

## Information Sheet for the Council Guide to Conducting Events

April 2021 Update – Unit Camping on Council Properties

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Effective **April 1, 2021**, individual units of the Capitol Area Council may complete reservations for the use of Council Properties for camping and program. The health and safety of Scouts, volunteers and staff is the highest priority of Capitol Area Council, BSA. Therefore, considering the known risks associated with COVID-19, additional steps are necessary to prevent the spread of COVID-19 while using CAC-BSA Camps and facilities.

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**For the use of Council property, the Guide to Council Events and Activities outlines the following steps to complete the Unit use of Council property agreement:**

- 1) Unit Leader reserves campsite/program area(s) on council reservation system [Camping - Boy Scouts of America - Capitol Area Council \(bsacac.org\)](https://bsacac.org).
- 2) Unit Leader completes the online "[Council Camp Unit User Agreement](#)"
- 3) Unit Primary COVID Safety Officer is recruited
- 4) Unit COVID Safety Officer(s) are trained [Links to training sessions](#)
- 5) The primary Unit COVID Safety Officer will be responsible for:
  - a) Sending a scanned PDF of ALL SIGNED Participant [Covid-19 Risk Acknowledgement Forms](#) to [marisol.gonzales@scouting.org](mailto:marisol.gonzales@scouting.org)
    - In order for the Council to verify and organize the Council Camp Unit User Agreements from other Units, forms should identify their unit by using the Subject line (updating their reservation information where highlighted):  
[COVID Risk Forms - **Pack 1234** for **Camp Tom Wooten** on **3 April 2021**]
  - b) Unit check-in/temperature checks at camp.
  - c) Unit food preparation/service.
  - d) Ensuring the Bath House being used by the Unit is regularly cleaned as required by the Guide.
    - The Unit COVID Safety Officer will coordinate with other units camping during their reservation to develop an equitable cleaning schedule.
  - e) Coordinating with the Camp Staff on any equipment or location reservations (e.g., pool, canoes, shooting sports).
  - f) Checking out with the Camp Ranger / Camp Master (if the property has one assigned) before the Unit departs the Camp property.

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### TIMELINE

**Signed Risk Acknowledgement forms must be sent in before the unit goes to camp.**

The signed Risk Acknowledgement form must be emailed to [marisol.gonzales@scouting.org](mailto:marisol.gonzales@scouting.org) before **Wednesday** of the week of the encampment.