

## **Appendix**

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# **Appendix A: Learn How to Camp Checklist & Backdater**

## ***Sample Event Timeline***

Secure Location and Date - 6 weeks

Recruit Event Coordinator – 6 weeks

Submit Location, Date, Time, and Contact information to Laurel Highlands Councils – 6 Weeks

Recruit Committee and assign duties - 1 month

Prepare Budget - 1 month

Meet with Committee to Develop Program – 3 weeks

Prepare Physical Facilities (permits, logistics) - 2 weeks

Prepare Signage - 1 week

Final Walk-through of Facility - 1 day

Set up event – 3 hours before

Event

Prepare and Send Out Thank You Cards - 3 days after Event (with BeAScout URL and direct unit link)

Phone calls to invite participants to next unit event

Close Out Meeting with Committee within 1 month after Event

# Appendix B: Learn How to Camp Staffing Roster

(One person could fill multiple roles)

Local Event Coordinator: \_\_\_\_\_

Promotion: \_\_\_\_\_

Logistics: \_\_\_\_\_

Registration/Check-in: \_\_\_\_\_

Health Check-in: \_\_\_\_\_

Gathering Activity: \_\_\_\_\_

Master of Ceremonies: \_\_\_\_\_

Event Photographer: \_\_\_\_\_

Training Staff (Adult Curriculum):

Clothing: \_\_\_\_\_

Shelter: \_\_\_\_\_

Safety: \_\_\_\_\_

Food: \_\_\_\_\_

Training Staff (Children's Curriculum):

Animal Sounds: \_\_\_\_\_

Campsite Mistakes: \_\_\_\_\_

Clothing Mistakes Mr/Ms Master: \_\_\_\_\_

Clothing Mistakes Mr/Ms Noob: \_\_\_\_\_

First Aid ("What would you do?") \_\_\_\_\_

Recognition: Event Coordinator Or MC

New Member Sign-up: Unit New Member Coordinator or \_\_\_\_\_

Membership Fee Collection: \_\_\_\_\_

Event Follow-up:

Participant surveys: \_\_\_\_\_

Staff surveys: \_\_\_\_\_

Thank-you cards: \_\_\_\_\_

News Releases: \_\_\_\_\_

Follow-Up Phone Calls: \_\_\_\_\_

# Appendix C: Learn How to Camp Materials List

## Administrative:

- Printed roster of registered attendees from Laurel Highlands Council
- Printed Photo Release forms (1 per participant)
- Printed sing in sheet (Appendix E)
- BSA Youth and Adult membership applications
- Membership fee information
- Printed copies of your unit calendar and fundraising information
- Information on upcoming day camp, resident camp, and family camp opportunities (from council website)

## Preopening:

A sturdy table

Double boiler and stove or wax melting pot Paraffin wax (several pounds) 3" wide Strips of newspaper or cardboard & Natural fiber string, cut in 6"-8" pieces [OR] Cardboard Egg Cartons & Sawdust Table covering for cooling area Sharpie markers	<b>OR</b>  Cotton balls Petroleum Jelly Plastic snack bags
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## Adult Program: Shelter

- Tents – Several kinds, either set up, or ready for participants to set up
- Printed copies of Appendix F: Questions to Ask About a Campsite
- Game pieces (Appendix G)
- Printed copies of Appendix H: Common Types of Tents
- Printed copies of Appendix J: Other Types/Specialty Tents
- Printed copies of Appendix K: Shelter Gear

## Adult Program: Clothing

- Samples of good, fair, and poor clothing, footwear, headwear, and rain gear choices
- Appendix L

## Adult Program: Safety

- Troop first aid kit as an example
- Scotch Tape, Poppy Seeds, Alcohol Swabs, and Tweezers*

## Kids' Program: Gear Mistakes Skit

- One leader dressed in proper hiking gear, including layered clothing, hiking boots and socks, rain gear, hat, etc.
- One leader dressed in flipflops and a parka
- Two water bottles
- Two day packs, with one containing the Cub Scout Six Essentials, plus a raincoat and a litter bag

## Kids' Program: Campsite Mistakes

- Tents and ground cloths, a campfire, a ring of rocks to denote a new fire ring, a radio, an axe or saw, shoes, a candle, litter, dirty dishes, food, a lockable chuck box, overflowing trashcan

## **Combined Kids' and Adult Program – Cooking & Cleaning Up**

- At least one and preferably 2-3 different cooking stoves
- Basic propane camping cook stove
- Light-weight single burner hiking stove
- Consider having a solar reflector oven or a cardboard box lined with tin foil campfire reflector oven
- Several types of simple meal items; enough for everyone to sample them. Examples might include silver turtles, Walking Tacos, cupcakes or cookies in a reflector oven, dehydrated foods, mountain pies. Pick some you like and feel comfortable making in the setting where you will be.
- Silver turtles are awfully familiar to many people, even non-campers, make sure you are not doing the same old boring stuff.
- Silver turtles are familiar but you may not have enough time to make them unless you start early and make them yourself.
- Examples of dehydrated or otherwise preserved camp foods make a great addition.
- Stuff for doing dishes on a hike or campout.
- Three pan method (like at Summer camp)
- Disposables - Why or why not
- Dutch oven (i.e. a simple cobbler, started in advance of the event)

# Appendix D: Photo Release Form

## Publicity Waiver and Release

The Boy Scouts of America, a non-profit corporation chartered by the U.S. Congress (the "BSA") desires to use and publicize the name, likeness, and other personal characteristics of the individual named below with a residence at the address set out below ("I" or "me") for advertising, promotion, and other commercial and business purposes. In exchange for the intangible value I will gain by participating in BSA's publicity programs and other good and valuable consideration, the receipt and sufficiency of which I hereby acknowledge, I give BSA my permission for such use and publicity for such purposes, according to the terms and conditions set forth in this Publicity Waiver and Release ("Agreement").

I hereby irrevocably permit, authorize, grant, and license the BSA and its affiliates, successors, and assigns, and their respective licensees, advertising agencies, and promotion agencies, and the employees, officers, directors, and agents of each and all of them ("Authorized Persons"), the rights to display, publicly perform, exhibit, transmit, broadcast, reproduce, record, photograph, digitize, modify, alter, edit, adapt, create derivative works, exploit, sell, rent, license, otherwise use, and permit others to use my name, image, likeness, and appearance, and all materials created by or on behalf of BSA that incorporate any of the foregoing ("Materials") in perpetuity throughout the universe in any medium or format whatsoever now existing or hereafter created, including but not limited to, in and on magazines, brochures and other print publications, display, point-of-sale, and other advertising and promotional materials, press releases, the internet and other digital transmission or delivery methods, and mobile applications, on any platform and for any purpose, including but not limited to advertising, public relations, publicity, packaging, and promotion of BSA and its affiliates and its licensees and their businesses, products, and services, without further consent from or royalty, payment, or other compensation to me.

BSA shall be the exclusive owner of all rights, including copyright, in the Materials. I acknowledge and agree that I have no right to review or approve Materials before they are used by BSA. Any credit or other acknowledgment of me, if any, shall be determined by BSA in BSA's sole discretion. BSA has no obligation to create or use the Materials or to exercise any rights given by this Agreement.

To the fullest extent permitted by applicable law, I hereby irrevocably waive all legal and equitable rights relating to all liabilities, claims, demands, actions, suits, damages, and expenses, including but not limited to claims for copyright or trademark infringement, infringement of moral rights, libel, defamation, invasion of any rights of privacy (including intrusion, false light, public disclosure of private facts, and misappropriation of name or likeness), violation of rights of publicity, physical or emotional injury or distress, or any similar claim or cause of action in tort, contract, or any other legal theory, now known or hereafter known in any jurisdiction throughout the world (collectively, "Claims") arising directly or indirectly from the Authorized Persons' exercise of their rights under this Agreement, and covenant not to make or bring any such Claim against any Authorized Persons, and forever release and discharge the Authorized Persons from liability under such Claims.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

**If the person named above is under 18 years old, his or her parent or legal guardian must sign below.**

I am the parent or legal guardian of the minor named above. I have the legal right to consent to and, by signing below, I hereby do consent in all respects to the terms and conditions of this Publicity Waiver and Release and agree that both the minor and I shall be bound by all of its terms and conditions.

