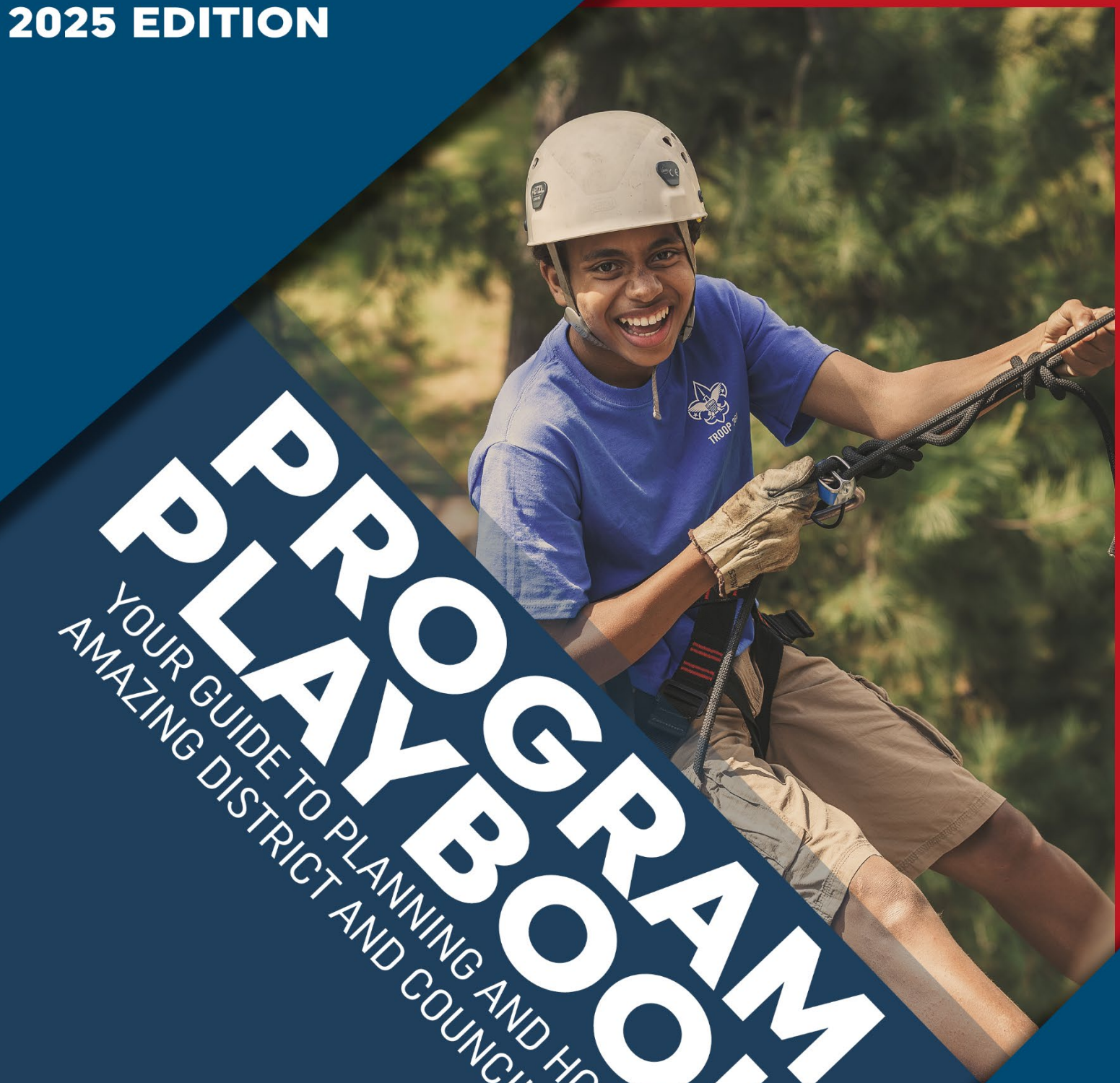


**2025 EDITION**



# PRO PLAYBOOK

YOUR GUIDE TO PLANNING AND HOSTING  
AMAZING DISTRICT AND COUNCIL EVENTS



SCOUTING AMERICA  
**LONGHORN  
COUNCIL**



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## Longhorn Council Facility Reservation & Calendaring Request

The Calendar Committee has a planning meeting in January of the prior year to solidify the calendar for the following year – for example, the 2026 calendar planning meeting is held in January of 2025. Each staff partner must have the following information submitted for each event on the Program Calendar Spreadsheet the December before that meeting.

- Proposed Start and End Dates
- Location
- Volunteer Contact Information

If there is not a date submitted for your event, you must fill out a form to request dates. This form will also be used for any date or location change requests. The Calendar Committee will approve the requests with their staff partner. This process is managed by the Program and Marketing departments advising the Calendar and Marketing Committees. Any questions about this procedure should be directed to the chair of the Calendar Committee.

