

Campout Planning

Prior to a proposed state campout:

1. Notify the MSA President of your intention to bid on a specific campout.
2. Submit a written bid to the MSA President following the campout manual section “Campout Bidding Procedures.”

Up to 18 months prior to the proposed state campout:

1. The MSA board accepts one of the written bids submitted.
2. If no bid is received prior to one (1) year, the board will consider any bid received.

After bid is accepted:

1. Submit to MSA President two signed contracts for the grounds—one for MSA President and one for securing grounds. It is also recommended the campout chair retain a copy.
2. Appoint committee chairpersons.
3. Request from the MSA budget coordinator a budget that has been approved by the MSA Board
4. Prepare registration form for Michigander and MSA Website. Copies should also be available at all MSA meetings.
5. Contact the State Director to obtain a FCRV insurance certificate for the campout. Obtain a copy for campout committee records.

One year prior to your state campout:

1. Begin registering for your campout.
2. Contact commercial vendors inviting them to your campout.
3. Contact state commercial director for additional contacts.

Print in appropriate Michigander issues prior to your campout:

1. Campout registration
2. Adult sports—spring campout
3. Teen sports—spring campout
4. Youth pageant contest—spring campout
5. Teen pageant contest—fall campout

At state campout prior to yours:

1. Arrange to have MSA trailer/equipment at your campout.
2. Contact Communications Director to communicate your needs

Six months prior to state campout:

1. Contact county officials to obtain any special licenses required.

One month prior to state campout:

1. Send the mail-back letters to registered campers.
- 2) Finalize program booklet and arrange for printing. NOTE: if the Michigander Editor is printing your program booklet, communicate this as soon as possible.

Ten days prior to state campout:

1. Close registration.

One week prior to state campout:

1. Layout and stake the grounds.
2. Make sure all committees are ready for their guests.

Wednesday prior to state campout:

1. Be ready to register and park any campers arriving early.

CAMPOUT WEEKEND:

1. RELAX AND HAVE FUN KNOWING YOU'VE DONE ALL YOU CAN TO
PLAN A SMOOTH AND FUN-FILLED WEEKEND FOR YOUR GUESTS!

15 days after state campout:

1. Financial reports due from all committees to the campout treasurer.
2. Statistical reports due from all committees to campout secretary.

30-45 days after state campout:

1. Close campout records.

60 days after state campout:

1. Financial records due to the MSA Treasurer.
2. Campout and statistical reports due to the MSA President.

80 days after state campout:

1. MSA Treasurer notifies state campout chairperson and/or treasurer if the financial report is or is not acceptable. If rejected, the report must be returned along with notations as to why the report was rejected.
2. MSA President notifies campout chairperson if the campout and statistical reports are or are not acceptable. If rejected, the report(s) must be returned along with notations as to why they were rejection.

First MSA meeting after acceptance of the reports by the MSA President and Treasurer:

1. Campout chairperson provides financial report to the delegates and MSA Board and present proceeds to MSA Treasurer.
2. Provide copy of completed campout budget to Budget Coordinator.

90 days after campout:

1. Destroy registration forms, envelopes, and other campout records still in the hands of the campout committees, except those that deal with accidents and medical incidents, i.e.; personal injury, trips to hospitals, etc., and physical damage to facilities.
2. Turn over to MSA Secretary, all reports on accidents, medical incidents and property damage for retention in MSA records for a minimum period of five (5) years.