

Mobile Base Camp Standard Operating Procedures

Introduction:

Congratulations on reserving the Mobile Base Camp! This unit is an important tool to share Scouting throughout New Hampshire and welcome new families into our program.

The Mobile Base Camp Standard Operating Procedures (SOP) Guidebook should be carefully read and adhered to for the safety of all volunteers, Scouts, and participants. This SOP is a “living document” and may be modified on occasion by the Daniel Webster Council. The current version can be found here:

[Archery Range and Trailer Reservations - Daniel Webster Council \(nhscouting.org\)](https://www.nhscouting.org/Archery-Range-and-Trailer-Reservations)

Mission Statement:

The mission of the BSA is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

Vision Statement:

The BSA will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Scout Law.

Scout Oath:

On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

Scout Law:

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

The Basics

Volunteers:

To utilize the Mobile Base Camp to its full capacity, you need the right number of volunteers. The Unit reserving the Mobile Base Camp is responsible for gathering the appropriate number of volunteers and trained range masters if the Unit wishes to utilize the ranges. A list of trained range masters will be provided if the Unit doesn't currently have a trained volunteer. Every Unit is encouraged to take advantage of the range master training offered by Granite Base Camp every third Sunday of the month starting in September.

To register, click here:

<https://experiencebasecamp.org/products/gbc-special-programs>

BB & Archery range master suggestions:

Up to 900 attendees: Minimum of 1 Range Master per shift

1,000 plus attendees: Minimum of 2 Range Masters per shift

Membership Table: For events up to 500 participants, 1 volunteer per shift. For events 500 and up, 2 volunteers per shift suggested.

Gaga Ball, Backyard Bass & Spike Ball: 1 Volunteer per game. Scouts ages 12 and up can serve as volunteers to help manage these activities.

Set up:

Minimum of 3 people

Go to the lockbox on the hitch of the trailer and enter the code to obtain the keys for the unit.

Turn the silver power switch (straight ahead as you walk through the door against the wall) to "on".

Unlock the side door, unlock the back door (and lower the ramp).

Generator

On the side opposite the man door of the trailer there is a small door, this is the generator to power the ranges. Open the door and be sure the latch (above) secures the door in an open position. Turn the on/off switch to on. Push the start button until the generator runs. Leave at least one trailer door open when the generator is running to prevent a build-up carbon monoxide in the trailer.

Range Masters:

Decide where the safest spots for the archery and bb ranges should be set up.

Bring the ranges out with their fans and extension cords. Close the vents of the inflatables. The archery inflatable has a vent in the back and the bottom. The BB inflatable has two vents in the back and two in the shooting area. Connect the ranges to the fans.

Plug the extension cord into the fans and then the generator and power the fans. Ranges should inflate in minutes. The BB inflatable may need some assistance lifting the top of the unit.

As they inflate, set up the cones and yellow rope to create the appropriate safety boundaries and markings for participants to wait in line. Be sure you “block” the entrance to the range with a rope that acts as a “gate”.

Please note, other vendors may ask to use our power source, our generator isn’t large enough to power another trailer and our ranges. Politely explain if anyone asks.

Additional Volunteers/Scouts:

Set up the membership table (see “Registration Table”, “Membership Table”, “Giveaways” labeled bins for the appropriate flyers and swag to display).

The Gaga Pit, Spike Ball and Backyard Bass activities need to be set up in an area away from the ranges.

If you don’t have Range Masters Available:

Volunteers set up Gaga Pit, Spike ball, Backyard Bass, color pages, crayons, and Soccer darts (if requested and available).

Membership volunteers:

Set up the canopy and membership table in front of the ranges and activities. Use the items in the labeled bins to display on the table. This table is how participants will gain entrance to all the activities. Place the blue tablecloth on the table. Be sure you display the **participation/liability waiver** form QR code and have the clipboard on hand with paper forms and pens as well. **All those taking part in the Mobile Base Camp activities are required to complete the (very short) liability waiver.** The waiver is for risk management and data collection. Participants emails are not sold or given out to any other agencies. Visitors may receive an email asking about their experiences with the Mobile Base Camp. Please see the QR code at the end of this document.

Display the Granite Base Camp/BeAScout.org flyers and additional promotional materials in the display rack (provided).

Display giveaways

Be ready to welcome families and tell them about Scouting as they complete the waiver and check out the Scout swag.

Sample Script When Welcoming Guests at the Mobile Base Camp:

Welcome to the Mobile Base Camp – Scouting on the Go Unit! We bring Scouting all over the Granite State for families like yours to enjoy! If you’d like to participate in any of our fun adventures today, please have your adult scan this QR code (point to the framed QR code for the waiver) and complete the waiver. It only takes two minutes.

Have you heard about Scouting?

If yes: *Awesome! Enjoy the activities and tell your friends about how much you enjoy Scouting!*

If no: *Scouting is open to ALL youth, starting in kindergarten! You can join at any time. (Hand the adult a flyer) On this flyer you'll find information for BeAScout.org. You can scan the QR code, select (Cub/Scouts BSA/Venturing), enter your zip code and a list of Units with contact information will appear. You can visit a few Units without any obligation to join. Once you decide to register, the Unit leader can walk you through the process. The other side of the flyer is information about Granite Base Camp which offers day camps and programming for all youth – you don't have to be a Scout!*

If you'd like to register in a Scouting Unit near you today – I can help you do so online and you can take home a fishing pole (or Scout Handbook) for free!

Tear Down:

Volunteers in attendance are responsible for tearing down the elements and packing up the Mobile Base Camp. Please carefully replace all equipment back to its designated spots (some spots are labeled) as pictured (below). Equipment bags tear easily, please handle with care. Be sure all the Gaga Ball pit poles and elements are accounted for and placed together in the labeled spot inside the Mobile Base Camp.

Friendly reminder: Please leave the location better than how you found it.

Set up/Technical Questions:

Stephen Hambleton, Camp Carpenter Ranger: 603-623-5962

Bryan Boyajian, Griswold Scout Reservation Ranger: 603-387-8879

Membership Questions:

Cindy DiFillipo, Family Engagement Coordinator: 781.856.2879

Membership &
Marketing Hub

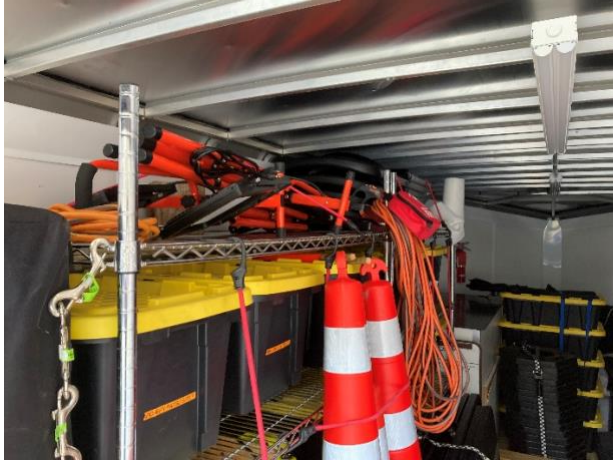


Daniel Webster Council
Invitation Manager



Mobile Base Camp
Participation Form







Participation/Liability Waiver QR Code:

