



Aquila District Twilight Camp 2015

Pack Coordinator Instructions

Congratulations! You are one of the most important people for assuring a successful and smooth Twilight Camp experience for your Pack. Your duties include: promoting camp within your Pack, collecting registration forms and fees, and ensuring that enough adult volunteers accompany your Scouts to camp.

Camp Promotion

Twilight Camp is always a memorable experience for the boys who are able to participate, and a great jump-start on next year's advancement! Camp attendance (and advancement) both count toward your Pack's Journey-To-Excellence (JTE) score, so getting as many boys as possible to camp benefits both the youth and the Pack!

As Pack Coordinator, you should take charge of promoting camp and encouraging all the boys to attend by sending out emails, using the web and social media, making announcements at Pack and Den meetings, and any and all methods of spreading the word about camp! Camp staff is also available for presentations at Pack meetings if desired – contact the Camp Director to schedule a visit.

Registration

The main duty of the Pack coordinator is to distribute and collect registration forms and paperwork within the Pack. Registration is online this year. Links to sign up, as well as instructions and other forms may be found at www.aquiladistrict.com/twilightcamp – please reproduce them as necessary. The general registration process is as follows:

1. Participants fill out a registration form online (Cub Scout, Tot-lot, Adult volunteer, etc.)
2. Participants submit required paperwork (see appropriate checklist) to the Pack Coordinator. For those that didn't pay online, they should pay the Pack. The Pack coordinator checks paperwork for accuracy/completeness.
3. The Twilight Camp Registrar will update the Pack coordinators on who has registered from their Pack. The Pack Coordinator should ensure enough adult volunteers will be able to accompany the youth participants (see *Staff Ratios* for more information.)
4. Pack coordinator turns in all collected paperwork at one of the designated turn-in days, and, if necessary, a single check made out to SHAC.

Some things to keep in mind regarding registration:

- Please insure that all paperwork is filled out completely and accurately. Incomplete paperwork cannot be accepted. The Pack Coordinator is responsible for making sure all paperwork is complete.
- Only staff (not walking leaders) must be BSA registered. If any staff members from your Pack are not BSA registered, please register them and provide a copy of the “Unit copy” of their application.
- April 30th is the last day to register without late fees.
- May 14th is the last day of late registration – a \$35 late fee will apply to all Cub Scouts, Tot-lot, and Girls. No registrations will be accepted after that date.
- Girls and Tot-lots can only come if a parent is volunteering and on-site at all times.
- The medical form is not online this year. A paper form must be turned in. It needs to be the 2014 form and must be signed after 6/5/2013. The background check for adults is still online.
- A Tetanus shot is required within the last 10 years or an Immunization Exemption form must be filled out.
- We cannot allow campers who cannot be photographed. We do not post photos with names, we just use the photos for camp promotion.
- All staff must be trained, even if you were on staff in previous years.
- In order to better focus training, we are hoping to have different breakouts for staff and Walking Leaders. In order to do this, we must know, prior to the first training, what position every adult is assigned. Please register early!
- Adults must have taken in-person Youth Protection training after 6/5/2013 in order to work at camp. The only acceptable proof is a copy of your training card, otherwise you will have to retake it again this year. All adults should carry their training cards on their person during camp, as these may be audited by State inspectors.

Staff Ratios

In order to have a successful camp, we must have adequate adult volunteers to serve as Walking Leaders as well as adult staff to run the camp. As registrations are received, the Registrar will keep you updated on how many youth and adult registrations have been received at each level so that the following ratios can be maintained:

- Tigers must be 1:1 – 1 Tiger Adult is required for every Tiger Scout.
- Wolves must be 1:4 – 1 Wolf Walking Leader adult is required for every 4 Wolf Scouts.
- Bears must be 1:4 – 1 Bear Walking Leader adult is required for every 4 Bear Scouts.
- Webelos I must be 1:4 – 1 Webelos I Walking Leader adult is required for every 4 Webelos I.
- Webelos II must be 1:4 – 1 Webelos II Walking Leader adult is required for every 4 Webelos II.

In addition, Packs must have an overall 1:3 ratio, not including Tiger Adults. Job Sharing adults will count as 1 volunteer for ratio purposes. Job Sharing Adults are responsible for working out who they are sharing with, their schedule, which job, etc. before registering. Both partners must be registered and trained.

Packs that turn in registrations without meeting the required ratios will have their registrations placed in “Hold” status until additional adult volunteers are submitted. Do not depend on other Packs to supply staff and walking leaders for your boys!

Aquila District Twilight Camp 2015

Information Sheet

Christine Toronjo and Sherry Dieckmann, Camp Directors
713-503-7471 and 713-302-5399, TwilightCamp@AquilaDistrict.org

Camp Dates/Times

June 1st – 5th (Five days for everyone!)

