



Date: December 3rd, 2025
To: National Camping School Participant
From: Alan Sanders, NCS Course Director (Alan.Sanders@scouting.org)
Mike Johnson, NCS Local Council Liaison (Michael.Johnson3@scouting.org)
Subject: Welcome to National Camping School at Florida Sea Base

Congratulations, your National Camping School application has been received! On behalf of the faculty, we look forward to serving you at Sea Base. The following information will help you prepare for NCS, please read carefully.

Critical information about your National Camping School participation

LOCATION:

Florida Sea Base
73800 Overseas Highway
Islamorada, FL 33036

DATES:

January 17-23, 2025

CHECK-IN:

When you arrive at Sea Base please park in the parking lot adjacent to the Administration Office on the right-hand side of Toll Gate Boulevard (just past the Sea Base sign) and head up to the lobby for check-in. The Administration Office is a grey building. All participants should plan to arrive between 9:00 a.m. and 11:30 a.m. (EST) on Saturday, January 17, 2025. Driving directions are listed below and a camp map is attached to this letter. Any registration-related questions may be directed to the Scouting America National Office (ncs@scouting.org).

*** EARLY ARRIVALS:**

If you need to arrive on Friday, January 16th due to travel arrangements, please select "Early Arrival" in the online registration system. The Early Arrival fee of \$55* includes dinner on Friday and breakfast on Saturday. Early arrival check-in will be in the Administration Office Lobby.

Note: For those who are not registered as early arrivals, your first meal will be lunch on Saturday, January 17th

AIRPORT TRANSPORTATION (Additional Fee):

The most convenient airport for visiting Sea Base is Miami International Airport [MIA]. Shuttle service to and from Miami International Airport is available for a \$110 fee. Sea Base will provide two airport shuttle options from MIA to Sea Base on Friday, January 16 at 3:00 PM for early arrivals, and on Saturday, January 17th at 9:00AM.





Return shuttles will arrive at MIA by 4:00 PM on Tuesday, January 20 (retraining only) and by 12:00 PM on Friday, January 31 (full session). If you plan to use this service, you need to reserve your seat ahead of time by contacting Sea Base Director of Operations, Jason Lewis at Jason.Lewis@scouting.org or Local Council Liaison, Mike Johnson, at Michael.Johnson3@scouting.org

PLEASE NOTE: Shuttle and Early Arrival Reservations must be submitted by January 14th.

DRIVING DIRECTIONS:

It is approximately a 2-hour drive to Sea Base from Miami International Airport. If you are renting vehicles, take the appropriate rental car bus to the rental center. Ask for directions to Highway 836, also known as the Dolphin Expressway. Follow 836 west to Turnpike exit. The Florida Turnpike is a toll road and you will pass through three toll gates at \$1 apiece. Take the Turnpike south; it ends in Florida City and turns into U.S. 1. Continue south on U.S. 1 through several islands linked by the highway to Lower Matecumbe (the island where Sea Base is located). You are looking for MM 74 at the south end of Lower Matecumbe. If you cross one more bridge you've gone too far. The landmark on your left (across the street from Sea Base) is a sign for Caloosa Cove. Turn right onto Toll Gate Shores Blvd. Go past the Sea Base sign on the left and take the first right into a large chain link fenced lot with a grey building. Go upstairs to check in at the lobby or call (305) 664-7766.

ANNUAL HEALTH & MEDICAL RECORD:

Your camp health screening will take place at check-in. Please make sure Part C of your Annual Health & Medical Record has been signed by a Medical Doctor, Physician's Assistant (master's degree) or a Licensed Nurse Practitioner within 12 months of the last day of this NCS session. Those without a current Annual Health & Medical Record will be required to obtain one at their own expense before being allowed to remain in camp. The Annual Health and Medical Form can be found at: [Annual Health & Medical Record](#)

DIETARY NEEDS:

Sea Base will do its best to accommodate your dietary needs and allergies. In order to do so please complete the Sea Base Dietary Notification Form and return at: [Sea Base Dietary Notification Form](#) and return it to michael.whisnant@scouting.org at least 14 days in advance of NCS. In some cases Sea Base may not be able to accommodate your dietary needs and may ask you to bring your own food.

PREREQUISITES:

Please note that there are pre-requisite training courses which you MUST have before you attend NCS. Please ensure you bring support materials (certificates) with you as proof. Those participants who arrive without their prerequisites completed may not be certified.

