



**TO: Scout Executives**

**FROM: Outdoor Program & Properties Team, National Council**

**RE: National Camping School, Host Council Request for Proposal**

Hosting a National Camping School (NCS) allows a council to showcase high quality Scouting America–branded camping to key camp staff leaders from across the country. From pre-course communication through departure, host councils are expected to model excellent site readiness, customer service, and support.

To proceed, complete the attached NCS Host Council Application including photos of classrooms, program areas, and support facilities. The Outdoor Program & Properties Team may conduct a site visit before issuing a letter of agreement. Applications are due to [NCS@Scouting.org](mailto:NCS@Scouting.org) by June 1, 2026.

Host councils receive a set fee per participant and NCS staff member based on the final roster in exchange for meeting the following requirements:

- Provide training areas, equipment, and resources as outlined in the NCS Administrative Guide, including fully equipped program areas such as Outdoor Skills, Ecology, Aquatics, Range, Health Lodge, Dining Hall, COPE, Climbing, Trek, and Campsites.
- Provide full food service, cleanup, trading post support, materials delivery, and a staff banquet; cover costs for food, cooks, and related expenses. Offer beverage service (coffee, tea, water, hot chocolate) throughout the event.
- Ensure clean, timely, and quality dining, lodging, restrooms, and showers for staff and participants (indoor housing preferred).
- Meet all short term camp NCAP standards during the course including a full time Health Officer onsite in accordance with National Standard SQ 405.
- Provide photocopier access, office supplies, projectors, and A/V support for all sessions.
- Supply Wi Fi capable of supporting 100 participants (wired preferred in the NCS office) and access in all classroom areas.
- Ensure cell service when available or provide telephone service for official business.
- Avoid scheduling local council events that conflict with NCS facility needs.
- Assign a professional staff liaison to support the NCS course director and faculty before, during, and after the course. Participate in all NCS course development webinars.

Yours in Scouting,

A handwritten signature in blue ink that reads "Chris Herold".

Chris Herold

Staff Advisor, National Camping School

**Prepared. For Life.™**



# NATIONAL CAMPING SCHOOL HOST COUNCIL REQUEST FORM



Please complete this form and email it with all attachments to [NCS@scouting.org](mailto:NCS@scouting.org)

## GENERAL FACILITY INFORMATION

Facility Name: \_\_\_\_\_

Council Name: \_\_\_\_\_

Facility Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Facility Website: \_\_\_\_\_

**Attachments required to complete this section (check box if included with your submission)**

- Facility driving directions with map
- Camp map showing the locations of all program/service-related facilities to be used by NCS

**Our council would like to be considered for the following years to host a school:**

*(please mark all years between 2027 and 2029 you would be interested in being considered)*

- 2027     2028     2029

If approved, the Scouting America National Office will reimburse\* the host council based on the annual agreement:

- a) Long-term NCS Course Participant - 7 Days - 15 Meals
- b) Retraining NCS Course Participant - 4 Days - 9 Meals
- c) Long-term NCS Course Faculty - 9 Days - 24 Meals
- d) Day Camp Administration NCS Participant - 2 Days - 4 Meals
- e) Day Camp Administration NCS Faculty - 3 Days - 6 Meals

*\*For the above reimbursement, the host council agrees to provide lodging, meals, program supplies and resource materials as described in the letter of agreement. Fees are subject to review and may change annually.*

## TRANSPORTATION INFORMATION

1. Name of airport: \_\_\_\_\_

Approximate distance from the facility: \_\_\_\_\_ Approximate travel time from the facility: \_\_\_\_\_

2. Name of airport: \_\_\_\_\_

Approximate distance from the facility: \_\_\_\_\_ Approximate travel time from the facility: \_\_\_\_\_

# NCS HOST COUNCIL REQUEST FORM



## CLASSROOM INFORMATION

**Attachments required to complete this section (check box if included with your submission)**

Interior & exterior pictures of each building/pavilion proposed for classroom usage

### **Indoor Meeting Rooms**

<i>Building &amp; classroom name (as displayed on map)</i>	<i>Student capacity</i>	<i>Electric available? YIN</i>	<i>WiFi Available? YIN</i>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____
5) _____	_____	_____	_____
6) _____	_____	_____	_____
7) _____	_____	_____	_____
8) _____	_____	_____	_____
9) _____	_____	_____	_____
10) _____	_____	_____	_____

