



TO: Scout Executives
FROM: Outdoor Program & Properties Team, National Council
RE: National Camping School, Host Council Request for Proposal

National Camping School is a unique opportunity for key camp staff leadership to see what a Boy Scouts of America branded camp should look like. Local council host sites are a model of a well maintained and operated camp from all angles. Hosting National Camping School (NCS) is a chance to showcase your camping operation to camp staff from across the country. Successful camps use NCS to rally volunteers in their council to help make sure the camp is ready for NCS and the summer resident camping season.

If you are interested in serving as a site for National Camping School, here is a list of host council responsibilities:

Local council NCS host sites must:

- Meet the applicable short-term camp NCAP standards during the entirety of the course.
- Provide a full-time Health Officer, per National Standard SQ-405, who will be on site for the entire NCS.
- Provide food service, clean up, trading post, delivering of materials and other support items. This includes meals and cracker barrels to meet the dietary needs of adult participants attending NCS. A sample menu can be found in the NCS Administrative Guide. The host council's financial responsibility includes cost of food, cooks and related expenses.
- Provide the resource materials listed in the NCS administration guide for each section offered at the site.
- Provide beverage service throughout the session (coffee, tea, water, hot chocolate).
- Provide lodging for staff and participants (indoor staff housing preferred) and adequate, clean, functional restrooms and shower facilities for staff and participants.
- Resident Camp NCS locations must provide appropriate program areas to support the school. Each session offered will need a specific training area. Camp program areas may include the following based on the sections offered:
Handicraft, Ecology, Scoutcraft, Aquatics, Shooting Sports, Health Lodge, Dining Hall, Camp Office, COPE Course, Climbing Tower, Natural Rock Face locations, Trek locations, Campfire Council Ring, Campsites.
- Assign a professional staff member to serve as a liaison between the school, the faculty, the Outdoor Program & Properties Team, and the council.
- Provide access to a photocopier, projectors, and A/V support for each session being offered at the school.
- Supply a Wi-Fi internet connection capable of handling 100 participants (hard wired preferred for NCS office area), approximately 25Mbps. Ability to access internet in multiple classroom areas.





- Cell phone service is preferred.
- Telephone service for authorized NCS business if no cell service is available.
- Host a staff banquet prior to the start of school.
- Local council events should not utilize the same facility assets that are reserved by NCS while the course is in session.

It is the responsibility of the local council professional staff advisor to:

1. Act as a liaison to the NCS staff and work with NCS course director to meet the needs of the school.
2. Compile participant graduation packets prior to the completion of school. Participant graduation packets include the participant AH&MR, a NCS pocket emblem and any certifications completed (if successful).
3. Submit a council invoice and final roster to Outdoor Programs for facility usage within 1 week of the conclusion on NCS. Failure to meet these deadlines may put the council in jeopardy of hosting in the future.
4. Participate in all NCS course development webinars.

In return for meeting these responsibilities, host councils will be compensated with a set fee per participant/NCS staff member based on the final roster.

Ready to take the next step? Please complete the attached NCS Host Council Request Form, checking all boxes that apply for your facility. Your proposal should include pictures of classrooms, program areas and support facilities as these are helpful to the committee making site selections. If necessary, a member of the Outdoor Program & Properties Team may schedule a site visit to evaluate your facilities prior to issuing a letter of agreement.

Completed Host Council Request Forms must be submitted to the Outdoor Program & Properties Team (NCS@Scouting.org) no later than July 1st, 2024.

Yours in Scouting,

Bruce Hassy
Staff Advisor, National Camping Schools



NATIONAL CAMPING SCHOOL HOST COUNCIL REQUEST FORM

Please complete this form and e-mail it with all attachments to NCS@scouting.org



GENERAL FACILITY INFORMATION

Facility Name:

Council Name:

Facility Street Address:

City:

State:

Zip Code:

Facility Website:

Attachments required to complete this section (check box if included with your submission)

☐ Facility driving directions with map

☐ Camp map showing the locations of all program/service related facilities to be used by NCS

Our council would like to be considered for the following years to host a school:

(please mark all years between 2024 and 2027 you would be interested in being considered)

☐ 2025 ☐ 2026 ☐ 2027 ☐ 2028

If approved, the BSA National Office will reimburse* the host council based on the annual agreement:

- a) Resident NCS Course Participant – 7 Days – 15 Meals
- b) Retraining NCS Course Participant – 4 Days – 9 Meals
- c) Resident NCS Course Faculty – 9 Days– 24 Meals
- d) Day Camp Administration NCS Participant – 2 Days – 4 Meals
- e) Day Camp Administration NCS Faculty – 3 Days – 6 Meals

**For the above reimbursement, the host council agrees to provide lodging, meals, program supplies and resource materials as described in the letter of agreement. Fees are subject to review and may change annually.*