- **Aquatics Director:** Current Lifeguard certification (BSA Lifeguard, Red Cross Lifeguard, YMCA Lifeguard, Starfish Aquatics Institute Starguard, Ellis & Associates International Lifeguard)





Training Program, or equivalent) Safe Swim Defense and Safety Afloat training and proven swimming skills.

- **Long-term Camp Director and Long-term Camp Program Director:** Online NCAP and Unlawful Harassment Prevention training links are available on the NCS webpage at [Harassment Prevention Training Course](#)
- **ALL:** Scouting America Youth Protection Training

WEATHER:

Some of the scheduled programming will take place outdoors. While daytime temperatures in January can be in the low to mid 70's, it may get chilly at night. Please bring suitable warm clothing, rain gear, and a hat.

ACCOMMODATIONS:

Housing will be provided in dorm-style bunkhouses with beds and mattresses. Bedding (blankets, sheets, and pillows) will be provided. Please bring your own towel as these WILL NOT be provided. There are free laundry facilities available onsite. The following link provides a video tour of your housing: <https://www.youtube.com/watch?v=7qGtA2up-NM>.

DAY ONE CAMP-WIDE SCHEDULE (Saturday, January 25):

7:15 am – 8:00 am	Breakfast
8:00 am - 9:00 am	Staff Preparation in Section Areas
9:00 am - 11:30 am	Check-in, Registration, Section Interviews and Campsite Check-in
12:00 pm – 1:00pm	Lunch & Mealtime Presentation - Purposes of NCS
1:00 pm - 5:00 pm	Course Instruction
5:00 pm - 5:45 pm	Personal Time
5:45 pm - 6:00 pm	Assembly & Retreat
6:00 pm - 6:45 pm	Dinner
6:45 pm – 7:00 pm	Mealtime Presentation – Aims & Methods of Scouting
7:00 pm - 8:30 pm	Course Instruction
8:30 pm - 9:30 pm	Welcome Campfire
9:30 pm - 10:00 pm	Cracker Barrel
10:00 pm - 11:00 pm	Personal Time/Study Time

DRESS CODE:

National Camping School graduates set the example when it comes to wearing the right uniform at the right time in camp. Scouting America Field Uniform will be required for meals, formations and campfire. Scouting America Activity Uniform will be worn at all other times. Please be sure to bring enough activity uniform polos and T-shirts to get you through the week. You do not need to arrive in Field Uniform but you will need it for the Opening Lunch on Saturday, January 25th. We encourage participants to bring a Hawaiian shirt for the Luau.

EQUIPMENT/GEAR NEEDED BY PARTICIPANTS:

Please see a list of equipment and gear required for your week at National Camping at the





following link: [Equipment Needed for NCS.pdf](#). Many sections require that you bring program items or copies of Council documents in addition to your personal camping gear.

VISITORS:

Please do not plan to have visitors or additional attendees such as spouses or children. Only participants and faculty are permitted on camp property while the course is in session.

DEPARTURE:

Departure will be after graduation on Friday, January 23rd. Participants who are enrolled in any retraining sections will be able to depart after lunch on Tuesday, January 20th.

NATIONAL CAMPING SCHOOL TRADING POST:

While BSA National Supply will not have a trading post at National Camping School, you can purchase lots of cool NCS items and have them sent directly to your home on the following website: [NCS Trading Post](#). The Sea Base Ship Store will also be open during meal and breaktimes for all your snack, souvenir, and essential needs (sunscreen, toothbrush/toothpaste, and Hawaiian shirts).

If you have any questions before you arrive, please feel free to reach out to me at 816-942-9333 or Alan.Sanders@scouting.org

As a member of your council's long-term camping leadership team, you will be providing Scouts with an experience they will remember for a lifetime. Thank you for making the decision to attend National Camping School. I look forward to seeing you in the Keys!

Yours in Scouting,

Alan Sanders
NCS Course Director

** The early arrival fee is handled through the event registration system. You may or may not be expected to cover it personally (discuss with your local council). The fee includes lodging the night prior to the start of the course, dinner Friday night and breakfast Saturday morning. No activities are planned for early arrivals as the staff is busy with preparations.*

Attachments:

Florida Sea Base Map

Links:

Annual Health & Medical Record: [AH&MR](#)

Sea Base Dietary Form: [Sea Base Dietary Notification Form](#)



Unlawful Harassment Prevention Training: [Harassment Prevention Training Course](#)

Video Tour of Accommodations: <https://www.youtube.com/watch?v=7qGtA2up-NM>

Equipment Needs List: [Equipment Needed for NCS.pdf](#)

Sea Base Camp Map

