

Cub Pack 61 Event Planning Guide

CAMP-IN OVERNIGHTERS

Event Coordinator & Volunteers:

Event Description:

Camp-In events are overnights typically held indoors at a museum or other attraction. They typically have a program theme, such as spy camp, space exploration, night flight, etc. Events may be co-ed or single sex depending on the venue's programming guidelines. Some venues may have age restrictions that limit participation by all members of the pack. Pack 61 makes every effort to plan Camp-In's that allow all scouts to attend and a preference is given to event that allow the whole family to attend. Overnights are usually planned for Saturday night, although Friday nights may be used based on availability. By planning annual Camp-In's at different venues, Cub Scouts are able to experience different venues and programs without repeating a location during their time as Cubs.

The venue site may have opportunities for Cub Scout achievements and /or badges (e.g. Academy of Natural Sciences). We expect Cub Scouts and leaders to wear their full uniform when representing the pack. Additionally, we expect the scouts to abide by the Cub Scout law at all times.

Transportation to camp-ins typically is the responsibility of the families attending. We do encourage carpooling since many sites have limited and/or paid parking.

Planning Timeline:

When planning a camp-in experience for the pack, it is best to contact the venue at least 4-6 months before the event. This will ensure that there will be availability for the desired event and date. The initial contact is typically made in the summer or early fall for the next spring, depending on the scheduling constraints of the venue.

Our camp-ins typically includes both scouts and siblings, so you should concentrate on co-ed events. Generally, the site will have a website with a direct link to group and camp-in information and protocol. The camp-in coordinator from the venue will provide the pack representative with a folder that contains vital information as well as a timeline for arrangements.

The camp-in will require a liaison between the pack and the site where the scouts will be attending. This person's responsibilities include and are not limited to: planning of the event once the site and date has been chosen; contact person between the site and the cub pack; design and distribution of registration forms; obtain pack check for deposit and final payment; collect registration forms and payment from attendees; collect and secure medical and registration forms for the registered scouts attending; attend the camp-in and be available for liaison and group meetings prior to or on the day of the event.

Once the registration process has begun, it is imperative that the liaison create an e-mail contact list using the registration forms. This will aid in all necessary communication with the attendees prior to the event. It is also advisable to create an excel spreadsheet listing all attendees, their parents names who are attending as well as any siblings, contact and emergency information and their den number. This will make the final paperwork easier to obtain and forward to the camp-in site.

An example planning checklist is provided as an Excel spreadsheet (Trip Planning Checklist.xls) under "Pack Planning Documents" on the "Documents" tab of the pack web site (www.cubpack61.org).

Budget:

Event budgets vary with the venue and type of activity. Typical Camp-In fees range from \$30 to \$50 per person, depending on group discounts. The pack has made an effort to subsidize event fees for scouts and leaders as much as possible based on the annual popcorn sale revenue. Parents, siblings and other family members are expected to pay the full fee. A sample budget worksheet (Event Budget Worksheet.xls) is provided in MSExcel format under "Pack Planning Guides" on the "Documents" tab of the pack web site (www.cubpack61.org).

Volunteers:

Event Chairman
Registration Coordinator (optional)
Pack Outings Coordinator (tour permits)

SAFETY NOTES:

The event chairman should discuss specific safety concerns and requirements with the venue as part of the planning process. All activities must comply with the requirements outlined in the Guide to Safe Scouting.

Attachments & Resources:

Camp-In Venues in the NY-NJ-PA Area

Philadelphia Zoo

3400 West Girard Avenue
Philadelphia, PA 19104-1196
Phone: 215-243-1100
Fax: 215-243-5385
<http://www.philadelphiazoo.org>

The Franklin Institute

222 North 20th Street
Philadelphia, PA 19103
Contact for Group Sales:
Phone: 800.285.0684
Email: groupsales@fi.edu
<http://www2.fi.edu/>

Liberty Science Center

Liberty State Park
222 Jersey City Blvd.
Jersey City, NJ 07305
General Info: 201-200-1000
Group Events: 201-253-1310
www.lsc.org

USS New Jersey

62 Battleship Place
Camden, NJ 08103
866-877-6262
856-966-1652
Group & Student Tours, x145
www.battleshipnewjersey.org

Academy of Natural Sciences

1900 Benjamin Franklin Parkway
Philadelphia, PA 19103-1195
Phone: 215-299-1000
Scout Programs: 215-299-1060
Email: reservations@ansp.org
<http://www.ansp.org/>

Adventure Aquarium

1 Riverside Drive
Camden NJ 08103
Phone: 856-365-3300
Group Sales: 800-616-5297
<http://www.adventureaquarium.com/>

ATTACHMENT 1

EXAMPLE CAMP-IN FLYERS & REGISTRATION FORMS



Liberty Science Center Camp-In Saturday-Sunday March 21-22, 2009

Featuring: "Sharks" in the IMAX Theater

"Bugs 3-D" in the Science Theater

"Science of Survival" Exhibit

Cost - \$40 per camper

- **Arrival Time and Check-In: 6:00-7:30PM
- **Participants enter LSC through the front entrance
- **All campers are subject to security check
- **Participants will not be permitted back to their cars
- **Campers sleep in their clothes and provide sleeping gear
- **No air mattresses or sleeping cots, campers will sleep on the floor
- **LSC will provide a light snack and continental breakfast. It is advised to have dinner before arriving
- **All gear needs to be loaded back into cars by 7:30AM Sunday
- **Camp-in program ends at 9:00AM, but participants may stay and explore through the day on Sunday

