

Campout Bidding Procedures

1. Notification of interest to host a State Campout.

The interested hosting group should send to the MSA President a letter to inform him/her that they are considering hosting a State Campout. The hosting group should be identified as close as possible and should identify the chairpersons. If possible, include the possible location (s) and dates. **WITHOUT SPECIAL PERMISSION FROM THE MSA DELEGATES, THE CAMPOUTS MUST BE HELD ON THE THIRD FULL WEEKEND IN MAY OR SEPTEMBER.** Friday is considered the **FIRST** day of a full weekend.
2. Formal submission of a bid.

The prospective hosting group will send a letter to the MSA President informing him/her that they are submitting a formal bid to host a specific campout. This letter should include:

 - A. The hosting group and campout chairperson, if named.
 - B. The specific location of the grounds.
 - C. The specific dates of the campout.
 - D. The cost per unit per day/weekend.
 - E. The number of units the grounds will hold and the number expected.
 - F. The number and size of useable buildings.
 - G. The cost of buildings, if extra.
 - H. Information on who is responsible for:
 1. Campground permit.
 2. Trash removal service.
 3. Additional rest room facilities (port-a-johns).
 - I. Information on availability of electricity and water.
 - J. Information on:
 1. Availability of grounds prior to campout for lay-out and staking, etc.
 2. Number of host units allowed to camp prior to campout for preparing the grounds and buildings and extra charges, if any.
 - K. Cost information on electric and water, if an added charge.
 - L. Information on how security can be maintained on the grounds by existing fences and natural barriers.
 - M. Any limitations and/or restrictions imposed by the grounds and/or grounds owners or manager.
 - N. A letter from the grounds owner or manager stating that the above terms are acceptable and that a contract will be signed on these terms.
3. Contract submission.
 - A. Once the proposed hosting group has been notified that their bid has been accepted by the MSA Board secure a contract from the grounds owner/manager that lists the details that were submitted in the formal letter.
 - B. Submit three (3) copies, signed by the grounds owner/manager, the Campout Chairperson and the MSA President. Forward two (2) copies to the Campout Chairperson. One (1) copy goes to the grounds owner/manager and the other remains with the Campout Chairperson. The third copy remains in the MSA President's files.