

To our event planning staff and volunteers,

In an effort to enable our camps Rangers to better assist in the preparation for upcoming events the following forms have been created. We ask that the forms be submitted to the rangers no less than two weeks prior to the event, thus allowing our rangers adequate time to prepare for your event.

Gear: Gear borrowed from camps will be checked out by the rangers to the event coordinator, the forms will be initialed by both at check out and check in. This is to ensure our Councils gear is accounted for before and after the event. The condition of the gear will be stated upon check out and again upon check in, allowing us to track any damage to gear going forward. Gear is expected to be returned in the same condition it was checked out in. Example – If fishing rods are checked out completely rigged and ready to go, they are expected to be returned as such.

Transportation of Gear. If gear needs to be transported from a camp to another site or camp special precautions need to be noted for shooting sports equipment. BB guns, .22 rifles or pistols, shotguns, muzzle loaders, pellet guns, sling shots, bows, and all ammunition are only to be transported by authorized volunteers registered with the Shooting Sports Committee, the camp Rangers, or the Outdoor Program and Facilities Director. All other gear must can be transported by an individual with a valid driver's license and current auto insurance.

Facility Usage: All areas used during an event are expected to be cleaned and/or policed for trash/litter by the event staff/volunteers. The original rule of the Boy Scouts states: "Leave the campground cleaner than you found it." Any damage discovered or caused to a facility should be reported to the Ranger immediately so that an assessment and repair can be made as soon as possible.

Incidents and Injuries: Any Injuries that require first aid beyond basic first aid is required to be reported to the ranger and an incident report to be filled out. It is better to have it on file and not need it, then to need it and not have it. Any violations of National, Council or Camp policies are to be reported to the Ranger so that they can be handled as needed.

