



PLANNING YOUR SUMMER ADVENTURE

Below is a recommended timeline for your unit as you begin planning for the best summer camp experience for your Scouts. This timeline highlights key dates and reminders to keep on your calendar.

NINE TO TEN MONTHS BEFORE CAMP (JUNE - AUGUST)

- Begin recruiting and establishing your summer camp leadership team so your unit has dedicated adults to attend summer camp with your unit.
- Assign specific responsibilities to each adult who plans to attend camp. Example responsibilities include registration, transportation, and paperwork coordination.
- Identify a Unit Registration Contact who will serve as the point-person for all summer camp registration and communications.
- Select the week your unit will attend summer camp based on your unit's annual calendar and supporting adult leaders' availability.
- Submit your camp reservation to secure your unit's spot. Unit registration opens July 1st.
- Start discussing estimated costs and reminding families of financial support opportunities coming up.

SEVEN TO EIGHT MONTHS BEFORE CAMP (OCTOBER)

- Review the Goshen Scout Reservation Leader's Guide and all camp-specific materials, so your unit understands program options and camp procedures.
- Begin actively promoting summer camp at unit meets and parent gatherings so families can plan early.
- Share highlights from past summers – photos, videos, and Scout testimonials – to build excitement and answer common questions.
- Introduce camp program options to youth so they can start thinking about what they want to do at camp.
- Encourage new families and recently joined Scouts to attend by explaining how summer camp accelerates skills, friendships, and advancement.

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SIX TO SEVEN MONTHS BEFORE CAMP (NOVEMBER - DECEMBER)

- Continue to promote and recruit youth and adults for summer camp.
- Begin registering youth and adult leaders to attend summer camp once the Camper Deposit phase opens in late November / early December.

FOUR TO FIVE MONTHS BEFORE CAMP (JANUARY - FEBRUARY)

- Confirm final commitments from all Scouts and adults attending camp ahead of Camper Deposit deadline on February 15.
- Remind all parents and adult leaders to complete the Scouting America Annual Health and Medical Record (Parts A, B, and C), ensuring Part C is signed by a physician. This is required for all participants, youth and adult, regardless of duration of stay.
- Submit any Campership applications at <https://ncacscouting.org/resources/financial-support/> by February 1.

THREE MONTHS BEFORE CAMP (MARCH)

- Register all Scouts BSA youth for Merit Badges and programs when registration opens on March 31 at 7:00 pm.
- Confirm final commitments from all Scouts and adults attending camp so rosters remain accurate.
- Reach out to incoming and new to invite them to join your summer camp experience. Recently crossed over Arrow of Light Scouts to qualify for the early bird discount, regardless of when they register.
- Remind parents to submit all Annual Health and Medical Records.
- Begin coordinating transportation logistics so your unit has a clear travel plan.

ONE TO TWO MONTHS BEFORE CAMP (APRIL - MAY)

- Host a Pre-Camp Parent's Meeting to explain schedules, expectations, packing lists, and logistics. Use Goshen Scout Reservation's Pre-Camp Parent's Meeting template as your guide.
- Check on status of Scouting America Annual Health and Medical Record (AHMR), to help every Scout and adult is fully prepared before arrival.



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- Update food allergies and dietary restrictions in your Unit's registration, allowing camp staff to be best prepared for accommodations.
- Continue to register and collect camper fees, reminding families of the April 15 early bird deadline, after which the registration fee increases.
- Confirm all transportation details. If utilizing the Goshen Scout Reservation bus service, purchase bus tickets beginning May 1.
- For units attending Camps Bowman and Marriott, finalize your camp patrol groupings, including adult assignments.
- For Lenhok'sin units, complete and submit the required Pre-Camp Survey, due in early May.

TWO WEEKS BEFORE CAMP

- Make any final roster adjustments and ensure your records are fully accurate.
- Print a complete Unit Roster including Scouting America ID numbers so your unit can verify registration upon arrival at camp.
- Collect two copies of each participant's Scouting America Annual Health and Medical Record.
- Review the packing list with Scouts and gather all unit equipment needed for camp.
- Review each Scout's Merit Badge selections and schedules to ensure they understand where to go.
- For Bowman and Marriott units, watch for camp communications providing finalized patrol rosters.
- For Lenhok'sin backpacking units, monitor communications for Crew Trek Itinerary assignments.

ONE WEEK BEFORE CAMP

- Gather all required documents, print all needed paperwork, and organize everything in a folder or binder to bring with you to camp.
- Confirm that all rosters, schedules, payments, and logistics are fully finalized.

For any general questions about Goshen Scout Reservation:

Elisabeth Warren, Reservation Director
elisabeth.warren@scouting.org
(301) 214 - 9192

For any registration questions about Goshen Scout Reservation:

Sarah Moses, Camping Specialist
sarah.moses@scouting.org
(301) 214 - 9155

For a digital version of this document, please review the "Goshen Scout Reservation Leader Guide" available at www.gotogoshen.org.

