

# 2017 Day Camp Online Registration

## Discussion Topics for December Day Camp Meeting

### Guidelines for setting registration fees

- ✓ Plan the day camp budget based on: realistic figures, historical data, what worked/didn't work last year, will the numbers increase or decrease, cost figures (average cost to number of participants).
- ✓ Budgeting requires a careful balancing of fees which boys and Scouters can afford against the activities which will accomplish the event goals. Before deciding on the event fee, make a careful listing of all anticipated expenses and compare that to a history of event attendance. Dividing the pre-planned expenses by the anticipated attendance, adding 5-10% for an expected increase in attendance, should give you an adequate base of what to charge per attendee.
- ✓ To encourage volunteers, keep the cost of the tots, siblings and volunteers prices as low as possible. Either keep these prices at an amount just enough to recover expenses, or pass these expenses to the Cub Scouts who are benefiting from the adults volunteering and the program. If you price the tot-lot, sibling and volunteer prices too high, you won't get volunteers. Think about what a parent will have to pay to volunteer and bring a Scout (or two) and sibling (or two). Consider: tot-lot (~\$15 to cover patch, t-shirt and supplies like bubbles and crafts), girls (~20), youth (14 & up) and adult volunteers (free or \$5).
- ✓ Be careful comparing your camp price to others. Some camps have high facilities fees. If your camp doesn't have a facility fee, then your camp should be very reasonable to attend.

### Customization report

Fill out the registration customization report online at [www.daycamp.shac.org](http://www.daycamp.shac.org). **Due January 18, 2017.**



### Online registration opens for all camps

Registration goes live **February 1, 2017.**

### Early registration discount

Early registration ends **March 13** for all camps. Each camp sets the amount of the discount. Everyone who registered early gets a limited-edition cap.

### Consistent date for late fees to begin for all camps

Late registration ends **May 6** for all camps. Each camp sets the amount of the late fee. Only camp directors can add youth after this date.

### T-shirt and patches

Extra t-shirts are \$5 and extra patches for \$2. A2XL are \$7 and A3XL and up are \$7.50 for all camps

### Day camp orientation dates

Have camp orientation dates scheduled before January 15.

### Email receipts option

The registrar and/or camp director can request to receive an email copy of every registration receipt. Receiving an email copy of every receipt is only recommended for smaller camps. If a larger camp is interested, then you might want to set up an alternative email address (e.g., not your personal email) to receive a copy of the receipts or your inbox will be very full.

### Participant option to change registration

You can allow participants to change their registration until a specified date. You typically want participants to be able to change information until the same date you close registration or if you don't close registration until the day before camp, this might be a couple of days before camp when you plan to do one last printing of all information and would only want to deal with adding just the newly registered.

### Payment Type

- Pay online only (requires Field Director approval)
- Pay online or by mail (recommended) - Discuss issues/options with mail payments.

### Questions for the group

Do we need to ask for youth addresses? Do we need to ask for extra patches?

# Day Camp Online Registration Questions

Provide feedback by January 10, 2017: <http://samhoustonbsa.doubleknot.com/event/2017-master/1953214>

**Changes from 2016\*:** Added date of birth and age during camp for youth. T-shirt columns will add up differently on reports. Address will only be asked once per family.

## Family Information

Parent Name		Asked once
Address	<b>Do we need this question? Is anyone mailing information.</b>	Asked once
Phone (2)		Asked once
Email (2)		Asked once
Unit Type	<input type="checkbox"/> Pack <input type="checkbox"/> Troop <input type="checkbox"/> Crew <input type="checkbox"/> Not applicable	Asked once
Unit Number		Asked once
District	(select from list)	Asked once
Consent for Photos		Asked once

