Basic Camp Master Responsibilities

- Expected times to arrive and leave camp
- Checking Units in and out – where to get the list of reservations, taking rosters and money, providing
  "Emergency Contact Form"
- Provide contact information to unit leaders
- Inspecting campsites/cabins at check out
- Visiting Units during their stay, filling out and submitting "Unit Visit Form"
- Providing unit's insights into available camp programs, materials, trails
- Providing rakes, shovels, buckets for camp fires

Logistics

- Location of Camp Master Keys
- Location of pumps, dumping Garbage
- Program Materials
- Trail Information
- Trading Post – "Debit/Credit Forms"
- Walkie Talkies
- Cars in Camp/Troop Trailers
- Uniform/Attire
- Local Contacts - Market, Gas, Pizza, Hardware
- Shapiro Cabin

Camp Programs

- Pine Tree Programs
- Ecology Trail
- Available Service Projects
- Camp Master offerings – Optional but suggested – costs if applicable

The Camp Master Team

- At least 2 deep leadership
- Division of responsibilities - Check in and out, visits, forms, Trading Post, Programs, Cooking/Meals

Emergency Procedures

- At least 2 deep leadership
- Injuries - Local Ambulance, Hospital - Directions
- Fire Department
- Police
- Scout Executive
- Matt’s Number – Report Plumbing & Electrical Problems

Forms Needed - Debit/Credit for Trading Post Sample, Camp Unit Visit Form, Camp Emergency Contact Form, Map
THE CAMP COMMISSIONER

Councils across our country are beginning to select leadership for their 2018 camping programs. The camp director and program director are recognized as key leaders of the council's camp, but there are a couple of other leaders who make up the camp cabinet. The camp ranger is very important to keeping the camp's facilities at an "all systems go status."

The fourth member of the camp cabinet is the camp commissioner. What is the role of the camp commissioner, you may be asking? Well, this leader is vital to helping units have a great experience by being a friend of the unit, as well as a representative of the camp director and program director. To the unit, the commissioner helps represent the ideals, the principles, and the policies on behalf of the council and camp director.

The commissioner is a unit "doctor and counselor" recognizing a problem and acts quickly to resolve the issues. The commissioner is a teacher. As a commissioner, they will have the opportunity to share knowledge of camp programs so their unit will not miss out on the fun and excitement being offered.

Where do you find commissioners? You have them in all districts of your council serving as unit, roundtable, and assistant district commissioners. Recruiting these great Scouters to serve for a week or for the whole summer will improve your customer service while freeing up the other camp cabinet members to fulfill their responsibilities.

Some councils have been hiring a person who is under 21 and title them the camp commissioner. Serving in roles of leading CIT program, campfires, first year camper programs, and other camp-wide programs. These duties are not the role of a camp commissioner but better suited for an assistant program director. Camps that retain units' year after year do so by having great customer service by recruiting volunteer commissioners to ensure customer satisfaction and not confusing these roles.

A camp commissioner will become an advocate of the camp and promote year-round the importance of attending summer camp. They will see first-hand the importance of units attending camp and see the growth in the youth, leaders and unit.

Your council can now train your commissioners locally using the training syllabus found here Commissioner Training Link on the NCAP website. You no longer must send to a commissioner to National Camping School, thus making it much easier to recruit and train volunteer commissioners to your camping team.

Here are some qualities to look for as you build your team:
# Camp Unit Visit Form

<table>
<thead>
<tr>
<th>Commissioner/Camp Master:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camp Master Phone or Email:</td>
<td>Pack/Troop/Crew:</td>
</tr>
<tr>
<td>Type of Unit Activity:</td>
<td>District:</td>
</tr>
<tr>
<td>Camp:</td>
<td></td>
</tr>
</tbody>
</table>

**Brief Description of what you saw, spoke about:** (organized program, good showing, youth lead?)

**Any Unit Needs Addressed:**

**Comments:**

**General Rating (Circle One):**

<table>
<thead>
<tr>
<th>Worst**</th>
<th>0.5</th>
<th>1.0</th>
<th>1.5</th>
<th>2.0</th>
<th>2.5</th>
<th>3.0</th>
<th>3.5</th>
<th>4.0</th>
<th>4.5</th>
<th>5.0</th>
<th>**Best</th>
</tr>
</thead>
</table>

544 Broadway  
Massapequa, NY 11768  
www.trcbsa.org
# Emergency Contact Information

**2017 – 2018**

**Schiff Scout Reservation**  
1606 Wading River Manor RD  
Wading River, NY 11792  
631-929-4555

<table>
<thead>
<tr>
<th>Theodore Roosevelt Council Office</th>
<th>516-797-7600</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onteora Scout Reservation</td>
<td>845-439-5239</td>
</tr>
<tr>
<td>Wading River Fire District</td>
<td>631-929-5603</td>
</tr>
<tr>
<td>Riverhead Police Department</td>
<td>631-727-4500</td>
</tr>
<tr>
<td>Peconic Bay Medical Center Riverhead NY</td>
<td>631-548-6000</td>
</tr>
<tr>
<td>1300 Roanoke Ave Riverhead, NY 11901</td>
<td></td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>800-222-1222</td>
</tr>
<tr>
<td>Child Abuse and Maltreatment Reporting</td>
<td>800-342-3720</td>
</tr>
<tr>
<td>Suicide and Crisis Counseling</td>
<td>800-273-TALK</td>
</tr>
<tr>
<td>UPS</td>
<td>800-PICK-UPS</td>
</tr>
<tr>
<td>Program &amp; Marketing Director Dakota &quot;Cody&quot;</td>
<td>516-797-7600 x104</td>
</tr>
<tr>
<td>Other</td>
<td>Primary Contact for Most Facility Issues or Camp Issues.</td>
</tr>
<tr>
<td>Assistant Scout Executive Julio Garcia</td>
<td>516-797-7600 x111</td>
</tr>
</tbody>
</table>
Emergency Contact Information

2017 – 2018

Onteora Scout Reservation
3 Old Hunter RD
Livingston Manor, NY 12758
845-439-5239

| Theodore Roosevelt Council Office | 516-797-7600 |
| Schiff Scout Reservation          | 631-929-4555 |
| Livingston Manor Fire District    | 845-439-4542 |
| NY State Police Liberty           | 845-292-6600 |
| Catskill Regional Medical Center  | 845-794-3300 |
| Harris, NY 68 Bushville RD Harris | 800-222-1222 |
| NY 12742                          | 800-342-3720 |
| Poison Control Center             | 800-273-TALK |
| Child Abuse and Maltreatment      | 800-PICK-U   |
| Reporting                        |                |
| Suicide and Crisis Counseling     |                |
| Program & Marketing Director      | 516-797-7600x104 |
| Dakota "Cody" Other: Primary      |                |
| Contact for Most Facility Issues  |                |
| or Camp Issues                    |                |
| Assistant Scout Executive Julio   | 516-797-7600x111 |
| Garcia                            |                |