

Troop 168 Campmaster's Guide

"A great Campmaster should have a seamless plan and never be seen or heard from"

Section I: Campmaster Overview

The Campmaster is responsible for the logistics and organization required to support our monthly camping activity. The date of each campout and actual program activity that takes place is determined by our planning process and remains the responsibility of the Patrol Leader's Council (PLC). The Campmasters responsibilities include the following:

- Logistics and planning
- Attendance (scouts and scouters)
- Coordinate with boy leaders to support the program activity (SPL, ASPL, Quartermaster, Chaplain Aid)
- Assign other adult responsibilities
 - transportation
 - grubmaster/assistant grubmaster
 - program coordinators (i.e, archery, guns, orienteering, astronomy, etc.)
 - photographer
 - awards
 - campfire program
- Coordinate Equipment/Supply Needs with Troop Quartermaster
- Coordinate with Health and Safety Chairman

The Campmaster may choose to do all or any combination of the above duties. It is recommended, however, that the Campmaster should know and use all the resources available and recruit other adults to "pitch-in". In order to further the concept of a "boy lead" Troop, it is Troop 168's policy that adult participation on Campouts include those Scouters who are trained and in uniform. Typically that would be limited to the Scoutmaster and his Assistant Scoutmasters. The Troop's Charter Representative and Committee Chairman may also attend campouts. The Campmaster should recruit two "volunteers" (other than the Scoutmaster and Assistant Scoutmasters) to serve as grubmaster for the "Big Buck" (adult) patrol. Grubmaster responsibilities include planning the menu (with the assistance of the Camping Program Planner), buying the food, filling ice chests and drinking jugs with ice prior to departure and cooking for the Big Buck patrol. Other Scouters may be recruited to assist in campout programs with the Scoutmaster's consent.

Remember: A great Campmaster should have a seamless plan and never be seen or heard from.

Section 2: Critical Personnel and Job Description

As Campmaster you should know that there are certain Committee Members that are available to assist you. Your job is to coordinate their activities and to follow-up. What follows is a list of Committee Members whose assistance is critical in planning a successful campout.

A. Health and Safety – Vicki Smith

The Health and Safety Committee Member has the following specific duties:

- Securing and providing transportation to and from all campouts, including summer camp. Maintaining a list of parents having vehicles with trailer hitches.
- Promote the safety and health of the troop at campouts, activities and meetings.
- Locating and securing permission to use campsites. Making necessary registrations to use council campsites. Completing Tour Permits when applicable.
- Maintain Troop Medical Records.

B. Quartermaster – Steve White

The Quartermaster's specific responsibilities include:

- Seeing that troop property is properly used, maintained and inventoried.
- Informing the Troop Committee of equipment needs of the troop.
- Arranging for the troop trailer to be brought from storage for campouts and returned to storage after campouts.
- Replenish Troop Supplies (charcoal, aluminum foil, paper towels, soap, toilet paper, etc.) prior to each campout.

C. Camping Program Planner – Scott Flynn

The Program Planner's specific responsibilities include:

- Promote national Camping Award, attendance at outdoor activities and summer camp (one outing per month)
- Assisting the Scoutmaster with troop camping programs.
- Ensuring that parents are completely informed about camping and activity plans.
- Assist Big Buck Patrol (BBP) grubmasters with menu selection for each campout.

D. Chaplain/Ceremony Chairman – Jeff Bennett

- Provide spirit and tone for Troop meetings and activities.
- Assist SPL with campfire and flag ceremonies
- Coordinate BBP skits and songs
- Provide guidance for Chaplain Aid.
- Encourage Scouts to earn their various religious emblems.
- Report to Troop Committee.

Section 3: Planning Timetable

A. Annually

- Dates of Campouts and programs are determined at the PLC annual planning meeting (August)
- Annual Plan approved by Troop Committee
- Scoutmaster recruits/selects a “volunteer” Campmaster for each campout

B. Two Months Prior to Campout

- Campmaster and Scoutmaster meet to confirm dates and program plan
- Campmaster arranges for necessary reservations, tour permits and/or required paper work with the assistance of the Health and Safety Committee Member
- Campmaster makes sure necessary equipment and trained personnel are available (rappelling towers, canoes, guns, horses, etc.)