## Individual Registration

Registration Type	<input type="checkbox"/> Tiger Scout: going into 1 <sup>st</sup> grade (or LDS age 6-7) <input type="checkbox"/> Cub Scout: going into 2 <sup>nd</sup> to 5 <sup>th</sup> grade <input type="checkbox"/> Tot-lot: ages 3-Kinder with parent volunteer <input type="checkbox"/> Girl: age 6 - 10 with parent volunteer <input type="checkbox"/> Girl: 6 <sup>th</sup> grade-age 13 with parent volunteer <input type="checkbox"/> Boy Scout: 6 <sup>th</sup> grade-age 13 <input type="checkbox"/> Junior: boy or girl age 14-17 <input type="checkbox"/> Adult / Parent Volunteer	All
First Name		All
Last Name		All

## Page 1

Nickname		All
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	All

## Page 2

Rank Scout will be during camp (next school year)	<input type="checkbox"/> Tiger (going into 1 <sup>st</sup> grade (or LDS age 6-7) <input type="checkbox"/> Wolf (going into 2nd grade next school year; if LDS, then age 8) <input type="checkbox"/> Bear (going into 3rd grade next school year; if LDS, then age 9) <input type="checkbox"/> Webelos 1 (going into 4th grade next school year; if LDS, then age 10) <input type="checkbox"/> Webelos 2 (going into 5th grade next school year)	If Cub Scout
Date of Birth		If youth
Grade next school year		If youth
Age	How old will your child be during camp	If youth

## Adult Volunteer Positions

**Full-Time Volunteer** - will be at camp every day from opening to closing

**Job Share Volunteer** - two adults split the camp and both adults will ensure coverage for every day from opening to closing. This would count as one volunteer in the required adult to Scout ratio.

**Part-Time Volunteer** - an adult who volunteers for part of the camp.

**Key Staff** – Volunteer who has been asked by the Camp Director to serve as a Key Staff.



Volunteer Type	<input type="checkbox"/> Full time (will volunteer the entire camp) – <i>adult fee will be added here</i> <input type="checkbox"/> Job share (will share a full time position with another adult in my unit) – <i>adult fee will be added here</i> <input type="checkbox"/> Part time (can volunteer for part of the camp) – <i>adult fee will be added here</i> <input type="checkbox"/> Key Staff (asked by camp director) – <i>adult fee will be added here</i>	Adults
Age groups of children attending camp	<input type="checkbox"/> Tot Lot (age 3-5) <input type="checkbox"/> Girl (1 <sup>st</sup> – 5 <sup>th</sup> ) <input type="checkbox"/> Tiger (1 <sup>st</sup> grade or LDS age 6-7) <input type="checkbox"/> Girl (6 <sup>th</sup> – age 13) <input type="checkbox"/> Wolf (2 <sup>nd</sup> grade or LDS age 8) <input type="checkbox"/> Boy Scout (6 <sup>th</sup> grade –age 13) <input type="checkbox"/> Bear (3 <sup>rd</sup> grade or LDS age 9) <input type="checkbox"/> Junior Staff: Boy or Girl (ages 14 – 17) <input type="checkbox"/> Webelos (4 <sup>th</sup> or 5 <sup>th</sup> grade or LDS age 10) <input type="checkbox"/> N/A	Adults
Names of children		Adults

### Page 3 T-shirts



Each participant receives one shirt and patch. You may order extra shirts and patches below.

T-shirt size - Youth	<input type="checkbox"/> YXS, <input type="checkbox"/> YS, <input type="checkbox"/> YM, <input type="checkbox"/> YL, <input type="checkbox"/> AS, <input type="checkbox"/> AM, <input type="checkbox"/> AL	Tiger, Cub, Girls (1 <sup>st</sup> – 5 <sup>th</sup> ), Tots
T-shirt size – Den Chief	<input type="checkbox"/> YL, <input type="checkbox"/> AS, <input type="checkbox"/> AM, <input type="checkbox"/> AL, <input type="checkbox"/> AXL, <input type="checkbox"/> A2XL	Den Chief, Junior Staff, Girls 14+
T-shirt size - Adult	<input type="checkbox"/> AS, <input type="checkbox"/> AM, <input type="checkbox"/> AL, <input type="checkbox"/> AXL, <input type="checkbox"/> A2XL, <input type="checkbox"/> A3XL, <input type="checkbox"/> A4XL, <input type="checkbox"/> A5XL	Adults
T-shirt size – Key Staff	<input type="checkbox"/> AS, <input type="checkbox"/> AM, <input type="checkbox"/> AL, <input type="checkbox"/> AXL, <input type="checkbox"/> A2XL, <input type="checkbox"/> A3XL, <input type="checkbox"/> A4XL, <input type="checkbox"/> A5XL	Key Staff

