

Troop Camp Checklist

INTRODUCTION

What is camping? It is a way of living out in the open, with a minimum of the usual trappings of civilisation, but still being safe and comfortable. It is a way of getting close to nature.

This document is aimed primarily at the preparation annual Troop Camp. A very important aspect is the maintenance of camping standards. There are four areas in which these apply: the environment, safety, health and hygiene, and Scoutcraft.

- The environment means treating the area in which you are camping with respect as well as ensuring that your immediate environment is kept clean and tidy.
- Safety: Camping is an adventure in the outdoors, and it is important to have a 'safety first' attitude to minimise the risks and to be prepared in case accidents happen.
- Health and hygiene are self-explanatory. This means that the Scouts must wash hands before preparing food or eating, and that there is a daily routine for the Scouts to wash themselves.



- Scoutcraft camping standards involve ensuring that tents are correctly pitched, fires managed properly, wet and dry-pits properly maintained and so on.

This document will lead you through much of the preparation and help you with running the camp. The checklist refers to a number of notes and these will be found on the pages following the checklist.

Troop Camp Checklist

	Tick each one when done
12 Weeks to go...	
1. Set dates for the camp	<input type="checkbox"/>
2. Choose suitable campsite (see note)	<input type="checkbox"/>
3. Obtain owner's permission	<input type="checkbox"/>
4. Obtain camping permit (see note)	<input type="checkbox"/>
8 Weeks to go...	
5. Assemble camping equipment - repair or replace as necessary (see note)	<input type="checkbox"/>
6. Announce camp and get general feeling about attendance	<input type="checkbox"/>
7. Arrange camp programmes (see note)	<input type="checkbox"/>
8. Arrange camp menus (see note)	<input type="checkbox"/>
6 Weeks to go...	
9. Draw up food buying lists (see note)	<input type="checkbox"/>
10. Arrange transport (see note)	<input type="checkbox"/>
11. Work out costs (see note)	<input type="checkbox"/>
12. Try to run camp training programme at a Troop meeting	<input type="checkbox"/>
13. Issue full information, personal kit lists and consent forms to Scouts (see note)	<input type="checkbox"/>
4 Weeks to go...	
14. Collect completed consent forms and money	<input type="checkbox"/>
15. Confirm campsite and transport arrangements	<input type="checkbox"/>
Final 2 weeks...	
16. Buy non-perishable food	<input type="checkbox"/>
17. Buy perishable food the day before camp	<input type="checkbox"/>

NOTES – Troop Camp Checklist

Suitable Campsite

An *ideal* campsite is easily accessible (to minimise transport costs) and yet remote enough to give the feeling of being out in the country. It must have adequate fresh, clean water available and if possible should have some sort of hygienic toilet facilities. A flattish area big enough for tents or shelters, a kitchen area and playing or assembly area is also necessary.

A *suitable* campsite should approach the ideal as nearly as possible. If, for instance, fresh water has to be transported to the site you must ensure that you have the necessary containers and means to transport them to and from the supply point.

If possible you should visit the site before your camp takes place.

Camping Permit

Apply to your Group Scouter/District Commissioner requesting a camping permit. This must be done well ahead of the date (or at least one month before) of your camp. Your application must include dates, venue and an outline programme.

Camp Programme

When you draw up your camp programme, you must make allowance for the possibility of bad weather. This means you must have some alternatives to your main programme in mind. Then, when you have drawn up a programme, list the equipment you will need. (See notes below under Camping Equipment.)

Camping Equipment

The equipment and kit on the following lists are almost essential for a successful camp. Your equipment must be in good repair and it must be well packed for easy transporting.

Troop Equipment

- Tents (with the necessary poles, guys, pegs and mallet) or the materials to make shelters. Shelters can be elaborate or very simple, made of plastic sheeting, plastic bags, natural materials, etc. You will have to work out exactly what you need for their construction.
- Groundsheets.
- Cooking utensils suitable for your menus. These will depend also on whether you are cooking in Patrols or as a Troop.
- Table, or equipment to construct one (or more). If possible a you should have a working/preparation table and an eating table.
- Cooking equipment. Depending on resources

available, gas cooking and lighting equipment, paraffin equipment or firewood, stones and metal grid. Remember – fires damage the environment – take precautions. Candles are useful.

- Matches.
- Water containers/buckets with covers.
- Plastic basins for washing dishes. Ideally at meal times provide a plastic bag, plastic basin with warm water plus detergent and plastic basin filled with warm water. As the Scouts come to wash their plates they scrape any food remnants into the plastic bag, wash their plate in the detergent water and rinse it in the plain water. Each Scout should have their own dish towel.
- Detergent, scouring pads, dish towels (for Troop equipment)
- Hand axe
- Suitable flag to use as a Troop flag.
- Improvised camp fridge using 1 metre of cheesecloth (kept wet) and an enamel plate hoisted into a tree.
- Toilet paper in a dry and waterproof container.
- Small spade or trenching tool.
- Tin opener.

