



# COUNTDOWN TO INTERNATIONAL CAMP



International Team





# Contents

## Planning

- The Planning Team 2
- Intention To Travel 4
- Parents Information 4
- Passports 4
- Visa 4

## September

- Vaccinations 5
- Reports On Programme 6
- Discussion and Descision 6
- The Camp Planning Team 6

## October

- Budgeting for Camp 7
- 1st Installment of Camp Fee 8
- Activities on Camp 10

## November

- Fundraiser 11
- Activities Consent Form 12
- Parents Meeting 12
- Camp Code of Conduct 12
- Personal Gear List 13
- Provisionally Book 15
- Overview of Programme 16
- Booking 16
- Reporting to Group Council 16

## February

- 2nd Installment of Camp Fee 18
- Patrol Leaders Council 18
- Permission to Camp Form 18

## March

- Camp Liason 19
- Set Menu 19

## April

- Sample Menu 20
- Detailed Camp Programme 20
- Section Gear List 22

## May

- First Aid Boxes 23
- EHIC Information 24
- Pre-Camp Checklist 29
- Scouters Rota 30
- Inspection Sheets 30

## On Camp

- Camp Bank 31
- Review of Camp 32
- Activities Consent Form 33
- Overnight and International Approval Form 33

## Official Forms, Etc...

- Policies on Camping 34
- Campsite Directory 34
- Code of Good Practice 34
- Campsite Review Document 34



# Planning

Planning an international camp is a big undertaking but one that should be aimed for every few years to allow each scout have an international experience at least one in their scouting lifetime. By the time September arrives many of the initial decisions will have been taken, like the country you intend to visit, whether it will be a camp or hostelling experience, what major things you would like to do when you are there.

## The Planning Team:

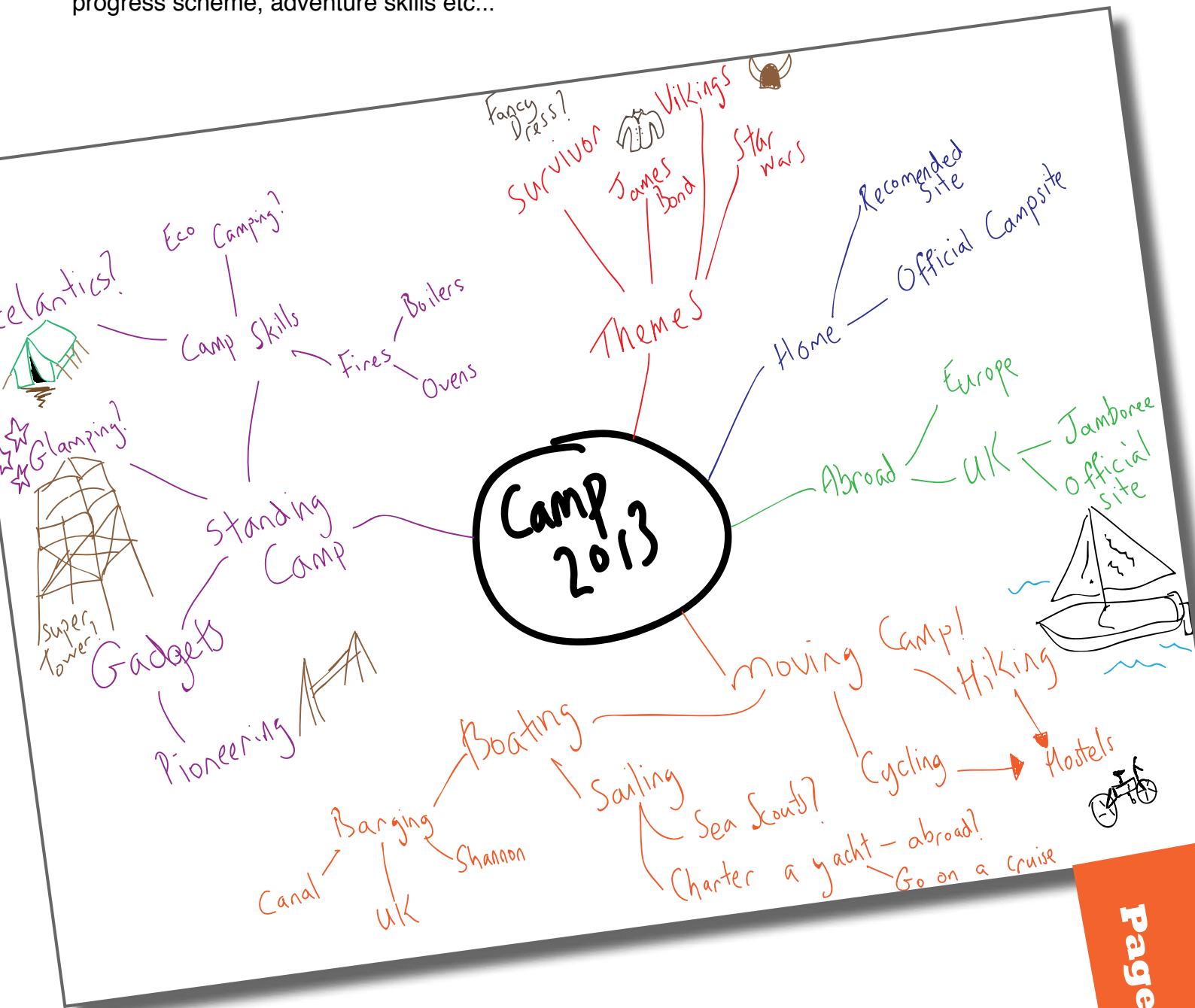
Have a meeting of the Planning team (Scouters/ members) to brain storm and look at all sorts of ideas and destinations. Once everybody throws in some ideas each one should be discussed to see which people are most interested in. The team should be bringing the ideas and views of their members from their pack/troop/unit/crew to the table.