## Budget and Purchasing Procedures

### Overview

The Longhorn Council is a multi-million dollar business that operates through volunteers and employees to strive towards the mission of Scouting. Staff and Volunteers purchase services and goods to operate programs throughout the council. Budgets, Purchase Orders and Check Requests are the tools that the Longhorn Council uses to provide volunteers and professionals oversight and to grow the Scouting movement in North and Central Texas. The Longhorn Council must use its resources wisely to provide the highest quality of service to the youth and volunteers. We need your help to make sure that you provide exceptional service and programs for the communities we serve.

### Budget Procedures

The Longhorn Council requires that all activities have approved Activity and After-Event Budgets. Budgets are required before project codes and purchase orders can be issued. Recurring events using the same project code each year are required to submit a budget to the council board for approval. Things to keep in mind when budgeting for your event:

- **What is a Bottom-Up Budget?** A bottom-up budget does not start at the price. It begins with meaningful estimates of expenses per person, adds in facility fees and any other fixed costs, then suggests a pricing structure that not only covers basic costs, but allows for unexpected contingencies or needs AND allows a "pay it forward" return to Scouting that supports the efforts of the organization.
- All budgets will include a 15% administrative overhead charge and a 3.5% charge for credit card fees. These fees are not contingencies, but actual charges that need to be part of your budgets.
- When budgets are prepared with the expectation that material or services will be donated, an attempt should be made to include those expenses in the budget and income should show donated "gifts in kind". The cost of an anticipated donated item should be figured into the budget in case the donation does not come through. When the item is donated it should be listed as a "gift in kind" and the value listed in the budget.
- Activity and Event Fees should be built out with an early bird pricing discount for registrations 30+ days prior to the event.
- Member and Non-Member pricing is needed for major events where we are actively seeking non-member participants. These would include:
  - Council level events
  - Cub Camps
  - Fall Fam Fests



## BUDGET TIMELINE



## Purchasing Procedures

Items and services may be purchased in many ways. All purchases must be within the scope of an approved activity or event budget. Requests for purchases, ordering, or cash by volunteers should be given to the staff partner, who will secure approvals, purchase orders, checks, cash, etc. It is not our intent to cause anyone employed by or volunteering for the Longhorn Council any hardship or personal liability. It is imperative that we utilize the below purchasing procedures to avoid any delays being caused. A purchase order is used to initiate and authorize a purchase before it happens, while a check request is used to reimburse or pay for expenses after they have been incurred. As a reminder, **the Council is exempt from paying sales tax**. Tax exemption certificates can be obtained from an event's staff partner. These certificates should be supplied to the vendor at the time of purchase. Sales tax will not be reimbursed.

### Purchase Order Procedures:

Purchase Orders are submitted **before a purchase is made** and are an approval for the estimated expense towards your activity or event. Secure an approved purchase order for all purchases before they are made. Purchase Orders are used in most scenarios, except in situations where a vendor will not accept a purchase order. Purchase Orders **MUST** be secured when utilizing a council credit card.

The Longhorn Council utilizes PLANERGY, a purchase control software, to submit and approve purchases orders throughout the council. The activity or events staff partner will submit purchase order requests through PLANERGY for approval by their manager.

1. Collect the estimate of the expense, the company name and contact at the company and include their full contact information and address where they would like to receive the check.
2. Submit this information through your staff partner in PLANERGY, who will submit and secure their manager's approval for the Purchase Order. Staff Partners will need to know which account number/s will be utilized for this expenditure.





3. When a vendor is not listed in PLANERGY, the staff partner can request that the vendor be added through the Council Business Manager. This will ensure that the correct contact and billing information is built in.
4. Once a Purchase Order is approved, the staff partner will receive an email, and the approved Purchase Order Number should be submitted to the vendor for ordering. Billing and receipts without purchase orders slow the payment process greatly.
5. Fill out a Purchase Order with the above info and have it approved by your supervisor via email and submit it to the Council Business Manager.

Purchase > New Order

**Vendor Details**

\*Vendor Name  Phone   
Address  Email   
Attn

**Order Details**

\*Department  \*Terms -- Select --  
\*Currency USD

**Delivery Details**

\*Ship To  \*Phone   
\*Receiver  \*Yield by Vendor   
\*Due Date

**Documents**

**Notes**

Internal notes  Vendor notes

Product Details - Enter the item details. Click the + button to create another line item.

Item code	*Item name	*Cost Code	*Item price	Disc. (%)	Qty.	Total
Item code	Item name	Cost Code	Item price	Disc. (%)	Qty.	0.00

**Vendors:** Whenever possible, purchase supplies from a source that will accept Council charges. Have all invoices made out to: Longhorn Council, Boy Scouts of America, PO Box 54190, Hurst TX, 76054 & include the assigned Purchase Order Number.

