

CAMPOREE GUIDE



BOY SCOUTS OF AMERICA

WHAT IS A CAMPOREE?

A camporee is many things—camping fun for youth, the thumping of hundreds of feet on the way to an evening campfire, and the blue smoke from fires cooking stew or ham and eggs. It's the patter of rain on many tents at night. It's the ripple of wind-blown flags in the morning sun. It's catching the idea of teamwork in a patrol. It's learning to carry out an order to help the team succeed.

A camporee can be a perfect showplace for the Scouting program and, therefore, go far beyond just being a gathering of boys.

A camporee starts with the recognition that a patrol is the basic camping unit. The patrol demonstrates its very best camping techniques and shares its experiences with other patrols. The camporee involves the type of equipment that can be carried in a pack by boys and can be set up entirely by boys, allowing them to be completely self-sufficient for a self-reliant experience over a period of two or three days.

Camporees are held on a council or district basis. They may be held at any time of the year. Camporee programs may include contests and demonstrations of outdoor Scouting skills as well as campfires, games, and field events. These activities can show Scouting at its best.

Camporees can help councils and districts meet part of their goals. They stimulate overnight camping; they help units to attain part of the minimum annual 10 days and nights of camping; and they help prepare units for long-term camping. Camporees help units earn the Centennial Unit Award.

This guide provides the framework for organizing a camporee. Districts and councils should develop innovative themes that will appeal to Scouts.

The responsibility for planning, promoting, and conducting a district or councilwide camporee (all districts having a joint camporee with a coordinated program similar to a national Scout jamboree) will vary according to your council and/or district organization plan. According to the functional plan of operation, the camporee should be the responsibility of the activities committee, but might be handled by the camping committee or an ad hoc committee or task force established specifically to conduct the event. A camporee should never be organized by the commissioner staff, whose primary function is unit service.

ORGANIZING THE CAMPOREE

The council and district activities committees have responsibility of organizing and administering the camporee.

The camporee should be included in the council's annual program. It is an adventure for boys, provides good program ideas for troops, and is a good medium for presenting the Scouting program to the public. The successful camporee requires good planning, organization, and promotion. Organization is especially important in the selection of volunteers, and the assignment of duties can determine the success of the event.

When planning for a council camporee, each district will need the following assistance: (1) a camporee director or chief in charge of the district area; (2) an assistant director in charge of program, who represents the district on the events team; (3) a first-aid officer, who becomes the representative on the health and safety team; (4) a registrar, who becomes a member of the participation team; and (5) a person who represents the district on the awards team.

THE CAMPOREE TASK FORCE

The camporee task force is composed of a general chairman and coordinator; staff adviser; camporee chief; and project chairmen for participation, physical arrangements, publicity, awards, finance, and health and safety. This group becomes an executive or planning task force. They may elect additional members to help put the plan into action. The executive task force has the following responsibilities:

- Confirming dates
- Deciding location
- Establishing time limits
- Agreeing upon a schedule of target dates for completing all arrangements
- Approving the proposed budget and fees
- Approving the general program plan
- Making camporee policy

GENERAL CHAIRMAN AND COORDINATOR

The first step, after the camporee has been approved as an event in the council's program calendar, is the appointment of a general chairman. This is done by the council or district activities subcommittee, depending upon whether the camporee is a council or district event.

Qualifications: The general chairman should be a prominent citizen and a leader in the community who is capable of recruiting top-flight volunteers to serve on the task force. The chairman may or may not be a Scouter, but must have an appreciation of the value of Scouting and camping.