Registration Information - The event contact is **Donna Rounsaville** donnadental@embarqmail.com 136 Voorhees Corner Rd. Flemington, NJ 08822. (908)788-3994. Reservations must be received by **1/31/09**. We will try to accommodate all campers, however, registration will be on a **first come, first serve basis**. We encourage all attending to car pool with other campers if possible. Parking is available adjacent to LSC, and is monitored through the night. The cost is \$7. **All campers will receive a patch which can be used for a return visit before 9/1/09.

**Pack 61- Liberty Science Center
251 Phillip St., Liberty State Park
Jersey City, NJ March 21-22,2009**

Suggested Personal/Family Camp-in Equipment

- Sleeping Bag/Foam Pad (NO AIR MATTRESSES)
- Pillow
- Towel/Washcloth/Soap
- Toothbrush/Toothpaste/Toiletries
- Own breakfast/snacks if allergies or dietary needs are a concern.
- Campers must sleep in clothes they arrived in, no changing allowed.

No Radios, Electronic Games, Cell Phones, Etc.

Note: Everyone Planning to camp must complete and return a BSA 1 Personal Health and Medical record with registration. *This is a family event and a parent or guardian must accompany every scout and sibling.*

Pack 61 - Liberty Science Center Registration Form
Please return with payment by 1/31/09

Family Name _____ Den No. _____

Adult(s) _____

Scout(s) _____

Sibling(s) (Age) _____

Home Phone No. _____ Cell Phone No. _____

Emergency Contact Name and Phone No. _____

E-mail Address _____



Philadelphia Zoo Camp-In



Pack 61 is sponsoring an overnight Camp-In at the Philadelphia zoo in Philadelphia. We'll enjoy after-hours access to the zoo's exhibits, special programs, and theatrical show.

Camp-in Date: Saturday April 5th (6:30 pm) –Sunday April 6th (10 am)
Cost: \$40.00 per person (group rate)

Typical Camp-In activities

7:00PM - Group Welcome

Activities include interactive theater presentations, fun educational activities, meeting a zookeeper, an evening hike through the zoo, a snack (included) and live animal encounters. Free parking is available.

12:00AM - Lights Out! Everyone goes to sleep!

7:00AM - Rise and Shine! Eat some breakfast (included) and get ready to explore again.

10 AM - Camp-In Officially Concludes The program ends the following morning, but the adventure doesn't need to stop there. Your group is invited to spend the day discovering the Zoo on your own.

Parking is limited carpooling is strongly suggested.

PHILADELPHIA ZOO CAMP-IN RESERVATION FORM

The camp-in limit is 37 scouts with 37 parents.

Reservations will be made first come first serve.

DEN # _____ DEN LEADER: _____

NAME _____

NAME _____

NAME _____

TOTAL ATTENDING overnight _____ x\$40.00 = TOTAL ENCLOSED _____

Make checks payable to "Cub Pack 61."

Hand registration forms NO LATER THAN February 24th to Karen Lewis

NOTE: Everyone attending the Camp-In must have a completed BSA Class I Medical History on file with the pack.



Franklin Institute Camp-In "A Night in Space"



Pack 61 is sponsoring an overnight Camp-In at the Franklin Institute Science Museum in Philadelphia. We'll enjoy after-hours access to the museum exhibits, special programs, IMAX movie, and planetarium show.

Date: April 12 (6:00 pm) –April 13 (9:30 am)

Cost: \$37.00 per person (group rate)

Typical Camp-In Schedule

- 6:00PM - Arrival and Registration
- 7:00PM - Group Welcome Show
- 7:30PM - Museum Exploration
- 9:00PM - Hands-On, Educational Workshop
- 10:00PM - More Museum Exploration
- 11:00PM - Tuttleman IMAX Theater Movie
- 12:00AM - Lights Out! Everyone goes to sleep!
- 7:00AM - Rise and Shine! Eat some breakfast and get ready to explore again.
- 8:00AM - Fels Planetarium Show
- 9:30AM - Camp-In Officially Concludes You are welcome to experience more of the Museum until noon at no extra charge.

FRANKLIN INSTITUTE CAMP-IN RESERVATION FORM PACK 61

DEN # _____ DEN LEADER: _____

NAME _____ SCOUT ADULT SIBLING

NAME _____ SCOUT ADULT SIBLING

NAME _____ SCOUT ADULT SIBLING

NAME _____ SCOUT ADULT SIBLING

NAME _____ SCOUT ADULT SIBLING

NAME _____ SCOUT ADULT SIBLING

TOTAL ATTENDING _____ x\$37.00 = TOTAL ENCLOSED _____

Make checks payable to "Cub Pack 61."

NOTE: Everyone attending the Camp-In must have a completed BSA Class I Medical History on file with the pack.