### Page 4 Optional: Extra T-shirts and Patches



Each participant receives one shirt and patch. You may order extra shirts and patches below.

Extra Patch	_____ Extra t-shirts are \$5 (A2XL are \$7 and A3XL and up are \$7.50).	All
Extra T-shirt	_____ Extra patches are \$2.  <b>Note:</b> T-shirts will have multiple columns on the report to sort extra shirts by youth, den chief/Junior staff, adult AS-AL, A2X, S3X-5X, key staff AS-AL, A2X, A2X-5X	All

### Page 5



Ratio	<input type="checkbox"/> Yes * Ratio I understand that camp has a minimum adult to youth ratio per pack (see instructions on first page). I understand that if our pack does not have enough adult volunteers, then our pack will not be able to attend camp. Please consider volunteering	Parents of Bears, Wolf and Webelos
Parent on staff	<input type="checkbox"/> Yes or <input type="checkbox"/> No Is a parent/guardian volunteering at camp?	If youth

#### Adult Volunteers



Job Sharing	List the other adult whom you are sharing a full time job.: _____	If adult is job sharing
Job Share Plan	Describe the job sharing plan (e.g., Mary Smith on M, W, Fr and John Smith on T, Th). Be specific: _____	If adult is job sharing
Part Time Plan	List days and time you can volunteer. _____	If part time adult

## Volunteer Positions

All adults (except Key staff)



- Parents of Tiger Cubs: Select "Adult Partner to Tiger Cub" as your first choice. You do not need to select a 2nd or 3rd choice.
- Archery and BB range volunteers should take range master training ([www.shac.org/range-master](http://www.shac.org/range-master))
- Facilities staff set up and move equipment (e.g., tables), keep water coolers full,
- Scouting skills staff help teach Scout advancements (e.g., knots, first aid)
- Den walkers are assigned a group of kids of about 10 kids with another adult and are responsible for taking the kids from one area of camp to another.
- Girls program works with the girls from 1st grade - 5th grade.
- Health and Safety staff includes doctors, nurses, EMT, persons trained in First Aid and CPR.
- Tot Lot program staff work with the 3-5 year olds.



