



# Preparing for Summer Camp (1): Getting Started

## January

- Planning and budget
- Getting dates in your diary
- Book location (if possible)
- Give parents/guardians notice that the camp will go ahead
- Put up a poster in your patrol corner
- Preliminary gear check
- Notify Patrol/Watch Leaders' Council
- Notify Group Council so they know that payments are coming in from Scouts and that payments are being made to external suppliers. Allow them also to ask questions
- Start the Camp log book

## February

- Arrange transport of people and equipment
- Fundraising
- Plan programme and think about symbolic framework (or a theme)
- Think about what aspects of programme you want to cover (Crean Awards, Adventure Skills , etc.)
- Think about sending out invites to any instructors or guests who will attend.



# The Budget

## ***Making a camp budget – 5 easy steps:***

1. List all your projected income – Income categories might include fundraising, grants, donations, 12 days of Christmas funds. A good tip is to look at what was included last year.
2. List all your projected expenditure – Expenditure categories might include transport, event fees, food, insurance, equipment, merchandise, programme. You may need to ring around to get quotes and compare prices, particularly for transport. Consider what suits you best, not just what is the cheapest
3. Add in your contingency (around 15% of the total of other expenditure)

4. Talk to your Scouter and see what s/he thinks
5. Do a second draft, draw up a payment schedule and then release the event fee!

**Step 1, 2 & 3** The first budget might look something like this (all sums are per participant):

| Income   |        | Expenditure         |          |
|----------|--------|---------------------|----------|
| Bag pack | €50.00 | Event fee           | € 75.00  |
|          |        | Food                | € 56.00  |
|          |        | Transport           | € 20.00  |
|          |        | Hoody               | € 20.00  |
|          |        | Equipment           | € 10.00  |
|          |        | Van - equipment     | € 10.00  |
|          |        | Contingency         | € 28.65  |
|          |        |                     | € 219.65 |
|          |        | <i>minus</i> income | -€ 50.00 |
|          |        |                     | € 169.65 |
|          |        | proposed fee        | € 170.00 |





# The Budget

The patrol budgeted €8.00 per Scout per day (7 days) for food. They got 3 quotes for a minibus to the event. They picked the one that would pick them up and drop them back to the den and could take each Scout's rucksack. This came to €20.00 per Scout. The company made a provisional booking (they didn't need to pay a deposit) and they said that it would be necessary to book by the end of February and pay in full.

**Step 4** The Patrol consulted with their Scouter and she suggested that this year it might be difficult to get many weekends of bag packing and so it would be best to only factor in €25 per person from that.

She suggested the Patrol contact a local Scout Troop who were also going to that campsite and split the cost of transporting equipment. This was investigated and agreed. A second draft was prepared and the fee was set at €185 per Scout.

| Income   |         | Expenditure         |          |
|----------|---------|---------------------|----------|
| Bag pack | € 25.00 | Event fee           | € 75.00  |
|          |         | Food                | € 56.00  |
|          |         | Transport           | € 15.00  |
|          |         | Hoody               | € 20.00  |
|          |         | Equipment           | € 10.00  |
|          |         | Van - equipment     | € 5.00   |
|          |         | Contingency         | € 27.15  |
|          |         |                     | € 208.15 |
|          |         | <i>minus</i> income | -€ 25.00 |
|          |         |                     | € 183.15 |
|          |         | proposed fee        | € 185.00 |





# The Budget

A payment schedule was completed like the one below. It is important to make sure that you have collected enough money to pay for all of your bookings as you need to make them. You also need to space out the payments for each Scout to help her/him save for camp. In this case the Boyd Patrol has decided to have a €50.00 deposit at the start of February, a €65.00 instalment at the beginning of April and €70.00 instalment at the beginning of June.