Programme equipment

Depending on your programme, you will need the following additional equipment:

- Plaster of Paris.
- Thin cardboard (to make collars for plaster casts)
- Petroleum jelly (vaseline or thin grease)
- Staves and ropes for pioneering projects
- Plastic ball for soccer or volleyball.
- Maps and compasses.

First Aid Kit

The First Aid Kit must be kept out of harm's way but must be prominent. Ideally it should contain at least:

- 1 pair of scissors
- 1 roll cotton wool
- 1 roll adhesive plaster
- 5 50 mm roller bandages
- suntan oil
- antiseptic ointment
- antiseptic (eg Savlon)
- Milk of Magnesia
- Imodium
- Throat lozenges
- 1 pack assorted sterile dressings
- 1 pair tweezers
- 1 sewing needle
- 1 box adhesive patches
- 1 medicine spoon

- lip ice
- antihistamine ointment
- Mercurochrome
- Aspirin
- Cough mixture

Personal Kit

Ensure that kit is packed in a suitable bag which will not take up too much space. Ensure that all clothing is clearly marked.

- soap, toothbrush, etc
- sleeping bag or blankets
- raincoat
- torch
- eating utensils (plate, bowl, cloth in a bag)
- swimming costume
- change of clothes
- towel
- jersey
- notebook and pencil
- uniform
- mug, knife, fork, spoon
- one stove and rope

Scouter's Kit

- personal kit (as per the list above)
- lamp
- Reference books, etc
- Bible or other necessary books for Scouts' Own

Camp Menus

Notes about menus have been made under the programme notes above. It is important when planning menus that you ensure your meals are well balanced. You must include fresh fruit, vegetables and/or salads, protein (such as meat, fish, eggs, soya), cereals and bread (preferably brown or whole wheat bread), margarine and jam. You will also want milk, sugar, tea or coffee, cocoa or milo and cold drink. Things that must not be forgotten include salt, cooking oil, spices, herbs, sauces, etc. It is important that you don't plan meals that are elaborate, take too long to prepare or are too expensive.

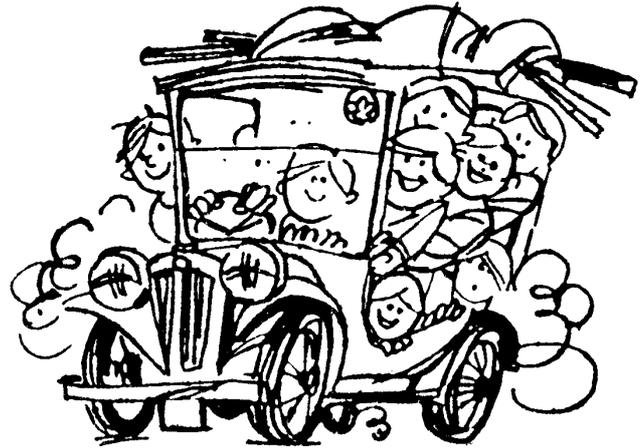
Food Lists

It is useful to draw up a table on which you write down each item on your menu in terms of its ingredients. In other words, if your menu lists stew for a dinner your food list would have: stewing meat, oil, onion, flour (or thickening), potato, carrot, etc. Then, once you have listed everything work out the quantities of each item you will need for one serving for one person. Remember that some items will appear more than once (for example, you may want potatoes in your stew and you may also want to use potatoes in a salad for another meal). Where this

is the case, multiply the quantity by the number of times it appears on the menu. The quantities you now arrive at must be multiplied by the number of people on the camp. Relate these final figures to the normally available commercial packages of the articles and you have your shopping list!

Arrange Transport

You need to find suitable transport and, as will be seen under the cost section below, find out what it will cost you. Ensure that the transport is safe for the Scouts and find out how you should back the Troop equipment and how people should pack their own kit to suit the transport.



Work out Costs

Once you have worked out your shopping list, price the items and get a total food bill. Add to this any transport cost, campsite fees and any additional items to be purchased for paying for the camp so as to arrive at the individual cost.

NOTE: all of this must be done well ahead of time so that you can tell Scouts what the cost of the camp will be.

Issue Information

In addition to the amount the camp will cost, Scouts must be told what clothing to wear when going to camp (usually uniform), the time, date and place of departure to camp and the time, date and place of arrival back from camp. Parents have to be told by when you must receive the money and signed consent forms. This is important as you must have the money before you do the shopping otherwise you end up paying out of your own pocket. The consent form is essential if a Scout needs medical attention during the camp.

Rules Of Camp

The Promise and Law are the rules for camping. Drinking of alcohol at camp is unacceptable.