

# Hullabaloo Planning Guide

The first Pacific Northwest Hullabaloo was held in 2013 outside of Portland, Oregon as a way to bring together all the groups scouting in the Portland Metro area, similar to the tradition of a Jamboree or Camporee that you see in other scouting organizations. Over the last decade, it has grown to become an annual tradition, welcoming scouts from the Northwest and beyond to come join a weekend of fun, skill building, and camaraderie.

As Outdoor Service Guides grows as an organization, we hope that other groups outside the Northwest may be interested in hosting a similar event to bring together regional troops and build connections. I created this guide as a tool for volunteers to use to plan their events. I hope it makes the task of organizing a campout for 250+ people seem less daunting. If you have any questions, please reach out to me at [liz.kelly.campanale@gmail.com](mailto:liz.kelly.campanale@gmail.com).

Yours in Scouting,

Liz Kelly-Campanale  
Group Scoutmaster, 22nd Wildwood

# Table of Contents

[General Organization](#)

[Date & Site Selection](#)

[Leadership Roles](#)

[Planning Meetings](#)

[Budgeting and Finances](#)

[Registration](#)

[Field Guide and Website](#)

[Logistics](#)

[General Camp Roles](#)

[Section Programming](#)

[Resources](#)

# General Organization

I have found the best option is to have a shared drive (Google Drive or similar) that all the planners have access to. That allows everyone to keep resources in a centralized location and have access to meeting notes, etc. You can create a folder for each section and have general information available in the main folder by year.

Nonprofit organizations are eligible for a free Google Workspace account, which allows all the files to be kept centrally without it being tied to any one individual's account. If your group has non-profit status, it's worth looking into this as an option, as it allows the files to be owned by the organization rather than by an individual. This means that even if someone leaves OSG, files that they created will still be accessible.

## Suggested Timeline

| Time Before Event  | Tasks   |
|--------------------|---|
| 9 - 12 months      | Set Date, Secure Site   |
| 6 months           | Find volunteers for leadership roles, put out call for patch designs (need to have them 4 months out) |
| 4 months           | Begin monthly planning meetings, start voting on patch designs  |
| 3 months           | Schedule a group site visit, set budget, determine fee structure, order patches                       |
| 2 months           | Open registration, update website   |
| 1 month            | Finalize the field guide & add to website   |
| 2 weeks            | Last call for registration  |
| 1 week             | Send out participant email  |
| <b>HULLABALOO!</b> |   |
| 1 - 2 weeks after  | Post Mortem Meeting   |

# Date & Site Selection

## Choosing a Date

The best date for a group campout will depend on the part of the country you live in. In the Northwest, we have traditionally held our Hullabaloo on the last weekend in June, when the chances of nice weather are good and school is not in session, but we are not likely to be under a fire ban.

Choosing the same weekend year after year can be helpful because returning families will know to reserve that weekend for your event. Conversely, if families have another long standing tradition on the weekend you choose, it may prevent them from participating year after year.

Ideally, for an annual event you want to select your date a year out so that you can announce the following year's dates at the event itself.

## Site Selection

Site selection can be a challenge for a large group. At our pre-pandemic peak in 2019, we had 375 attendees. Our first post-pandemic event in 2022 had almost 200 and we are planning on 250 in 2023. Conference/retreat centers can be an option but they are often prohibitively expensive (especially if they also cater to weddings or corporate events). Public group sites may not be large enough for an event of this size and may be difficult to reserve.

Sites that cater specifically to youth organizations have been the best options for us. You may try contacting sites owned by other programs like BSA, Girl Scouts, or Campfire, although they may also run their own programs. Some dedicated summer camps may also rent their facilities for weekend events.

Some other considerations are the distance from where most troops are located, the ability to spread out, and what activities are available.

Regardless of where you decide to hold your event, I recommend booking as far in advance as possible to secure your date.

# Leadership Roles

Hullabaloo is a group effort and finding committed people to spearhead each section is vital. Sending an email out to GSMs is a good first step, but personal asks often are the most effective way to get volunteers. If you start asking around 6 months before your event, that gives you time to find volunteers before you begin planning in earnest. The positions we have found necessary are as follows (sometimes a volunteer may fill more than one role):

