

Campmaster Advisor Responsibilities

Campmaster Advisor Responsibility	Notes
Secure tour permit, if needed	Inside Greater St. Louis Area Council territory: no permit needed. Outside Council, but less than 500 miles each way: Local Tour Permit required. Greater than 500 miles: National Tour Permit required. See GSLAC website for form. Allow four weeks for National Tour Permit, two weeks for Local Tour Permit; may be able to secure this online in the future. Driver/auto license and insurance information is available from the Troopmaster database. Contact the Advancement Chair or Activities Chair for copies of this printout when preparing a National Tour Permit
Determine fees / charges for outing	Work with Campmaster; consider charge for gas for drivers, especially the driver of the trailer; include cracker barrel fees, camping fees, special events fees (e.g., horseback rides), patch/badge fees, etc. Gas fees for drivers may depend upon number of vehicles going and distance traveled.
Set times for departure, return	Work with Campmaster; while we have "set" times for departure and return, special circumstances may require varying from these times
Provide information for signup sheet	Departure/return times; fees; The Activities Chair maintains the master copy of the signup sheet (Excel file). The Campmaster should request that the Activities Chair make the signup sheet, or get a copy of the Excel file and make it himself if he is adept with Excel. Signup sheets should be posted at least three months in advance of the outing. If not all information (cost, etc.) is available, these may be "TBD" and filled in when the information is available. However try to give a reasonable estimate of costs so scouts can determine if they can go or not. This cost estimate can be made firm at a later date.
Work with Campmaster to:	We are a boy-run Troop, and as such, we want the Campmaster and Patrol Leadership to do as much as possible. Ideally, the Campmaster Advisor does just that: advise the Campmaster. The Advisor should delegate as much to the Campmaster as the Campmaster can be successful with, and should monitor his progress to be prepared to help out as needed.
create flyer to advertise outing, talk up the outing	Campmaster should have announcements and flyers available at least four Troop meetings in advance of the outing. If significant deposits are required, this interval may need to be lengthened. A pdf copy of the flyer should be sent/given to the webmaster for posting on the Troop website.
plan any special events for the outing	e.g., special advancement opportunities. Campmaster should bring these to the PLC several months in advance. Patrol Leaders should know advancement needs of their Patrol members and can help plan and support the advancement opportunities.
secure MC for campfire, and/or plan campfire	Campmaster should check with Communications Merit Badge Counselors to see if anyone is working on this requirement.
make phone calls to Patrol Leaders to pass information about outing	In addition, Campmaster should attend the PLC meeting the month prior to the outing and the month of the outing to develop plans and inform Patrol Leaders.
Make reservations as needed	This is a critical task that might not be trusted to the Campmaster; deposits may be required. When public facilities (state parks, etc.) are involved, reservations may be required several months in advance. Must ensure that there are no other activities planned that would conflict with the Troop's use. For example, we ran into a problem on one particular hike when we got there only to find out there was a 24-hour endurance mountain bike race on the trail that day. (Realistically, this is probably an advisor's responsibility since it will generally involve making several phone calls during business/school hours.) For BSA properties, we may already have reservations (cabins, Adirondacks, etc.) from the Council lottery. For general-use areas, make sure the camping area (Shippey at Beaumont, Camporee Field at S-F, etc.) is available and reserved for the outing. (Note that shelters like the one at Shippey are now "reservable," not first-come, first-served.)
Provide permission/release paperwork (when needed)	Certain facilities (e.g. the "Alpine Tower" at Greensfelder Park) have their own parental/participant permission forms and/or releases. If these are required, ensure that they are distributed to Scout participants in time for their parents to fill them in and to adult participants in time for them to fill them in and bring at departure time.
Insure sufficient trained adults	Besides four leaders (minimum) at all times, need trained adults for specific events (e.g., Ropes, Rappelling; Safety Afloat / Safe Swim Defense / BSA Lifeguard), pressurized fuel, First Aid / CPR, etc.
Insure sufficient transportation	In addition to insuring enough seatbelts for all Scouts and adults, some outings could have special needs (e.g., bike shuttle, point-to-point hike, canoe shuttle, etc.). Also, be aware that some drivers return from the campout early, so be sure to have enough seatbelts for everyone staying until the end.

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	Update the website calendar	Detailed information should be updated on website calendar with departure times, agenda, return, cost, etc. Same information as on flyer given out. Many folks use website calendar as the gold standard.
	Create roster of attendees	Needed for roll call, keeping track of late arrivers / early departers, tracking payment of camp fees
	Determine meal plan	Work with Campmaster; may need sack lunch for drive down or back
	Old Goats grubmaster	Frequently the Campmaster Advisor is the grubmaster, but not required; main task is to insure that Old Goats have grubmaster
	Assign a "medical officer" to administer medications	Make sure the "medical officer" obtains all meds from parents prior to departure. Meds must be clearly marked with clear instruction as to dosage, frequency, etc. "Medical officer" is responsible for seeing that Scouts take their medications as scheduled.
	Take attendance	Use signup sheet to take attendance
	Provide maps to destination	Long trips may require designated rest stops / rendezvous points to make sure no one is lost
	Ensure the "Football" is on the outing	The "Football" is the briefcase with all Scout and adult medical forms. This MUST accompany the Troop on all outings. If the Scoutmaster will be on the outing, make sure he/she brings it. If the Scoutmaster will not be on the outing, the Campmaster Advisor must get the briefcase from the Scoutmaster, bring it on the outing and return it to the Scoutmaster after the outing. This item is critical. No outing is to be held without these authorization and medical forms present.
	Provide master cell phone list of all drivers to each other	Can pull this from TroopMaster database, and update at City Hall just before departure.
	Collect Permission/Release Forms (when needed)	If the facility requires separate permission forms or releases, ensure these are collected before the Scouts' parents leave the parking lot.
	Collect fees	Adult advisor or assigned adult grubmaster collects food costs from adults attending
	Collect fees	Campmaster collect camp fees from scouts and adults (cabin fees, horseback riding fees, campsite fees, all non food related fees) Patrol grubmasters collect food related fees from scouts attending.
	Provide for Friday night cracker-barrel	Probably handled by Old Goats grubmaster
	Keep scouts to the schedule of planned events	Campmaster works with Sr. Patrol Leader and adult advisor to achieve goals for outing by keeping to the scheduled events.
	Campmaster acts as "ad hoc" Sr. Patrol Leader for outing	If Sr. Patrol leader is present he should coordinate with campmaster. Sr. Patrol leader should assemble the troop for the beginning of events at the outing, but campaster should lead the events since he has participated in planning the outing.
	Notify Advancement Chair of attendees	Need nights camped, miles hiked, events participated in, etc. for awards / badges, rank advancement, etc. This attendance list should be submitted to the Advancement Chair within a day or two of completion of the outing, since scouts depend on this information being entered to apply to their participation/service rank requirements.
	Secure outing patches if any are available	For presentation at COH For non-BSA locations, check with previous adult participants to determine if a "stock" patch is available either from the locale or from Benchmark Awards. We have our own patches for a couple of trails that we have used in the past.
	Follow-up with scout campmaster to write newsletter article	Remind scout campmaster to write a short article for the Troop newsletter. This is to be submitted to the newsletter editor. This should be turned in as soon as possible. It is the objective of the Troop to publish a newsletter by each Court of Honor. The longer the scout waits to write the article, the harder it is to get it done. As of 1/1/09 the newsletter editor is Mrs. Day.
	Color codes Legend	blue tasks are scout campmaster responsibilities
	Before the outing	yellow tasks are adult advisor responsibilities
	Departure time	
	During the outing	
	After the outing	