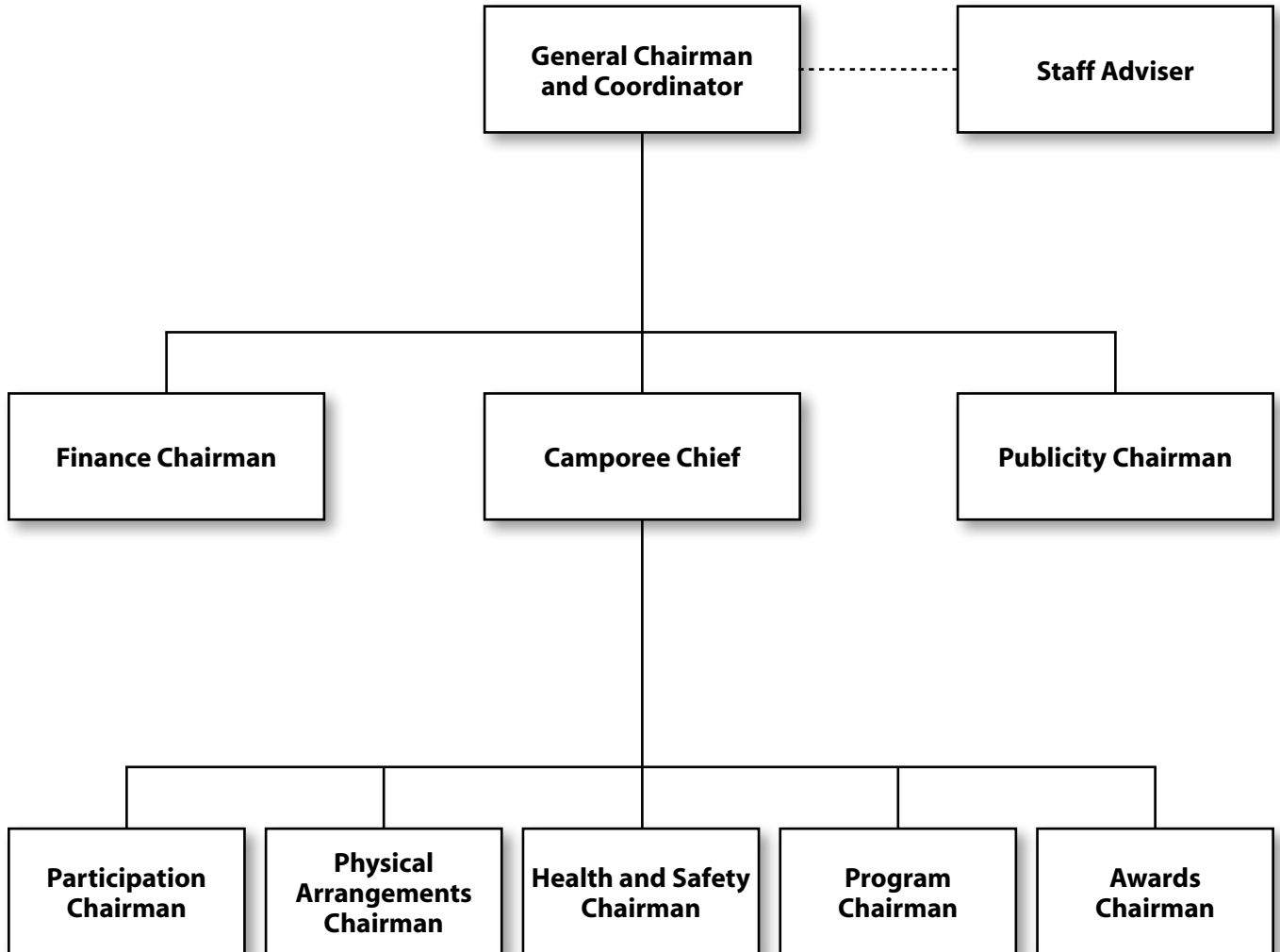
The selection of this person should be made at least nine months in advance of the camporee; this makes recruiting easier and gives the general chairman plenty of time to organize. It is important that the general chairman select the best people available to lead the various project teams. With the help of the staff adviser, he selects and recruits these people at an early date. Again, the earlier they are contacted, the better the chances of their accepting the assignment.

