

## CHECK-IN SUNDAY

Check-In Time is Sunday 1:00pm– 3:00pm.

### Sunday Check-In Procedures

**All units must go directly to Howard Lodge upon arrival, please do not go to your campsite.**

Each unit will be assigned a troop guide when they arrive that will assist you through the check in procedure.

Please have the following items ready when you arrive:

- Pre- Health Screening Forms
- Medical Forms for all Scouts and adults
- Payment ready for any fees owed
- Unit proof of insurance
- Swim Test Completion Forms (if already completed)

#### 1. Commissioner Check-In

Your unit will be greeted upon arrival at the camp and met by the Camp Commissioner. You will turn in your pre-health screening form and conduct an arrival health screening.

#### 2. Medical Check-In, Business Office, and Program Packet

One adult will stay at Howard Lodge to turn in all medical forms and review them with the health officer and turn in unit insurance information. The adult will also receive a program packet, containing all Scout schedules, this should be reviewed before leaving Howard Lodge. Merit badge class changes will be made after opening Campfire in Howard Lodge.

#### 3. Camp Tour and Campsite Inspection

While one adult remains to complete the medical and business check-in, the remaining Scouts and adults will complete a camp tour with their troop guide. They will proceed to the campsite and complete the Campsite Inventory Form. The camp tour will include visits to all program areas and dining hall orientation.

#### 4. Swim Checks

Swim Checks are to be taken at the given appointment time to avoid a long wait time. Swim Check appointments will be given to troops at check-in. Please change into swim gear before the tour.

#### 5. Adult Leader/ SPL Orientation Meeting

Sunday 8:00pm at Howard Lodge, an adult and youth representative from each unit is required to attend. The session will include a review of the schedule and program areas.

## CHECK-OUT SATURDAY

Check out is Saturday by 9:00am; all troops must be out of their campsites and parking lots by this time.

1. Troop Guides will arrive at 7:30am to your campsites to assist with check-out and inspect campsites
2. All trash must be removed from sites and placed in dumpsters.
3. After campsite inspection has been completed, an adult leader must report to the camp office to complete check-out and pick up medical forms. **Medical Forms left at camp will be shredded at 10:00am Saturday.**

