

## PACK COORDINATOR AGREEMENT

(Please print in ink or type)

Pack Coordinator should sign one copy and return with their Pack registration.

**PACK COORDINATOR JOB DESCRIPTION:** Provide communication between the Day Camp Staff and your Pack (Cubs, Parents and Leaders), handle ALL forms and fees and locate volunteers from your Pack. Your responsibilities include:

1. Announce Day Camp dates and deadlines to your Pack's parents and leaders.
2. Make sure that your Pack has 2-deep leadership for each day camp den - we recommend two adults for every 6 to 8 Cub Scouts, of course you may have more adults than just the required two.  
You should divide your day camp dens into **2nd & 3rd grade dens-Wolves & Bears** and **4th & 5th grade dens – Webelos/Arrow of Light**.

Your Pack may have as many dens as it needs to accommodate your Cub Scouts - as long as you have the appropriate adult supervision. Since Cub Scout rank is based on the school grade level - next fall's grade level or the rank they should be working on this summer determines all day camp ranks.

(Note: All Day Camp den leader, jr. helper and brave shirts must be purchased.)

3. Collect all forms and fees at least one week before the Day Camp Registration due on May 25, 2017. Verify that all paperwork and fees are complete and accurate to ensure your Pack's attendance at camp. Incomplete registrations will not be accepted.
  - a) Verify Cub Scouts' registration with BSA.  
(must have required signatures on BSA applications if registering a new Cub Scout)
  - b) Verify Cub Scouts ranks as of Day Camp time - (see item #2 above).
  - c) Verify that all Braves are children of Camp Volunteers only.  
Volunteer must be the legal guardian of any Brave attending camp.  
Braves may attend only while parent/guardian is present in camp.
  - d) Verify that all health information is filled out (Part B), **including immunization dates ("current" is not a valid entry)** and that the 'permission to treat' statement (Part A) has been properly signed by the parent or by the individual adult for his or her own registration form. **Adults need only supply the year of their latest tetanus immunization.** Provide a copy of the health insurance card, front & back for **each person** registering.
  - e) Verify that all **adult/Jr. Helper** volunteers have read and returned one signed copy of the job description
4. Inform parent volunteers of the responsibilities they will have:
  - f) All adult volunteers at Day Camp must have attended a **'live' Youth Protection presentation and received a TXYC06-0014 # card** to carry with them at camp. All volunteers must submit a completed Adult in Camp State Compliance Form. All volunteers must submit a copy of the Sexual Offender Database Check and the State Mandated YPT card.
  - g) They must attend the Day Camp Den Leader Training on Monday, June 5th at Plymouth Park United Methodist Church. Two sessions will be offered - 10:00a.m. or 7:00p.m. A reminder notice will be given to you at the May 25th Day Camp registration.
  - h) Make clear the daily time commitment they must make during their days at camp.
  - i) Coordinate with all the packs' parents to provide necessary materials for the den site, such as dining flies, tables, tents, etc.
  - j) Ensure that each den sets up their den site at Camp Wisdom on Sunday, June 18<sup>th</sup> from 1:00pm until 5:00pm.
5. Make sure all parents and volunteers know that they should contact YOU if there are any changes in attendance plans for themselves or their Cub Scout. You will need to find a replacement if a volunteer cancels.
6. Be prepared to act as the Pack Communicator in the event of a weather cancellation or other problems. YOU will be the one called by Day Camp Staff to notify the parents and volunteers in your Pack of any last-minute changes which may be necessary.

**I agree to and will abide by the requirements set forth in the above job description.**

NAME \_\_\_\_\_ PACK#: \_\_\_\_\_ DATE \_\_\_\_\_