"Launched into Space!"
Summer 2013
Pack Registration Instructions
******Please Read Carefully!!!******

Pack Coordinator Duties:

1. Make copies of Individual Registration forms and distribute to Scouts and volunteer leaders as soon as possible.
2. Recruit unit volunteers to serve on adult camp staff, den leaders to meet staffing guidelines, help with setting up and taking down camp.
3. Collect registration forms and camp fees. Confirm all information on forms is 100% complete and correct.
4. Submit all Pack Registration materials and fees according to instructions.
5. Make sure that all registrants are aware of the "Council Refund Policy" (pg 2).

All Scouts and volunteers are required to complete the registration form in full and return them, with the camp fee or receipt of payment, to the Pack Coordinator.

Submitting Registration Materials:

TO RECEIVE THE EARLY REGISTRATION DISCOUNT, the following items can to be turned in to your "**District Day Camp Coordinator**" on or before your District Roundtable on **February 21st.** Your Camp Director and/or District Executive will be there to receive your registration materials and fees.

- Day Camp Registration Check List
- Day Camp Registration Roster
- Day Camp Asst. QM List
- Pack check for balance of fees
- Completed Individual Registration Form (in ink, no photocopies), for **each** attendee
- Annual Health and Medical Record (2011 printing), parts "A" and "B", for each attendee. These parts are not required because "Day Camp" does not do not exceed 72 consecutive hours.
- Complete BSA Registration Form (as needed)
- Copies of "Youth Protection" card (All Adults),1st Aid, CPR or Range Master Certifications (as needed)

IMPORTANT NOTES:

- After Feb 23h the materials can be turned in **ONLY** to the "**District Day Camp Coordinator**", and **NOT** to the council store or any other place. Refer to 2nd page for their names and phone numbers.
- It is the Pack's responsibility to obtain the number of Full Time Adult volunteers to meet staffing guidelines (5 scouts to 2 Full Time Adults) **BEFORE SUBMITTING THE REGISTRATION**.
- All youth camp staff must complete a registration form in full (complete with parental signature).
- The Sibling/Tot Lot program for the non–Scout children (ages 3 – 13) of camp staff members is available at nominal cost per day. The adult staff member of these children must be in camp at all times.
- Partial scholarships ("Camperships") may be available through your Council. Please contact the council service center for more information. Campership forms will be available online at the Council website www.vccbsa.org.
- Full Time Adult and Youth camp staff, working every day of camp, will receive a free T-Shirt. Part-time camp staff will pay $10.00 for their shirt and extra T-Shirts are also available for $10.00.

STAFF TRAINING & CAMP ORIENTATION:

All Adult and Youth Staff must attend a staff training/camp orientation session each year that you work at Day Camp. Refer to the "Registration" form for the locations for dates.

REGISTRATION DEADLINE:

- A late fee of $20.00 per attendee (Wolf, Bear, Webelos), will apply if registrations are received after March 23th, 2013
  Late registrants are not guaranteed full program, patches or t-shirts.

FEE STRUCTURE:

- In order to guarantee the needed volunteers for camp, we will be collecting a refundable $100.00 from each Pack, to be returned at the end of Day Camp.

- Wolf, Bear, Webelos, 11 yr old Scout - $120 When registered and paid by February 21st, 2013.
  $130 When registered and paid by March 23rd, 2013.
  $160 When registered and paid on or after March 24th, 2013.

- Leader Discount: $10 additional discount if parent/guardian volunteers for **5 full days** – If for any reason a volunteer is unable to fulfill the 5-day commitment, they will be required to repay the Ventura County Council the discount.

- Tiger Cubs: $100
- Tot Lot: $40 for the full week or $15 per day (ages 5 and under)
- Siblings: $100 for the full week or $25 per day (ages 6 and older)

Note: Tiger Cubs, Tots and Siblings must have an adult staff member in attendance with them each day that they attend Day Camp.

REFUND POLICY:

- Cancellations **one month prior to camp**: 50% refund (non-refundable fees can be transferred to another Scout)
- **Less than one month prior camp:** no refunds are made unless the youth in question finds himself in one of these circumstances: a) his family moves out of council. b) a death or serious illness in his immediate family requires his attendance. c) individual becomes ill and unable to attend camp.

District Day Camp Dates, Times, Locations and Contacts

Conejo Valley
June 17 - June 21

Mon – Thur: 9:00 am - 3:30 pm Friday: 9:00 am - 1:30 pm	Triunfo Community Park 875 Triunfo Canyon Rd, Westlake Village, CA 91361	Christy Sain (805) 241-0050

Ronald Reagan
June 24 - June 28

Mon – Thur: 9:00 am - 3:30 pm Friday: 9:00 am - 1:30 pm	Santa Susana Park 6503 Katherine Rd. Simi Valley, CA. 93063	Ezra Belmont (805) 482-8938

Matilija & Santa Paula/Fillmore
July 8 - July 12

Mon – Thur: 9:00 am - 3:30 pm Friday: 9:00 am - 1:30 pm	Sacred Heart Church 10800 Henderson Rd Ventura, Ca 93004	Jermaine Bell (805) 482-8938

Camarillo & Channel Islands
July 15 - July 19

Mon – Thur: 9:00 am - 3:30 pm Friday: 9:00 am - 1:30 pm	Camarillo LDS Stake Center 1201 Paseo Camarillo Camarillo, Ca 93010	Joy Marin (805) 482-8938

Camp Director: Andrea McClellan (805) 320-7870

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