- Admin Roles
  - General Organizer
    - Site Selection & Booking
    - Recruiting Planning Committee
    - Logistics Planning
    - Running Planning Meetings
  - Communications Director
    - Emailing participants and GSMs with updates and information
    - Making social media posts to market the event
    - Field pre-event questions and get them to the right people
  - Registration Coordinator
    - Setting Up Registration
    - Tracking Registration and Ensuring Payments (with Treasurer)
    - Overseeing Scholarships (with Treasurer)
  - Treasurer
    - Overseeing Budget (with General Organizer)
    - Tracking Expenses and Income
    - Reimbursements
    - Working with Registration Coordinator to Ensure Payments & Oversee Scholarships
  - Website & Field Guide Coordinator
    - Ideally someone with web/graphic design experience
    - Creating and updating website/event page
    - Putting together field guide with input from section leaders
    - Create event map
  - Event Historian
    - Collecting photos - potentially designate an official event photographer
    - Creating a recap of the event to add to the Hullabaloo record
- General Camp Roles
  - Medical/First Aid Coordinator
    - Setting up first aid area
    - Inventory and Purchasing of first aid supplies
    - Identifying adults with first aid training in each section and coordinating a way to identify them
    - Creating communication/triage plan
  - Quartermaster
    - Organizing the QM Store
    - Working with National QM to ensure a stock of items
    - Scheduling times the QM will be open
  - Camp Spirit Lead
    - Planning spirit activities & awards
    - Sourcing materials
  - Craft Table Lead (Spirit)
    - Planning craft table schedule & activities
    - Coordinating craft table volunteers
    - Sourcing supplies
- Logistics Roles
  - General Camp Warden

- Overseeing logistics at camp (bathrooms, lost and found, final clean up)
  - Volunteer Coordinator
    - Makes sure that everyone has the volunteers they need
    - Finds people on site to fill needs as they arise
  - Parking Coordinator
    - Overseeing parking & arrivals
  - Timberwolf Camp Warden
    - Setting up Timberville Camp
    - Coordinating with Timberwolf Volunteers
    - Overseeing Timberwolf Cantina during event (if applicable)
    - Overseeing Timberville Camp, dealing with conflicts or emergencies that come up during the event.
    - Is available and knows who to contact (first aid/scoutmasters/parents/etc.)
  - Pathfinder Camp Warden
    - Acts as the primary contact in Pathfinder Camp during the event
    - Supports Pathfinder leadership in dealing with conflicts or emergencies that come up during the event.
    - Is available and knows who to contact (first aid/scoutmasters/parents/etc.)
- Planning/Programming Roles
  - Chipmunk Program Lead
    - Organizing Chippie activities
    - Sourcing necessary supplies
    - Setting up Chippie Play area (Chippie-town) in family camp at event
    - Coordinating Chipmunk volunteers
  - Otter Program Lead
    - Planning Otter activities
    - Sourcing necessary supplies
    - Coordinating Otter volunteers
    - Running Otter Program at event
  - Timberwolf Program Lead
    - Planning Timberwolf activities
    - Sourcing necessary supplies
    - Coordinating Timberwolf volunteers
    - Running Timberwolf Program at event
  - Pathfinder Senior Patrol Leader & Pathfinder Program Lead
    - The SPL is a pathfinder (or 2) who will plan and run the pathfinder program during the event
    - The program lead assists the Pathfinder Senior Patrol Leader in planning the event. Ideally this is someone who has a close relationship with the Senior Patrol Leader (i.e. a parent or scout leader of their group).
    - Planning Pathfinder activities
    - Sourcing necessary supplies
    - Coordinating Pathfinder volunteers
    - Running Pathfinder Program at event
  - Rover Program Lead
    - Planning Rover activities
    - Sourcing necessary supplies
    - Running Rover Program at event

# Planning Meetings

Group planning sessions should begin at least 4 months before your event (although you can certainly start earlier!). It can be tricky to find a time when everyone can make it, but luckily video calls have made it a little bit easier to squeeze in a meeting. Agendas and meeting notes can be kept in a shared document in the drive so that you have a historical record of your planning and can easily go back and find information later. If you make the date of each meeting a heading, you should be able to easily navigate between them.

## Sample Agenda

### DATE

7 - 8 pm

**Zoom Link:**

**Attendees:**

- 

### Agenda:

- Introductions
- Roles & Volunteer Needs
  - Are any still needed?
  - Who is filling what roles?
  - Does anyone need assistance?
- Logistics
  - What is needed?
  - Site Updates
  - Schedule
  - Patch Update
- Planning Updates
  - Registration
  - Budget
  - Website/Field Guide
  - First Aid
  - QM
  - Spirit
  - Craft Table
  - Chipmunk
  - Otter
  - Timberwolf
  - Pathfinder
  - Rover
- Upcoming Dates
  - Site visit, section planning meetings, etc
- Set next meeting date/time

