

### ***Day Camp Coordinator***

- Email Sign up flyer (Parents are required to volunteer at least one day - have option to specify number of days available)
- Register Number of scouts online at [www.threefirescouncil.org](http://www.threefirescouncil.org)
- Have Treasurer drop off payment at scout shop
- Assign Adult volunteers to preferred dates
- Email out volunteer schedule by June
- Order GREEN Day Camp shirts from Steve Glidden at GTP in Elburn Community Center (630-365-6500) By June 1st
- Remind parents of Day Camp Meeting & Email BSA Medical Form to be filled out by Scout and Parent Volunteer
- Print off Day Camp Parent Guide for all parents on [www.threefirescouncil.org](http://www.threefirescouncil.org) before Day Camp Meeting
- Coordinate Wagons, Coolers with Ice between parents (should have 2 wagons, 2 pull coolers, and 2 coolers for lunches)
- At Day Camp Meeting, hand out Green shirts, go over parent guides and collect Medical Forms

### **WEEK OF CAMP:**

- Attend Parent Meeting after Flag Ceremony Daily
- Email Parent Reminders during the week
- On Tuesday-Wednesday, put out Picnic side dish sign up (pot luck for our Pack, Main dish is provided by camp)
- On Friday, hand out camp shirts and patches during Picnic!