First choice	Volunteer job - First choice In what area would you like to volunteer? Note: we will do our best to honor your request. <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Adult partner to Tiger Cub</td> <td><input type="checkbox"/> Facilities</td> </tr> <tr> <td><input type="checkbox"/> Den walker (most adults will be assigned her)</td> <td><input type="checkbox"/> Registration</td> </tr> <tr> <td><input type="checkbox"/> Archery range (those certified will get priority)</td> <td><input type="checkbox"/> Scouting Skills</td> </tr> <tr> <td><input type="checkbox"/> BB range (those certified will get priority)</td> <td><input type="checkbox"/> Security</td> </tr> <tr> <td><input type="checkbox"/> Crafts</td> <td><input type="checkbox"/> Sports and Games</td> </tr> <tr> <td><input type="checkbox"/> Girls Program</td> <td><input type="checkbox"/> Tot lot</td> </tr> <tr> <td><input type="checkbox"/> Health &amp; Safety (must be certified)</td> <td><input type="checkbox"/> Anywhere</td> </tr> </table>	<input type="checkbox"/> Adult partner to Tiger Cub	<input type="checkbox"/> Facilities	<input type="checkbox"/> Den walker (most adults will be assigned her)	<input type="checkbox"/> Registration	<input type="checkbox"/> Archery range (those certified will get priority)	<input type="checkbox"/> Scouting Skills	<input type="checkbox"/> BB range (those certified will get priority)	<input type="checkbox"/> Security	<input type="checkbox"/> Crafts	<input type="checkbox"/> Sports and Games	<input type="checkbox"/> Girls Program	<input type="checkbox"/> Tot lot	<input type="checkbox"/> Health & Safety (must be certified)	<input type="checkbox"/> Anywhere	All adults (except Key staff)
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<input type="checkbox"/> Health & Safety (must be certified)	<input type="checkbox"/> Anywhere															
Second choice	Volunteer job - Second choice In what area would you like to volunteer?	All adults (except Key staff)														
Third choice	Volunteer job - Third choice What area would you like to volunteer?	All adults (except Key staff)														
Training	<b>Training</b>  <b>Classroom Facilitated YPT is required by the state of Texas for all adults ages 18 and older and must be within two years of the last day of camp.</b> Online YPT does not count. <b>Find a Classroom Facilitate course near you at <a href="http://www.shac.org/training-schedule#ypt">www.shac.org/training-schedule#ypt</a>.</b>  * YPT - Have you taken Classroom Youth Protection Training (YPT)? <input type="checkbox"/> Yes. I have taken Classroom YPT within 2 years of camp <input type="checkbox"/> No. I will take Classroom YPT before camp starts  A copy of your YPT card must be submitted to Day Camp. See your receipt for instructions on how to submit your YPT card. You must also carry a copy of your YPT card with you during camp. If you have not taken Classroom YPT, please see the receipt for a list of upcoming trainings.	All adults														
Specialized Training	Check all that apply: <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> CPR</td> <td><input type="checkbox"/> Nurse</td> <td><input type="checkbox"/> NRA</td> </tr> <tr> <td><input type="checkbox"/> EMT</td> <td><input type="checkbox"/> First Aid</td> <td><input type="checkbox"/> Medical Doctor</td> </tr> <tr> <td><input type="checkbox"/> Range master for BB guns</td> <td><input type="checkbox"/> National Camp School</td> <td><input type="checkbox"/> Other: _____</td> </tr> <tr> <td><input type="checkbox"/> Range master for Archery</td> <td><input type="checkbox"/> Weather Hazards</td> <td></td> </tr> </table>	<input type="checkbox"/> CPR	<input type="checkbox"/> Nurse	<input type="checkbox"/> NRA	<input type="checkbox"/> EMT	<input type="checkbox"/> First Aid	<input type="checkbox"/> Medical Doctor	<input type="checkbox"/> Range master for BB guns	<input type="checkbox"/> National Camp School	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Range master for Archery	<input type="checkbox"/> Weather Hazards		All adults		
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Volunteer Training	Camp Volunteer Training  <input type="checkbox"/> Yes, I understand that, according to Texas State law, I must attend Camp Volunteer training offered by the district. Dates are available on the receipt.	All adults														




## Page 6

Consent for Photos	Consent for photography/videography  <input type="checkbox"/> Yes I understand and acknowledge that promotional videography/photography may be in progress at any time at a Scouting event. By attending or participating in this event, I am giving permission for videos/photographs to be used to promote Scouting, Scouting recruitment and/or donation/solicitation flyers.		All
Parent Volunteering at Camp	* Parent/Guardian Volunteering at camp?  List first and last name of parent/guardian who will be volunteering at / attending camp (including Tiger parents).		If parent is volunteering, girls, tot-lot, tiger
Adult Agreement :	<input type="checkbox"/> Yes, I understand, that in order for a Tiger Cub Scout, Girl or Tot-Lot to attend camp, that a parent/guardian must also register as a full time volunteer. Yes, I will complete an adult registration		If Tiger, Tot-lot, or Girl



Reminder: A parent/guardian must register separately as an adult.



