

Camporee Planning

Six Months Out:

- Decide on location and make reservation
- Work with your DE on budget and all other paperwork
- Put together a team and talk about goals

Five Months Out:

- Have a meeting before Roundtable to decide on framework
- Discuss preliminary details at Roundtable and get input

Four Months Out:

- Planning Meeting
 - Breakdown duties
 - Be specific on what troops need to bring
- Promote, Promote, Promote

Three Months Out:

- Planning Meeting
- Confirm with location, complete any/all permits/paperwork
- Upload camporee packet to council website
- Contact and Invite Webelos
- Give Update at Roundtable
- Get Preliminary Head Count

Two Months Out:

- Planning Meeting
 - Talk about any needs for stations or supplies for camporee
 - Submit PO's to council
 - Confirm stations/adults
 - **Order Patches**
 - **Decide on Awards (usual shipping time 4-6 weeks)**
 - **Decide on Youth Positions (MC, Flag Ceremonies, Closing Campfire, etc)**
- Roundtable Talk about:
 - Troop reservations being in one month before (min)
 - Email packets in to office
 - Use unit accounts @ office
 - Health forms
 - Tour Permits
 - Reminder call to Webelos

One Month Out:

- Meeting with DE
 - Cash box / receipts
 - Final Budget
 - List of outstanding troops
- Roundtable meeting Final Update
 - Give scoutmasters any paperwork to pass along to the participating scouts
 - Ask for judges for any/all area's needed (campsite judging, chili feed, etc)

Two Weeks Out:

- Check with leadership for any last minute needs

One Week Out:

- Purchase remaining supplies needed for camporee
- Tie up any loose ends

Friday Morning Of:

- Arrive @ site early to set up
- Be ready to handle changes on the fly

One Week After:

- Turn in all paperwork, cash, and final report to council