



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.

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 amount 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.

(LINK TO RANGE MASTER TRAINING: <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 labeled bins for the appropriate flyers and swag to display), Gaga Pit, Spike Ball and Backyard Bass 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 Details:

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 must 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.

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

VISUALS OF FLYER AND PARTICIPATION FORM ATTACHED

Collecting Leads at the Mobile Base Camp

Effective August 1st

Digital Collection of Leads:

Mobile Base Camp/Event Leads will be entered digitally via the participant scanning the **QR code** (available in the Mobile Base Camp *Membership/Registration Table* Bin) or by completing the participation form using the supplied iPad and HotSpot stored in the lock box on the first shelf in the Mobile Base Camp.

Using the iPads and HotSpots:

The contact who reserved the Mobile Base Camp or other membership tools will receive the lock box code from Cindy DiFillipo, Daniel Webster Council’s Family Engagement Coordinator or Stephen Hambleton, Camp Carpenter’s Ranger before the start of the scheduled event. Directions to set up the HotSpot is included in the lockbox.

Scan here to call up the form:



Or - Go to the browser:

https://share.hsforms.com/1x-zz_jycRku6cv1XWhzGxgctwjc

It is required for parents/guardians to complete the waiver before youth participate.

Tracking all Leads:

If utilizing the iPads or the participants' phone isn't an option, a hard copy of the participation form (included below) needs to be completed. The event volunteers will be asked to kindly enter in the contact information on this shared excel document following the event:

[Mobile Base Camp Event Leads.xlsx](#)

Display giveaways

There are bins of t-shirts, camp cups, stickers and other giveaways available in the Mobile Base Camp. Set some of the items out on one of the tables. Be ready to welcome families and tell them about Scouting as they complete the waiver and check out the Scout swag.

Tear Down:

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.

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

Help/Support:

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**



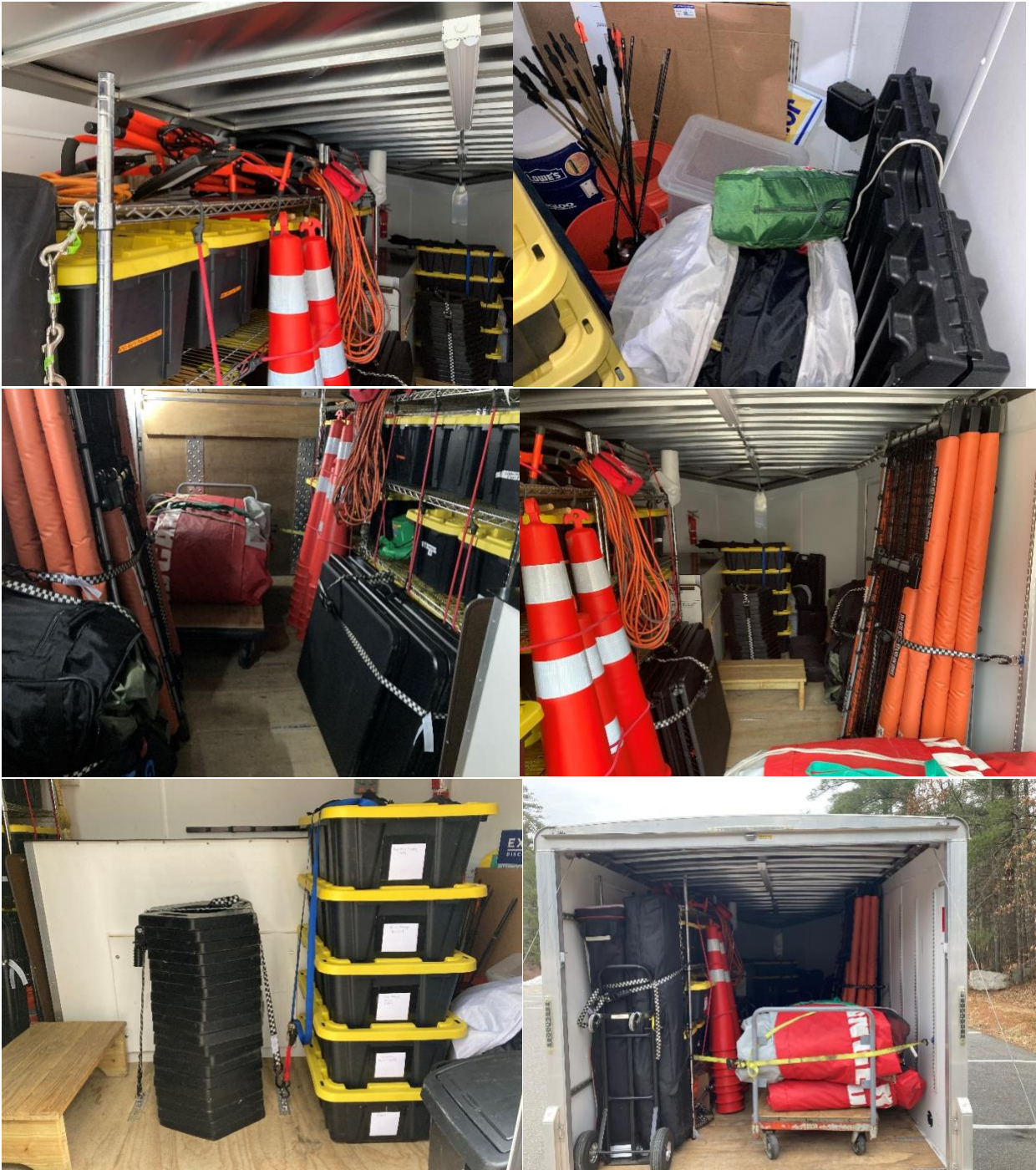
**Daniel Webster Council
Invitation Manager**