**Amazon & Other Online Stores:** The Council has Amazon, Walmart, Home Depot, Lowes, and Office Depot accounts. We have ways of ordering through these vendors without incurring credit card fees or sales tax. The Council Business Manager can help you with these processes. Please check with your volunteers and ensure we are ordering in the most cost-effective ways!

### Check Request Procedures:

Use a check request when the vendor requests payment at time of purchase and/or will not establish an account and accept a purchase order. Use a check request for unexpected miscellaneous expenses that are not anticipated. The amount should be very small. This is usually used to reimburse individuals and not businesses.

1. Collect Receipt, name of who is requesting the check and include their full contact information and address where they would like to receive the check.
  - a. Name, Address, Phone Number, Email Address, Itemized list for reimbursement.
  - b. If your volunteer/vendor is not in the Planergy system as a vendor, you will need to request them be added through the Council Business Manager.
2. A check request has the same procedures through Planergy as a purchase order, but the "Terms" drop down should have "Check" selected. The default is that it will mail the check through Bill.Com. If you would like the check handed to you for you to hand to your volunteer/vendor, there is also an option for that in the "Terms" drop down.
3. Bill.Com will mail a check initially and it will not say Longhorn Council on that envelope so be sure to let your person know to look out! That check will come with instructions for them to set up an online account where they can have future reimbursements sent by direct deposit.

**Cash Advance Procedures (Petty Cash):** Cash advances may be granted when accompanied by an approved summary of items and their amount to be purchased. Cash Advances may be used ONLY to cover expenses authorized in the approved budget of an event, including incidental miscellaneous expenses (which should be in the budget).

Cash advances are requested using a check request. Cash Advances are reconciled through the staff partner by returning the total amount of the advance, itemized receipts spent, or the combination of both. Please note that processing Cash Advances is a lengthy process since they are not automated in any way. It is highly recommended that your event leadership seek out any cash advances 10 business days prior to the actual need.

**Patches, T-shirts, and Porta-Potties:** Vendors for patches, t-shirts, and porta-potties have been established and contracted for council purchases. Staff Partners will place all orders for patch, t-shirts and porta-potty purchases. Orders for patches should be planned and placed eight weeks prior to the event to ensure supplies arrive on time. Orders for shirts should be planned and placed three weeks prior to the event.

**Day of Event Change:** Events needing cash for change should request a check 10 business days in advance. The total amount must be accounted for in cash returned or itemized receipts. If necessary, additional checks can be issued in the number of receipts submitted.

**Council Equipment & Facilities:** Reservation requests for council program equipment and facilities that have a fee associated with them must be accompanied by a copy of the approved purchase order. This includes program trailers, program areas at camp, canoes, kayaks, etc.

## Rubric Backdater and Calendaring

### Why do we use backdaters for our events?

A backdating calendar will assist the event chairman, the professional partner, and the event committee to keep on track for the event. It also helps ensure that items are ordered on time, materials are ready, and people are in place to make the event successful! A specific schedule should be created for each activity (a generic backdater has been created below). Make sure the schedule includes dates and locations of staff meetings so that the committee staff can plan their schedules accordingly.

Action:	Responsible:	Date Due:
Confirm Event Key 3 Leadership: Event Chair, Event Logistics Chair, Professional Partner	Individual or Group with Concept for event or activity and Professional Partner.	11 Months Prior to Event
Facility Choices Selected/Priced. Selected first and second choices. Note: All activities related to Camp Tahuaya will need approval from Camp Tahuaya leadership)	Event Key 3. Selections are completed using the Facility and Calendaring form. Submitted to Professional Partner.	11 Months Prior to Event.
Complete NCAP Local Council Authorization and Assessment Declaration Part A to the council for approval and signature	Event Key 3. Submit to Program Director for Approval.	11 Months Prior to Event
Bottom-Up Budget Complete (Draft)	Event Director, Event Logistics Chair, Professional Partner	June of Year Prior to Event
Promotion materials and leaders guide created.	Event Key 3 and Professional Partner. Professional Partner submits calendar package to their Staff Leader.	June of year prior to Event
Recruit committee members.	Event Director and Event Logistics Chair.	Ongoing
Additional volunteers recruited for the event. Recruit "Qualified Supervision" positions first. (Shooting Sports, Aquatics, Health, etc., anything needing special training or certifications.)	Event Logistics Chair and Committee. Reports progress to Event Chair.	Ongoing
1 <sup>st</sup> Committee meeting and select themes/activities	Event Chair and Event Committee	-180 days (minimum)
Create Blackpug registration page	Professional Partner	-180 (minimum)
Request Creation of Marketing Materials	Professional Partner	-180 (minimum)