C. One Month Prior to Campout

- SPL invites Campmaster to attend PLC Meeting (very important that Campmaster attend this meeting)
- Campmaster with consultation from Scoutmaster makes sure that program plan is implemented as adopted by PLC and that Troop meetings prior to the overnight will support the planning activities
- Campmaster with consultation from Scoutmaster recruits/selects other adult leaders and junior leaders
- Campmaster finalizes necessary reservations, tour permits and/or required paper work (i.e. Score-O, Camporee, Highland Game registration)
- Contact Camp Ranger for any special needs or activities

D. Two Weeks Prior to Campout

- Campmaster confirms all of the adult and junior leaders who will assume positions or responsibility
- Campmaster takes a preliminary headcount of Scouts and begins sign-up
- Campmaster works with Quartermaster to ensure that the Troop equipment is in order (check propane tanks, paper supplies, charcoal, etc.)
- Contact Julie Morrow to have Campout Awards made

E. One Week Prior to Campout

- Campmaster helps Patrols Leaders run patrol meetings in Troop meetings (menu planning, duty roster, tent assignments, skits/songs for campfire, special equipment needs and other specifics pertaining to the campout)
- Campmaster finalizes the headcount for scouts, adults and creates a printed Troop roster and Big Buck Patrol Duty Roster and menu for Scoutmaster's review and approval
- Health and Safety Committee Member provides Campmaster with the troop notebook containing all parental permission/release waivers (Campmaster must check this against roster for all scouts)
- Health and Safety Committee Member develops a seatbelt count and makes sure that there is adequate transportation (both directions)
- Grubmaster purchases food
- Chaplain works with Chaplain Aid to plan worship service
- Pick-up Campout Awards

F. Post Campout – Follow-up with photographers to make sure they have camp photos available for review at next scheduled PLC.

Section 4: Standard Policies and Procedures for Campouts

- Grub Costs – The Grubmaster for each patrol, including the Big Buck Patrol, is responsible for collecting each patrol member’s respective share of the cost of Grub. Preferably reimbursement should occur on Friday night prior to departure.
- Cancellation Policy – If a Scout signs up to attend a campout and later changes his mind, it is his responsibility to cancel by Wednesday prior to departure. He must contact his patrol leader and the grubmaster for his patrol. The patrol leader then contacts the SPL. Failure to timely notify the grubmaster will result in a charge to the Scout for his share of the grub.
- Time Schedules
 - For most campouts, everyone attending will meet to load the trailer at 5:45 p.m. on Friday night prior to departure. It is very important that everyone participate in this so we can ensure an on time departure. Only the Quartermaster and those who have his permission are allowed in the trailer.
 - Scouts and Scouters, should plan on departing at 6:00 p.m. on Friday night. Prior to departure, the Campmaster will conduct a final roster check, the Health and Safety Committee Member will confirm car assignments and the chaplain aid will say a prayer. No stops should be made unless they are preplanned.
 - We generally schedule our camp departure so that we can arrive back at the church between 12:30 p.m. and 1:00 p.m., any earlier would be disruptive and conflict with church services. When we arrive back at Church, no one is to leave until all troop equipment is cleaned up, put away and the troop is formally dismissed. Parents are encouraged to be at the church at the appointed arrival time.
- Travel Rules
 - Each driver will receive a packet containing each drivers cell number, the roster in each car and a map to camp (this will be prepared and delivered by the Health and Safety Committee Member)
 - Each driver should make sure that their cell phone is turned on and within reach
 - No eating in cars
 - Traveling in a “caravan” is not recommended by BSA
 - No stopping unless for an emergency or planned in advance
 - Two deep leadership in car is preferred, but not required
 - An adult driver should travel with a minimum of two Scouts in each car