Position description: The general chairman works closely with the staff adviser in giving leadership to this project. Responsibilities include the following:

- Selecting and recruiting the best people for project teams
- Presiding at all camporee task force meetings
- Following up with vice chairmen to see that items on the work schedule are completed
- Coordinating operations at the camporee (may be assigned to the camporee chief, who is the operational director at the site)
- Sending thank-you letters to key persons who helped with the camporee

CAMPOREE ORGANIZATIONAL CHART

(Recommended)



CAMPOREE CHIEF

Qualifications: The camporee chief needs to be an experienced Scouter who can keep events moving on schedule and motivate all personnel on the camporee site.

Position description: This person coordinates the full program, keeps it moving, solves problems, and with staff assistance, checks units out of campsites at the conclusion of the event.

PARTICIPATION CHAIRMAN

Qualifications: The participation chairman should be experienced in the fields of promotion and selling. He or she should be a good organizer and, if the event is a council camporee, must be capable of giving direction to vice chairmen in each of the districts recruited by the district chairmen. The members of this project team need not necessarily be Scouters but must appreciate the value of Scouting to the community.

Position description: This person is responsible for recruiting the members of the participation team. When holding a council camporee, the vice chairmen serve as district representatives on the council task force. The participation team provides Scoutmasters and troop committees with complete camporee information, such as dates, location, types of events, and special features.

The participation team is responsible for the following:

- Promoting participation in the camporee by all troops—the newest troops as well as the veteran troops—by personally contacting all Scoutmasters and troop committees, if necessary
- Seeing that Webelos Scouts are invited to participate in camporee activities with Scout troops
- Maintaining a checklist of advance registrations
- Following up on troops not yet registered
- Planning for and conducting a leaders' information meeting (possibly a regular roundtable)
- Encouraging family participation (visitors' period, campfires, picnics, etc.)
- Aiding troops in preparation for the camporee (leadership, equipment, finances, etc.)
- Planning for and conducting registration of troops
- Maintaining attendance records and providing personnel at headquarters tent for registration

PHYSICAL ARRANGEMENTS CHAIRMAN

Qualifications: The physical arrangements chairman should have the background and experience to visualize the challenges of setting up a tent city. This person should be able to recruit others whose talents and positions make it possible to handle the task. Building contractors, truckers, utility company supervisors, engineers, etc., make good physical arrangements chairmen and committee members. They must appreciate the value of Scouting but do not necessarily have to be Scouters.

Position description: The physical arrangements chairman is responsible for recruiting the team members. They are responsible for the following:

- Securing permission to use the camporee site
- Securing a map of grounds (blueprints)
- Making master layout by districts (if a council camporee)
- Adhering to good conservation practices and the principles of Leave No Trace during use of site and its final condition after the event; consulting with local conservation officials
- Laying out troop sites to meet the needs of each troop (at least 8,100 square feet, or 90 feet by 90 feet, per troop)
- Securing and setting up the headquarters tent or shelter
- Providing needed headquarters equipment
- Arranging for flags and flagpoles at headquarters
- Distributing copies of the layout to district camporee directors (if a council camporee)
- Developing a plan for site assignments
- Providing signs for headquarters, refreshments, first aid, latrines, water supply, approach to camporee site, districts, troop numbers, traffic control, and summer camp information tent
- Arranging for public-address system, including delivery, operation, and return
- Providing water needs—arranging for water wagons, lister bags, and nearby sources (25 gallons of water per person for each 24-hour period; one water outlet for each six to eight troops; locate outlet no farther than 300 to 400 feet from campsites)
- Arranging for necessary latrines (one seat per 15 persons; one urinal per 30 persons)
- Arranging for physical needs requested by other camporee project teams

- Arranging for a trading post when desired; determining location of trading post, securing and setting up the tent or shelter, recruiting personnel to operate, listing items to be sold in an advance bulletin, obtaining prices, placing orders, setting and posting hours to be open, prohibiting outside vendors
- Providing badges or insignia for officials
- Arranging for camporee staff meals

PUBLICITY CHAIRMAN

Qualifications: The publicity chairman should be recruited with the cooperation of the council public relations advisory committee. This person should be familiar with the publicity field and be capable of recruiting others who have relationships with newspapers, radio and TV stations, and other publicity media. Members of this team need not be Scouters but should have an appreciation of the value of the movement in their community.

