



CAMP SHENANDOAH

UNIT LEADER'S PRE-CAMP CHECKLIST

1. Mail in \$100.00 Hold a Site reservation fee to the Council Service Center, 801 Hopeman Parkway, Waynesboro, VA 22980 to reserve your unit's week at Camp.
2. Read the 2017 Camp Shenandoah Leader and Program Guides.
3. Attend the Leader's Camp Orientation meeting at your April Roundtable meeting.
4. Make full payment by May 1st to receive early bird fee using the **Payment Transmittal Form**
5. Mail in the **Troop Fact Sheet** form no later than June 1, 2017.
6. Using the online registration system: **www.tentaroo.com/shenandoah/index.cfm** select the merit badges your scouts will take during the week. You can begin selecting the merit badge sessions for your scouts once your unit has paid 90% of the scout camper fees for those scouts coming to camp.
7. Out of Council units need to file a Tour Plan with their local council and provide a copy during the check-in process.
8. Have all Scouts complete and turn in their completed medical forms one week before Camp. Leadership in the troop should review all medial forms to make sure they have been completed properly.
9. Prepare the camp duty roster and camp attendance roster to post upon arrival at your troop site.

PREPARING FOR CAMP SHENANDOAH

ITEMS NEEDED FOR TURN-IN BY REGISTRATION ON SUNDAY

1. Camp fees for last minute registrations and any fees associated with merit badges.
2. Completed Troop Roster for all scouts and adult leaders attending camp.
3. Out of council troops will need to provide a copy of their Tour Plan and Proof of Insurance from their local council.
4. Parent/Guardian and Physician-signed medical forms. These will be collected by the Camp Medic during Medical Rechecks.