Start promotion of activities(social media, Roundtable, District events, and unit visits)	Event Director and Committee submit sales sheet and all promotion materials to Communications and Marketing department.	-90 (minimum)
Purchase orders for program materials, portable toilet rentals, patches/T-shirts, and meals, LHC Program Trailer Reserved if needed.	Event Director Submits requests to Professional Partner with Documentation. Professional Partner processes Purchase Orders.	-90
Submit an order for patches and t-shirts to the appropriate vendor	Event Director Submits artwork and count to Professional Partner with estimate. Professional Partner processes Purchase Orders and Patch Order.	-60 *Make sure to factor holidays and business days*
Event committee walk-thru of the event location with Property Personnel or Site Personnel. A report of actions needed for the site is made to the Program and Properties Department.	Event Key 3 and Property Personnel (ranger, park director, etc.)	-30
Volunteer Background Check Process Started if needed	Professional Partner working with their manager	-30
Purchase program supplies and food if needed	Event Chair and Committee/Volunteers (all purchases require prior approval by the Event Director.)	-14
Final event committee meeting	Event Director and Committee/Volunteers	No later than 1 week before event
Final meeting with event chair	Professional Partner and Event Key 3	No later than 1 week before event
Event Set Up.	Professional Partner, Event Director and Committee/Volunteers	0
Event Run	Professional Partner, Event Director and Committee/Volunteers	0
Event Tear Down, Clean up and Store.	Professional Partner, Event Director and Committee/Volunteers	
Circulate Feedback Surveys	Event Director and Professional Partner	Sent final day of event
Report funds, submit receipts for approved expenses	Event Director and Professional Partner	No later than two weeks following event
Evaluate Effectiveness of Event/Activity. Document Recommendations for improvement.	Professional Partner, Event Director and Committee	Final Committee Meeting (between two weeks and a month following event)
Complete Thank you Process!	Professional Partner and Event Director	No later than two weeks following event



## Longhorn Council Event Survey Procedures

Directly leading up to, during, or shortly after your program concludes, you will receive a standardized Net Promoter Score (NPS) survey from the Council Program Director. It is to be sent out to all registered program participants by someone designated by the program's professional staff partner or event chair. Survey results can only be seen by the Council Program Director and will be sent to the professional partner two weeks after the event concludes. Once all results are collected, it is the responsibility of the professional staff partner and event chair to analyze the data and use it to positively affect future program offerings.

Only Council level programs, District level Camporees, and Cub camps will utilize NPS surveys.

The one exception to the survey being standardized depends on whether food was provided to participants. If it was, then there is a question regarding food and if there was not, there is not a food related question.

## What Is a Net Promoter Score Survey?

A Net Promoter Score survey is a simple, yet powerful tool used by businesses to measure customer loyalty and satisfaction.

### The Core of the Survey

- At its heart is the ultimate question: How likely are you to recommend [company/product/service] to a friend or colleague?
- Rating scale: Customers respond using a 0-10 scale, with 0 being "not at all likely" and 10 being "extremely likely."

### Categorizing Respondents

Based on their scores, customers are grouped into three categories:

- Promoters (9-10): These are your most enthusiastic and loyal customers. They are likely to spread positive word-of-mouth and drive repeat business.
- Passives (7-8): These customers are satisfied but not overly enthusiastic. They are vulnerable to competitive offerings.
- Detractors (0-6): These are unhappy customers who may damage your brand through negative feedback.

### Calculating the Score

To calculate your NPS, subtract the percentage of Detractors from the percentage of Promoters. This results in a score ranging from -100 to +100.

While this is the core purpose of our NPS surveys, additional questions may be added by the Council to collect additional data.



## Event Marketing

Longhorn Council is dedicated to creating brand-positive marketing for all events. A strong marketing plan can drastically impact the success of your events. The primary content creation of our Marketing & Communications team is focused on large-scale, council-level events. The committees of these events should work through their staff partner to request the creation of marketing materials. Our team has a limited capacity to assist with the creation of marketing assets for district-level events. Please use the Marketing Request form with your Professional Partner to request marketing materials from the team.

When marketing an event that happens annually, we recommend a 365-day approach to marketing. At a minimum, marketing should begin 120 days before the event. This means marketing materials must be requested a minimum of 180 days before the event. In some cases, additional time may be required.