# Budgeting and Finances

Once you have set your site and have an idea of the site fee, you can begin to figure out the budget. Your budget will determine what activities you are able to offer. Our goal is always to keep it affordable for families while also being able to offer robust programming. Here's a sample budgetL

| Income   | Budget             |
|--|--------------------|
| Registration Fees                              | \$ 3,650.00        |
| Scholarship Fund                               | \$ 200.00          |
| Processing Fees                                | \$ (150.00)        |
| <b>Total Income</b>                            | <b>\$ 3,700.00</b> |
|  |                    |
| Expenses                                       |                    |
| Site Fee                                       | \$ 1,800.00        |
| Chipmunk Program                               | \$ 50.00           |
| Otter Program                                  | \$ 300.00          |
| Timberwolf Program                             | \$ 300.00          |
| Pathfinder Program                             | \$ 300.00          |
| Rover Program                                  | \$ 200.00          |
| Spirit/Craft Table                             | \$ 100.00          |
| Patches  | \$ 350.00          |
| First Aid Tent                                 | \$ 150.00          |
| General Expenses (Signage, Toilet Paper, etc.) | \$ 150.00          |
| <b>Total Expenses</b>                          | <b>\$ 3,700.00</b> |

Depending on how many people you are expecting and your site costs, this may be higher or lower, but it gives a general idea of costs to run camp. Also, this budget does not take food into account. We have found that a whole-camp cantina is too complicated to manage and burns out the volunteers who are coordinating it. Check under the Logistics section for more information on Food & Cooking at Hullabaloo.

When setting the costs, there are a few factors to take into account. Are your site fees per person or a total number? How many people do you expect to attend? Are you doing an extra night for Pathfinders, and if so are you charging them extra or folding it into the cost of the rest of the weekend? What sort of activities do you want to offer? Do you already have some of the materials available or can you get in kind donations? Keep in mind that many scout groups have equipment that they may be willing to loan to the event and make the ask.



## Fee Structure

There are a couple of different models to use when deciding how to charge for registration.

One is simply charging a flat per person fee. If you decide to go with this model, I would suggest having a lower cost option available for families who need it, as well as offering scholarships. For example, you may have a “pay what camp actually costs” option at \$20 per person, a “pay a little less” option at \$10 per person and a “pay a little more” option at \$25 per person. This allows families to choose the option that best fits within their budget while also maintaining privacy, as well as allowing those families who can afford a little more to subsidize those who can’t.

Another is having an individual rate and a “family rate”. For example, you could charge \$20 for individuals and \$50 for families. This allows families to attend when it may have otherwise been cost prohibitive. The downside with this model is that it is difficult to accurately predict how much you will actually be bringing in per person. You may also opt to offer free chipmunk attendance.

## Financial Assistance

Our motto is “Scouting for Everybody” and affordability is a major part of equity in our organization. Regardless of which fee model you decide to go with, scholarships should be available and budgeted for. Let families know that scholarships are available and they can talk to their GSM or contact you to arrange a scholarship. A “pay what you can” model has worked well for us in the past and allows those who would like to contribute something to do so, while still making it feasible for them to attend.

## Post-Hullabaloo report

After the event, the treasurer/finance coordinator should prepare an income/expense report. This will help inform budgeting for the following year. This should include information about budget, as well as finalized information. See the following page for an example.

### Hullabaloo 2023 - Income & Expense Statement

| Attendees                                      | Anticipated        | Actual             |
|--|--------------------|--------------------|
| Chipmunks                                      | 10                 | 6                  |
| Otters   | 40                 | 33                 |
| Timberwolves                                   | 50                 | 46                 |
| Pathfinders                                    | 25                 | 26                 |
| Rovers   | 55                 | 51                 |
| Non-Rover Adults                               | 65                 | 54                 |
| <b>Total Attendees</b>                         | <b>245</b>         | <b>216</b>         |
|  |                    |                    |
| Income   | Budget             | Actual             |
| Registration Fees (Base)                       | \$ 3,650.00        | \$ 3,400.00        |
| Donations to Scholarship Fund                  | \$ 200.00          | \$ 170.00          |
| Square Fees                                    | \$ (150.00)        | \$ (120.00)        |
| <b>Total Income</b>                            | <b>\$ 3,700.00</b> | <b>\$ 3,450.00</b> |
| <b>Scholarships Given</b>                      |                    | <b>\$ 105.00</b>   |
|  |                    |                    |
| Expenses                                       | Budget             | Actual             |
| Site Fee                                       | \$ 1,800.00        | \$ 1,800.00        |
| Chipmunk Program                               | \$ 50.00           | \$ 0               |
| Otter Program                                  | \$ 300.00          | \$ 197.73          |
| Timberwolf Program                             | \$ 300.00          | \$ 280.80          |
| Pathfinder Program                             | \$ 300.00          | \$ 276.45          |
| Rover Program                                  | \$ 200.00          | \$ 178.25          |
| Spirit/Craft Table                             | \$ 100.00          | \$ 128.52          |
| Patches  | \$ 350.00          | \$ 330.00          |
| First Aid Tent                                 | \$ 150.00          | \$ 162.17          |
| General Expenses (Signage, Toilet Paper, etc.) | \$ 150.00          | \$ 90.10           |
| <b>Total Expenses</b>                          | <b>\$ 3,700.00</b> | <b>\$ 3,444.04</b> |
|  |                    |                    |
| <b>Net Income</b>                              | <b>\$ -</b>        | <b>\$ 5.96</b>     |