Signed: \_\_\_\_\_

Printed Name of Parent or Legal Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_



## **Appendix F – Questions to Ask About a Campsite**

- 1. Is the camping site clean and safe from hazards?*
- 2. Is the site located far from any natural or manmade hazards?*
- 3. Are facilities available for the proper and sanitary disposal of garbage, with vermin-proof receptacles? Are these facilities serviced regularly by the managing agency?*
- 4. Is drinking water provided at convenient locations, and is it readily accessible?*
- 5. Is emergency assistance available 24 hours a day?*
- 6. Is a public telephone available within a reasonable distance, or is there adequate cell coverage?*
- 7. Are fires permitted, and is there adequate and safe equipment for cooking and for recreational fires?*
- 8. Are sanitary toilet facilities available?*
- 9. Are campsites available for tents, and is tent camping allowed?*
- 10. Are clean and warm showers available for all campers?*
- 11. Are sufficient picnic tables available?*
- 12. Is an open area available for group games or other recreational activities?*
- 13. Are well-marked and easy-to-follow trails available?*
- 14. Is playground equipment available and is it in good repair?*
- 15. Is recreational equipment available to check out?*

# Appendix G – Where to Set up Your Tent Game Pieces (2 Pages)



1 – An open field



2 – Lightly wooded area



3 – By a small pond with a little marshy area



4 – On pine needles close to some trees with dead limbs



5 – By a single tree in an open field



6 – On a patch of bare ground in a lightly wooded forest



7 – A completely flat area



8 – In a dry stream bed



9 – Close to a fire pit



10 – A wooded hill or ridge

## Appendix H – Types of Tents (Common)

Ridge/A-frame Tents		Dome Tents	
			
<p>These tents have waterproof polyester or nylon that is held up by a horizontal pole. Older tents can be made of heavy canvas.</p>		<p>These tents are made up of two flexible poles that cross at the top of the dome and bend to be anchored to one of the four corners.</p>	
Tent Capacity: 2		Tent Capacity: 4 generally but bigger tents exist	
Pros	Cons	Pros	Cons
<ul style="list-style-type: none"> <li>♣ Good at dealing with rain (no pooling on top)</li> <li>♣ Sturdy in bad weather (when put up well)</li> <li>♣ Simple to set up</li> </ul>	<ul style="list-style-type: none"> <li>♣ Not very liveable due to lack of head room</li> <li>♣ Can be heavy (if using a canvas tent)</li> </ul>	<ul style="list-style-type: none"> <li>♣ Inexpensive</li> <li>♣ Easy to put up and take down</li> <li>♣ Good headroom</li> </ul>	<ul style="list-style-type: none"> <li>♣ Not very stable in heavy wind or bad weather</li> <li>♣ Very unstable in larger sizes</li> </ul>
Geodesic Tents		Cabin Tents	
			
<p>These tents are basically dome tents with more poles. Generally speaking the more poles that cross each other, the greater the stability of the tent.</p>		<p>These tents are usually made up of aluminum poles that fit together to create a frame of what looks like a cabin. The walls and rainfly are usually waterproof polyester or nylon.</p>	
Tent Capacity: 4		Tent Capacity: Family Size some with separate rooms	
Pros	Cons	Pros	Cons
<ul style="list-style-type: none"> <li>♣ Stable in bad weather and high winds</li> <li>♣ Durable and well made</li> <li>♣ Good head room</li> </ul>	<ul style="list-style-type: none"> <li>♣ Pricy</li> <li>♣ Can be tricky to put up</li> </ul>	<ul style="list-style-type: none"> <li>♣ Spacious</li> <li>♣ Inexpensive</li> <li>♣ Great for families</li> <li>♣ Lots of head room</li> </ul>	<ul style="list-style-type: none"> <li>♣ Heavy</li> <li>♣ Complicated to set up</li> <li>♣ Can be cheaply made</li> </ul>