|                   | When must we pay for things? |          |                 |         |         |          | total   |
|-------------------|------------------------------|----------|-----------------|---------|---------|----------|---------|
|                   | January                      | February | March           | April   | May     | June     |         |
| Event fee         | € -                          | € -      | € 35.00         | € -     | € -     | € 40.00  | € 75.00 |
| Food              | € -                          | € -      | € -             | € -     | € -     | € 56.00  | € 56.00 |
| Transport         | € -                          | € 15.00  | € -             | € -     | € -     | € -      | € 15.00 |
| Hoody             | € -                          | € -      | € -             | € 20.00 | € -     | € -      | € 20.00 |
| Equipment         | € -                          | € -      | € -             | € -     | € 10.00 | € -      | € 10.00 |
| Van - equipment   | € -                          | € 5.00   | € -             | € -     | € -     | € -      | € 5.00  |
| Contingency       | € -                          | € -      | € -             | € -     | € -     | € 27.15  | € 27.15 |
| <b>Backpack</b>   |                              |          | <b>-€ 25.00</b> |         |         |          |         |
| Owed to suppliers | € -                          | € 20.00  | € 10.00         | € 20.00 | € 10.00 | € 123.15 |         |
| Scout to pay      |                              | € 50.00  |                 | € 65.00 |         | € 70.00  |         |

## Step 5

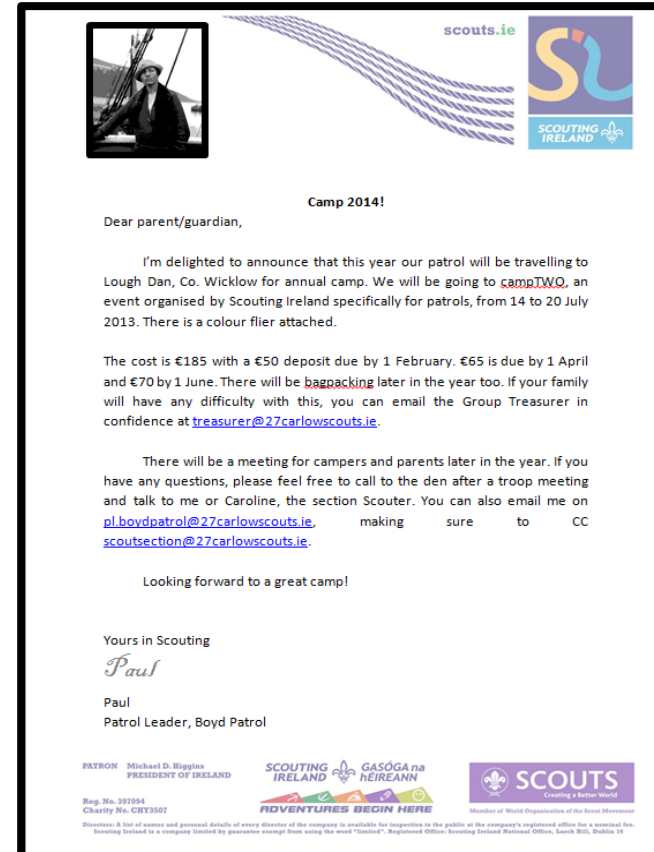
A note is sent out to families of the patrol letting them know the price, payment schedule, dates and details of the camp before the end of January.



# Give Families notice about the camp

It's time to let those at home know what the plan for camp is. It might also include other details like:

- Information for first time annual campers
- More detailed fundraising plans
- Details about programme
- Notice if any particular expensive gear will be required
- Requests for assistance with lifts, gear, fundraising
- Rough timetables



The image shows a sample email notice for Camp 2014. It includes a header with the Scouts Ireland logo and a photo of a scout. The main text is as follows:

**Camp 2014!**

Dear parent/guardian,

I'm delighted to announce that this year our patrol will be travelling to Lough Dan, Co. Wicklow for annual camp. We will be going to **campTWO**, an event organised by Scouting Ireland specifically for patrols, from 14 to 20 July 2013. There is a colour flier attached.

The cost is €185 with a €50 deposit due by 1 February, €65 is due by 1 April and €70 by 1 June. There will be **bagpacking** later in the year too. If your family will have any difficulty with this, you can email the Group Treasurer in confidence at [treasurer@27carlowscouts.ie](mailto:treasurer@27carlowscouts.ie).

There will be a meeting for campers and parents later in the year. If you have any questions, please feel free to call to the den after a troop meeting and talk to me or Caroline, the section Scouter. You can also email me on [pl.boydpatrol@27carlowscouts.ie](mailto:pl.boydpatrol@27carlowscouts.ie), making sure to CC [scoutsection@27carlowscouts.ie](mailto:scoutsection@27carlowscouts.ie).

