

## Campmaster's Guide: Goals, Methods, Policies, and Traditions of Troop 28 Camping

*BSA defines Campmaster as a Scout ranch or campsite job; our Troop's role is not related to that job.*

### OVERVIEW

Campmaster is the role in Troop 28 responsible for the planning, logistics, organization, coordination, and communications required to support a monthly **activity** (usually a **Campout**) that is part of the Troop's Program. The Campmaster is usually an ASM but can be any qualified Scouter. He is not expected to be the expert in all areas of the Campout; rather, he is responsible to secure resources including competent, trained Scouter support for every element in the Campout.

This Guide is not intended **to capture** all possible details of Campmastering or to restate the Aims, Methods, or other tenets of Scouting. The primary governing core policies, methods, and other references are already **well** documented in

- ♣ Colleyville FUMC policy
- ♣ [The Guide to Safe Scouting \(GSS\)](#)
- ♣ [Tour Plan](#)
- ♣ Troop roster
- ♣ [Troop Uniform Policy](#)
- ♣ Scoutmaster's Handbook
- ♣ Boy Scout Handbook

Understanding these documents is fundamental to performing well within the Scouting program. Further, there is a range of training and practices that are required for certain activities that cannot be comprehensively captured here; the GSS and the Tour Plan will indicate most of these.

## TASKS and JOBS

The Campout, its nominal description (eg: “winter hike”), and its dates are part of the annual Program. The Scoutmaster may also define specific Campout content, the locale, or other goals or details. From these inputs, the Campmaster then defines the Campout and delegates the resulting responsibilities to other Scouters who will also attend the Campout. Roles generally follow this form:

- ♣ Campmaster
  - a) outlines general activities
  - b) **secures site and equipment reservations as well as tickets** at the destination (Scout Ranch, state park, etc)
  - c) provides attendance sign-up sheets (Scouts and Scouters)
  - d) plans logistics (routes to destination, routes during Campout if any, Tour Plan)
  - e) orients Junior Leadership (JL) starting at their PLC
  - f) recruits Scouters and assigns tasks
  - g) guarantees that required Scouter coverage ratios are met
  - h) monitors weather and other factors that affect safety
  - i) coordinates emergency room logistics with the Medical Officer and Transportation Chair
  - j) publishes Troop email “blasts” to keep parents and Scouts up to date
  - k) publishes Scouter duty roster in camp
  - l) **ensures that vehicles are loaded in a Thrifty manner and advises drivers whether they will be reimbursed for driving**
- ♣ Grubmaster - buys food and manages cooking for Scouters
- ♣ Transportation - provides maps, secures driver and vehicle information, confirms seat-belt capacity for each leg of the Campout, and ensures trailer readiness if needed
- ♣ Quartermaster - ensures inventory and readiness of any special equipment and provides Troop ice if needed; provides repairs or replacements for standard Patrol equipment when notified
- ♣ Chaplain - oversees Chapel service and **mentors** Chaplain Aides
- ♣ Program Specialist - provides required training coverage and technical oversight (eg: Climbmater, Rangemaster, Lifeguards, etc) for Campout and leads specialty training during Troop meetings in month before the trip
- ♣ Medical Officer - organizes and maintains medical forms **and** liability releases; **oversees** Scout medication, controls access to first aid kits, and oversees actual first aid
- ♣ Assistant Campmaster (a newer Scouter) - helps with the Campout’s planning and execution to prepare him to be a future Campmaster himself
- ♣ Scoutmaster - is kept free from the responsibilities noted above within reason; if absent from the Campout, he selects an ASM to coach the SPL, foster Scouting Methods, etc.

## Campout Planning Timeline

**Annual** - dates of program activities are announced after the Scout's Annual Planning Meeting in the summer, and the Scoutmaster starts recruiting Campmasters at his ASM meeting. Specialty, long-lead reservations (like Summer Camp, **high adventure**, or Aquatics) should be made immediately.

**Two months prior to Campout:** Scoutmaster confirms Program plan, Campmaster starts paperwork and confirms reservations, and equipment is organized with the (destination) camp, rental agency, or Quartermaster. Campmaster **attends** the PLC and supports their planning the Troop's month; they will need to understand training requirements, menu planning, special gear, and any other program particulars for which they must plan. Scouters are oriented to relevant training they should secure or update (eg: Safe Swim, Trek Safely). Permission slips and announcement fliers / signup sheets **with estimated cost** are made available at the meetings; the Troop website is updated; and an announcement (often attaching the flier and permission slip) is emailed to the Troop distribution list. Some legacy documentation is available **to make these tasks easier**: spreadsheets from previous Campouts can be easily modified to support these needs, and a spreadsheet template is available with flier, signups, to do lists, and other handy forms already formatted.

**One month prior to Campout:** The Campmaster and Program Specialists **support training** in the Troop meetings. Scouter meetings may be useful to confirm progress on assignments. Trailer-towing resources should be confirmed (few personal vehicles can pull the large trailer safely).

**Three weeks prior to Campout:** Scouter roster is finalized and the Tour Plan filed immediately (if required). Rosters are checked for currency regarding any relevant participant requirement, (eg: YPT, swim check, liability and medical forms, permission slips).

**Meeting before Campout:** **The roster should be sorted by patrol so that the SM can merge Patrols as necessary before meal-planning. Patrol meal-plans are approved by the JL. With rare exception, Scouters should not shop or cook for Scouts.**

**For the Campout:** Maps, copies of the approved Tour Plan, and other useful documents are distributed to the SPL, Scoutmaster, drivers, **etc.**

**After the Campout:** The Treasurer should be immediately provided with a roster, expense receipts, and actual trip mileage so that accounts can be billed and credited. Ideally, the Campmaster presents a Thorns-and-Roses review to the Scoutmaster.