### Council-Level Event Marketing Materials & Recommendations:

- Detailed and engaging Blackpug registration page
- Logo development
- QR code creation
- Longhorn Council [Facebook page](#) event
- Event listing at [LonghornCouncil.org](#)
- Social media posts starting 90 days before the event
- [Longhorn Council Newsletter](#) stories (3 months before event, 1 month before registration closes, 1 week before registration closes)
- Print flyers
  - Give to District Professional Staff for distribution at Roundtables and events
  - Provide flyers to participants at events that take place before your event
- Paid online advertising: *must be included in event budget*
- Patch Design: *if your patch is different than your event logo, we recommend working with an approved company to design your patch. Request a digital image of the patch for inclusion in marketing materials*
- Image header for Post-Event Google Form Survey

### District-Level Event Marketing Materials & Recommendations:

- Detailed and engaging Blackpug registration page
- QR code creation (we recommend using [QR Code Monkey](#))
- Facebook Event on your District's page
- Social media posts starting 90 days before the event
- Inclusion in your district newsletter, if applicable
- Print flyers
  - Distribution at Roundtable
  - Given directly to units
  - Available at other District Events prior to your event
- Patch Design: *if your patch is different than your event logo, we recommend working with an approved company to design your patch. Request a digital image of the patch for inclusion in marketing materials*

During your annual/reoccurring events, it is important to capture pictures and video of participants in action. These assets will be crucial when developing marketing materials for the following year. You can request a QR code linked to a folder in the marketing Sharepoint with the Marketing Request Form.



## Longhorn Room Reservations at the Hurst Office through Outlook

Staff Partners for council events and committees can reserve rooms at the Hurst Office using their [Scouting.Org Login to Outlook](#) and submitting a calendar request. This ensures that the room will be ready for your meeting, and that there won't be any scheduling conflicts with other groups wanting to use the same room. Calendar requests should only be submitted for times when a staff partner can be present OR when the office is open during normal business hours. This includes Saturday Meetings when the Scout Shop is open (9:00am to 3:00pm). You are not able to make recurring room reservations for more than 180 days out.

### Creating a Meeting Request

- ☐ In Outlook, click "**Calendar**" in the bottom left corner, then click "**New Meeting**" on the ribbon.

### Filling Out Your Meeting Request

- ☐ Fill out the meeting request as you normally would.
- ☐ Once you get to the location, click "**Rooms**" to the right.

### Selecting a Room

- ☐ When the "**Select Rooms**" dialog first opens, it will show rooms for all councils in the BSA.
- ☐ To show just our rooms, you'll want to click the drop-down arrow under "**Address Book**", then select our council.
- ☐ Once you find the room you want to reserve:
- ☐ Click the room in the list.
- ☐ Click the "**Room**".
- ☐ Click OK.
- ☐ You will be returned to your meeting request.

### Returning to the Meeting Request

- ☐ You should now see your meeting room listed in the To and Location fields.
- ☐ If you want, you can change the text in the Location field.
- ☐ For example, you could change "662 – Conf Rm 201" to "Hurst Office, Upstairs Conf. Room".

### Using the Scheduling Assistant

- ☐ If you want to make sure that the room you selected is available before sending your meeting request, you can click "**Scheduling Assistant**".
- ☐ Times when your room is already booked will be shown as Busy, in purple.

### Finishing Your Meeting Request

- ☐ You can return to your meeting request by clicking "**Appointment**".
- ☐ When your meeting request is finished and you're ready it to go out, click "**Send**".

### Meeting Room Response - Accepted

- ☐ Within a few minutes after you send your meeting request, you'll receive an email from the room letting you know if the request was accepted or declined.
- ☐ If there are no conflicts, your reservation will be accepted.

### Meeting Room Response - Declined

- ☐ If the room has already been booked for that date and time, you'll receive an email from the room stating that your reservation has been declined.
- ☐ You can change the time on your meeting request and resend it, and you'll receive an accepted response from the room if the new time is free.

## District Program Notes

### Trailer Rental Process

To request a trailer rental, individuals must complete and submit a rental form to the Program Director, specifying the desired pickup and drop-off date and a primary contact person. Once the request is received, the program team ensures the trailer is fully equipped with the standard supplies needed for the intended use. If additional items or specialized supplies are required, these can be requested through the same form and will be provided for an additional fee to your event budget. This process ensures a streamlined and efficient rental experience while maintaining flexibility to meet specific needs.

### Managing Budgets

- Managing your event budget might not sound exciting, but it's super important! When volunteers keep track of spending, it helps make sure the organization's resources go as far as possible. It also shows donors and the community that we're being responsible and thoughtful with their support. Plus, staying on budget means we can keep doing great work and planning awesome events without running into financial trouble. A little planning goes a long way—and it helps everyone succeed!
- And here's something else to keep in mind: we shouldn't just aim to break even. Events are a great opportunity to bring in extra funds that support our programs and mission. By planning smart and thinking creatively, we can turn events into a way to raise money—not just cover costs. That extra revenue helps us do even more good in the community!

