

Regional Coordinator Duties and Guidelines for Camporama

Introduction

The following guidelines are to help you prepare for Camporama. As a Regional Coordinator, you are a vital part of the staff that will help ensure the success of this camp. Please review this document and the District Commander's Camporama Notebook so that you will have a full understanding of all facets of Camporama. Your enthusiasm and organization will help set the tone of the whole camp. Pre-planning, follow-up and having a back-up plan for all regional responsibilities will help everything run smoothly and portray a professional image.

Overview

It is vital that you and your key staff arrive early to ensure your regional area is prepared and ready before the first districts arrive on site. It is recommended that you arrive no later than **Friday afternoon, July 12, 2002**. You may need to arrive before Friday if you are also fulfilling other duties assigned by the national office.

Review the areas of each staff member's responsibility before the camp begins.

It is important that every member of your staff greet the districts as they arrive in an enthusiastic and friendly manner. This should be a great experience for them.

As a Regional Coordinator you should:

- Coordinate duties as assigned by the national office.
- Ensure that districts camp in assigned areas.
- Ensure that districts park in assigned areas.
- Have morning devotions, giveaways, and announcements.
- Promote camp spirit.
- Promote competitions.
- Oversee judges for district competition within regions.
- Promote district giveaways (hat pins, etc).
- Promote safety (camp set up, sanitation, proper use of tools, etc., in regional area).
- Promote a clean camp area.
- Attend daily morning staff meetings.
- Pass out activity patches at regional headquarters to those who fulfill required number of events (mark beads as boys check in).
- Encourage districts to identify their camping area with their district flag and entryway, and to mark boundaries of the camp area.
- Set up and monitor misting area near the shower houses.
- Monitor shower houses, bathrooms, and port-a-potties in your area for graffiti and damage.
- Inspect the district campsites before they leave at the end of camp.
- Assist with camp breakdown.