## Appendix J – Types of Tents (Specialty)

Type		Description	Best for
<b>Backpacking Tent</b>		<p>These tents are designed to be carried and lived in for multiple days on backpacking trips. They are lightweight, strong and able to withstand the elements. Because of this need to be lightweight and strong they tend to be more expensive.</p> <p>Capacity: Generally, 1 or 2</p>	Those serious about long backpacking trips.
<b>Bivy Tent</b>		<p>These tents provide just enough protection from the elements to stay dry and are very low profile. They are ultra-light and take up very little space when packed up. They come with a bug net and a tarp but have no head room and very little storage space. The light weight but strong materials tend to raise the costs of these tents.</p> <p>Capacity: 1</p>	Backpackers looking to carry as little weight as possible.
<b>Hammock Tent</b>		<p>These tents are essentially a hammock with a bug screen and a tarp, or a suspended bivy tent. The tents themselves are lightweight though they do require extra hardware to suspend from the trees. They provide extra comfort when weight is an issue.</p> <p>Capacity: 1</p>	Those looking for comfort without an air-mattress or backpackers hiking in areas with wet ground.
<b>Pop up or Instant Tent</b>		<p>Generally inexpensive these tents can be set up in seconds. They are lightweight but usually cheaply made and are not very stable during bad weather. The larger the tent the more unstable they become.</p> <p>Capacity: 1-6</p>	Those who camp infrequently in the summer during good weather.
<b>Roof Top Tent</b>		<p>These tents are designed to go on the roof top of a vehicle. Most cars with roof bars can support a tent full of campers. These are generally easy to put up and come with an access ladder, mesh windows and doors and a rainfly. Because of their construction these tents can be very pricey.</p> <p>Capacity: 1 – 4</p>	Road-tripping kind of campers that don't want to go far from their car to camp.

# Appendix K – Shelter Gear

Sleeping Bags		
Type	Low Temp	High Temp
Summer	35° F	Over 35° F
3 Season	10° F	35° F
Winter		Under 10° F

Shape	Specifics
Mummy	<ul style="list-style-type: none"> <li>• Thermal Efficiency</li> <li>• Cold Weather</li> <li>• Restricts Movement</li> </ul>
Rectangle	<ul style="list-style-type: none"> <li>• Common</li> <li>• Least Thermal Efficiency</li> </ul>
Semi-Rectangle (or Barrel)	<ul style="list-style-type: none"> <li>• Middle of the road of the sleeping bag shapes</li> </ul>

Rectangular



Barrel



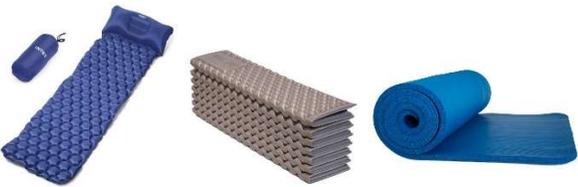
Mummy



NOTE: A fleece blanket can be an easy sleeping bag replacement if camping in the summer or in good weather. Double blankets are good even during mild spring and fall camping. Doubling up on lighter sleeping bags make them work for colder temperatures.

## Sleeping Pads

### Sleeping Pads



Provides extra cushion and insulation

A yoga mat, piece of carpet padding or folded blanket also works.

## Air Mattress



Adds extra comfort but not good to use in cold or cool weather.

A new air mattress should be fully inflated and left that way over night before using it for the first time as the material could stretch which would make it feel like it is less inflated.

## Cot



Adds extra comfort but not good to use in cold or cool weather.

The cot "feet" could also damage a tent floor.