### Importance of Backdating

Planning ahead—and even backdating your event timeline—is one of the best ways to set yourself up for success. When we work backward from the event date, we can map out key deadlines for things like booking venues, ordering supplies, promoting the event, and coordinating volunteers. This helps avoid last-minute stress and gives everyone a clear picture of what needs to happen and when. Backdating also gives us time to adjust if something unexpected comes up. The more we plan ahead, the smoother things go—and the better the experience for everyone involved!

Setup online registration site	-330
Submit NCAP Local Council Authorization and Assessment Declaration Part A to council for approval and signature.	-330
Facility Reservation in Black Pug (events at a Council Property)	-330
Submit Budget (depending on budget cycle, budgets due by end of June to Staff Partner)	-330
Leader Guide Published	-180
Submit for Promotional Materials	-180
First Committee Meeting – Assign NCAP Coordinator	-180
Patches Ordered (Keep Holidays in Mind)	-90
Facility Secured and Approved by Short Term Camp Administrator (events not on Council Property)	-90
Shirts (Keep Holidays in Mind)	-30
Port-a-potties (if needed)	-14
Other program supplies	-14
Printing Coordinated	-7



Food Purchased	-7
Campsites Planned	-7
Event!!!	0
Survey Sent Out	1
Close Budget	14
Thank You Notes sent	14
Final committee meetings/After action	14

## Short Term NCAP


- The purpose of Scouting America's National Camp Accreditation Program (NCAP) is to help councils elevate camps to new levels of excellence in delivering Scouting's promise to youth. Councils will engage in a rigorous review of camps and properties, continuous improvement, and correction or elimination of substandard practices.
- Scouting America's national camp standards are established to do the following:
  - Ensure that each camper and leader has a fun, high-quality program consistent with Scouting America's brand.
  - Ensure the health, safety, and well-being of every camper, leader, visitor, and staff member while participating in a Scouting America accredited camp
- A short-term camp is any council-organized overnight camping program, whether one-time or continuing, that is one, two or three nights in length where the council or its agents provide the staffing and may provide program and food services, and includes camps conducted off council properties.
- The National office has many resources available for Short-Term Camp planning to ensure you are operating according to the standards. In this document, we have included a flow chart from National
- Training requirements and opportunities
  - There are various requirements for staffing within the NCAP Short-Term Camp Standards. They are broken down into program area so that you know what applies to your event based on the program you are running.
  - Short Term Camp Administrator
    - Short-Term Camp Administrator must be at least 21 years old.
    - Must hold a valid certificate from National Camping School (NCS) in one of the following:
      - Resident Camp Director
      - Long-Term Camp Director
      - Short-Term Camp Administration
    - Must be present during setup and opening of camp.
    - Must complete the NCAP Local Council Authorization and Assessment Declaration before camp activities begin.
    - All activity leadership staff must be qualified by age, training, or acceptable experience.
    - Supporting staff must meet age and training requirements as necessary.
  - Camp Health Officer
    - Camp Health Officer must be at least 18 years old and be on-site and on-call whenever staff or participants are present.
    - Must hold appropriate medical certifications based on EMS response time:
      - ≤10 minutes: Standard First Aid and CPR/AED
      - >10 minutes: Licensed medical professional (e.g., EMT, paramedic, nurse, physician)
      - >30 minutes: Wilderness First Aid certification also required
    - Must complete the Camp Health Officer's Training Course.
  - Aquatics Staff
    - Aquatics Director must be at least 21 years old and hold valid Scouting America Aquatics Instructor certification or approved Red Cross equivalents.





- Aquatics Area Supervisors must be at least 18 years old and hold valid lifeguard, CPR/AED, and First Aid certifications.
- Lifeguards must be tested for competency and trained in emergency action plans and bloodborne pathogen response.
- Range and Target Activities Staff
  - Range Activities Director must be at least 21 years old and hold valid NCS certification and NRA instructor credentials for each firearm discipline offered.
  - Range Supervisors must be certified instructors in the specific equipment used and be present at all times during range operation.
  - Instructor-to-participant ratios must be followed (e.g., 1:8 for archery and rifle, 1:1 for Shotgun).
- COPE and Climbing Staff
  - Programs must be supervised by an NCS-trained COPE/Climbing Director or a Level II Instructor certified through an approved council training program.
  - Staff must meet minimum age and re-evaluation requirements (e.g., Level I: 18+, Level II: 21+).
- Adventure Program Staff
  - Program leaders must be at least 21 years old and hold NCS or equivalent training in their specific adventure area.
  - Staff accompanying crews must be at least 18 years old and trained in relevant safety protocols.
- Other Roles and Requirements
  - Chaplain (if provided):
    - Must be at least 21 years old.
    - Recognized by their religious body or approved by the Scout Executive.
    - May not perform ordained responsibilities unless qualified.
  - Horse or Stock Program Staff:
    - Director: At least 21 years old with 2+ years of documented experience/training.
    - Instructors/Trail Guides/Wranglers: At least 18 years old and qualified by experience/training.
    - Assistant Wranglers: At least 16 years old, qualified by experience and examination, and supervised.
  - ATV Program Staff:
    - Two staff members required:
      - One must be 21+ and hold a valid ATV Safety Institute Instructor certification.
      - Second must be 16+ and trained by a certified instructor.
    - All staff must understand outdoor ethics and conservation limits.
  - Food Service Supervisor:
    - Must meet state/local age, training, and certification requirements.
    - If no local program exists, must hold a current ServSafe Manager certification.
  - Equivalency Determinations:
    - Councils may submit a waiver/equivalency application to NCAP for approval of alternative qualifications.
  - Other Activity Leaders:
    - Councils define safety and quality criteria in the Application for Authorization.
    - Once approved, these criteria become part of the standard.