### **Outdoor Pavilions**

<i>Building &amp; classroom name (as displayed on map)</i>	<i>Student capacity</i>	<i>Electric available? YIN</i>	<i>WiFi Available? YIN</i>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____
5) _____	_____	_____	_____
6) _____	_____	_____	_____

## SPECIFIC SECTION-RELATED PROGRAM AREA INFORMATION

**Attachments required to complete this section (check box if included with your submission)**

Interior & exterior pictures of each program area proposed for section usage

**Cub Scout Day Camp Administration (Min. Required: 1 Indoor Meeting Room w/ AV, 1 Outdoor Pavilion)**

Meeting Room     Outdoor Pavilion:

Comments: *(Please include the name of the classroom location in your comments.)*

# NCS HOST COUNCIL REQUEST FORM



## SPECIFIC SECTION-RELATED PROGRAM AREA INFORMATION

### **Long-term Camp Director (Required: 1 Indoor Meeting Room w/ AV)**

- Indoor Meeting Room     WiFi     Electricity

**Comments:** *(Please include the name of the classroom location in your comments.)*

### **Long-term Program Director (Min. Required: 1 Indoor Meeting Room w/ AV)**

- Indoor Meeting Room     WiFi     Electricity

**Comments:** *(Please include the name of the classroom location in your comments.)*

### **Aquatics Director (Min. Required: 1 Indoor Meeting Room w/ AV, Swimming Area, Boating Area)**

- Indoor Meeting Room     Outdoor Swimming Pool     Indoor Swimming Pool  
 Lake Swimming Area     Lake Boating Area     River Boating Area     WiFi     Electricity

Are any of these facilities rented from a non-council entity?     Yes     No

*If yes, all rental fees are the responsibility of the host council. A letter of agreement between the host council and the facility must be provided as proscribed in NCAP standard PD 109.*

Does your council have equipment for the following activities available at the program areas proposed?

*(check all that apply)*

- Rowing     Canoeing     Kayaking     Sailing     Rafting     Water Skiing  
 Stand-up Paddleboarding

**Comments:** *(Please include the name of the classroom location in your comments.)*

# NCS HOST COUNCIL REQUEST FORM



## SPECIFIC SECTION-RELATED PROGRAM AREA INFORMATION

### **Range Activities Director (Required: 1 Indoor Meeting Room w/AV, 1 Rifle Range, 1 Shotgun Range, 1 Archery Range)**

- Indoor Meeting Room     Outdoor Pavilion     WiFi     Electricity
- .22 LR Rifle Range
- Shotgun Range
- Black Powder Range
- Archery Range
- Sporting Arrows Range
- Chalk Ball Range
- Action Archery Range
- Tomahawks Range

Availability of other programs:  Pistol     Atlatl     Other:

*\*All firearms and ammunition to be provided by the host council and must be compatible with Scouting America standards. Typical course requires 4-8 shotguns, 8-12 .22 LR rifles, 4-6 black powder rifles, 4-6 chalk ball markers.*

**Comments:** *(Please include the name of the classroom location in your comments.)*

### **Ecology Director (Min. Required: 1 Indoor Meeting Room or Outdoor Pavilion w/ AV)**

- Indoor Meeting Room     Outdoor Pavilion     WiFi     Electricity     Nature Trail

**Comments:** *(Please include the name of the classroom location in your comments.)*

### **Outdoor Skills Director (Min. Required: 1 Indoor Meeting Room or Outdoor Pavilion w/ AV)**

- Indoor Meeting Room     Outdoor Pavilion     WiFi     Electricity     Pioneering Area

**Comments:** *(Please include the name of the classroom location in your comments.)*

# NCS HOST COUNCIL REQUEST FORM



## SPECIFIC SECTION-RELATED PROGRAM AREA INFORMATION

### **C.O.P.E. Director (Min. Required: 1 Indoor Meeting Room w/ AV, C.O.P.E. Elements, Climbing Tower)**

- Indoor Meeting Room     WiFi     Electricity     Outdoor Pavilion     Climbing Tower  
 High C.O.P.E. Elements (# of Elements: \_\_\_\_ )     Low C.O.P.E. Elements (# of Elements: \_\_\_\_ )

*Please attach a copy of your most recent C.O.P.E. Course Professional Engineering Inspection to this form.*

**Comments:** *(Please include the name of the classroom location in your comments.)*

### **Climbing Director (Min. Required: 1 Indoor Meeting Room w/ AV, Natural Rock Face, Climbing Tower)**

- Indoor Meeting Room     WiFi     Electricity     Natural Rock Face     Climbing Tower