When a couple of options have been agreed, then they should be delegated to the team to investigate. The planning team should also consult with the group leader to see if they have any ideas to add to the plan.

***Scouters should be prepared to offer advice when asked and also to help to risk assesses the final decision. This risk assessment should be conducted in consultation with the planning team and extending the learning to all members of the team.***



It is important that when the planning team are discussing the summer camp around a table that they do a bit of brain storming on all the possible options. With all programmers discussed, keep in mind the Scout Method and the way that the programme will be implemented, e.g. water activities, progress scheme, adventure skills etc...



# September

## Intention To Travel

As the new scouting year starts, planning for an international experience will really kick off, there are a few initial things you should do. Send an 'Intention to Travel Abroad' notice to the International Team c/o Larch Hill or email [international@scouts.ie](mailto:international@scouts.ie) with the place you intend to visit, outline numbers, roughly when you wish to travel and Scouter in charge details'.

This will allow your international co-coordinator in your province to provide help and support in your travel plans. There is a large network of scout people throughout the world who will only be too happy to help you plan your trip to your location. The international co-ordinator can also help with identifying places and venues that others have visited and maybe be able to advise on some to be avoided.

## Parents Information

Very soon into the process you should inform parents/guardian of the intention to travel abroad for summer camp, to get an indication if there are any issues around travelling out of the country.

## Passports

Each member of your group will need a valid passport if you intend to fly, or travel outside of the UK. Now is a good time to ask parents/scouts to check their passports to see if they will be in-date for the intended travel period. They will need to be replaced if they are out of date or will expire during the camp time. Some countries require a period of months after the return date to be valid – details of these countries can be found on the Department of Foreign Affairs - Passport Office [www.dfa.ie](http://www.dfa.ie) website.

## Visa

Restrictions on people travelling to certain countries mean they might need to apply for a Visa to enter the country. Details for visa requirements can be found on the Department of *Foreign Affairs* – *Who needs a visa?* [www.dfa.ie](http://www.dfa.ie) website.



## Vaccinations

You should check whether you require vaccinations in order to travel to the country or countries you intend to visit. Vaccines should be considered if you are travelling to areas outside of Western Europe, North America, Australia, and New Zealand. Health risks vary from country to country, so seek advice from your family doctor, Health Service Executive (HSE) or travel agent in advance of travel. The World Health Organization publishes a Country List which will provide some information.

Start the process of vaccination well before you plan to travel. Some vaccinations take time to become effective so give you at least 8 weeks to protect yourself fully.

An early start to the process is particularly important if you plan to travel with children. The BCG vaccination against tuberculosis (TB), for example, should be given at least 3 months children travel.

Certain vaccinations are compulsory. In these cases, you will need to show an International Certificate of Vaccination in order to gain access to the country in question. Other vaccinations are recommended and the decision is left to your own discretion, however, it makes sense to do everything you can to guard against illness and disease while you are away.