# Registration

Before opening registration, you will need to determine what information you need. At a minimum, I would suggest:

- Name
- Scout Group
- Contact Information
- Names of attendees in each section
- Emergency Contact
- Allergies/Pertinent Medical Information
- Whether folks are willing to volunteer and in what capacity
- A photo release allowing pictures to be used for promotion in the future

Google forms is an easy way to capture registration information, the downside being that you then have to direct them to a second website (like Square or Paypal) to capture payment. Another option is an event website (see below) but they often charge extra fees to do the payment and registration all in one. There is one option (Zeffy) that is free for groups (including no processing fees). If you don't use event software, you will need to figure out how to track payment information and send reminder emails to people to pay, as well as generate check in forms and contact forms for each section.

## Payment Software Options

| Software    | Cost                           | Est. Cost | Pros/Cons  |
|-------------|--------------------------------|-----------|--|
| Square      | 2.9% + \$0.30 per transaction  | \$154     | Does not collect registration info, so must be used in conjunction with Google Forms, which means chasing people down reminding them to pay.   |
| EventCreate | \$8 per month<br>2.9% + \$0.30 | \$250     | Includes a website with the ability to add custom content. Allow mobile check in onsite. Requires more expensive package to sell add ons. Pays out as people register. Discount for nonprofits.                    |
| RegFox      | 3.99% + \$1 per transaction    | \$260     | Pays out as people register directly into our account, so we don't need to wait to receive payment. Allows payments to be passed on to customers. Able to include add ons at registration. Allows mobile check in. |
| Zeffy       | Free!                          | \$0       | Does not take any transaction fees, but asks people to donate at checkout, defaults to add 10%.Weekly or monthly payout schedule.  |

# Logistics

## Patches

Patches can be ordered through the OSG Quartermaster. You may want to consider holding a Patch Design Contest, or you can find someone with graphic design experience to create a patch for the event. There are a couple of options: printed patches with an embroidered edge or fully embroidered patches. Designs need to be submitted approximately 3 months ahead of time to get them before the event.

## Layout

Layout of the event will depend a lot on your site, but will generally be broken down into a few areas:

- **Family Camp:** This is where Chipmunks, Otters, and their families will camp, along with non-rover adults who have older kids. Some of the younger Timberwolves will likely decide to camp with their parents here as well. We set up a play area for Chipmunks here called “Chippie-town” and offer some Chipmunk-specific activities during the programming for older kids (parental supervision required).
- **Timberville:** This is Timberwolf camp, where Timberwolves can camp together with rover supervision. Kids can share tents, but in keeping with our policies, adults may not be in a tent with a kid who is not theirs. If you decide to have a Timberwolf cantina, this is also where that would take place. The Timberwolf Camp Host/Warden is responsible for overseeing the camp, and there should be some Timberwolf leaders camping here as well.
- **Pathfinder Camp:** Pathfinders camp via the patrol method and are responsible for their own camp management and food/cooking. The Pathfinder Camp Host/Warden is responsible for overseeing the camp, along with the Pathfinder Program Lead. PF scoutmasters may camp in the area as well, although pathfinders should be given space to run their own camps.
- **Rover Camp:** Rovers who are there without children or whose children are staying in Timberville or Pathfinder camp may stay in Rover Camp. Children are not permitted in Rover Camp, and it is intended as a place where adults can congregate and practice scout skills. Alcohol is not permitted in Rover Camp, but coffee flows freely.

## Schedule

Although it is not a requirement by any means, we have found that Pathfinders benefit from coming a day early and having more time to scout together during the weekend. This also has the added benefit of having Pathfinders available to help volunteer as families arrive for the general weekend activities on Friday afternoon.

I recommend having a color coded visual schedule printed and displayed around the camp, as well as having a simple schedule in the field guide that is sent out ahead of time.