**Comments:** *(Please include the name of the classroom location in your comments.)*

### **C.O.P.E./Climbing Program Trainer (Min. Required: Indoor Meeting Room, Climbing Area, C.O.P.E. Area)**

- Indoor Meeting Room     WiFi     Electricity     C.O.P.E. Elements     Climbing Tower

**Comments:** *(Please include the name of the classroom location in your comments.)*

### **Trek Director (Min. Required: 1 Indoor Meeting Room w/ AV, Outpost Area, Trek Equipment)**

- Indoor Meeting Room     WiFi     Electricity     Outpost Area     Trekking Equipment

**Comments:** *(Please include the name of the classroom location in your comments.)*

# NCS HOST COUNCIL REQUEST FORM



## HOUSING INFORMATION

**Attachments required to complete this section (check box if included with your submission)**

- Interior & exterior pictures of each building and exterior pictures of each campsite proposed for housing usage

### Bunk Houses or Cabins

<i>Building Name</i>	<i>Staff or Student Use</i>	<i>Bedding Capacity</i>	<i>Electric available? YIN</i>	<i>WiFi Available? YIN</i>
1) _____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____
3) _____	_____	_____	_____	_____
4) _____	_____	_____	_____	_____
5) _____	_____	_____	_____	_____
6) _____	_____	_____	_____	_____
7) _____	_____	_____	_____	_____
8) _____	_____	_____	_____	_____
9) _____	_____	_____	_____	_____
10) _____	_____	_____	_____	_____

### Campsites

<i>Campsite Name</i>	<i>Staff or Student Use</i>	<i>Bedding Capacity</i>	<i>Electric Available? YIN</i>	<i>WiFi Available? YIN</i>
1) _____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____
3) _____	_____	_____	_____	_____
4) _____	_____	_____	_____	_____
5) _____	_____	_____	_____	_____
6) _____	_____	_____	_____	_____
7) _____	_____	_____	_____	_____
8) _____	_____	_____	_____	_____
9) _____	_____	_____	_____	_____
10) _____	_____	_____	_____	_____

### Tent Information

Number of tents available: \_\_\_\_\_

Please check all the boxes that apply about the tents that you will be supplying:

- Screened     Cots Provided     Electricity in Tent     Platforms

Approx. dimensions of the tents that you will be supplying:

\_\_\_\_\_ Height x \_\_\_\_\_ Width x \_\_\_\_\_ Width (measured in feet)

# NCS HOST COUNCIL REQUEST FORM



## RESTROOM / SHOWER HOUSE INFORMATION

**Attachments required to complete this section (check box if included with your submission)**

Interior & exterior pictures of each building proposed for usage by the course

### Restroom / Shower Facilities

<i>Building Name (as displayed on map)</i>	<i># of Toilets</i>	<i># of Shower Heads</i>	<i>Electric available? YIN</i>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____
5) _____	_____	_____	_____
6) _____	_____	_____	_____
7) _____	_____	_____	_____
8) _____	_____	_____	_____

## FOOD SERVICE INFORMATION

**Attachments required to complete this section (check box if included with your submission)**

Interior & exterior pictures of the proposed dining facility

### Serving Style

Family       Cafeteria Style       Other: \_\_\_\_\_

### Dining Hall

Seating Capacity: \_\_\_\_\_

Heated       Air Conditioned       WiFi Available       Restrooms Available in Building

## AV / ADMIN SUPPORT EQUIPMENT INFORMATION

**Equipment/services to be provided by the host council** *(Check all that apply with the quantity on hand, if applicable)*

Flip chart easels: \_\_\_\_\_       Flip chart pads: \_\_\_\_\_       White boards: \_\_\_\_\_  
 Projectors: \_\_\_\_\_       Projector screens: \_\_\_\_\_       Video monitors/TVs (for small classes): \_\_\_\_\_  
 Copiers: \_\_\_\_\_       Printers: \_\_\_\_\_       Internet access

Other resources available:

# NCS HOST COUNCIL REQUEST FORM



## HOSTING PREFERENCES

We would prefer to host a National Camping School in these months:

February    March    April    May    June    September    October

We would prefer to host this type of National Camping School:

Week-long Long-term Camp NCS    Weekend Day Camp Administration NCS

## HOST COUNCIL SUBMISSION

Please submit this form with all attachments and photos to [NCS@scouting.org](mailto:NCS@scouting.org) no later than June 1<sup>st</sup>, 2026.

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

All information must be complete to be considered. Forms submitted after June 1<sup>st</sup>, 2026 will be filed for future consideration.