## Other Shelter Gear

Battery Powered LED Lantern	Throw Rug	Collapsible Table
		

Appendix L - Sample Footwear & Clothing Options



Appendix L - Sample Footwear & Clothing Options



# Appendix L - Sample Footwear & Clothing Options



Appendix L - Sample Footwear & Clothing Options



Appendix L - Sample Footwear & Clothing Options



# Appendix L - Sample Footwear & Clothing Options



## Appendix M: Personal First Aid Kit

- *Adhesive bandages (6)*
- *Sterile gauze pads, 3-by-3-inch (2)*
- *Adhesive tape (1 small roll)*
- *Moleskin, 3-by-6-inch (1)*
- *Soap (1 small bar) or alcohol-based hand sanitizing gel (1 travel-sized bottle)*
- *Bacitracin ointment (1 small tube)*
- *Scissors (1 pair)*
- *Nonlatex disposable gloves (1 pair)*
- *CPR breathing barrier (1)*
- *Tweezers (1)*
- *Pencil and incident report forms Printable pdf file:*  
[https://filestore.scouting.org/filestore/pdf/680-016\\_fillable.pdf](https://filestore.scouting.org/filestore/pdf/680-016_fillable.pdf)
- *Kerlix/Kling (or equivalent), 3-inch rolls (2)*
- *Adhesive tape, 1-inch rolls (2) • Alcohol pads (12)*
- *Betadine pads (12)*
- *Assorted adhesive bandages (1 box)*
- *Elastic bandages, 3-inch-wide (2)*
- *Sterile gauze pads 4-by-4-inch (12)*
- *Moleskin, 3-by-6-inch (4)*
- *Gel pads for blister and burns (2 packets)*
- *Triangular bandages (4)*
- *Soap (1 small bar) or alcohol-based hand sanitizing gel (1 travel-sized bottle)*
- *Scissors (1 pair)*
- *Tweezers (1 pair)*
- *Nonlatex disposable gloves (6 pairs)*
- *Protective goggles/safety glasses (1 pair)*
- *CPR breathing barrier (1)*
- *Pencil and paper*
- *Optional Items*
- *Instant cold compress*
- *Blanket*
- *Splint material*

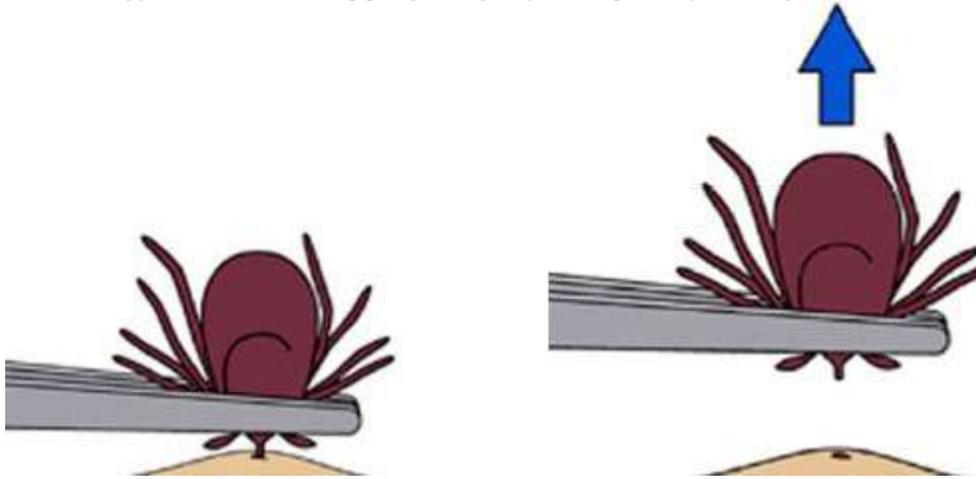
# Appendix N: Removing a Tick

## How to remove a tick

*Use fine-tipped tweezers to grasp the tick as close to the skin's surface as possible. Pull upward with steady, even pressure. Don't twist or jerk the tick; this can cause the mouth-parts to break off and remain in the skin. If this happens, remove the mouth-parts with tweezers. If you are unable to remove the mouth easily with clean tweezers, leave it alone and let the skin heal.*

*After removing the tick, thoroughly clean the bite area and your hands with rubbing alcohol or soap and water.*

*Never crush a tick with your fingers. Dispose of a live tick by putting it in alcohol, placing it in a sealed bag/container, wrapping it tightly in tape, or flushing it down the toilet.*