Here are suggested schedules for a weekend event, along with a Pathfinder-specific 3-day schedule following the patrol method:

## General Camp Schedule:

|                        |  |
|------------------------|--|
| <b>FRIDAY</b>          |  |
| 4:00 PM                | Welcome to Camp!   |
| 4:30-7:00 PM           | Set Up Camp, Optional Activities Available                     |
| 5:00-7:00 PM           | Dinner on your own   |
| 7:00 PM                | Retire the Colors, Evening Announcements, Review of Camp Rules |
| 8:00 PM                | Informal Campfire  |
| 9:00 PM                | Scouts in Tents, Quiet Family/TW Camp                          |
| 9:00 PM                | GSM Meeting  |
| 10:00 PM               | Taps, all camp quiet until 7 am Saturday                       |
| <b>SAT</b>             |  |
| 7:00 AM                | Reveille   |
| 7:30 - 8:30 AM         | Breakfast  |
| 8:45 AM                | Flag Ceremony & Morning Announcements                          |
| <b>9:15 - 11:45 AM</b> | <b>Section Time</b>  |
| 11:45 AM - 1:00 PM     | Lunch  |
| <b>1:00 - 3:30 PM</b>  | <b>Section Time</b>  |
| 3:30 - 4:00 PM         | All Camp Photo and Head Count                                  |
| 4:00 - 6:00 PM         | Free Time, Optional Activities Available                       |
| 5:00 - 6:45 PM         | Dinner   |
| 7:00 PM                | Flag Ceremony & Evening Announcements                          |
| 8:00 - 9:00 PM         | Formal Campfire  |
| 9:00 PM                | Scouts in Tents, Quiet Family/TW Camp                          |
| 10:00 PM               | Taps, all camp quiet until 7 am Saturday                       |
| <b>SUN</b>             |  |
| 7:00 AM                | Reveille   |
| 7:30 - 8:30 AM         | Breakfast  |
| 8:45 AM                | Flag Ceremony & Morning Announcements                          |
| <b>9:15 - 10:45 AM</b> | <b>Section Time</b>  |
| 10:45 AM               | Flag Ceremony & Final Announcements                            |
| 11:15 AM - 12:45 PM    | Pack Up & Clean  |
| 1:00 PM                | Close Camp   |

## Pathfinder Schedule:

|                 |  |
|-----------------|--|
| <b>THURSDAY</b> |  |
| 2:00 PM         | Pathfinder Arrival, Set up camp                    |
| 2:45 PM         | First PIC ( <i>PL/APLs only</i> )                  |
| 3:30 - 5:30 PM  | PL/APL Leadership training ( <i>PL/APLs only</i> ) |

|                        |  |
|------------------------|--|
| 3:30 - 5:30 PM         | Pathfinder Activities  |
| 5:30-7:00 PM           | Dinner   |
| 7:00 PM                | Evening PIC  |
| 7:00 - 8:00 PM         | Pathfinder Activity  |
| 10:00 PM               | Quiet camp (continues until 7:00 am Friday)                    |
| <b>FRIDAY</b>          |  |
| 7:00 AM                | Reveille   |
| 7:30 - 8:30 AM         | Breakfast  |
| 8:00 AM                | Morning PIC, PL/APL Camp exploration & setup of activity areas |
| 8:45 AM                | Flag Ceremony & Morning Announcements                          |
| <b>9:15 - 11:45 AM</b> | PF Section Time  |
| 11:45 AM - 1:00 PM     | Lunch  |
| 1:15-3:45 PM           | PF Section Time  |
| 3:45 PM                | Start parking duty   |
| 4:00 PM                | General arrival, assist with activities                        |
| 5:00-6:45 PM           | Dinner   |
| 5:30 PM                | Evening PIC  |
| 7:00 PM                | Flag Ceremony & Evening Announcements                          |
| 7:30 PM                | Campfire Prep  |
| 8:00 PM                | Informal Campfire  |
| 10:00 PM               | Quiet camp (continues until 7:00 am Saturday)                  |
| <b>SAT</b>             |  |
| 7:00 AM                | Reveille   |
| 7:30 - 8:30 AM         | Breakfast  |
| 8:00 AM                | Morning PIC  |
| 8:45 AM                | Flag Ceremony & Morning Announcements                          |
| 9:15 - 11:45 AM        | PF Section Time  |
| 11:45 AM - 1:00 PM     | Lunch  |
| 1:00 - 3:30 PM         | PF Section Time  |
| 3:30 PM                | All-camp photo and headcount                                   |
| 4:00 - 6:00 PM         | Free time, assist with activities                              |
| 5:00 - 6:45 PM         | Dinner   |
| 5:30 PM                | Evening PIC  |
| 7:00 PM                | Flag Ceremony & Evening Announcements                          |
| 7:30 PM                | Prep for campfire  |
| 8:00 - 9:00 PM         | Formal Campfire  |
| 10:00 PM               | Taps, all camp quiet until 7 am Sunday                         |
| <b>SUN</b>             |  |
| 7:00 AM                | Reveille   |
| 7:30 - 8:45            | Breakfast  |

|              |  |
|--------------|--|
| 8:00         | Morning PIC  |
| 9:00         | Flag Ceremony & Morning Announcements                |
| 9:30-10:30   | Scout's Own  |
| 10:30-12:00  | Pack up camp, <i>except tents</i>                    |
| 12:00        | Retiring of colors, camp closing                     |
| 12:00 - 1:00 | All work together to close camp, take down tents     |
| 1:00         | Final sweep team and help others for a timely close. |

