

2019 Camp Card Unit Chair Job Description

Norwela, BSA

1. Ensure your unit is signed-up for the 2019 Camp Card sales by February 4th.
2. Set a challenging sales goal for your unit that pays for the unit's camp and program needs
3. Understand and communicate the impact your unit's participation has on Scouting at all levels
 - a. Boy/Parent Level
 - b. Unit Level
 - c. Council Level
4. Understand the sale deadlines, unit incentives, youth incentives and how to fill out the paperwork/tracking forms
5. Set up your Unit's "Sale Calendar & Schedule"
6. Enthusiastically promote the sale – to both youth and parents
7. Attend the Council Camp Card Kickoff on February 7th @ 6:30 p.m. (All materials will be distributed at the Kickoff)
8. Plan and conduct your unit's Camp Card Kickoff (ideally to be held by February 14th)
9. Reconcile unit account between April 1st and April 12th. This includes:
 - a. Collecting all money for sold cards and unsold cards not returned
 - b. Collecting all unsold cards
 - c. Reconciling check out receipts
 - d. Ensuring everything is turned in on time to Norwela Council
10. Remember, units keep their commission on the front end; 100% of unsold cards must be collected and turned in with payment; units are responsible for payment of sold cards and any unsold cards not returned