



# BARBADOS BOY SCOUTS ASSOCIATION

## INFORMATION SHEET

### CAMPING

### APPLYING FOR PERMISSION

One of the steps in planning a camp for members of any of the Association's Sections is applying for permission. Applying for permission is not the first step as you will need certain information which must be included in the application.

Before the application can be submitted, you will need to:

- Be familiar with the relevant sections of *Chapter 8 - Activities of the Regulations & Rules*;
- Identify a Campsite and obtain permission to use it for the given dates;
- Identify the staff for the camp ensuring that they are qualified for their camp roles;
- Have an estimated number of participants;
- Have a Programme and Menu for the camp; and
- Have a realistic Budget and Camp Fee for the camp

Once the above information is available, the Application Form can be completed and submitted with the required documentation. Details on how to complete the Form and the application process is set out below.

#### WHO CAN APPLY FOR PERMISSION

Only the *Leader in Charge* of the camp (Camp Chief) can apply for permission to host the camp. Like all adventurous activities the person in charge of an activity must have a valid permit to conduct the activity. In this case they must have a valid Camper's Certificate. They must also have valid Safe from Harm and First Aid certification.

**Note:** The *Leader in Charge* of a camp must be present for the duration of the camp. If an emergency arises that requires them to leave the camp, then the member of staff who will be in charge of the camp in their absence must also have the above certification. This person should be listed on the permission form as the Deputy Camp Chief.

#### THE APPLICATION FORM

The current *Permission to Camp Application Form* is available from the resources section of the Association's website ([www.barbadosscouts.org/res/](http://www.barbadosscouts.org/res/)). It should be noted that the form is updated periodically, and Leaders should ensure that they are using the current one.

The form is an electronic form that can be filled with any pdf reader. There are several free pdf readers that are available. Web browsers should not be used as they are not able to access all the fields on the form. In the signature field on the form, the person "signing" the form should type their name in the field. For our purposes we will accept this as the person's signature. Typing someone else's name without their permission is fraudulent and any instances of this will be reported to Appointments Advisory Committee for action.

The following is a list of the fields to be completed and what information should be entered:

- **District:** The District in which the Group responsible for the camp is registered. This is a dropdown list and after selecting the required District from the list you must press enter for your choice to be recorded.

## 2 BARBADOS BOY SCOUTS ASSOCIATION

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- **Name of Group:** The name of the Group responsible for the camp
- **Name(s) of Other Group(s) Camping:** The names of all the Groups who will have members at the camp.
- **Name of Leader in Charge:** The name of the Leader in Charge of the camp (Camp Chief).
- **Campsite:** Name and location of the Campsite
- **Name and Address of Owner of Site:** Name and address of the owner of the campsite from whom permission was received.
- **Number of Youth Attending:** The number of Beaver Scouts, Cub Scouts, Scouts, Venture Scouts and any other persons under the age of 18 who are attending the camp. If you are unsure of the number, list the maximum number expected.
- **Number of Adults Attending:** The number of registered Members, Associate Members, and Volunteers and any other adults attending the camp. If you are unsure of the number, list the maximum number expected.  
**Note:** Venture Scouts who are over 18 years of age and are attending camp in adult roles should be listed as Members and not as Venture Scouts.
- **Date of Camp:** The start and end dates of the camp.
- **Camp Fee Charged (per camper):** The Fee charged for each camper (Do not enter a \$ sign).
- **Section B:** The name entered under *Name of Leader in Charge* will automatically be entered here. If you change the name in Section B it will automatically change under *Name of Leader in Charge*.  
The Leader in Charge of the camp should type their name under signature and enter the date in the date field.
- **Section C:** The name entered under *Name of Group* will automatically be entered here. If you change the name in Section C it will automatically change under *Name of Group*.  
The form should be sent to the Sponsoring Authority or the Group Scout Leader for their approval. If they approve, they should type their name under signature and enter the date in the date field. The form should then be returned to the Leader in Charge of the camp.
- **Table on Page 2:** Every adult attending camp must be listed here irrespective of their role at camp. For each adult you must enter their name, Tee-Pee ID#, whether they have a Campers, Safe from Harm and/or First Aid Certification, and the District in which they are registered. For adults registered at Headquarters, select Headquarters as their District and adults who are not registered at all, select "--" as their District.  
Adults who are not registered will have to be vetted before the camp is approved. The level of vetting required will depend on the role at the camp.  
If there are more adults than the table allows, the additional persons and the relevant information should be listed on a separate sheet.  
**Note:** Any adult who will not be in camp full time, the time(s) of attendance must be indicated.
- **Section D:** Nothing should be filled-in in this section. This section will be completed by your District and Headquarters.

### APPLICATION PROCESS

Once the Application Form is completed and signed by the relevant persons, you are now ready to submit your application. The following should be emailed to your ADC/DS:

- Completed and signed *Permission to Camp Application Form*;

- Camp Programme;
- Camp Menu;
- Camp Budget; and
- List of youth attending the camp, stating their name, Date of Birth, Section and Group if there are not from the Group responsible for the camp.

**Note:** Youth attending the camp who are not registered members must also be listed,

This should be emailed as least 4 weeks before the camp to allow for the necessary vetting to be completed by your District and Headquarters. Be sure to contact your ADC/DS to ensure that they have received the email.

If any deficiencies are found in the information submitted, it will be returned to you for correction and resubmission.

### **APPROVAL OF APPLICATION**

If your application is approved, you will receive by email a copy of the form with Section D completed and signed. The copy you received will be a scanned copy and you will not be able to edit the information. You can then proceed with the execution of your camp.

If any of the information submitted in your application changes before the start of the camp or during the camp, you **MUST** notify your ADC/DS as soon as possible. This includes but is not limited to: changes in the number of youth campers, changes in the number of adults, changes in the roles of adults in camp, major changes in the programme, and changes to activities away from the campsite. Not notifying your ADC/DS of changes to your camp can result in your approval being withdrawn and the camp closed if it is already in progress.

### **DENIAL OF APPLICATION**

If permission is not granted, your application will be returned to you with an explanation as to why permission was not granted. **UNDER NO CIRCUMSTANCES SHOULD THE CAMP BE HELD IF YOUR APPLICATION IS DENIED.** If the camp is held the Leader in Charge and/or the Group will be sanctioned. Depending on the circumstances the other Members and/or Associate Members attending the camp may also be sanctioned.

## **REFERENCES**

1. **Regulations & Rules of the Barbados Boy Scouts Association.** 2021 Edition. Barbados Boy Scouts Association, "Hazelwood", Upper Collymore Rock, St. Michael BB111604, Barbados.