

## Day Camp Meeting Minutes February 15, 2017

Paul Whitnel, the Council Youth Protection Champion, came to talk about new training. All adults need to take Camp Staff YPT in addition to classroom facilitated YPT. Last year, Key Staff was required to take this, but not everyone seemed to know about it. This camp staff YPT can be led by the camp director or the YPT facilitator. There is no training to teach it. If used in conjunction with classroom YPT, it adds about 15 minutes to the class. It will also be good for 2 years. Copies of the roster and cards will be needed. If used in conjunction with YPT, use one sign-in sheet but write on the top that it's both trainings, and keep 2 copies because it will need to be in 2 places in the book. It is also suggested that 14-17 year old volunteers take the YPT. If you are interested in being a facilitator, tell your district training char.

Intent to Operate—needs to be filled out now or you won't be able to have camp. It takes 6-8 weeks to get processed and is a state requirement. Vincent is finishing it tonight.

Budget review—only 3 districts have turned in their budget. Send it in now. Sherry is looking for red flags, not to micromanage you. If you can't get something from your DE, let Sherry know.

Copies—use council to make copies because it is cheaper than Kinko's (about 5-6 cents per page). Keep in mind that council has a 2 week turn around. Try to ask friends for copies first. Some people can get it done at their office.

Caps—should be \$6.50 each deducted from your budget for early birds, even if you do not charge a fee for that type. Youth caps will now be blue as hunter green was discontinued in youth sizes. Adults are still green.

Paperwork—start collecting it as soon as people register. Get your pack coordinators lined up and trained.

Ordering QM supplies and shooting sports equipment—the form is online. Order wisely. Prelim turn-in is in March. Don't forget you will need range training cards to meet ratio to pick up equipment.

Day Camp Supply Prices are online. Adult T-shirts will be gray instead of white.

Supplies—if you open the box or write on it, you can't return it.

Turn in original receipts for reimbursement. Keep a copy for yourself. Send them to your DE. Turn them in within 30 days. No sales tax will be reimbursed. DEs have tax forms.

There is a sheet that will be posted online with the council refund policy. All camps must adhere to it.

Purchase Orders—are needed for larger items. Get it from your DE. For Office Depot, your DE can come with the Director and use the card to get a discount of up to 50%. Please buy all the supplies at once so you don't waste your DE's time.

Each district was given a bag with last year's shirts tonight. These can be used as sample sizes before people order.

Please check the website regularly. There are tons of resources.

CPR/AED & First aid—cannot be online class. Will get a list on website. Junior League often has classes for free. An AED is not required on site since we are non-resident. Check with your facility, though, they might have one.

Marketing—Get out there and promote camp. Use district website, blue and gold banquets, visit packs, make flyers or power point presentations, bring samples of crafts, email packs and last year's attendees.

Have a positive vision and be creative—some camps have a zoo visit, alligator visit, ship crew, OA dance team, etc.

There is no regular meeting in March. March 5 is the training if you missed the Saturday in January.

Council needs a diagram/map of your camp for QM.