

# Final Checklist

This checklist will be helpful in assisting the unit leaders to make a final check of details before leaving for camp.

## **Prior to camp:**

- \_\_\_\_\_ Transportation arranged? Remember the BSA policy that states that Scouts may ride only in the cab of trucks. A seatbelt is required for each passenger in a vehicle.
- \_\_\_\_\_ Unit camping equipment? (Flags, dining fly, etc. See checklist in this program guide which discusses what a troop should bring to camp.
- \_\_\_\_\_ Did all Scouts get a list of materials and equipment to bring to camp?
- \_\_\_\_\_ Have Scouts prepared their personal programs and do they have "pre-camp" requirements for their activities completed?
- \_\_\_\_\_ Is all unit program equipment ready? (Merit Badge pamphlets, etc.)
- \_\_\_\_\_ Is the unit program prepared? (Schedules, skits, evening programs, etc.)
- \_\_\_\_\_ Unit records ready? (Troop records, advancement records, etc.)
- \_\_\_\_\_ Sufficient emergency funds?
- \_\_\_\_\_ Sufficient adult leadership for every day and night of the week?  
***Remember, two deep leadership at all times.***
- \_\_\_\_\_ Have you held your pre-camp meeting for parents? They need to be reminded of special events such as visitors' night and tapping.
- \_\_\_\_\_ Do parents have the camp phone number for emergencies? (816-364-1523)
- \_\_\_\_\_ Does the Campmaster have a list of emergency phone numbers to reach parents?
- \_\_\_\_\_ Does each scout and leader have the required physicals? (check the Required Health Documentation)

## **Required for Pre-camp Meeting:**

- \_\_\_\_\_ Pre-Camp Meeting Form

## **Required for Unit Check-in at camp:**

- \_\_\_\_\_ Local Tour permit completed and filed with council office? (If you are traveling more than 500 miles each direction, you must file the National Tour Permit.)
- \_\_\_\_\_ All fees paid? If not, remember to bring the Troop checkbook
- \_\_\_\_\_ Troop Roster of Scouts (2 **typed** copies)
- \_\_\_\_\_ Troop Roster of Adult Leaders (2 **typed** copies)
- \_\_\_\_\_ Camper Release Form for Scouts who will be leaving camp during the week.

The unit leader should feel free to copy any materials in this book for redistribution to parents and scouts.