

Day Camp – Pack Registration Form

SUBMIT A COPY OF THIS FORM TO COUNCIL

If you are sending MORE THAN 20 BOYS TO DAY CAMP, please use an additional sheet for the boys' and Walkers' names.

Pack _____

Pack Coordinator _____

Day Camp _____

Daytime Phone Number _____

Pack Coordinator Email _____

T-Shirt Size	Rank	Scout's Name	Home Phone Number	Daytime Phone Number	Emergency Phone Number	Amount Paid	Date Received	Receipt Number
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Total Amount Submitted To Council Office for Registration Fees \$ _____ # _____ **Check Number** _____

M T W Th F	M T W Th F	M T W Th F	M T W Th F	M T W Th F
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5

Instructions for Pack Day Camp Coordinator

- 1) Collect all Day Camp registration forms from boys in your Pack.
- 2) Double-check all registration forms for complete information including signatures, especially the Medical Form.
- 3) **Have personal checks made out to your Pack.**
- 4) Calculate number of Adult Group Leaders needed for number of boys attending Day Camp.
$$\frac{\text{_____}}{\div 5} = \text{_____} \text{ (Round UP } \blacktriangle \text{)}$$

boys attending # Adult Group Leaders needed

Examples: 3 boys=2 Adults, 9 boys=2 Adults, 14 boys=3 Adults, 25 boys=5 Adults.
- 5) Recruit appropriate number of Adult Group Leaders.
- 6) Complete Pack Registration Form
 - a) Write boys' names and phone numbers on Pack Registration Form
 - b) Write boys' requested T-Shirt size on Pack Registration Form
(Early submission of registration forms will allow us to better order specific sizes of Day Camp T-Shirts. So, please get your registrations in early!)
 - c) Write boys' recently completed rank on Pack Registration Form
 - d) Enter Amount Paid on Pack Registration Form (See #8)
 - e) Council Service Center Staff will enter the Receipt Number.
 - f) Enter names of Adult Group Leaders on Pack Registration Form
 - g) Make a copy of the form to be given to Day Camp Staff (2 copies if you want to keep one for your own records).
- 7) After April 15 go to www.hawkeyebsa.org and select the appropriate day camp under Events. Register for the event.
 - a) Using the Pack Registration Form fill out all registration fields online for the event, including listing all youth information requested.
 - b) Submit registration and make payment either by credit card, mailing in a check, or by charging the unit account.
- 8) Send packet to Council Service Center, including:
 - a) Day Camp Youth Registration Forms (Registration portion only) with the appropriate camp indicated.
 - b) Day Camp Adult Group Leader Registration Forms (Registration portion only) with the appropriate camp indicated.
 - c) Registrations and payment must be made online and **RECEIVED** in the Council Service Center by the early registration dates to qualify for the lower fees.
- 8) Be aware that all of the districts now have escalating registration fees, so get your registrations to the Council Service Center as early as possible for the lowest fees.
- 9) Contact the District Day Camp Director for additional information.

Southern Galaxy
Eastern Galaxy
Western Galaxy

Director: Tami Posivio 338-0470
Director: Lynette Boheman 465-3892
Director: Todd Rosauer 390-3175