## LONG TERM CAMPS

Summer camps and high-adventure treks are long term Campouts that require a seasoned Campmaster. Planning is normally a six-month process that centers on the program guide from the camp, ranch, or canoe base **the crew** will attend. The Campmaster should also consult previous long term Campmasters for advice on best practices.

## COSTS

Costs typically include four meals, transportation, and campsite and equipment fees. All costs **except budget overruns** are passed on to the attendees. Announcements and fliers should include an estimate of a Scout's cost to attend. The Treasurer, not the Campmaster, collects fees from attendees and reimburses expenses.

**Reimbursement limits are set by the Committee as follows:**

- ♣ Meals are not reimbursed above \$10 per Scout and \$15 per Scouter.
- ♣ Mileage is reimbursed at **\$0.30** per mile for general transportation and **\$0.60** for towing.
- ♣ Cracker barrel **and cobbler**s, paper products, and trash bag expenses must fit into the miscellaneous budget **of** \$5 per capita.

**Budgets for longer campouts or other special considerations (like freeze-dried hiking food) may be approved by the Committee. Grubmasters and Campmasters are responsible for expenses they incur above these limits.**

## TOUR PLANS

The Tour Plan **is now online at [MyScouting.Scouting.org](https://www.myscouting.org)**. **Required** detail cannot be compiled quickly:

- ♣ **drivers' make, model, and year as well as insurance currency**
- ♣ **Scouter with First Aid training**
- ♣ **Scouter with CPR**
- ♣ **Scouter with Severe Weather training**
- ♣ **Scouter with special program training: Climbmater, Rangermaster, etc.**
- ♣ **emergency contact (should not be CC or COR: they get systematically copied)**

The Campmaster should start this process early so training and information gaps can be resolved. The Transportation Chair may be expert in Tour Plans and will have the Troop's driver/insurance information; **the Training Chair will be current on Scouter training status. Revision of the Tour Plan is simple, so file early and revise as necessary.**

## CAMPSITE IDEALS

Logistically, it is advantageous for the SPL to travel in the first vehicle to site with the Campmaster or Scoutmaster so they may discuss program details (especially late changes) on the way; this team also provides rosters and credentials (eg: YPT) required to check into camp. Trailers should **arrive** next on site so as not to delay Scouts in their program.

The SPL evaluates the site and determines campsite arrangement with the approval of the Campmaster or Scoutmaster. Patrols shall be separated from each other and the Scouter area by as much space as the site will safely support. Patrol areas, trailers, equipment, water, latrines, and other necessities shall not be arranged in such a manner as to force Scouts into or through the Scouter area as a routine part of the program.

## POLICIES and METHODS

- ♣ A Scout can cancel by Wednesday by advising both the Campmaster and his patrol's grubmaster. Otherwise, all who register for the Campout will be charged whether they attend or not.
- ♣ Troop Uniform Policy requires full field uniform for the road trip to and from the Campout.
- ♣ Scouts are expected to start trips fed, and the trips out and back should not be interrupted by avoidable stops. Road trips shall be made promptly so that all activities can begin in a timely fashion with all tasking shared fairly; **accordingly**, Sunday unloading of trailers shall not begin until all vehicles are back at the church.
- ♣ Usually the Troop assembles by 5:30pm on Friday and starts the road trip by 6:00pm.
- ♣ Three Primary Troop Rules
  - ! Scouts shall wear footwear at all times outside their tents; no open-toed shoes are allowed.
  - ! Running is not allowed.
  - ! The throwing of rocks (or anything else) is not allowed.
- ♣ Scouts (**except JASM**) shall use only Troop tents. No food, footwear, furniture, or backpacks are allowed in tents. Tents shall be erected using a ground cloth and **staked out with** the full complement of guy lines.
- ♣ The Scouter area is normally off-limits to Scouts.
- ♣ The SPL convenes his PLC each night to plan and schedule program details.
- ♣ The JL provides and manages a single three-bucket method **for the Troop at all meals**.
- ♣ A flashlight is the only battery-operated device a Scout may **use during** a Campout.
- ♣ Sandwiches may be planned for lunch, but breakfast and dinner should be cooked. Soda is never allowed and is particularly discouraged before a Campout.
- ♣ Troop litter (**including biodegradables such as food waste and peels and rinds**) will be managed as soon as it is recognized, **disposed of**, and not allowed to accumulate or drift.
- ♣ Before leaving camp, the campsite shall be policed and all litter removed such as is manageable.
- ♣ Chapel service is held on Sunday morning; full field uniform is required.
- ♣ The Program is not over until the SPL dismisses the Troop. Early dismissals from the Campout may be requested but are strongly discouraged.
- ♣ On a Sunday, the Troop shall not return to the church before 12:30pm.

## TRADITIONS

- ♣ Campfire program is held Saturday after dusk and is followed by cobbler provided by the Scouters.
- ♣ Best Patrol Award is based on campsite inspection, activity performance, and Patrol pride.
- ♣ The Old Goats will provide an excellent example of the Uniform, Patrol Method, and Scout Spirit.

## FORGET-ME-NOTS

- ♣ **For first-come-first-served campsites, the advance team should take at least one tent per campsite to pitch so as to demonstrably and legitimately hold the spot until the Troop arrives.**

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