TRANSPORTATION INFORMATION

1. Name of airport:

Approximate distance from the facility:

Approximate travel time from the facility:

2. Name of airport:

Approximate distance from the facility:

Approximate travel time from the facility:

NCS HOST COUNCIL REQUEST FORM



CLASSROOM INFORMATION

Attachments required to complete this section (check box if included with your submission)

☐ Interior & exterior pictures of each building/pavilion proposed for classroom usage

Indoor Meeting Rooms

Building & classroom name (as displayed on map)

Student capacity

Electric available? Y/N

WiFi Available? Y/N

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

Outdoor Pavilions

Building & classroom name (as displayed on map)

Student capacity

Electric available? Y/N

WiFi Available? Y/N

1)

2)

3)

4)

5)

6)

SPECIFIC SECTION-RELATED PROGRAM AREA INFORMATION

Attachments required to complete this section (check box if included with your submission)

☐ Interior & exterior pictures of each program area proposed for section usage

Cub Scout Day Camp Administration (Min. Required: 1 Indoor Meeting Room w/ AV, 1 Outdoor Pavilion)

☐ Meeting Room ☐ Outdoor Pavilion:

Comments: *(Please include the name of the classroom location in your comments.)*

NCS HOST COUNCIL REQUEST FORM



SPECIFIC SECTION-RELATED PROGRAM AREA INFORMATION - CONTINUED

Resident Camp Director (Required: 1 Indoor Meeting Room w/ AV)

☐ Indoor Meeting Room ☐ WiFi ☐ Electricity

Comments: *(Please include the name of the classroom location in your comments.)*

Resident Program Director (Min. Required: 1 Indoor Meeting Room w/ AV)

☐ Indoor Meeting Room ☐ WiFi ☐ Electricity

Comments: *(Please include the name of the classroom location in your comments.)*

Aquatics Director (Min. Required: 1 Indoor Meeting Room w/ AV, Swimming Area, Boating Area)

☐ Indoor Meeting Room ☐ Outdoor Swimming Pool ☐ Indoor Swimming Pool
☐ Lake Swimming Area ☐ Lake Boating Area ☐ River Boating Area ☐ WiFi ☐ Electricity

Are any of these facilities rented from a non-BSA entity? ☐ Yes ☐ No

If yes, all rental fees are the responsibility of the host council. A letter of agreement between the host council and the facility must be provided as proscribed in NCAP standard PD 109.

Does your council have equipment for the following activities available at the program areas proposed?
(check all that apply)

☐ Rowing ☐ Canoeing ☐ Kayaking ☐ Sailing ☐ Rafting ☐ Water Skiing
☐ Stand-up Paddleboarding

Comments: *(Please include the name of the classroom location in your comments.)*

NCS HOST COUNCIL REQUEST FORM



SPECIFIC SECTION-RELATED PROGRAM AREA INFORMATION - CONTINUED

Shooting Sports Director (Required: 1 Indoor Meeting Room w/ AV, 1 Rifle Range, 1 Shotgun Range, 1 Archery Range)

- ☐ Indoor Meeting Room ☐ Outdoor Pavilion ☐ WiFi ☐ Electricity
- ☐ .22 LR Rifle Range
- ☐ Shotgun Range
- ☐ Black Powder Range
- ☐ Archery Range
- ☐ Sporting Arrows Range
- ☐ Chalk Ball Range
- ☐ Action Archery Range
- ☐ Tomahawks Range

Availability of other programs: ☐ Pistol ☐ Airsoft ☐ Other:

**All firearms and ammunition to be provided by the host council and must be compatible with BSA standards. Typical course requires 4-8 shotguns, 8-12 .22 LR rifles, 4-6 black powder rifles, 4-6 chalk ball markers.*

Comments: *(Please include the name of the classroom location in your comments.)*

Ecology Director (Min. Required: 1 Indoor Meeting Room or Outdoor Pavilion w/ AV)

- ☐ Indoor Meeting Room ☐ Outdoor Pavilion ☐ WiFi ☐ Electricity ☐ Nature Trail

Comments: *(Please include the name of the classroom location in your comments.)*

Outdoor Skills Director (Min. Required: 1 Indoor Meeting Room or Outdoor Pavilion w/ AV)

- ☐ Indoor Meeting Room ☐ Outdoor Pavilion ☐ WiFi ☐ Electricity ☐ Pioneering Area

Comments: *(Please include the name of the classroom location in your comments.)*

NCS HOST COUNCIL REQUEST FORM



SPECIFIC SECTION-RELATED PROGRAM AREA INFORMATION - CONTINUED

C.O.P.E., Director (Min. Required: 1 Indoor Meeting Room w/ AV, C.O.P.E. Elements, Climbing Tower)

- ☐ Indoor Meeting Room ☐ WiFi ☐ Electricity ☐ Outdoor Pavilion ☐ Climbing Tower
☐ High C.O.P.E. Elements (# of Elements: _____) ☐ Low C.O.P.E. Elements (# of Elements: _____)

Please attach a copy of your most recent C.O.P.E. Course Professional Engineering Inspection to this form.