## Food & Cooking

In previous years, we attempted an all-scout cantina. This was a huge amount of work and led to some volunteers “burning out”. For a volunteer event, it is much more feasible to coordinate food on a smaller scale. We give each scout group the choice of whether they want to organize cooking as a group or whether they want to have families be responsible for their own food.

Regardless of whether you are cooking as an individual or a group, we highly recommend keeping meals simple. There is so much fun stuff happening, and we don’t want anyone missing out on the fun because they are spending too much time on food prep. Also, try to limit the amount of items that require refrigeration. Here are some ideas for low (or no) refrigeration needed meals:

- Breakfast
  - Bagels with nut butter or nutella
  - Oatmeal
  - Muffins
  - Cereal with Shelf Stable Milk
- Lunch
  - Nut Butter & Jelly Sandwiches
  - Tuna Sandwiches
  - Macaroni & Cheese
  - Hot Dogs
- Dinner
  - Canned Soup (or pre-made and frozen! It will defrost in a cooler and heat up fine at camp)
  - Spaghetti with Jarred Sauce
  - Snack Plate: Hard Cheese, Shelf-Stable Salami, Crackers, Olives, Grapes
  - Grilled Cheese or Quesadillas

We also recommend families eat before arriving at camp on Friday or bring a cold/simple meal that requires little to no preparation, as well as encouraging families to use reusable dishes/mess kits. More information about providing info to families can be found in the Field Guide and Website section.

## Flag Ceremonies

You should have a plan ahead of time for what flags you will fly and how you will organize your Color Guards. This is often a great opportunity for Timberwolves to practice their color

guard skills, but you may also want to consider giving the Pathfinders an opportunity to lead a flag ceremony or having multiple ceremonies if you have multiple flagpoles.

One thing to keep in mind is that many families have complicated relationships with the American flag as a symbol, and it is worth having some conversations about how to make the flag ceremony a welcome place for all. You may consider flying a progress or pride flag along with the American Flag, inviting those not from the area to bring flags that represent them, etc.



# General Camp Roles

## Master of Ceremonies

This is the person who will be responsible for making announcements (announcements, an-NOUNCE-ments) at the flag ceremonies. This is not necessarily the person who will preside over the campfire, as we often look for pathfinders to fill that role. They should be comfortable speaking in public and have a good handle on everything happening over Hullabaloo weekend.

## First Aid

Consult your insurance provider about what is covered. You should have a basic first aid kit in each camp, plus a larger, well-stocked kit at HQ. We follow a red/yellow/green model for dealing with accidents/illness/injuries:

### LEVEL RED - Emergency!

If you or your scout has a serious medical issue while at camp—e.g., a serious allergic reaction, seizures, etc.—**please don't hesitate to contact 9-1-1**. This will allow help to get to the patient without delay, even if it is just a false alarm. Then alert your first aid staff via phone or go to HQ.

### LEVEL YELLOW - Consult

If you need to access the first aid station to stabilize the situation, access supplies, or get monitoring support, alert your first aid staff via phone or HQ to consult on a support plan. First Aid Staff contact info will be posted in each camp area. Should any attendee require medical attention beyond basic first aid below, we will make a transportation plan with section/group leaders and/or family/guardians for urgent care or hospital emergency room. We have minimum volunteers for monitoring illness as we will be primarily supporting in the field. First aid staff will have each others' cell phone numbers and won't hesitate to consult with 9-1-1.

**LEVEL GREEN - stay in your area and be supported by your first aid leader. Each section will have a basic first aid kit for immediate use in their area.** First aid volunteers have access to a basic supply of over-the-counter support (e.g. bandaids, tylenol, benadryl, masks, gloves).

We recommend that non-emergency personal medications be kept in one's locked vehicle or, in the case of a youth, in the locked vehicle of a designated adult.

## Quartermaster

Operating a quartermaster shop at Hullabaloo can be a great opportunity to outfit attendees with OSG logowear and outdoor gear, but there are some feasibility considerations. Our National Quartermaster, Scott Hudson, is a wonderful resource and is able to organize bulk shipments ahead of events (he is also the main contact for patches). We have been lucky enough to have him attend some of our events and run our Quartermaster shop.