Longfellow Elementary located at
3617 Norris, Houston, TX 77025
6:00-9:00pm

Pricing

Scouts	\$50
Girls 2 nd -5 th	\$50
Tot-Lot	\$30
Adult Volunteers	\$10
Junior Staff	free

(\$35 late fee applies to Scouts, Tot-lot, and Girls after 4/30)

Some Planned Activities (subject to change)

Everyone: BB Guns, Archery, Wrist Rockets, Woodworking, Leather working

Tiger: The New Tiger Elective
Adventure: Good Knights, Stories in Shapes, Tiger Theater

Wolf: The New Wolf Elective
Adventure: Air of the Wolf

Bear: The New Bear Elective
Adventure: Baloo the Builder, Make it Move

Webelos I: The New Webelos/AOL
Elective: Art Explosion

Webelos II: The New Webelos/AOL
Elective: Engineer

Key Dates

Pack Coordinator Training

Wednesday, March 11th, 7:30-8pm
Bellaire United Methodist Church

Camp Work Days

Saturday, May 16th, 8am Bethany UMC
(if needed)

Saturday, May 30th, 8am Bethany UMC

Training

Saturday, May 9th, 9am Bethany UMC

Wednesday, May 13th, 6pm Bethany UMC

Sunday, May 17th, 1pm Bethany UMC

Parent Orientation

Tuesday, May 19th, 7pm Bethany UMC

Paperwork Turn-In

(Pack Coordinators Only)

Primary:

Saturday, May 2nd, 8-10 am Bethany UMC

Late registration:

Sunday, May 17th, 12-1 pm Bethany UMC

Twilight Camp Registrar

Susan Smith

TwilightRegistrar@AquilaDistrict.org

832-877-9507

Aquila District Twilight Camp 2015

June 1-5, Longfellow Elementary

Checklist – Youth Participants

(cubs, girls, tot-lots, junior staff)

To register for camp, please provide the following items, along with the appropriate fees (if not paid online), to your Pack Coordinator:

- Registration receipt from online registration. **Register for the rank your son will be this fall (September 2015):**
 - Tiger Scouts (1st grade in September), register as type “Cub Scout”, then Rank “Tiger.” (Tiger Scouts must be accompanied by an adult; Complete separate Adult volunteer registration, Type Adult, Volunteer Position “Tiger Parent”)
 - Wolf/Bear/Webelos Scouts, register as type “Cub Scout” and choose the rank you will be this fall.
 - Children of adult volunteers, register as type “Tot-lot” for potty trained children 3-Kinder and 1st grade girls. Girls 2nd – 5th grade can tag-along with the Cub Scouts – register as type “Girl.”
 - Junior Staff (6th grade in September up through age 17), register as type “Den Chief”. Must have parent, Scoutmaster, or Den Leader for which they are a Den Chief volunteering at camp.
- Completed and signed BSA medical form, parts A & B, valid through June 5th, 2015. Must be a 2014 form.
- A photocopy of the **front and back** of your health insurance card, as required by the medical form. (If you have no medical insurance, write “none” on the medical form.)

Aquila District Twilight Camp 2015

June 1-5, Longfellow Elementary

Checklist – Adult Volunteers

(Including Tiger Parents)

To register for camp, please provide the following items, along with the appropriate fees (if not paid online), to your Pack Coordinator:

- Registration receipt from online registration.
- Completed and signed BSA medical form, parts A & B, valid through June 5th, 2015. Must be a 2014 form.
- A photocopy of the front and back of your health insurance card, as required by the medical form. (If you have no medical insurance, write “none” on the health form.)
- A photocopy of your in-person Youth Protection Training (YPT) card, dated after 6/5/2013. (If you do not have this, YPT will be offered as part of Twilight Camp Training.) Also include any other training cards that might be useful at camp (Rangemaster, CPR, First Aid, NCS, NRA, Weather Hazards, etc.)

Aquila District Twilight Camp 2014 Pack Registration Summary

Pack: _____ Coordinator: _____

Phone: _____ Email: _____

Date: _____

All registration packets must include:

- A receipt for each registration that matches the total listed Any health forms that were not filled out online
- A copy (back and front) of the insurance card for each registered person with the name of the person it applies to
- Any money that was not paid for online (check made out to SHAC)
- Job sharing adults count as 1 volunteer for ratio purposes.
- Please verify all paperwork is correct and complete before turn-in.
- Registrations will not be finalized until all required paperwork has been accepted.
- Packs not meeting the required ratios, or with outstanding paperwork, will have their registrations place in "hold" status until resolved.

Questions? Contact:
Susan Smith, Registrar
TwilightRegistrar@AquilaDistrict.org
832-877-9507

Staff Ratios			
	Youth	Adult	
Tiger	_____	_____	Ratio (1 max) _____
		Walking	
	Youth	Leaders	Ratio (4 max.) _____
Wolf	_____	_____	_____
Bear	_____	_____	_____
Webelos	_____	_____	_____
Total	_____ (A)		
Walking Leaders	_____ (Note: Do Not Include Adult Staff Tiger Adults.)		_____
Total	_____ (B)		
Staff Ratio (A/B)	_____ (3 max)		

In Person Fee Summary		
Scouts	_____ x \$50 (\$85 after 4/30)	_____
Girl's 2nd-5th grade	_____ x \$50 (\$85 after 4/30)	_____
Tot-Lot	_____ x \$30 (\$65 after 4/30)	_____
Adult	_____ x \$10	_____
Extra Patches	_____ x \$1	_____
Extra T-Shirts	_____ x \$5	_____
Total		_____