

Event Date:
Timelines to be on top of:

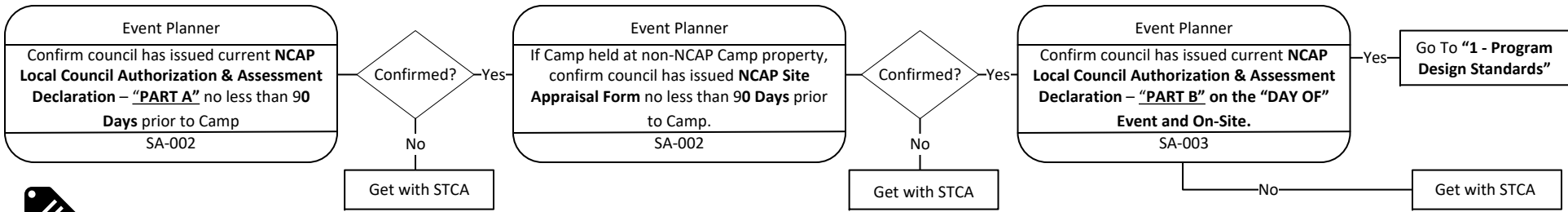
- Most Actions are due 90 Days prior to day of event – **PLAN AHEAD!**
- Secure Location in advance
- Staff Recruiting
- Staff Training – RP-153 and HS-501(YPT)
- Medic(Camp Health Officer) secured - SQ-405

Short-Term(ST) Camp Event Planning Flowchart v012021

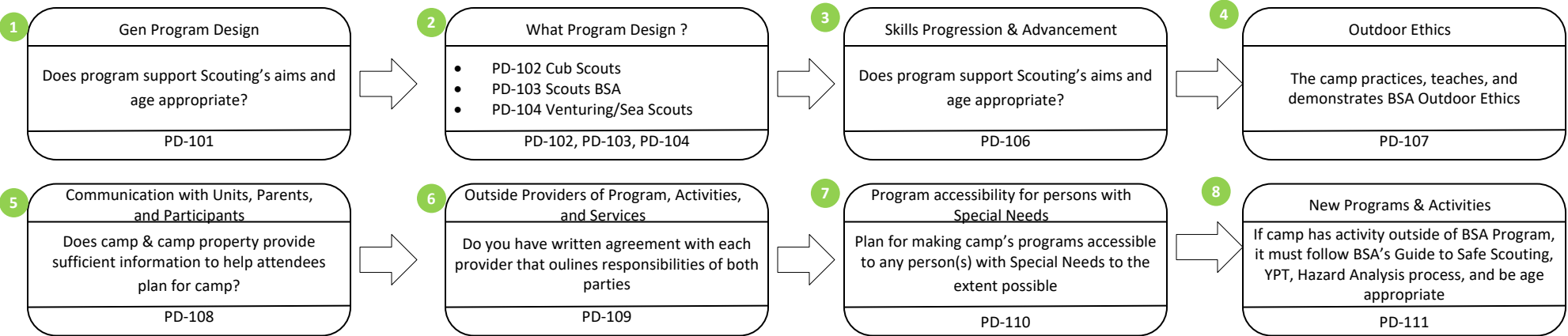
Utilize this flowchart to ensure any Council/District organized overnight camping program that is one, two, or three nights in length. National training courses (NYLT, Wood Badge, and Powder Horn) are considered ST Camps, regardless of format and duration.

Use this flowchart to collaboratively work with your assigned **Short-Term Camp Administrator (STCA)**. The sooner the better, to ensure all NCAP requirements are satisfied and approved.

<https://www.scouting.org/outdoor-programs/camping/short-term-camp/>



1 Program Design Standards



2 Program Specific Standards

- Most Common Programs**
- | | |
|---|--|
| Aquatics: General
PD-201 | Nature and Conservation Programs
PS-211 |
| COPE and/or Climbing Programs
PS-206 | Scoutcraft, Woodcraft & Outdoor Skills
PS-212 |
| Fishing Programs
PS-207 | Shooting Sports: Archery Programs
PS-213 |
| Handicraft Programs
PS-208 | Shooting Sports: Firearms Programs
PS-214 |

Staff Qualifications & Training Standards

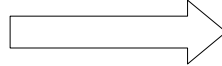


3

Ensure qualifications for Programs being offered:

- SQ-403 Camp Mgmt
- SQ-405 Camp Health Officer
- SQ-406 Aquatics Staff
- SQ-407 Firearms Range Staff
- SQ-408 Archery Range Staff
- SQ-409 COPE/Climbing Staff
- SQ-410 Trek Leadership Staff
- SQ-411 Adventure Program and Activity Staff
- SQ-412 Other Program Staff Qualifications
- RP-456 Shooting Sports Staff

SQ-403, SQ-405, SQ-406, SQ-407, SQ-408, SQ-409, SQ-410, SQ-411, SQ-412, RP-456



Health and Safety Standards



4

Ensure below Health and Safety Standards are in place:

- HS-501 Youth protection(YPT)
- HS-502 Unit Leadership
- HS-503 Medical Information
- HS-504 Medical Screening
- HS-505 Medical Care Policies
- HS-506 On-Site Treatment Procedures
- HS-507 Medical Recordkeeping and Reporting
- HS-508 Medication Control and Recordkeeping
- HS-509 Medical Care Area
- HS-511 Buddy System

HS-501, HS-502, HS-503, HS-504, HS-505, HS-506, HS-507, HS-508, HS-509, HS-511

Commissary and Food Standards

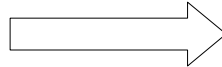


5

Commissary and Food Considerations:

- FS-601 Food Planning (Is event providing food?)
- FS-602 Kitchen, Dining Hall, and Commissary Facilities(Trading Post)
- FS-603 Food Preparation and Sanitation

FS-601, FS-602, FS-603



Facility Standards



6

Facility Standards Considerations:

- FA-701 Camp Facility Evaluation & Postcamp/ Precamp Inspection
- FA-702 Drinking Water
- FA-703 Fire Detection and Preparation
- FA-707 Toilets and Latrines
- FA-709 Refrigeration Unit Maintenance and Temperature Control
- FA-710 Garbage and Sewage Removal
- FA-711 Motor Vehicles
- FA-712 Tree Removal & Chain Saws
- FA-713 Hazardous Materials
- FA-714 Shelter in Inclement Weather
- FA-715 COPE and Climbing Facilities
- FA-716 ATV Course and Facility Standards

FA-701, FA-702, FA-703, FA-707, FA-709, FA-710, FA-711, FA-712, FA-713, FA-714, FA-715, FA-716

Administration & Operational Mgmt Standards



7

Administration & Operational Management Considerations:

- AO-801 Permits & Compliance
- AO-804 Camper Security
- AO-805 Emergency Procedures
- AO-807 Communication Systems
- AO-808 Requirements for Council reporting

AO-801, AO-804, AO-805, AO-807, AO-808



Ensure ALL appropriate Short-Term Camp Standards are met!

Be sure to work closely with your assigned Short-Term Camp Administrator (STCA)