Looking forward to a great camp!

Yours in Scouting  
*Paul*  
Paul  
Patrol Leader, Boyd Patrol

PATRON Michael D. Higgins  
PRESIDENT OF IRELAND

SCOUTING IRELAND GASÓGA na  
HÉIREANN

Reg. No. 32294  
Charity No. CHEY357

ADVENTURES BEGIN HERE

Member of World Organization of the Scout Movement  
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## Preliminary Gear Check

At this stage it's not vital that you prepare all your gear. But it is important to see if there's anything your patrol may need to buy or borrow in the run up to camp.

The categories to think about are:

**Tentage**, including dining shelter – Take tents out and check for wear, that all parts are present and in good condition

**Storage** – Is your patrol box fit for purpose?

**Water Storage** – Is your water container clean and in good condition

**Lighting** – How are your lanterns? Do you have fuel?

**Cooking gear** – Whether fire or gas, is your cooking equipment safe and usable? If in doubt, ask your Scouter.

**Axe and saw** – Is your patrol axe sharp? Is its head sufficiently secure to the handle? Does your saw blade need to be replaced?

Is your patrol **camera** working?

**Pots and Pans** – Do you have a stock of good quality pots and pans for cooking? Are handles secure? Does everything have a lid?

**Cooking utensils** – Is there anything missing or which has seen better days? Are your knives sharp and storable safely?

**Cooler box and ice blocks** – Do you have enough? Do any of your ice blocks leak?

**Games gear** – Do you need to replace any of your games gear, like decks of cards, Frisbees, etc

**Seating** – If you use tables and benches, are they up for a week long camp?

**Pioneering timber** – Do you have enough quality timber?





# Writing Log Books

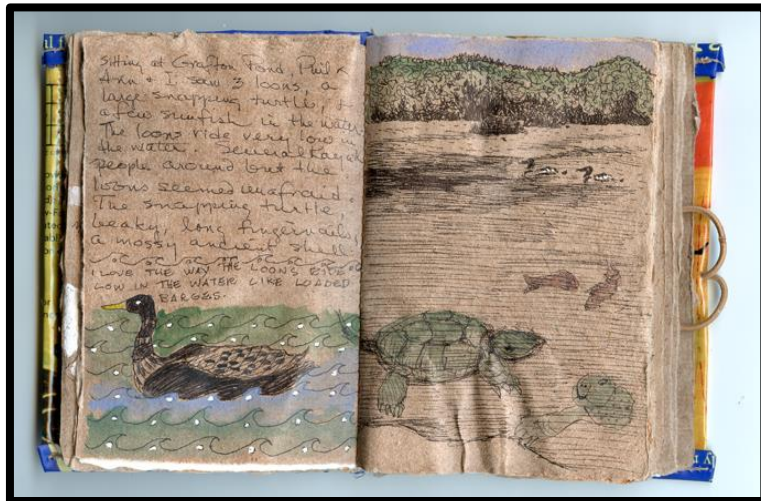
## Individual Logs

This will be your memento of camp

Remember that this log will be used for your Adventure Skills records so make sure you keep all the necessary details (check with your Scouter)

Creativity is key, so channel your artistic feelings!

Think about using a blog like Wordpress.



## Patrol Logs

The important things to remember at this stage are:

- Use the talents of the people in your patrol (writing, drawing, photography etc)
- Note the decisions made at patrol meetings
- Feel free to stick in notes, sketches, print outs, photographs , maps
- Keep it neat
- Keep it up to date as you go

Check out this resource on writing logs:

<http://goo.gl/oeiZb3>





# Transporting people and equipment

## Transporting the people

**Public transport** is always worth examining. Check out bus and train options online. How close to the campsite can public transport get you?

**Private Bus Hire** can be a costly option but is often the best solution. The Patrol consults yellowpages.ie to find bus companies to request quotes from. They also contact the campsite to see if they have any recommendations. They get at least 3 quotes

**Lifts** is often a great option for a Patrol camp because it only takes 2-3 cars to get the whole Patrol to where they need to go.

