

Troop 355	Position Guide	Latest Revision: April 30, 2009
	Summer Camp Registrar	Page 1 of 1

Preamble

The Summer Camp Registrar is responsible to make sure that all scouts and adults who are attending summer camp submit their required paperwork and payments in a timely fashion.

I. Reporting Relationship

The Troop Registrar reports to the Advisory Committee Chair

II. Responsibilities and Duties

1. Prepare summer camp registration packages
 - a. Medical forms (Class 1 & Class 2)
 - b. Merit badge selection form
 - c. Firearm permission forms
2. Receive packages and payments for camp
3. Obtain a Tour Permit for summer camp
4. Provide a note book of all required forms to the scoutmaster prior to departure

III. Training

1. Attend the following training courses provided by the San Gabriel Valley Council:
 - a. Fast Start Training
 - b. Troop Committee Challenge