***Remember to add the cost of vaccinations into your budget planning.***



# October

## Reports On Programme

At October's planning meeting, discussions and reports of the different ideas of activities for the Summer Camp. The report should include possible activities, risk assessment and costs, etc. This will help greatly later on when you discuss budgets.

## Discussion and Decision

After all presentations, questions are asked and possible challenges would be teased out among all that are travelling. All issues like feasibility, cost, programme, etc would be discussed at length. From this a few new ideas may be thrown about.

All present would then decide on one of the options and the dates that they will be going. The Camp Planning Team will research that option further. This option is then presented to the rest of the section where there's still a possibility of change depending on the feedback. A letter should be sent home informing parents of dates and location of camp as they will want to plan their own holidays, etc.

## The Camp Planning Team

On the Camp planning team you would create the roles shown below. On some camps it may be needed to create additional roles. The roles should be shared between a Scouter and young people, this will allow for sharing of knowledge and experience within the group.

- **Scouter in charge (Camp Chief):** They would oversee all aspects of the camp and make sure that all other team members are completing their tasks. It is not up to the Camp Chief to run the camp but it is their responsibility to let all other know what's happening and what they should be doing, etc. It is important that the camp chief has completed the Stage 5 – Event Planning Training Course before taking on the role of Camp Chief.
- **Quartermaster/Bosun:** They would draw up a sectional gear list for the camp (keeping in mind activities, etc) and would make sure that all this necessary equipment and gear was with them on the camp. Also when on camp to make sure that the equipment, food, etc needed for the day is available and that it being kept in good condition.
- **Treasurer/Purser:** They would make sure that the budget is kept to while planning the camp and also on the camp. This treasurer would also run the Camp Bank on camp (if required).
- **Programme Co-ordinators:** This task will involve the overseeing of the programme/ equipment and to ensure that the programme is taking place and everyone is participating.
- **Logistics:** They would co-ordinate all travel arrangements and work with the Quartermaster in planning the movement of gear and equipment.





## Budgeting for Camp

When budgeting for annual camp all eventualities should be taken into account so that the section or group isn't short money at the end of the camp. The budget is best presented and managed when it's broken down into categories. Each category should be assigned to a planning team member to get initial costing or ideas to be brought back for decision.

The main categories of the budget would be:

- **Transport:** This will be one of the most expensive parts of the overall cost so it is always good to shop around and if you know of a cheaper way to get to your campsite try to use it. Remember when looking at prices of flights; include any baggage charges and payment administration fees which might not appear when you are first looking at the pricing. You also need to look into transport for gear to the location – or try to liaise with local groups in the area who you could borrow from or share their gear.
- **Insurance:** additional travel insurance is required for travelling abroad. In addition there may be van hire for gear and insurance costs for that need to be taken into account. Also include in the budget petrol/diesel costs for transporting gear or equipment.
- **Food:** A guideline cost for the food budget



Busses are usually cheap and Reliable

would be €8-10 per person per day (this amount would change depending on the length of your camp and depending on local prices of food). Remember that some food may not be freely available in certain countries or cultures so plan ahead. Countries vary vastly on food prices so a little research goes a long way.

- **Activities:** When booking activities always ask for a group rate/discount and also keep in mind that some places would allow for Scouters to go free on activities. A guideline cost for the activities for a basic camp would be around €15 per day.
- **Accommodation:** Again always ask for a group rate/discount. When enquiring find out what's included and don't presume that everything is included in the price. Also confirm if the price is per person or otherwise. Make sure to confirm total price (written/email) before paying a deposit.
- **Currency:** when travelling outside of the Euro zone, you will need to allow for currency exchange – if you are quoted in the currency i.e.: Swiss francs, it may cost less or more Euro at



Don't forget about what you'll be cooking on!



the point of paying for something based on the exchange rate.

- **Other:** This may include: prizes for best patrol, first aid kits, extra equipment needed for the camp, miscellaneous (this would be about 5% of the overall cost), etc.
- **Contingency Money:** Around 10% of the overall camp fee should be completely separate contingency money to be used for “What if scenarios”. This will ensure that if the budget is tight, there will be some money there for the unforeseeable.

Once the total cost of the camp has been calculated a deposit (about 20% of the total cost) would be asked for in a letter home as shown on the next page. For international camps the deposit would be the price of the flights/transport because these are non-refundable. Note: Always get a written receipt for monies paid and issue receipts to all who pay in money.