Position description: The publicity chairman is responsible for recruiting team personnel. The team is responsible for publicizing the event in newspapers, on radio and TV, and after the camporee with talks, slides, and videos to various groups. Specifically, the publicity team is responsible for publicity through the following media:

- Newspapers
 1. Provide advance stories and pictures to all papers (make up a series).
 2. Make sure boys who appear in pictures are properly uniformed.
 3. Arrange for reporters to be present.
 4. Arrange for feature pictures.
 5. Secure full-page congratulatory ads and plugs in other ads from local merchants.
 6. Secure a camporee page in the local paper.
 7. Provide an editorial comment on "young America" to the local press.
 8. Arrange for a cartoon feature on physical fitness or outdoor values of camporee.
- Radio
 1. Provide stations with spot announcements a week in advance to run all week.
 2. Arrange for guest interviews.
 3. Make a tape recording at the camporee and arrange for its use on the air.

- Television (where available)
 1. Provide stations with videos and narrations to run during the week before the camporee.
 2. Arrange for guest interviews.
 3. Arrange for a video to be made on the spot and run later on a news show.
 4. Arrange for followup videos.
 5. Organize and train youth speakers, who will appear properly uniformed.
 6. Arrange for taking videos and slides to be used at service club meetings and similar functions.

AWARDS CHAIRMAN

Qualifications: The awards chairman should be familiar with the Boy Scout advancement program and be experienced in organizing and supervising events and ceremonies. This person must be able to recruit a team and know the basic skills of Scout camping.

Position description: The awards chairman is responsible for recruiting members of the team. They are responsible for the following:

- Developing an evaluation plan
- Developing scorecards or sheets
- Deciding upon and securing awards
- Providing the participation team with the final plan early enough to be included in their instructions to Scoutmasters
- Recruiting and training the necessary number of observers
- Tallying patrol and troop scores
- Arranging for presentation of awards

FINANCE CHAIRMAN

Qualifications: The finance chairman should be a member of the district or council finance committee and thoroughly familiar with the policies and practices of financing Scouting. The finance chairman should be aware of the financial needs and problems of the council and recruit a small team to assist with these duties.

Position description: The finance chairman is responsible for recruiting the finance team members. The team is responsible for the following:

- Developing a camporee budget and estimating the cost of supplies and services
- Estimating income from sources (trading post surplus, registration fees, etc.) other than by council appropriation
- Determining the amount of money (if any) required to balance income and expenditures
- Submitting requests (if any) to the council finance committee for funds from the camping and/or activities appropriation to balance the camporee budget

HEALTH AND SAFETY CHAIRMAN

Qualifications: The health and safety chairman should be selected with the help of the district or council health and safety chairman. Someone from the council health and safety committee could be assigned to handle this responsibility and serve on the camporee task force. Personnel for this team could be recruited from the district or council health and safety committee and from groups with similar interests, such as the Red Cross, industrial safety departments, and local health departments. Members from the latter groups need not be registered Scouters.

Position description: The health and safety chairman is responsible for recruiting members of the team. They are responsible for the following:

- Camporee sanitation: Check the source of the water supply and the number of available outlets, and arrange for additional outlets, if needed. Arrange to have the water tested. Check on drainage, adequate toilet facilities with toilet paper and water for washing hands at the latrines (patrols are responsible if they dig the latrines). Secure a permit for installing latrines if needed. Supply nightlights at the latrines.
- First aid: Secure and set up a first-aid tent or shelter, placing it in a proper location. Secure trained personnel. Make certain that all necessary equipment and materials are on hand. Have an ambulance or station wagon on hand in case of an emergency. Supply a sign or Red Cross flag for the first-aid center. Clear ahead of time with the local hospital for possible emergency treatment.
- Traffic safety: Determine what control will be needed, arranging for police assistance if necessary. Provide parking for visitors and participants.
- Program: When requested by the program chairman, assist in demonstrations for fitness, first aid, emergency preparedness, and safety.

