-3
			3-5	3-5	3-5	3-5		
		1 st	9-11	9-11	9-11	9-11	9-11	
			1-3	1-3	1-3	1-3	1-3	
		2 nd choice	9-11	9-11	9-11	9-11	9-11	9-11
			1-3	1-3	1-3	1-3	1-3	1-3
			3-5	3-5	3-5	3-5		

This form is for unit use only in tracking their merit badges. Actual sign-ups are done online, not at camp. Adjustments/changes can be made at camp.

***Youth Release Request / Release of Campers
Verification of "No Shows"***

Any camper who leaves camp property during camp session must have a completed release requests that is turned in to the Camp Director or the Program Director.

A written letter to all unit leaders goes out prior to camp stating that responsibility for the units to transport campers to and from camp lies with the unit.

The unit leader is responsible to get a camper to camp, secure any necessary youth release requests and the tour permit, if applicable.

All units prior to arrival at camp give the number of youth attending camp. This will be checked at check-in and any discrepancy must be verified by the unit leader. If the location of the missing youth is unknown, then the unit leader in conjunction with the Camp Director will call the parents of the youth to verify the youth's location.

RELEASE OF CAMPERS

As the legal guardian of, _____ I grant permission for him/her to leave camp with the following people:

Name _____ Relationship to Camper _____

By signing this form, I release the Council and Camp of Liability once my son has left camp with the above listed people.

Name (printed)

Signed

Date