Some things to take into account:

- You may have spotty or non-existent internet access. You will need to have a point of sale (POS) system that will capture payment information even without internet access.
- Having things that attendees may need (mess kits, for example) is helpful.
- Knives and firestarters are perennial favorites, especially among Timberwolves, who may not yet have their own.
- Nonessential uniform items such as berets or campaign hats and hosiery are a draw for Rovers.
- Hullabaloo is often a time for moving up ceremonies. Having some of the basic patches on hand is a good idea.

## Spirit

Spirit at Hullabaloo includes group flash, awards, ceremonies, recognitions, investitures, and crossovers. Really, anything that gets people excited and helps them enter into the spirit of OSG scouting. Having some sort of simple awards (woggles, pins, etc) that can be given out to scouts exhibiting especially scouty behavior is a fun way to encourage participation. Having opportunities for trading group patches or friendship bracelets is another option.

## Crafts

A craft table can be a subset of spirit, and can also be a great option for low-key activities during scout down time (or for chipmunks when the other scouts are in section time). One thing we have found is that paint can get very messy very quickly so it may not be the best option. Some ideas for easy crafts:

- Friendship Bracelets
- Bead Bracelets
- Simple Felt Flags
- Paper Crafts
  - Fans
  - Bookmarks
  - Paper Plate Frisbees
  - Kites
  - Origami
- Nature Crafts
  - Leaf rubbings
  - Nature name signs
  - Nature mobiles

# Section Programming

For a 2-day camp it works well to have two longer chunks of programming on Saturday with a shorter chunk of section time on Sunday morning. If the Pathfinders are running a 3 day camp, they may choose to have two programming chunks on Friday, two on Saturday, and a shorter one on Sunday morning.

## Chipmunks

Having a play area for chipmunks (Chippie-town) set up in Family Camp is a great way to keep little ones occupied while their older siblings are involved in section time. Many families likely have preschool-friendly toys that they are willing to bring. Some fun ideas:

- Water play
- Camping pretend play
- Simple preschool crafts
- Dress up/colorful scarves
- Balls

We have found that it works best to make sure that parents know that chippie-town is not child care and they are responsible for supervising their preschool-age kids at all times.

## Otters

The Otter Motto is Busy and Bright, and the Otter activities can be an opportunity to get really creative and fun. Children will be in the Otter program for a maximum of 3 years, so one idea is to come up with 3 “themes” that you can rotate through over time. I would also encourage you to work with the Otters each year to come up with some group songs/skits for them to perform at the campfire. I like to bring some simple costumes that they can use to create their skits—it helps them get into it and brings out their creativity.

One thing to keep in mind with Otters is that they may not all be reading yet, so you will want to keep programs simple and accessible, while still being immersive and fun for the older kids. You can also have the older Otters help the younger ones with more complex tasks. Keep track of badge requirements that you complete at Hullabaloo so that you can inform their scout leaders afterwards.

Here are some ideas for overall themes:

### Wilderness Skills\*

- Mount an Otter Search & Rescue for a “Lost Scout” (stuffed animal)
- Hug a Tree Curriculum
- Otter 10 Essentials & Leave No Trace
- Shelter Building

### Secret Agent Academy\*

- Find the Double Agent
- Spy Obstacle Course
- Secret Messages & Codes
- Stealth, Camouflage, & Reconnaissance

### Amazing Race

- Break into teams & run a series of team building challenges
- Split up teams during different sessions to encourage the others to get to know each other

### Eco-Friends

- Focus on environment
- Games with a focus on nature & environmentalism
- Collect items in nature
- Nature themed crafts
- Make things from recycled materials
- Pick up trash, learn about leave no trace

### Sports & Games

- Try games & sports from all over the world
- Learn about inclusivity in sports—try kicking a ball on stilts or ??

### Role Playing

- Create characters and go on adventures that build scout skills
- Have the kids create forts in the woods
- Collaborative storytelling

If you would like more information on these programs or more specific lists of materials/activities for themes we have done in the past (marked with an asterisk), I am happy to provide them.

## Timberwolves

For the Timberwolf age group (8 - 10), Hullabaloo is a great opportunity to work on scout skills and build independence. Timberwolves are able to camp in Timberville away from their parents if they choose to (although younger TWs may choose to stay in family camp). Skill rotations work well. You may want to break the longer section times into two 1-hour chunks so that you can have smaller groups. Some ideas for skill sessions:

- Woodworking
- Leatherworking
- Orienteering/Compass Skills
- Pioneering
- Shelter Building
- Fire Skills
- Knots
- Whittling/Knife Skills & Safety
- Trail Signs & Tracking
- Scavenger Hunt
- Team Building

You may also want to consider having some sort of a competition. This could be something like a raingutter regatta or pinewood derby, or an orienteering or scoutcraft competition. If you go that route, you could spend some of the Saturday session time preparing or building, then hold the competition during the short session on Sunday.