It might be an idea to open a bank account specifically for summer camp, and apply for a visa debit card or similar– this could make paying for transport and campsites easier than dealing with cash or cheques. All payments into the camp could be lodged making record keeping a little easier.

## Parents / Guardians Meeting

Call a parents /guardians meeting for any interested scouts parents to attend, prepare a little presentation on the options (or decision) and also make sure to sell the benefits of an international experience to their children. Prepare a handout outlining the location, dates and breakdown of the cost of the camp. Allow parents to ask questions on any concerns they have.

## 1st Installment (Deposit) of Camp Fee

Around now you should be setting the deadline for the deposits (which should be about 20% of the overall fee – but must cover any non-refundable deposits you have paid or committed to i.e.: travel agents) for camp, this will give a very good indication of how many and who is going on Summer Camp. There would be a little flexibility in this but not much as you need to know numbers when booking transport, activities, etc for the camp. The ideal way to collect the deposits is at the parent’s meeting.





1st Dunran  
Scout Group  
Community Centre  
Main Street  
Dunran  
Co. Wicklow

f: Dunran Scouts  
dunranscouts@join.ie

scouts.ie



Dear Parent/Guardian,

This year's annual camp will take place in \_\_\_\_\_. The campsite is situated \_\_\_\_\_. The camp is to be held from the \_\_\_\_\_ inclusive. The cost of camp per Scout is €500.00. This covers all costs for the camp and is broken down as follows:

Accommodation:	€40.00
Transport:	€160.00
Food:	€100.00
Activities:	€150.00
Miscellaneous:	€50.00

Total: €50.00

There will be a parents meeting held on \_\_\_\_\_ in the \_\_\_\_\_ to discuss the camp. A deposit of €\_\_\_\_\_ must be paid at or before this meeting. All Scouts wishing to attend camp must have a representative at this meeting. This is a good opportunity to ask any questions you may have. We will discuss gear needed, etc at this meeting.

Attached you will find a permission form. This must be filled in and returned by \_\_\_\_\_. This form must be returned even if a Scout is not attending the camp.

We feel it is very important that all Scouts go on the camp. It is what the whole scouting year builds up to. We understand it may be difficult for some Scouts staying away from home for so long but it will benefit these Scouts the most and the camp will suit all ages. If you have any queries about the camp please give us a call.

Yours in Scouting,

Mary Murphy,  
Scout Leader  
086 000 0000



# November

## Activities on Camp

The camp organizing team continues researching into activities and tourist locations around the area the group is camping. They should have a good idea of what activities the group will be doing and on what day they will do them. They also start creating a log of the all phone numbers of adventure centers, bus operators, etc in the area. Ideally the team should look to link up with a scout group in the same area for some cultural activities and allow scouts see how scouts in other countries live. Your international co-ordinator in your province should be able to help you with these contacts.

Examples of the activities that would suit a Scout camp:

- Canoeing / Kayaking
- Hiking
- Abseiling
- Rock Climbing
- Patrol Activities
- Assault Course
- Swimming
- Orienteering
- Archery
- etc...

The Team should also be looking out for other activities that they might have to do if the weather turns out to not suit the above activities:

- Swimming in Pool
- Bowling
- Cinema
- Museum / Educational Tours
- Sports / Community Centre's
- etc...



## Fundraiser

If the camp fee is very high the planning team should consider organizing a fundraiser to bring the overall price down. This could include: bag-packing, a table quiz or something that's incorporated into the group's fundraiser, i.e. 12 Days of Christmas, Sponsored hike/run.

It is recommended that a service be provided where possible within your fundraising activity.



## Activities Consent Form

If not done before this the “Activities Consent Form” should be filled out by all members and in particular the ones going on Summer Camp. This form can be attached to the parent’s letter that was sent out in October and at this stage you can just make sure that you have everyone’s form. This form can be found on line at [scouts.ie](http://scouts.ie) and in the appendices at the back.

## Parents Meeting

At this second meeting the parent’s will be given an overview of the programme and some more details about the camp. This meeting can be used to get information from the parents; names and numbers, etc. It can also be used to give information to the parents; rules of camp/camp charter (which should be signed by both parent and Scout), Personal Gear List, etc. Items on the personal gear list that the Scouts are missing can then be got over the coming months through birthdays, etc.