- Camp Set-up
 - Having a complete roster of all scouts participating is extremely important. All Scout camps require that you turn in a copy of the roster to the Ranger upon registration
 - Adult Scouters must have their youth protection card. The Ranger usually want to see at least one card upon registration at camp
 - Campsite should be set up by patrols and significant distance should be kept between patrols
 - All scouts must use troop tents
 - Adults will form their own patrol area, away from the scouts, using their own tents. Troop tents are available to the Scoutmaster and Assistant Scoutmasters.
 - Each patrol will have their own cooking station.
 - All patrol menus should be pre-approved by the Scoutmaster or the coach counselor. Sandwiches are allowed for lunch, but breakfast and dinner should be cooked. Pre-made foods like donuts and pop-tarts should be avoided. Soda and chips are never allowed.
 - The entire troop uses a “3-bucket” clean-up method and should be monitored by Scouters. The proper procedure is to first wipe pans and utensils with a paper towel, wash them in the first bucket with soapy warm water, dip them in a second bucket of cold chlorinated rinse, and final dip in a hot rinse bucket.
 - Paper towels, butane, toilet paper and matches are distributed by the Quartermaster. Patrols pay for each propane bottle and paper towel roll that is issued after the first one.
 - All patrol food should be stored in the trailer at night.
 - The Big Buck patrol area is off limits to scouts (except for the SPL and the ASPL)

- Camp Traditions
 - Friday and Saturday night Cracker Barrel provided by Big Buck Patrol to Troop
 - Campfire program and awards presented Saturday night
 - Thorns and Roses
 - Chapel Sunday morning

Section 5: Helpful Contacts

A. Camp Reservations

- (i) Longhorn Council – the Longhorn council now provides on line camp and equipment reservations on their web site at www.longhorncouncil.org/ or call Lonah Curry at 817-231-8537, camping@longhorn.org
- (ii) Circle Ten Council camp reservations can be made by calling Denise at 214-902-6764 or Mike Fuller at 214-902-6776. Also refer to website at www.circle10.org
- (iii) State Parks – go to www.tpwd.state.tx.us for phone numbers and maps

B. Rangers - The camp Ranger should always be contacted in advance for any special needs or events planned for the campout.

- (i) Sid Richardson – Ronnie Robertson, 940-575-4243, sr2ranger@wccs.net
- (ii) Worth Ranch – Mike Watts, 940-659-2195, rangerwr@mesh.net
- (iii) Circle 10 – get Rangers name and number when campsite reserved

Section 6: Sample Big Buck Duty Roster and Menu

Big Buck Patrol
 BSA Troop 168
 Menu and Duty Roster
 Worth Ranch Campout
 September '05

<p style="text-align: center;"><u>Roster</u></p> <p>Frank Wagnon (FW) Scott Flynn(SF) Steve White(SW) Randy Hope (RH) Kenneth Stone (KS) Eugene Flynn (EF) Robert Mundlin (RM) Rich Jacot (RJ) Richard Rayerman (RR)</p>	<p style="text-align: center;"><u>Saturday Breakfast</u></p> <p>Menu- Mountain Man breakfast (see recipe attached), biscuits, coffee, Tortillas</p>	<p style="text-align: center;"><u>Sunday Breakfast</u></p> <p>Menu – Grand Junction Omelet (see recipe attached), biscuits, coffee, Tortillas</p>
<p style="text-align: center;"><u>Friday Cracker Barrel</u></p> <p>Menu – summer sausage, cheese, crackers and fruit (enough for Scouts and Scouters)</p>	<p style="text-align: center;"><u>Saturday Lunch</u></p> <p>Menu- Turkey/Ham Sandwiches, fruit (apples, oranges), pickles, tomatoes, mustard, mayonnaise, cookies, bug juice</p>	<p style="text-align: center;"><u>Duties</u></p> <p>Grubmaster – RH Asst. Grubmaster – EF Orienteering – KS Rifles/Shotgun – RM, FW, RJ Archery – SW, RR Rafts/Kayaks – SF Campfire – KS Astronomy – FW Photographers – SW, RR Oversight - FW</p>
	<p style="text-align: center;"><u>Saturday Dinner</u></p> <p>Menu – Lasagna Mexicana, Salad, Bread, Banana French Toast</p>	

