

KAYAK CAMP REGISTRATION CHECKLIST

1. How to register?

Below are detailed instructions for attendees (scouts, adults, and siblings) to register and pay.

IMPORTANT:

For scout registration, make sure the **scout** logs in to the [Troop37/T201 site](#).

For adult registration, the **adult must login** using their own login.

For sibling registrations, they must be registered under the adult's login.

***This is the only way we will have accurate records of the names of scouts and adults.

1.1 Register and pay the fee by clicking on the following event in the Troop37/201 calendar: go to [12-June-2022 Kayak Camp](#) on the calendar and

1.2 For scouts: use **scout's login** to sign in troop site, click on "[Kayak Camp](#)" link

1.3 For adults: use each **adult's login** to sign in, click on "[Kayak Camp](#)" and select the appropriate Adults, Siblings <11, Siblings 11+ option for each individual registrant.

(Note: As of 5/2/22, Paypal is still not working properly. You will need to write a check to Troop 37 for payment).

Pricing:

	Scout	Sibling (11+)	sibling (<11)	Adult
by 5/7	\$250	\$175	FREE	FREE
by 5/21	\$275	\$200	FREE	FREE

2. Forms required for registration

2.1 Youth Protection Training (Adults only)

Every adult in the troop needs to have taken the online YPT training course. Please take a few moments to complete this online course to ensure the safety of our scouts. Email a PDF of your certificate of completion to **Scott Rotondo** scott.rotondo@gmail.com, our Adult Training Chair.

<http://www.scouting.org/Training/youthprotection.aspx>

2.2 BSA Registered Adult (Adults only)

Every adult accompanying a scout camp of 72 hours or greater must be a registered adult with BSA. If you are not yet a registered adult, please be certain to complete this Adult Application

<https://filestore.scouting.org/filestore/pdf/524-501.pdf>

2.3. Medical Forms (Everyone: Scouts/adults/siblings)

Please ensure that Neelima Bandla (neelimabandla16@gmail.com) has current medical forms for every registered scout, adult, and sibling.

- The doctor's examination date must be June 2021 or later (12 month validity)
- Form C requires your doctor's signature.

If you need to update your form copies can be found on the BSA website: [Medical Forms AB&C](#)

Please print a hardcopy and either hand it to Neelima at a scout meeting or mail it to her. She will respond to email questions, but please don't email the forms.

Double check the following:

- - Use 2019 revision:
http://www.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf
- Check that scouts and siblings have both parents' signatures in form A.
- There are 2 pages of B. You must provide immunization dates or attach immunization records.
- Attach a copy of the insurance card.
- Check the DOB. (We've seen parent's DOB on the scout form).
- **** Scouts must have valid forms ABC + insurance card copy** on record. The troop cannot take the scout to camp with incomplete medical forms.
- **** Parents and siblings require at least A & B + insurance card copy.**
- **Everyone going on event for 72 hours or longer requires form C.**

2.4. Dietary and Health Requirements (Optional for Everyone: Scouts/adults/siblings)

[2018 Kayak Camp Food menu](#) can be found for your reference. It is important that you let the kitchen staff know if you or your scout has any food allergies or special requirements by filling out this [2022 Kayak Camp Food & Health Instructions Google survey](#). ***Please complete the survey for each attendee.***

[Kayak Camp Food Survey 2022](#)

2.5. [Daily attendance Driver carpool seats count Google sheet](#)

Since the Troop 37/201 website registration does not allow for a place to capture all of the information, the [Daily attendance Driver carpool seats count](#) sheet is the place we capture the correct names and date attendance for scouts, adults and siblings, track scout carpool headcount, and based on the headcount, to coordinate driver and seats for the week. **It is imperative that you fill out the following information:**

- Complete one line per scout/adult/sibling with
 - Full Name
 - Email
 - Cell (may skip for scout or sibling without a cell)
 - Type (Scout, Adult, or Sibling)
 - and select the appropriate “Camp Attendance” status for each day.
 - Be certain to follow the prescribed formatting
 - Enter any comments regarding carpooling (e.g. early departure, or parent will drop off on Tuesday)
- Check if you have completely submitted each required form.

2.6 Total Seats Available Column:

We need as many adults to drive our scouts as possible. Every year, it’s a scramble to organize seats for all the scouts who need to get to and from Kayak Camp. All kayaks and luggage will be transported by truck or trailer. Therefore, your vehicle will be freed up to carry passengers only. Please count every available seat with operating seat belts when you report your seat count.

For drivers, you don’t have to stay at camp or you could just do one overnight on Sunday or Friday. Even if you can only drive one way, we need your help volunteering! Please fill out the **Total Seats Available in Vehicle** column to help us track what seats are available.

Drivers: The BSA requires us to collect the following information from drivers:

- Name,
- Email,
- Emergency contact (cell phone#),
- car info (year, make, and model),
- Dates available to drive and
- seats available

Unfortunately, if we don’t have sufficient seats, we will need to leave some scouts behind.

