

Campmaster Duties List

Before Traveling to Camp

- Pick up the Camp keys at the Council Office.
- Call the Council office to find out what units will be at camp for the weekend. Please get Unit Leader's name and phone number.
- Call all Unit Leaders to let them know you will be the Campmaster and what time you will arrive at Camp.

Check-In Procedure at Camp

- Unlock and open the main gate
- Open Anderson Lodge if you are staying there.
- Open the washroom and shower doors on Peace Pony. Only open what you think is needed
- Turn on pole light in upper parking lot.
- Open all the cabins that will be used for the weekend.
- Turn on the furnace in each cabin, in winter (switch by furnace & thermostat; make sure they work). Do NOT turn on the heat in the cabin until the unit arrives.
- Make sure the stove in each cabin works and is clean.
- With the Unit Leader fill out the cabin 'CHECK-IN SHEET'. This sheet is available in Anderson or you may download one 'now'.
- Find out if Unit Leader needs to checkout any Camp Equipment ie pots and pans, rowboats, canoes. etc. Rowboat and canoe rental should be cared for before arriving at Camp. The Unit must follow BSA policy.
- Have the Unit Leader fill out borrowed equipment form for any camp equipment used.
- Turn on the lights at War Horse and unlock. Peace Pony is automatic.
- Turn on the light by the bridge. The switch is located under the bridge on T-BIRD side.
- Turn on the pole light at T-BIRD (need a stick to reach it).
- Make sure the light in Gilwell Field is on.

While at Camp

- Take several walks around camp and note any damage or problems observed on the 'Check-In sheets'. This notation includes the Camp Caretaker's house.

Checkout Procedure at Camp

- Check the Unit Leader out of each cabin used.
- Turn off the heat in the cabin using the switch at the furnace.
- Check that all the cabin windows and doors are secure. Turn off the lights and lock the cabins.

- Return any borrowed camp equipment and note if any damage was done to it.
- Turn off the light on the bridge.
- Turn off the pole light at T-Bird.
- Turn off the lights at War Horse and make sure the facility is locked.
- Lock all the doors on Peace Pony and make sure the lights are off.
- Turn off the pole light in the upper parking lot (in summer).
- Sweep out Anderson Lodge. Turn the heat down to 50, turn off the lights and lock the building.
- During Winter months, make sure the exhaust fan in Peace Pony is turned off.
- Close and lock the main gate.
- Do NOT turn off the gas at the propane tank. The pilot lights must stay lit.

After Leaving Camp

- Drop off the camp keys at the Council office.
- Check-in sheets can be brought to Council with the keys.
- Any money collected needs to be delivered to Council.