Mountain Man Breakfast

½ lb of bacon (or pre-cooked sausage)
Med. Onion
2 lb. bag of hash brown potatoes
½ pound of graded cheddar
1 doz. Eggs
Small jar of salsa (optional)

The following requires 6-9 bottom and 12-15 top coal:

Pre-heat 12' Dutch oven. Slice bacon and onion into small pieces and brown in the bottom of the DO until onions are clear. Stir in the hash brown potatoes and cover; remove cover and stir occasionally to brown and heat potatoes (15-20 minutes). Scramble the eggs in a separate container and pour the mixture over the hash browns. Cover and cook until eggs start to set (10-15 minutes).

Sprinkle grated cheese over egg mixture, cover and continue heating until eggs are completely set and cheese is melted. Optional: Cover cheese/egg mixture with a small jar (about 1 cup) of salsa. Cover and cook for an additional 3-5 minutes. Slice and serve like quiche. (Real men don't eat quiche but I sure get lots of requests to cook up the Mountain Man.) Cooking time vary with weather and your state of awake but its almost impossible to screw up. Serves 6.

Lasagna Mexicana

2 lbs ground meat
2 one-ounce pkgs taco seasoning
2 c shredded cheddar or mozzarella cheese
1 medium onion, chopped
1-14 ounce can peeled, dried tomatoes with juice
8-10 inch corn tortillas
1 lg jar of salsa (mild to spicy according to taste)
1 sm carton of cottage cheese

In a 12-inch Dutch oven, brown meat and onion. When meat is browned and onions are translucent, stir in taco seasoning and tomatoes. Remove meat mixture to another container. Alternate layers of meat mixture, cottage cheese, cheese, salsa and tortillas. Top with cheese. Bake over medium heat for 30 minutes or until cheese is melted and bubbly. Serves 6-8.

Banana Dutch Oven French Toast

Egg mixture ingredients:

- 1 dozen eggs
- 2 cups milk
- 1/2 teaspoon vanilla
- 1 tablespoon cinnamon
- 1 loaf of French or Italian bread, sliced
- 1/2 pound butter or margarine
- 1 pound brown sugar
- 3 pounds sliced bananas

Heat a large Dutch oven by covering it with coals for 15 minutes.

Beat the eggs, milk, vanilla, and cinnamon in a large mixing bowl. Slice the bread and let it soak in the egg mixture.

Remove preheated oven from coals and melt butter in the bottom. Add brown sugar and mix well with butter until caramelized. Put the sliced bananas over the caramelized sugar. Place the egg-bread mixture on top of the bananas, cover with lid, and return the Dutch oven to the coals.

Bake 45 minutes at about 350 degrees (medium hot coals). (Cooking time is shorter if the temperature is higher, but watch the edges so they don't burn.) For the first 10 minutes, use coals on the bottom only. Then add coals to the oven top and continue baking until done.

Serves 8.

Grand Junction Omelette

½ lb. bacon
1 medium onion, chopped
1 green pepper, chopped
1 pound diced ham
¾ cup of sliced mushrooms
2 dozen eggs, beaten
½ lbs. of cheddar cheese, grated

Heat 12" oven on about 14 coals. Brown bacon and cut into small pieces. Add the onion, ham, green pepper and sliced mushrooms. Then reduce the number of briquettes under the oven to 6 and put 8 briquettes on top of oven. Drain the grease out of the oven and then add the beaten eggs, stir and cover. Use 9 briquettes under the oven and 15 on top of the lid. Check every 3-5 minutes and when you do, move the eggs around in the pan so that they become cooked. When mix is about like jello, add the cheese. Then cover and bake for 15-20 minute. This will feed 12 so if you want to half the recipe, then reduce each ingredient by ½ and charge ahead!