

Camporee Standard Operating Procedures

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- Camporee is typically hosted by a district unit (troop or pack) that will agree to organize the program and provide most of the staffing, under the supervision of the District Executive and District Activities Chair
- Division of Labor usually goes as follows, but is up to the discretion of all the planning parties:
 - District Executive:
 - Make sure an appropriate date and location is set for the Camporee at the District Planning Meeting.
 - Typically checks in with the Hosting Unit and Activities Chair to make sure needs are met to complete the project throughout the planning phase.
 - Responsible for getting the registration link set up by the Council.
 - Help find staff if needed.
 - Assist in checking in and answering questions at the event.
 - Order the patches once designed by the Hosting Unit and approved by DE and Activities Chair
 - Hosting Unit:
 - Typically plans all activities for the camp and will staff most positions of the activities. Ask for assistance from the Activities Chair and District Executive if any key staff positions are unable to be filled.
 - Supplies anything needed for the events as reasonable, including Friday night Cracker Barrel snacks. If a certain activity requires specialized supplies, ask the District Executive if there is a budget for this event or if you can raise registration prices to cover the costs. (Example: Buy solar eclipse glasses for all scouts for an eclipse viewing event)

- Picks the Camporee theme and creates a flyer for registration information.
- Create an agenda for the Camporee.
- Find a pack or troop to manage the opening and closing flag.
- Assists the DE in the creation of a Camporee budget.
- Assists the DE in the creation of a Camporee Patch. The effort needs to be completed no later than three (3) months in advance to ensure timely arrival.
- District Activities Chair:
 - Finds a Hosting Unit to plan and help staff the Camporee event, typically 1 year to 6 months before Camporee for time to plan.
 - Reach out multiple times to make sure Hosting Unit and District Executive are up to date and have everything they need
 - Help spread the word of Camporee to drive interest through the year and closer to time.
 - Review and approve the program and time schedule provided by the Hosting Unit.
 - Make sure the registration link gets sent out to all units, FaceBook groups, etc.
 - Gather intel from Camporee attendees and Hosting Unit on best practices for future Camporees or any issues to avoid in the future

Project tracker

Last updated Apr 3, 2025

“Season” Camporee

Projects

Basic Camporee Checklist

Division of Labor	Description	Primary Contact	Progress
Admin	Administrative tasks that need taken care of	District Exec:	Phone: Email:
Organize	Organization of tasks and activities to take place	Troop # Scoutmaster: Committee Chair:	Phone: Email: Phone: Email:
Communicate	Communications that need to happen during process	Activities Chair:	Phone: Email:

Tasks

Assign tasks for each project

Admin

Task	Status	Notes	Due date
Order Registration Link			
Provide Registration Info to Hosting Troop (ex.: list of names and units for camp sign in)			
Order Patches			
Check in with Activities Chair and Host Unit to make sure all needs are met and tasks are underway			

Organize

Task	Status	Notes	Due date
Pick a theme Age appropriate (will Cubs be involved?)			
Plan appropriate activities - Cracker Barrel snacks for Friday - Dessert competition - Flag presentation - Who will present? Who will retrieve? - Do you need to take flags? - Scout activities for the event timeline - Instructional activities - Game activities - Will you have a range for Cubs? (Make sure you have Range officers available) - Will you have free time and what is available for campers to do during this time? - Campfire activities/skits/song - Sign up other troops/packs to do skits			

Task	Status	Notes	Due date
- Any ceremonies that need done or awards given out? Example: Cub Crossover, OA Call-Out - Offering to retire flags for people at this campfire? Do you have a ceremony or program for this? - Scout Own Service for Sunday			
Make a time schedule			
Make a supply list			
Create a patch and give to Dist. Exec. for approval and ordering The sooner the better, give time to proof the patch and for Dist. Exec to order before event. Suggested minimum 3 months in advance.			
Get the program and schedule to the Dist. Exec. and Activites Chair for approval			
Create a flyer to inform and go out with registration link			

Communicate

Task	Status	Notes	Due date
Obtain a host unit to organize Camporee, range officers for potential ranges, health agents for camp event			1 year to 6 months in advance
Advertise Camporee sporadically to garner interest before event or registration link, emails or Facebook			
Call or meet with host unit to check on progress			

Task	Status	Notes	Due date
Make sure registration link is emailed and posted			
Call or meet with host unit about a month/2 weeks before event			

Decision log and issue tracker

Decision log

Document project-related decisions

#	Status	Project	Decision & impact	Proposed by	Date	Result
1	Approved ▾	Project 1	Add decision	 Person	 Date	Add outcome
2	Pending ▾	Project 2	Add decision	 Person	 Date	Add outcome
3	Pending ▾	Project 3	Add decision	 Person	 Date	Add outcome

Issue tracker

Report and track any problems, challenges, and issues

#	Status	Project	Issue	Reported by	Assigned to	Due date	Notes
1	New ▾	Project 1	Add issue	 Person	 Person	 Date	Add notes
2	In progress ▾	Project 2	Add issue	 Person	 Person	 Date	Add notes
3	Unresolved ▾	Project 3	Add issue	 Person	 Person	 Date	Add notes