- Fire safety: Establish standards and check on campfires—types and locations—and troop cooking fires. Restrict liquid fuels within policy limitations. Prohibit flame lights in tents.
- Site check: Check the site for all possible hazards.
- Tents: Promote the use of two-person trail tents, checking to be sure that they meet BSA standards. Tents must provide:
 1. Sleeping space for two campers and adequate storage space for their packs and equipment
 2. Reasonable dressing space

PROGRAM CHAIRMAN

Qualifications: The program chairman should be a good motivator. If possible, this volunteer should have had leadership experience in group activity programming and should have sufficient stature in the community to be able to call on others to supply program leadership. Perhaps most importantly, this person should be familiar with the council's camping program and have a keen appreciation for Scouting's values of character development, citizenship training, and physical fitness.

Position description: Besides selecting and recruiting personnel for the team, the program chairman is responsible for scheduling the general program and planning and execution of activities such as judging for ratings, demonstrations, contests, campfires, and special features. This chairman also arranges for religious services, gateways, and public participation at the camporee site. Specific responsibilities are the following:

- Developing the general program
 1. List the events.
 2. Prepare a schedule with time limits.
 3. Locate the events.
 4. Determine which events will be councilwide or districtwide.
 5. Provide participation and publicity teams with advance copies of events.
- Promoting program features
 1. Develop a list of subjects desired.
 2. Develop a recognition plan.
- Providing events
 1. Develop a list of events.
 2. Detail all events, including time allowed, requirements, materials required, scoring.

3. Recruit observers and instructors.
 4. Conduct contests.
 5. Arrange for presentation of awards.
- Conducting a campfire
 1. Develop the campfire program and secure special entertainment.
 2. Develop ceremonies and secure props and costumes, if needed.
 3. Arrange for Scouts needed in ceremonies.
 4. Arrange for patrol stunts or skits.
 5. Secure a campfire song leader and emcee.
 6. Provide a list of physical requirements for the physical arrangements team.
 - Prepare a final program.
 - Arranging for camporee staff meals
 - Arranging for religious services (in cooperation with religious advisory committees)
 1. Arrange for Jewish services on Friday night, when needed.
 2. List hours of nearby Catholic mass on Sunday or arrange for a field mass, when needed.
 3. Arrange for a Protestant service in camp, when needed.
 4. Arrange for other services as needed.
 5. Set standards for proper uniforming when attending services.

CAMPOREE WORK SCHEDULE

Task	Weeks Before Camporee	Date
Secure location; select chairman; recruit committee; prepare budget; determine fees.	23	
Begin promotion of troop attendance; announce in council newsletter.	17	
Hold meeting of camporee committee; develop program; make assignments.	13	
Order patches, ribbons, certificates, and any other supplies needed.	12	
Make arrangements for water, sanitation, fuel supply, insurance, and permits.	12	
Recruit judging personnel; arrange for religious observance; determine layout for troop sites.	8	
Promote at roundtables, district committee meeting, and district commissioner meeting.	6	
Arrange for traffic control and police protection.	4	
Hold meeting of committee—review all staff assignments; develop special guest list and prepare invitations.	4	
Arrange for first aid and hospital emergency service.	3	
Arrange all physical properties needed for headquarters.	3	
Prepare final program bulletin with all details; mail to all units.	3	
Personally contact any unit without a reservation.	3	
Plan evening program; make assignments.	2	
Pick up all materials; take to site.		
Set up.	0	
Hold camporee.	0	
Complete all followup reports, insurance, and evaluations.	+1	



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