If parent volunteering

<p>Adult in Camp Compliance</p>	<p>The State of Texas requires that we conduct a Criminal Background Check and Sex Offender Database Check within 30 days of camp, on every adult participating or attending camp. Your Social Security number will be kept completely confidential. Your Social Security number will only be used to perform the required Criminal Background Check and Sex Offender Database Check and will not be available to any non-authorized persons.</p> <p>Legal First Name: _____          Legal Middle Name: _____          Legal Last Name: _____</p> <p>Social Security Number? _____          Questions regarding social security numbers should be addressed to Geno Aguilar at geno.aguilar@shac.org or 713-756-3304</p> <p><input type="checkbox"/> Yes, I give Sam Houston Area Council, Boy Scouts of America permission to submit a Criminal Background Check and Sex Offender Database Check request on my behalf.</p> <p>What is your experience working with youth in other organizations: _____</p> <p>List your previous residences for the past 5 years: _____</p> <p>References. List 3</p> <p><input type="checkbox"/> Yes or <input type="checkbox"/> No Do you use illegal drugs?  <input type="checkbox"/> Yes or <input type="checkbox"/> No Have you ever been convicted of a criminal offense?  <input type="checkbox"/> Yes or <input type="checkbox"/> No Have you ever been charged with child neglect or abuse?  <input type="checkbox"/> Yes or <input type="checkbox"/> No Has your driver's license ever been suspended or revoked?  <input type="checkbox"/> Yes or <input type="checkbox"/> No Other than the information above, is there any fact or circumstance involving you or your background that would call into questions your being entrusted with the supervision, guidance, and care of young people.</p> <p>If yes, _____</p>	<p>All adults</p> 
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<p>ACC Follow up</p>	<p>* Explanation. You answered yes to one of the five questions in the Adult in Camp Compliance section on the previous page. Describe the circumstances: _____</p>	<p>If answered yes to any of the ACC questions</p>
<p><b>Transportation</b></p>	<p>* Transportation/Carpool 1:          List an adult authorized to take youth to and from events. _____          * Telephone Number of Carpool 1: _____          Carpool 2: List additional adults and telephone numbers.:</p>	<p>Youth Only</p> 
<p><b>Additional Info</b></p>	<p>Only the camp health and safety staff members have access to medical forms.</p> <p>Please let us know any information that you want to share with staff (e.g., allergies to food, plants or insects).</p> <p>Also for youth, let us know any information that we should share with leaders. The information you provide helps ensure that your child has the best experience possible and proper accommodations and productive learning environment. Please provide any information that will help us address your child's needs. (e.g., special equipment like glasses, learning difficulties, ADHD, behavioral issues, emotional disorders, autism, Asperger's Syndrome, tendency to wander, has fears, is shy, doesn't get along with another Scout who is attending).</p>	<p>All</p> 
<p></p>	<p>List additional information for staff: _____</p>	<p></p>

**Friendly Reminder!**

A parent/guardian must register separately as an adult.

If you haven't already completed an adult registration, click "add participant" when done with this registration.



Parents of Tigers, Tots or girls, or if they indicating they are volunteering

Reminder	<input type="checkbox"/> Yes, I understand that an adult must complete a separate registration.	Parents volunteering Cubs
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**You are almost done!**

Registrations are not complete until the medical form has been submitted and full payments received.

Online payments are the preferred method.

This is a great opportunity to invite one of your son's friends to join Scouting, so he can join in on the fun at summer camp.



Reminder	<input type="checkbox"/> Yes, I understand that registration is not complete until the medical form and payment has been received by the day camp staff.	Cubs
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**You are almost done.**

Registrations are not complete until the medical form has been submitted and full payments received.

Online payments are the preferred method.

Adults must also attend the orientation training and have current classroom YPT training.



Reminder	<input type="checkbox"/> Yes, I understand that registration is not complete until the medical form, a copy of classroom YPT and payment has been received by the day camp staff, and I attend orientation training.	Adults
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**Important!**

- At checkout, you must click the red "Save" button to complete registration
- All unsaved registrations are deleted every day at midnight