Comments: *(Please include the name of the classroom location in your comments.)*

Climbing Director (Min. Required: 1 Indoor Meeting Room w/ AV, Natural Rock Face, Climbing Tower)

- ☐ Indoor Meeting Room ☐ WiFi ☐ Electricity ☐ Natural Rock Face ☐ Climbing Tower

Comments: *(Please include the name of the classroom location in your comments.)*

C.O.P.E./Climbing Program Trainer (Min. Required: Indoor Meeting Room, Climbing Area, C.O.P.E. Area)

- ☐ Indoor Meeting Room ☐ WiFi ☐ Electricity ☐ C.O.P.E. Elements ☐ Climbing Tower

Comments: *(Please include the name of the classroom location in your comments.)*

Trek Director (Min. Required: 1 Indoor Meeting Room w/ AV, Outpost Area, Trek Equipment)

- ☐ Indoor Meeting Room ☐ WiFi ☐ Electricity ☐ Outpost Area ☐ Trekking Equipment

Comments: *(Please include the name of the classroom location in your comments.)*

NCS HOST COUNCIL REQUEST FORM



HOUSING INFORMATION

Attachments required to complete this section (check box if included with your submission)

- ☐ Interior & exterior pictures of each building and exterior pictures of each campsite proposed for housing usage

Bunk Houses or Cabins

| <i>Building Name</i> | <i>Staff or Student Use</i> | <i>Bedding Capacity</i> | <i>Electric available? Y/N</i> | <i>WiFi Available? Y/N</i> |
|----------------------|-----------------------------|-------------------------|--------------------------------|----------------------------|
|----------------------|-----------------------------|-------------------------|--------------------------------|----------------------------|

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

Campsites

| <i>Campsite Name</i> | <i>Staff or Student Use</i> | <i>Bedding Capacity</i> | <i>Electric Available? Y/N</i> | <i>WiFi Available? Y/N</i> |
|----------------------|-----------------------------|-------------------------|--------------------------------|----------------------------|
|----------------------|-----------------------------|-------------------------|--------------------------------|----------------------------|

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

Tent Information

Number of tents available: _____

Please check all the boxes that apply about the tents that you will be supplying:

- ☐ Screened ☐ Cots Provided ☐ Electricity in Tent ☐ Platforms

Approx. dimensions of the tents that you will be supplying:

_____ Height x _____ Width x _____ Width (measured in feet)

NCS HOST COUNCIL REQUEST FORM



RESTROOM / SHOWER HOUSE INFORMATION

Attachments required to complete this section (check box if included with your submission)

☐ Interior & exterior pictures of each building proposed for usage by the course

Restroom / Shower Facilities

Building Name (as displayed on map)

of Toilets

of Shower Heads

Electric available? Y/N

1)

2)

3)

4)

5)

6)

7)

8)

FOOD SERVICE INFORMATION

Attachments required to complete this section (check box if included with your submission)

☐ Interior & exterior pictures of the proposed dining facility

Serving Style

☐ Family Style ☐ Cafeteria Style ☐ Other: _____

Dining Hall

Seating Capacity: _____

☐ Heated ☐ Air Conditioned ☐ WiFi Available ☐ Restrooms Available in Building

AV / ADMIN SUPPORT EQUIPMENT INFORMATION

Equipment/services to be provided by the host council (Check all that apply with the quantity on hand, if applicable)

☐ Flip chart easels: _____ ☐ Flip chart pads: _____ ☐ White boards: _____
☐ Projectors: _____ ☐ Projector screens: _____ ☐ Video monitors/TVs (for small classes): _____
☐ DVD players: _____ ☐ Copiers: _____ ☐ Printers: _____ ☐ Internet access

Other resources available:

NCS HOST COUNCIL REQUEST FORM



HOSTING PREFERENCES

We would prefer to host a National Camping School in these months:

☐ February ☐ March ☐ April ☐ May ☐ June ☐ September ☐ October

We would prefer to host this type of National Camping School:

☐ Week-long Resident Camp NCS ☐ Weekend Day Camp Administration NCS

HOST COUNCIL SUBMISSION

Please submit this form with all attachments and photos to NCS@Scouting.org no later than July 1st, 2024.

Submitted by:

Title:

Phone Number:

E-mail Address:

All information must be complete to be considered, Forms submitted after July 1st, 2024 will be filed for future consideration.