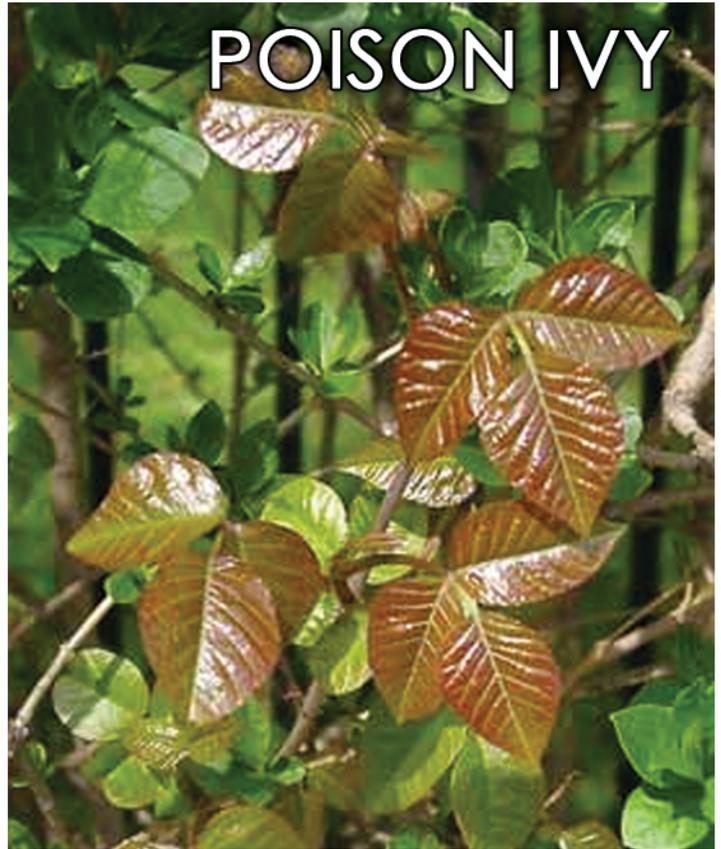
### Follow-up

*If you develop a rash or fever within several weeks of removing a tick, see your doctor. Be sure to tell the doctor about your recent tick bite, when the bite occurred, and where you most likely acquired the tick.*

## Appendix P: Plant Identification

### Identifying Poison Ivy

The old saying is true: “Leaves of three, let them be!” While there are other plants which have leaf clusters in threes, both poison ivy and poison oak share this trait, making it best to avoid plants with this feature altogether. What you’ll most likely encounter with poison ivy is a stem with a larger leaf at the end, and two smaller leaves shooting off the sides. The leaves can be notched or smooth on the edges, and they have pointed tips. The plant is reddish in the spring, green in summer, and yellow/orange in the fall. It’s not uncommon to see clusters of greenish-white berries on poison ivy through the spring and summer, as well as green/yellow flowers.



### Identifying Poison Oak

Like poison ivy, this plant most often grows leaves in clusters of three, although some varieties display five or seven per cluster. The defining feature is that the leaves have a lobed, wavy appearance (also described as scalloped,) similar to oak tree leaves, but more subdued. Another characteristic that sets it apart from poison ivy is that the tips of the leaves are rounded, rather than pointed. Its leaves are bright green in spring, turn yellow or pink in summer, and finally turn yellow into dark brown in the fall.



### Identifying Poison Sumac

Poison sumac stems (which are generally red — another of the defining features) have 7-13 leaves, in pairs, with a lone leaf at the end. Leaves are oval, elongated, and smooth-edged, usually 2-4 inches long. They are bright orange in spring, dark green in summer, and red-orange in fall.



Take a poisonous plants quiz at:

<https://beprepared.com/blogs/articles/how-to-identify-poisonous-plants>

## **Appendix Q - Pre-event Social Media Post**

Did you ever want to go camping, but you don't trust your camping skills? You should come to Learn How to Camp! Cub Scout Pack (number) and Scouts BSA Troop (number) will be teaching camping skills for families - both kids and adults - at (location) on (date) at (time). Click here (link) to register for Learn How to Camp! Invite your friends! Comment below or message me if you have any questions!

## **Appendix R - Learn How to Camp PSA 1**

With the weather turning warmer and people are wanting to get out and get active, more and more families are turning to the great outdoors. As we continue to combat the Coronavirus pandemic and social distancing limits gatherings in amusement parks, movie theaters and stadiums; our parks, state forests and campgrounds are becoming more attractive options than ever before.

But what if you don't feel comfortable in your knowledge of camping? While the health and stress relief benefits of camping are many, heading out into the woods ill-prepared can be disastrous!

Come and join the camping experts and learn everything you need to know about what it takes to safely have fun in nature. Boy Scout/Scouts BSA Troop/Pack (number)\_\_\_ is hosting a free "Learn to Camp event" from (time to time) \_\_\_\_\_ at (location) \_\_\_\_\_ on (date)\_\_\_\_\_.