## Camp Code of Conduct

The Camp Code of Conduct should be drawn up and agreed by the scouts and the Camp Planning Team in conjunction with the Section Leader, and the Group Leader. The Code of Conduct should be outlined at the parent’s meeting and then a bottom slip should be signed by both the Scout and the parent and given back to the Scouter in charge. Items that should be addressed in the Code of Conduct should include:

- Respect to Scouter and the other Scouts, e.g. The Scout Law is the Law of the Camp
- Code around leaving the Campsite
- Sleeping arrangements
- Codes to address behavior, etc.
- Codes on Curfew, e.g. After ‘Lights Outs; Scouts should remain in their tents. Noise should be kept to a minimum.
- Codes on respect for the environment, etc.

If the Code of Conduct is broken on camp certain sanctions can be agreed with all previous to the camp. Sanctions may include extra jobs to being sent home from camp depending on the seriousness of the offence.



## Personal Gear List

The Personal Gear List should be drawn up while keeping in mind the activities that the scouts will be doing as well as the weather, length of camp, etc.

The list below is an example of the personal gear that a scout would be expected to bring. The scout shop/Outdoor adventure store will give great advice and deals on quality camping gear.

Remember the baggage restrictions when flying – check out your airlines website for the actual baggage allowance as these may vary. If you can get a group booking sometimes airlines are a little less strict on the baggage allowances. Sometimes the low cost fare is more expensive when you take into account all the extra charges.

When flying also take into account restrictions on what you can carry in luggage and hand luggage. These restrictions can be found on the DAA website [www.daa.ie](http://www.daa.ie)

Uniform should be worn when travelling as it is a good method to recognize your group in a crowd.



# Gear for Camp

- Waterproof Jacket
- Waterproof Bottoms
- Warm Fleece, Hat & Gloves
- 2 Neckerchiefs
- Socks
- Underwear
- Shorts and t-shirts
- Full uniform
- Trousers
- Good Sturdy Boots
- Runners
- Sleeping Bag
- Ground Mat
- Small Penknife
- A good head torch
- Knife, Fork, Spoon
- Plate, Cup, Bowl
- 2 towels and a tea-towel
- Wash gear
- Swimming gear
- 2 to 3 sets fo old clothes
- Camera
- Baseball / Wooden Hat
- Good Sun Cream
- Insect Repellant
- Spending Money
- A medum size rucksack (about 65 lts)
- A small day bag
- Spare Batteries
- Badges (For Swapping)





## Provisionally Book Activities and Transport

Once the numbers of people going on camp are received, the activities that you will be doing are to be provisionally booked and will be confirmed at a later date, this is also done for the transport. The accommodation should also be booked if it hasn't been done before this.



# February

## Overview of Programme

At this stage the camp planning team would have made up an overview of the camp's programme to show the rest of the group as well as having it for the parent's if they want to know what's happening. The overview could look similar to this:

Date	Morning	Afternoon	Evening
Saturday July 1st	Travel to Campsite	Set up Campsite & Campfire	
Sunday July 2nd	Canoeing / Assault Course on Site		Dinner and Cinema in Town
Monday July 3rd	Hiking in Local Mountains		Rest & Games on Site