# Pathfinders

Six months or more prior to the event, you should identify a Senior Patrol Leader (SPL) or two from among the Pathfinders in your area, as well as an adult to help guide them through the process. Ideally the adult will be someone who is close to the SPL, such as a parent or scoutmaster. The SPL will be responsible for planning and leading the Pathfinder Program.

Pathfinders camp using the Patrol Method. Once you have received registrations, you can split the attending pathfinders into patrols and send out contact information so that they can plan their food ahead of time and identify Patrol Leaders (PLs) and Assistant Patrol Leaders (APLs). If possible, you may want to consider having the Pathfinder camp go for an extra day (Thursday - Sunday) to give the Pathfinders more time for skill and leadership training. If you do go this route, there may be a few scouts who will arrive with their families on Friday and may not be able to participate in all the activities. You may want to either put all these scouts in a patrol together or spread them out amongst the patrols evenly.

## Food

Patrols should bring their own food and patrol box including a washing station. Patrols are responsible for collecting money from pathfinders, purchasing and bringing their own food and cooking and cleaning for themselves. Traditionally the Pathfinders cook for their scoutmasters. Young pathfinders without camp cooking experience might benefit from a simple menu that doesn't require much preparation or cleaning. Each patrol should plan on inviting the Senior Patrol Leader and Scoutmaster to at least one meal each.

## Activities

Activity/skill building sessions for Pathfinders can be similar to those for Timberwolves, but get more in depth and be run more independently. Skill sessions can take inspiration from the special proficiency badges in the pathfinder handbook. Your offerings may depend on what is available at your site. Some ideas:

- Any of the Timberwolf skills listed above, with difficulty/complexity increased
- Leadership Training for PLs/APLs
- Plant ID/Foraging
- First Aid
- Nature Journaling/Sketching
- Archery
- Friction Fires
- Wood Tools/Ax Skills
- Outdoor Cooking
- Canoeing/Paddling
- Wilderness Survival
- Basket Weaving or Paracord Bracelets/Lanyards
- Woodburning/Custom Scout Staves
- Rock Climbing

Pathfinders may benefit from a "Scouts Own" on Sunday morning. This is an hour set aside for quiet reflection, meditation, or journaling to allow scouts to reflect on and absorb their time at camp.

# Rovers

Having a Rover Camp is an excellent way to support the adults in our scouting program and build camaraderie between groups. One thing to keep in mind is that many of the Rovers participating in Hullabaloo will be involved with youth programming throughout the event, so keeping the events to times when they may not be otherwise occupied is a great idea.

Some ideas for Rover Activities:

- Any of the Pathfinder Skills listed above
- Skill Practice for Tenderfoot or Practical Training Badge
- Rover Social Hour
- Camp Stove Cook Together
- Brew Your Own Coffee Hour

Like Pathfinders, Rovers may benefit from a “Scouts Own” on Sunday morning. This is an hour set aside for quiet reflection, meditation, or journaling to allow scouts to reflect on and absorb their time at camp.

# Field Guide and Website

The Field Guide is an important document that provides families with everything they need to know about Hullabaloo. It should have information about the following:

- Site Information, Directions, and Check In Instructions
- Schedule
- General Information about Hullabaloo, Scout Culture, Spirit, etc.
- What to Bring (and What Not to Bring)
- Section Specific Information
- Safety and Youth Protection Information
- Medical/First Aid Information
- Food/Cooking Information
- Etiquette, Respect for Others, and Leave No Trace
- Evening Campfire Information
- Sustainability Information (Reduce, Reuse, Recycle)
- Acknowledgements of your Planning Team

Some of that information should also be available on the website as it becomes available, along with details about where to register. You should plan to send out the Field Guide to registered families at least a week or two in advance of the event.

We have also found that creating an event on Facebook and promoting it in the Outdoor Service Guides Leaders group is a good way to encourage engagement.

# Resources

If you would like materials from previous Hullabalooos, or have questions, please reach out to [liz.kelly.campanale@gmail.com](mailto:liz.kelly.campanale@gmail.com). I am happy to send you materials (spreadsheet templates, etc.) and discuss specific issues with you.

Scott Hudson is our national quartermaster and can be reached at [qm@osg-us.org](mailto:qm@osg-us.org).

The PNW Hullabaloo Page can be found on the MSC website at <https://mscportland.wordpress.com/>.