## Transporting the equipment

Anthony and the patrol are using Icelandic tents and will require quite a few pioneering spars in order to build their campsite.

They will have no option but to use a **van or a trailer** to transport equipment. They could **borrow/rent** pioneering spars from the campsite but they have chosen to use their own.







# Fundraising

## Five simple steps to raising some funds!

### Step 1: Organisation is crucial

Ask yourself some questions before you start:

How much money do you need to raise?

How long have you got to do it?

Are you fundraising on your own or in a group?

After you have answered these questions you should have some ideas to start putting into a plan.

### Step 2: Mates rates

The next step is to make a list of all the people you could ask to help you or who you could invite to events. It is a bit like drawing circles within circles – maybe your mum, dad, brothers, sisters and friends would be in the middle, then parents friends, neighbours and finally people who you know from school or local businesses around the outside.

### Step 3: Create a fundraising frenzy!

Once you are ready to write your plan, have a look at some of these ideas for inspiration.

#### *Small ideas:*

Stall at local events: Cakes, sweets, sideshow games, welly throwing, etc.

Therapy evening: nail painting, massages

Sponsored events: abseiling, silence, walk, swim

Sell Christmas gift wrap

Try selling old toys on eBay or at a car boot sale

#### *Big ideas:*

An under 18s disco

An exhibition

Hire a cinema!

You could give some tasks to a friend or relative to help you.



# Fundraising

## Step 4: Plan, plan, plan

Now it's time to start on your fundraising plan, armed with a calendar. It is really useful to write a plan so you know how much money you need to raise and how long you have to raise it.

## Step 5: BOGOF (adding value)

You've seen it in the supermarket – buy one get one free (BOGOF), buy one get a free gift, 50% extra free and all those other gimmicks, well they do really work. Once you have made your plan look at all the events you have decided to put on, how can you add value to them? Adding value is all about increasing the amount people donate at an event in a way that doesn't cost you any more money.

*Thanks to the Scout Association for some of this advice.*


Remember:

- Be positive.
- Be enthusiastic.
- Be aware of just how far a smile can go.

The Shackleton Patrol is going to run a disco. They plan to use cool posters and a facebook page to promote it to local Scouts and Guides. What do you think of their event poster?

### Scout and Guide Disco


Hosted by the Shackleton Patrol



**Specials on the night include:**

- The iciest mocktails this side of the Pole
- All the best hits from DJ Anto Arctic
- Dancing penguins
- Raucous sea shanties
- "Rock the Boat"

**15 March 2014**  
8 till late



Test your *endurance*, dancing the night away at our fundraising disco!

Tickets €10, from [disco@27carlowscouts.ie](mailto:disco@27carlowscouts.ie)





## Programme and Symbolic Framework

When putting together the plan for camp it's key that you think about which elements of the ONE programme you are going to use.

- Are there any aspects of your camp which would help members of your patrol make progress through the Crean Awards?
  - What roles can the Scouts doing their Terra Nova Award do?
  - Do the Scouts doing their Endurance and Polar Awards have opportunities to organise and lead activities?
- Are Scouts working on Adventure Skills ?
- Are Scouts doing Special Interest Badges?
- Does everyone have a role?
- Does your Patrol or Troop have a theme for the camp? What might be a fun **theme**?
- What **ceremonies** might you use to make the camp meaningful? Consider:
  - Will this be anyone's last camp before they move to Venture Scouts?
  - Is this anyone's first camp?
  - Does anyone need to be invested?





# Check Lists

## January

- Location chosen
- Preliminary Risk Assessment complete
- Budget complete and agreed with Scouter
- Letter sent to parents
- Location booked (if possible)
- Poster up in your patrol corner
- Preliminary gear check done
- Patrol/Watch Leaders' Council notified
- Group Council notified
- Patrol log book started
- Individual Log Books started

## February

- Arrange transport of people and equipment
- Fundraising
- Plan programme and think about symbolic framework (or a theme)
- Think about what aspects of programme you want to cover (PPS, Adventure Skills or SIBs)
- Think about sending out invites to any instructors or guests who will attend