This fun and informative family event will provide information on Gear, camp cooking, health and safety, first aid, and outdoor fun for both parents and kids.

To register, Please contact (name)\_\_\_\_\_ at (number/email)\_\_\_\_\_ or visit (web address)\_\_\_\_\_. There is no cost for the event.

## **Appendix S - Learn How to Camp PSA 2**

Boy Scout/Scouts BSA Troop/Pack (Number)\_\_\_\_\_ is hosting a free “Learn How to Camp” event at (location) \_\_\_\_\_ on (date)\_\_\_\_\_ from (time) \_\_ to \_\_ (a.m./p.m.)

This event is designed to provide information on what gear, food and clothing is needed to safely enjoy the health and stress relieving benefits of camping in nature. As social distancing restrictions continue to limit options for family entertainment in places like movie theaters, amusement parks and stadiums; spending time in the outdoors is becoming more popular than ever. But heading out unprepared can be a nightmare.

So let the experts show you how. With informative events for adults and fun activities for kids, this event will provide everything you need to know to get out and start enjoying nature to the fullest.

Contact (name)\_\_\_\_\_ at (number/email)\_\_\_\_\_ or visit (web address)\_\_\_\_\_ to register for this no-cost event today.

## Appendix T - Learn How to Camp PSA 3

Do you want to go camping, but don't know where to start? Do you want to get out and get active, but feel intimidated by the great outdoors?

Warmer weather is here and it's time to get out! But with the pandemic ongoing, and other options like sports stadiums, amusement parks and swimming pools less available due to social distancing restrictions; more and more families are enjoying camping than ever before. But having the know how *before* you head out makes all the difference.

Come and join the camping experts and learn everything you need to know about what it takes to safely have fun in nature. Boy Scout/Scouts BSA Troop/Pack (number)\_\_\_ is hosting a free "Learn to Camp event" from (time to time) \_\_\_\_\_ at (location) \_\_\_\_\_ on (date)\_\_\_\_\_.

This fun and informative family event will provide information on gear, camp cooking, health and safety, first aid, and outdoor fun for both parents and kids.

To register, Please contact (name)\_\_\_\_\_ at (number/email)\_\_\_\_\_ or visit (web address)\_\_\_\_\_. There is no cost for the event.

# Appendix U - Learn How to Camp News Release

## News Release

For Immediate Release

[Date]

Contact: [Name]  
[Title]  
[Phone]  
[Email]

### Local Scouts Hold *Learn How to Camp* Event

On **[Date]**, Scouts BSA Troop **[Troop Number]** and Cub Scout Pack **[Pack Number]** held a “*Learn How to Camp*” learning event at **[Location]**. The event was attended by over **[Total number of participants and staff]** people.

The purpose of the event was to provide families with the information and basic skills needed to make camping a fun, safe and successful family event. “Many families are enjoying camping for the first time during the pandemic,” said **[Unit Leader Name and Position]**, and events like these are important in providing both parents and their kids with the know-how related to gear, camp cooking, outdoor planning, safety and first aid skills.”

The event provided adult instruction for the parents by experienced adult Scouting leaders, as well as fun, knowledge building activities for the youth which were hosted by the Scouts themselves. Many families received their first-ever glimpse into the world of camping in our many area parks and forests.

If you missed this event, and would like to grow knowledge of camping and outdoor skills, visit [www.LHCScouting.org](http://www.LHCScouting.org). To get your child involved in Scouting, call **[Name of unit membership contact]** or visit [BeAScout.org](http://BeAScout.org).

## **Appendix V - Learn How to Camp Council Contacts**

To submit information about your Learn How to Camp event, or to order fliers & posters, email [Lyndsay.Seibel@Scouting.org](mailto:Lyndsay.Seibel@Scouting.org)

Submit the following information:

Units participating

Contact Person

Location (Full address, with zip code)

Date

Start Time

I LEARNED



HOW TO CAMP WITH

AWARDED TO

DATE:

APPROVED BY:



# I STAFFED



# LEARN HOW TO CAMP

AWARDED TO

DATE:

APPROVED BY:



WE



LEARNED

HOW



TO CAMP!

# **Appendix Z – Closeout Report**