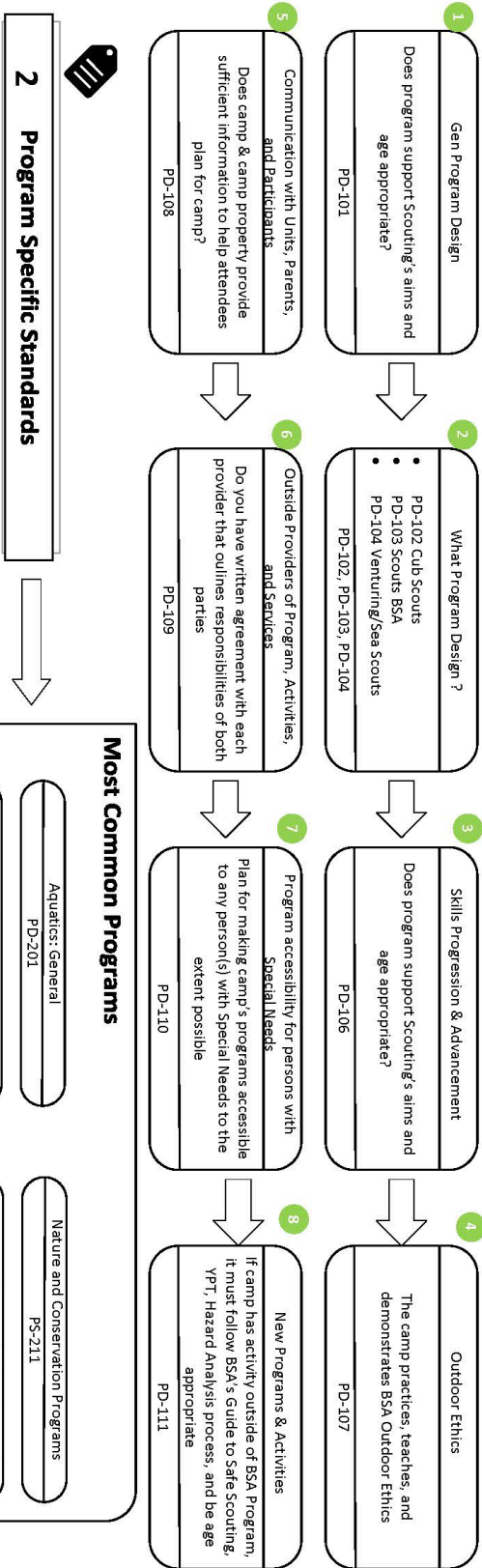
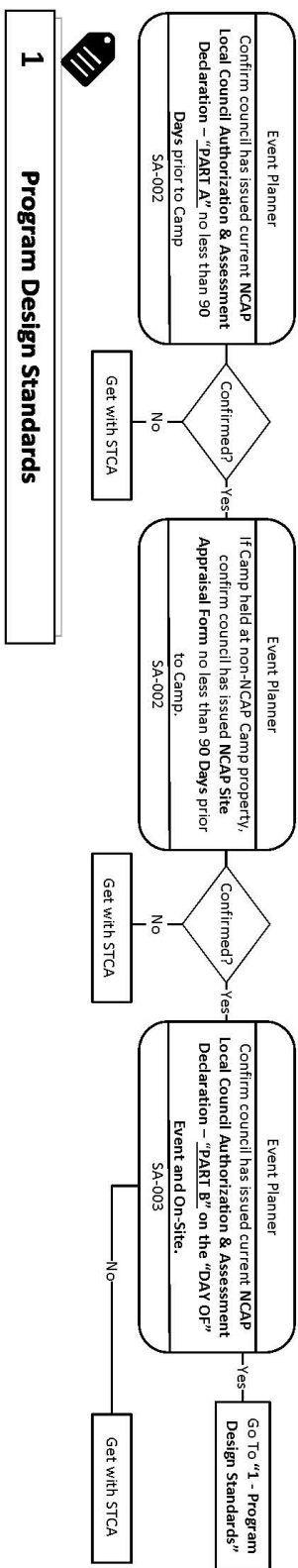