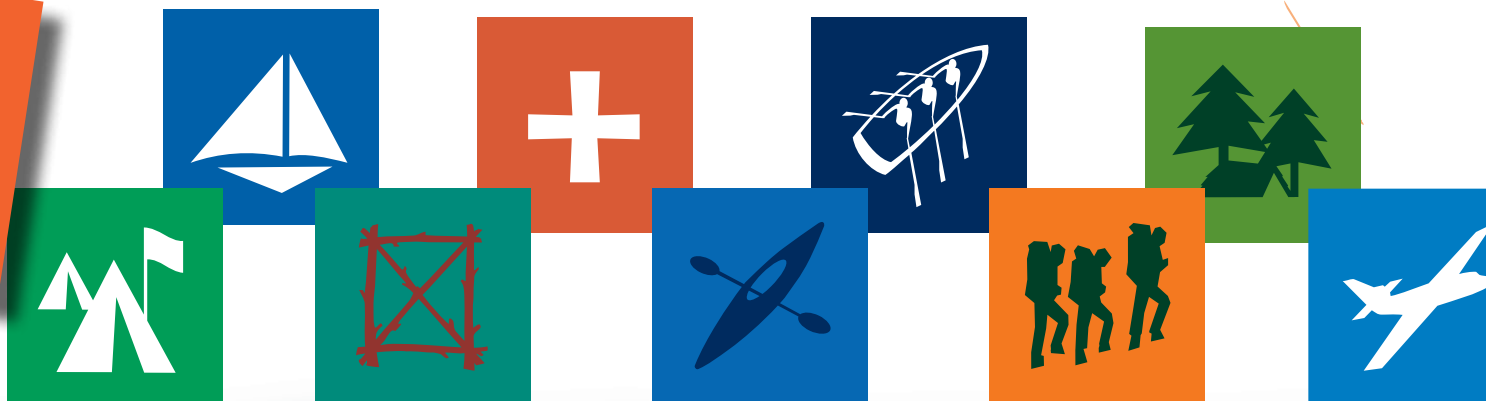
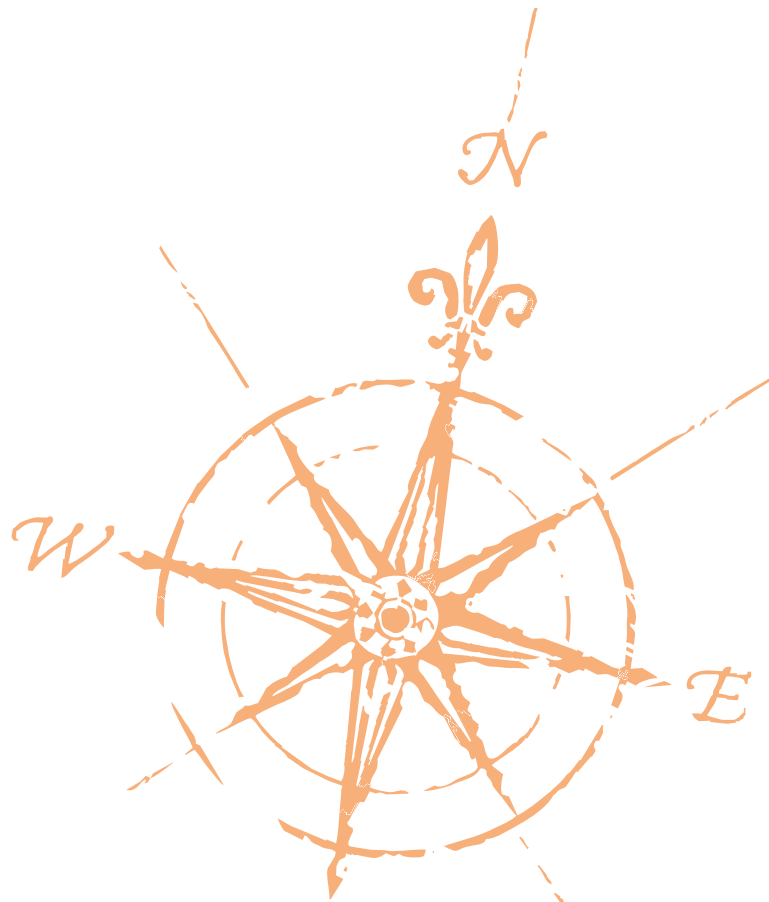
## Reporting to Group Council

The Camp Chief or Section Leader would report to the Group Council at various stages during the preparation of Summer Camp and to get approval for same.

## Booking Accomodation, Activities & Transport

Once everyone is happy with the overview of the programme and the activities are planned for the camp, the team then goes and book all they can for the numbers that are going on camp.

**Note: It is a good idea to try to get the Scouters on the activities for free as they are acting in a supervisory role while on the activity.**





## 2nd Installment of Camp Fee

In this month the 2nd installment of the camp fee should be taken from all Scouts and Leaders. This would be 40% to 50% of the overall camp fee or should at least cover all non-refundable expenses.

## Patrol Leaders Council

At this time the patrols should have a discussion about Plan B activities and games that will come into play if the weather turns bad and all the scouts are stuck in a marquee or a big hall for a few hours.

Plan B activities would include:

- Cinema
- Swimming Pool
- Bowling / Quasar
- Museum
- Etc...

