**Suggested Camp Card Checklist for Units\***

**Central Florida Council**

\*Unit = Your Pack, Troop, Crew, Ship or Post

**October**

* **Designate a Camp card Chair and Assistant Chair**Units run efficiently with multiple Chairs

**November**

* **Determine money required to fund unit for the year.** Divide by the number of Scouts to determine each Scout’s goal.
* **Determine Camp card Order quantity**  
  Note: Unit committee should be involved
* **Register your Unit, order cards and decide on commission structure to receive (With or Without prizes)**
* **Decide on unit incentives/awards**  
  ex: Top Seller Awards, Top Den/Patrol Award, local business freebies that can be awarded, award levels for free events like overnighters, summer camp, etc.
* **Ensure key camp card dates are on unit calendar**Unit Kick-Off, forms and money due from families, prize disbursement event, etc.

**January**

* **Begin Unit Camp card Kickoff Preparations:**

Location, Setup, Projector/Screen if needed, Tables, Samples, Handouts, Door Prizes, etc.

* **Schedule Show-N-Sell locations** at local businesses
* **Schedule sale(s) at Chartered Organization**
* **Advertise Camp card Kick-Off event in unit**
* **Plan dates for neighborhood sales weekends**
* **Designate Camp card Order Pickup Captain**
* **Attend Central Florida Council Camp card Virtual Regional Kickoff in January:** to learn best practices, what’s new for 2022, goals, etc.  
  **Requirement to receive extra commission**
* **Pick up 1st Camp card Order at District Distribution Site**

**January/February**

* **Hold Unit Camp card Kick-off Event**
* **Distribute camp cards to each Scout**

**February**

* **Work with Committee and Den/Patrol leaders on when and where scouts will sell at Show-N-Sell locations**
* **Encourage all Scouts to sell their camp cards**
* **Keep track of sale and progress towards your goal.**
* **Ensure unit participates in Camp card Blitz Weekend #1 (Feb 26- 27)**
* **Submit Camp card Blitz Weekend #1 results for Council Prize (Deadline: Feb 28th)**

**March**

* **Encourage all Scouts to sell their camp cards**
* **Keep track of sale and progress towards your goal.**

**April**

* **Camp card Blitz Weekend #2 (April 16-17)**
* **Submit Camp card Blitz Weekend #2 results for Council Prize (Deadline – April 18th)**
* **Encourage all Scouts to sell their camp cards**
* **Keep track of sale and progress towards your goal.**
* **Collect all monies and unsold cards from Scouts**
* **Turn money and return cards and prize order form (if selected the prize option) to Central Florida Council by April 30th**

**May**

* **Present any unit awards at next Unit meeting**