**Start Here**

**Event Date:**  
**Timelines to be on top of:**

- Most Actions are due 90 Days prior to day of event – **PLAN AHEAD!**
- Secure Location in advance
- Staff Recruiting
- Staff Training – RP-153 and HS-501(VPT)
- Medic(Camp Health Officer) secured - SQ-405

**Short-Term(ST) Camp Event Planning Flowchart**  
v012021  
Utilize this flowchart to ensure any Council/District organized overnight camping program that is one, two, or three nights in length. National training courses (NYLT, Wood Badge and Powder Horn) are considered ST Camps, regardless of format and duration.  
Use this flowchart to collaboratively work with your assigned **Short-Term Camp Administrator (STCA)**. The sooner the better, to ensure all NCAP requirements are satisfied and approved.  
<https://www.scouting.org/outdoor-programs/camping/short-term-camp/>



**Most Common Programs**

Aquatics: General  
PD-201

CORE and/or Climbing Programs  
PS-206

Fishing Programs  
PS-207

Handicraft Programs  
PS-208

Nature and Conservation Programs  
PS-211

Scoutcraft, Woodcraft & Outdoor Skills  
PS-212

Shooting Sports: Archery Programs  
PS-213

Shooting Sports: Firearms Programs  
PS-214

## Staff Qualifications & Training Standards

Ensure qualifications for Programs being offered:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• SQ-403 Camp Mgmt</li> <li>• SQ-405 Camp Health Officer</li> <li>• SQ-406 Aquatics Staff</li> <li>• SQ-407 Firearms Range Staff</li> <li>• SQ-408 Archery Range Staff</li> </ul> | <ul style="list-style-type: none"> <li>• SQ-409 COPE/Climbing Staff</li> <li>• SQ-410 Trek Leadership Staff</li> <li>• SQ-411 Adventure Program and Activity Staff</li> <li>• SQ-412 Other Program Staff Qualifications</li> <li>• RP-456 Shooting Sports Staff</li> </ul> |
|--|--|
- SQ-403, SQ-405, SQ-406, SQ-407, SQ-408, SQ-409, SQ-410, SQ-411, SQ-412, RP-456

3

## Health and Safety Standards

Ensure below Health and Safety Standards are in place:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• HS-501 Youth protection (YPT)</li> <li>• HS-502 Unit Leadership</li> <li>• HS-503 Medical Information</li> <li>• HS-504 Medical Screening</li> <li>• HS-505 Medical Care Policies</li> </ul> | <ul style="list-style-type: none"> <li>• HS-506 On-Site Treatment Procedures</li> <li>• HS-507 Medical Recordkeeping and Reporting</li> <li>• HS-508 Medication Control and Recordkeeping</li> <li>• HS-509 Medical Care Area</li> <li>• HS-511 Buddy System</li> </ul> |
|---|---|
- HS-501, HS-502, HS-503, HS-504, HS-505, HS-506, HS-507, HS-508, HS-509, HS-511

4

## Commissary and Food Standards

Commissary and Food Considerations:

- FS-601 Food Planning (Is event providing food?)
- FS-602 Kitchen, Dining Hall, and Commissary Facilities (Trading Post)
- FS-603 Food Preparation and Sanitation

5

## Facility Standards

Facility Standards Considerations:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• FA-701 Camp Facility Evaluation and Postcamp/ Precamp Inspection</li> <li>• FA-702 Drinking Water</li> <li>• FA-703 Fire Detection and Preparation</li> <li>• FA-707 Toilets and latrines</li> <li>• FA-709 Refrigeration Unit Maintenance and Temperature Control</li> <li>• FA-710 Garbage and Sewage Removal</li> </ul> | <ul style="list-style-type: none"> <li>• FA-711 Motor Vehicles</li> <li>• FA-712 Tree Removal &amp; Chain Saws</li> <li>• FA-713 Hazardous Materials</li> <li>• FA-714 Shelter in Incident Weather</li> <li>• FA-715 COPE and Climbing Facilities</li> <li>• FA-716 ATV Course and Facility Standards</li> </ul> |
|---|--|

6

## Administration & Operational Mgmt Standards

Administration & Operational Management Considerations:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• AO-801 Permits &amp; Compliance</li> <li>• AO-804 Camper Security</li> <li>• AO-805 Emergency Procedures</li> </ul> | <ul style="list-style-type: none"> <li>• AO-807 Communication Systems</li> <li>• AO-808 Requirements for Council reporting</li> </ul> |
|--|---|
- AO-801, AO-804, AO-805, AO-807, AO-808

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Ensure ALL appropriate Short-Term Camp Standards are met!

Be sure to work closely with your assigned Short-Term Camp Administrator (STCA)