The deadline fill out all forms is **May 31st, 2022**

3. Volunteers onsite and offsite

Volunteers are the lifeblood of Kayak Camp. Please use **the volunteer tab of the Daily Attendance Carpool Google Doc** to sign up for one of the many critical jobs that make Troop 37/201's very own camp successful. All parents sending scouts to Kayak Camp must sign up for at least one of the volunteer jobs. Below are some of the many needs.

- 1 adult Camp director on site
- 1 Carpool coordinator volunteer for drivers and carpool seats (If you're an administrative wizard, this job's for you. This person doesn't have to be going to camp)
- 1 form coordinator to collect all the medical forms and registration forms
- 1 Merit Badge (MB) coordinator
- 1 head chef on site
- 2 assistant chefs on site
- 2 food angels to coordinate food shopping, preparation and packing
- 2 waterfront coordinators at the camp and
- 1 food trailer driver and
- 2 truck drivers
- 5 receiving committee member at Covington on Saturday 6/18 afternoon
- Dozens of [Food shopping & packing volunteers](#)

4. Kitchen Support: Shoppers Wed - Sat & Food Packing - Sat 11th June 9AM - 2PM

Please volunteer your time and support to help get all of the food prepared and packed for camp.

We need **Everyone** to help out (especially parents not going to camp) with food preparation (shopping and packing). Click here to sign up [shopper and Packer](#) on Google sheet.

We need shoppers to go and buy food from assigned shopping lists from Wednesday through Saturday. Look for a signup sheet to come out on Tuesday. On Saturday, June 11th, we need to get all of the food packed between 9AM and 2PM. Please come and help out at the Kasso's house. 20 to 30 people will make light work of it - scouts welcome!

We need MANY, MANY coolers to pack food and ice to last 1 week. Please loan us your cooler(s), 60 qt or larger. Please make sure it is clean and prominently labeled with your name. We also need medium cardboard packing boxes (with lid) and newspaper.

You can drop them off anytime at Suzanne Kasso's home (90 Marvin Ave, Los Altos) before Saturday 6/11. <https://www.google.com/maps/place/90+Marvin+Ave,+Los+Altos,+CA+94022>

5. What to Bring

Please make sure your scout is well prepared by following the [packing list](#).

[Packing List](#) (from 2016, but the requirements are the same)

Scouts should figure out who their tent buddies will be before camp and arrange who will supply the shared tent.

It is very important to note that to go in the water you will need a personal flotation device (PFD), water shoes and to have passed the swim test.

Lassen can get cool at night and quite warm during the day. The key to being comfortable is dressing in layers. Bring a hat and gloves and be prepared for some rain if we are unlucky.

6. Kayaks - Drop Off - Saturday 11th June 2PM - 4PM Covington

The Kayak Trailer will be at Covington for 2 hours on Saturday so that you can drop off your kayak and load it in the trailer.

Kayaks will need to be picked up when the trailer returns to Covington on Saturday June 18 after camp. They will need to be claimed immediately. Arrival time will be emailed to the troop.

7. Departing For Camp. 8AM Sunday 12th June

Please be at Covington with your scout and gear promptly at 8:00 AM. Before we can depart we will need to ensure all of your paperwork is in order and load the truck with gear. Drivers, please free up all the seat belts in your car by moving gear into the big food truck.

Scouts should bring a packed lunch since this is a fairly long trip and they will not arrive at camp until approximately 2:30 - 3PM if we depart on time.

8. Butte Lake Campground Directions

[Driving directions to Butte Lake Campground, Lassen Volcanic Nat'l Park.](#)

Directions from Los Altos Youth Center (Covington) to Butte Lake Campground in Google Maps:

<https://goo.gl/maps/kECVSmXEiEq>

There are alternative routes from I-5 to hwy. 44. Do ***NOT*** drive through the main part of the park or try to enter from the south.

Head for “[Campsite B loop” campground](#) on this link.

Please print out a hardcopy map and driving instruction before you leave

9. Returning from Camp - Saturday 18th June.

We should arrive back from camp mid-afternoon on Saturday. Please be available and contactable (make sure your scout knows a number to call) on Saturday afternoon so that scouts and drivers can call parents to give an approximate ETA.

Cars usually arrive before the truck with gear, so please plan on coming back to help unpack the truck, recover your scout's gear and take excess food.

After Camp -Receiving committee (Need 5 people) Saturday afternoon:

- unload kayak and luggage from trucks
- collect scouts; make sure they pick up their Kayak and luggage
- clean and return cooler /cooking equipment to shed;
- return the canoes and Salad Bowl
- collect lost and found etc

10. Communication with Camp.

There is no cell phone coverage at camp. Once per day, someone will drive out to get cell phone coverage and relay messages back to Chi-Ray Chien about what is going on at camp, he will post updates on the troop email group during the week.

Chi-Ray can be contacted to get urgent messages to camp.

Email: crchien@gmail.com