

Day Camp Staff Team Meeting

1/25/17, 7:00 PM

Minutes – taken by Holly Householder

- **Welcome Announcements:**

Sherry Dieckmann will be leaving the Day Camp Committee in July

- **Registration Issues:**

Doubleknot is having problems. Per Darlene Shaffer, registration tests will be run on Monday, January 30, 2017.

Each camp director needs to determine their own late registration fees. It is not fair to share the cost of the late ordering fees across all camps. Camps will be charged for their own rush orders. Camps should order reasonable extras. We are trying to negotiate with suppliers to keep our supplies on hand.

All forms are located at daycamp.shac.org

New standards are NOT up yet.

Per Vincent Manning, if a youth is not a scout, they must go in a sibling group, unless you can get them to register as a scout.

\$100 extra insurance covers all non-BSA registered youth.

Girls can be put into a “girl patrol”

Tot lot is up to age 5. Girls who are age 6 cannot be called “Tigers”.

- **2017 Intent to Operate Form:**

Ten minute break to turn in forms to Vincent Manning. Vincent will submit the forms to Nationals and will email us with the approved forms. Our camp will be listed with all of the other SHAC camps on the same form. Print for the binder.

Shirt Colors:

Sky Blue – Key Staff (T-shirt OR Polo)

Sports Gray – Adult Volunteer (There was not enough of a price drop to use the white)

Sand – Jr. Staff

Jungle Green – Youth

At daycamp.shac.org, look under Resources to find the State License form. Fill out and submit to Donna Burke.

Also, look for the sample letters to the Police and Fire Department.

- **Marketing:**

The cap that we will give out to early registrants will be dark green with the day camp emblem. Adults who register early will get hats, too.

Should we consider moving early registration to April 1st?

Voted 19 to 2, to leave early registration on March 13.

Late fees will begin on March 7 (But really, 8am on March 8). Council suggests that we cut off registration 2 weeks before camp starts.

Per Geno Aguilar, after May 7, the website closes. Registrants will have to get the link from the Camp Director to register.

Voted 20 to 0 to NOT let SHAC advertise that late registration is still opened until 2 weeks before camp starts. Out of the 20 that did NOT want to advertise that registration is opened until 2 weeks before camp starts, 10 people were Camp Directors and 6 were Program Directors.

Budget:

T-Shirts cost around \$3

All camps should review their budgeted with Sherry. There is a sample budget on the website.

You should add a "cushion" for unforeseen fees (damage fees, etc.)

- **Website Recourses Review:**

Review all training on the website.

Per Susan Hansen, Pat Whitnell will have to train facilitators to teach the new Camp Staff YPT class. He will come to the February 15, 2017 meeting. Volunteers will need 2 YPT cards to volunteer at camp: 1 for regular, In-Person YPT, and 1 for Camp Staff YPT (which covers bullying issues). Both are good for 2 years.

Learn how to read a health form. It must be a current BSA health form. Parts A and B are required for Day Camp. Shot records must be filled in (written out with Dates or attached with dates). Front and back of insurance card is required. Exemption form may be filled out instead of shot record.