**Mobile Base Camp
Participation Form**



Pictures/Attachments:





Scan this QR Code to Check in at the Mobile Base Camp
& Complete the Participation Waiver





Mobile Base Camp Event Participation Agreement

Parent/Guardian Name*(required)

Age of Child(ren)*(required)

Email*(required)

Phone

Zip Code*(required)

I understand that participation in Scouting activities involves the risk of personal injury, including death, due to the physical, mental, and emotional challenges in the activities offered. Information about those activities may be obtained from the venue, activity coordinators, or your local council. I also understand that participation in these activities is entirely voluntary and requires participants to follow instructions and abide by all applicable rules and the standards of conduct.

With appreciation of the dangers and risks associated with programs and activities, on my own behalf and/or on behalf of my child, I hereby fully and completely release and waive any and all claims for personal injury, death, or loss that may arise against the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with any program or activity.

I also hereby assign and grant to the local council and the Boy Scouts of America, as well as their authorized representatives, the right and permission to use and publish the photographs/film/videotapes/electronic representations and/or sound recordings made of me or my child at all Scouting activities, and I hereby release the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all liability from such use and publication.

Yes, I agree

Sample Script When Welcoming Guests at the Mobile Base Camp:

You: 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 – this is a **mandatory** step) and complete the waiver.*

Don't worry! 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!

You: 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! Would you like me to walk you through our easy online registration?

If yes: Go to your BeAScout.org Pin (via my.scouting) and register them directly into your Unit.

You if they join your Unit: Thank you for joining Scouting! Our next meeting/event is _____. See you then!

You if they join a Unit where they live: Thank you for joining Scouting! The Unit leader will be in touch with you with meeting and event details soon!

If no: Ask them if you can add them to your contact list to reach out to later. Then, add them to your Invitation Manager in my.scouting. If they seem rushed or not interested, if they participate in the activities, we will have their contact information in our database.

You: Thank you so much for visiting – and for your time!

Front and back of Flyer in Mobile Base Camp:

