

# 2008 PACK CAMPING COORDINATOR RESPONSIBILITIES

- ❑ Most importantly the Pack Camping Coordinator will promote Cub Scout Adventure Camp to the pack and each den within the pack.
- ❑ Coordinate sessions and villages for the pack and/or dens to attend as a group.
- ❑ Collect the individual camp registration forms and **initial** payments per person (youth & adult) and submit them to the Council Office in a timely manner. Initial payments are: \$25 per person prior to March 20, 2008; \$70 per person between March 20 and May 2, 2008; and \$115 per person after May 3, 2008.
- ❑ Remind individual campers of upcoming payment deadlines:
  - March 20, 2008 (2<sup>nd</sup> payment) - additional \$45 per person (youth & adult) if \$25 previously paid per person.
  - May 2, 2008 (final payment) - additional \$45 per person (youth & adult) if \$70 previously paid per person.
- ❑ Communicate to the Council office what campers are eligible for free camp popcorn sales credits by providing a copy of the pack Unit Sales sheet from the popcorn sale to the Camping Department.
- ❑ Communicate to individual families the availability of the Council Campership program, and distribute forms to needy families to complete and return to the Council Office.
- ❑ Follow up with campers that have not made 2<sup>nd</sup> and final payments based on information provided by the Council Camping Department.
- ❑ Attend one of two Here's How meetings that will be held on the east and west sides of the city on April 22 or 24, 2008.
- ❑ Distribute parent/leader guides and forms provided at the Here's How meeting to each of the families in their pack who have registered for CSAC.
- ❑ Contact the Camping Department immediately if a camper cancels a reservation or transfers a registration to a new replacement camper. Explain refund policy. No refunds after September 1, 2008 will be accepted for any reason.
- ❑ Be the liaison between the pack's campers and the Council in answering CSAC camping questions, ensuring that each family has their completed medical/medication forms ready to bring to camp, knows the arrival date and time, and is ready for fun!
- ❑ Important numbers for the Pack Camping Coordinator:

Kathy Karam – Admin for Council Camping Dept – 241-8545 – [kathy.karam@otetiana.org](mailto:kathy.karam@otetiana.org)  
CSAC Summer Camp Office – 374-8656

## 2008 COUNCIL CAMPING DEPARTMENT RESPONSIBILITIES TO SUPPORT 2008 CSAC PACK CAMPING COORDINATOR

- ❑ Camping Department will provide the Pack Camping Coordinator with materials to promote the CSAC summer program to their packs and dens.
- ❑ Record camp reservations and initial payments in a timely manner as received from the Pack Camping Coordinator.
- ❑ Keep the Council web site at [www.otetiana.org](http://www.otetiana.org) updated with current CSAC availability.
- ❑ Invoice individual families for unpaid CSAC payments in a timely manner so they can mail or personally deliver payments to the Scout Office, or give payments to their Camping Coordinator, in advance of the due dates.
- ❑ Credit individuals for popcorn sales credits based on information provided by the Pack Camping Coordinator and/or Unit Popcorn Kernel.
- ❑ Forward completed Campership Applications submitted by the Pack Camping Coordinator to the Vice President of Camping for review, and communicate decisions on Campership Applications to the applicant's family.
- ❑ Supply the Pack Camping Coordinators at the Here's How meetings in April with the following: Class I & II Medical forms, medication permission forms, dietary needs forms, minor release forms, and Parent/Leader Guides. **NOTE:** It is the Pack Camping Coordinators responsibility to get these materials to the families registered for camp.
- ❑ Provide, at the Pack Camp Coordinators request, a roster of current registrants from the pack, showing the village, session, Scout and adults' name and balance due.
- ❑ Be available at 241-8545 or [camping@otetiana.org](mailto:camping@otetiana.org) to answer your registration and payment questions in a timely manner. Please contact us immediately of any concerns or with any questions so we can help you and your pack have a successful and fun camping experience this summer.

### 2008 Refund Policy

All fees are non-refundable but may be transferred to a new camper that has not already signed up. Partial refunds will be considered for medical reasons or summer school. Medical cancellations will require a doctor's note; summer school cancellations will require a note from the guidance counselor or other school official. A cover note needs to accompany the doctor or school note detailing the Scout's name, village and session they were planning to attend. Phone number and address must also be on the cover letter. The \$25 initial deposit per person is NON-REFUNDABLE under any circumstance. After June 30, contract commitments increase the non-refundable fee to \$50 per person regardless of the reason for the cancellation.

Checks will be issued within 2-3 weeks to the address given on the Camper Registration Form unless otherwise noted on the cover letter. Any other requests for a partial refund will be handled on a case by case basis. Requests for partial refunds must be made no later than August 31. **Requests made after that date will not be considered.** Materials not received by August 31 will also be denied.