Marquee Games:

- Patrol Challenges (kims games, strong scout, iron stomach, etc). One scout from each patrol does one game each and all patrols can bet on who they think will win to gain extra points.
- Charades / Pictionary
- Board Games
  - Cards
  - Mr. and Mrs.
  - Sing Song / Campfire
- Puzzles

## Permission to Camp Form

The Group Leader should be sent all details of the camp; programme, budget, etc for approval and then the "Overnight Approval Form" must be filled out and signed off by the Group Leader and a copy sent to the County Programme Coordinator, and also needs to go to National Office for approval. A copy of this form in the appendices at the back or can be found on [my.scouts.ie](http://my.scouts.ie) under official forms.

All people travelling must be registered members of scouting Ireland and registered on the National Database. Please ensure this is checked by whoever has access to the database as this will cause a delay in your application being processed.

All adults (over 18 years of age – even if register as a Rover Scout) must be registered and have their Garda Vetting process completed. They also must have attended the Stage 2 – Child Protection Awareness training session.

Youth members 17yrs 6 months may submit a Garda vetting form accompanied by a parental consent form for vetting in advance of their 18th birthday. This means that members who birthday falls just before or during the camp can have their Garda vetting processed and take part in the camp.



## Camp Liason

Now might be the time to arrange for someone at home to become the 'Camp Liaison' person at home for the duration of the camp – this person can be the 'go to' person for all parents – allowing contact to be made with this person and for them to send on information to the others.

It would also allow that person to be the contact in an emergency at home; they can channel the information in a controlled way to the scouts who are abroad.

It might be an idea to setup a 'twitter' or 'face book' account to send out updates on progress while you are away.

## Set Menu

At this stage of planning it would be a good idea to set a menu for the camp. The planning team/ Quartermaster should get input from the rest of the Scouts so that the team has a good idea of what they want to eat but also keeping in mind the different food groups and healthy diets and available cooking methods. Certain foods may not be readily available where you are going.

The Scouters would have an idea of who has allergies, vegetarian, etc from the Activities Consent Form but it would be no harm to double check with the Scouts/parent's again. An example of a menu for camp is shown below.

Remember scouts may eat more than normal as they are in the outdoors and active all the time. Certain 'normal' foods that scouts eat may not be readily available.



## Sample Menu

	Breakfast	Lunch	Dinner	Dessert
<b>Saturday 1st</b>	-	Packed Lunch	Spaghetti Bolgnese	Swiss Roll Custard
<b>Sunday 2nd</b>	Cereal Fruit	Roll / Bread Fillers Fruit Yogurt	Lamb Stew	Creamed Rice
<b>Monday 3rd</b>	Bacon Egg Juice	Roll/Bread Fillers Fruit	Chicken Fajitas	Chocolate Mouse
<b>Tuesday 4th</b>	Croissant Fruit	Roll / Bread Fillers Fruit Yogurt	Burger Chips Beans	Fruit Flan

## Detailed Camp Programme

A detailed camp programme should be drawn up as accurately as possible outlining the camp's programme hour for hour. An example of this is shown below:

### Saturday 1<sup>st</sup>

- 11:30 - Arrive at campsite offload gear and lay out site. Scouters in car can buy food for lunch on way to campsite.
  - 12:00 - Have Lunch
  - 13:00 - Finish Putting up Site
  - 17:00 - Patrols start dinner
  - 18:00 - Have Dinner
  - 19:00 - Wash up, settle into tents, relax for evening. Have an early flag break. Then bed early.
- Note:  
Bus Company - 00353 123456789

### Sunday 2<sup>nd</sup>

- 9:00 - Rise and Shine, Flag Break, Breakfast
- 10:00 - Finish Site: Boundaries, Volleyball court etc. Give patrols their job for the day (Leaders to set up orienteering and betting games for evening)
- 12:00 - First inspection for camp
- 12:30 - Lunch
- 13:30 - orienteering
- 16:00 - Bungee runs on slippery slope
- 17:00 - Cooks start dinner
- 18:00 - Have dinner / Wash up
- 19:00 - Finish Betting Games
- 21:00 - Stalking in the Forest
- 23:00 - Bed



## Sunday 2<sup>nd</sup>

- Notes:
- Ask about use of forest for games
- Gear:
- orienteering Boards
- Bungee
- Slippery Slope
- Money, Basin etc for betting games
- Jobs:
- Setting out orienteering
- Betting Games
- Set up Bungee Run and Slippery Slope



## Section Gear List

The Quartermaster/Bosun of the camp at this time should make out a list of all the gear that the section needs for the camp and also checks that the equipment is in working order. Once again this list should be changed to suit the Group and number of people that are going on camp.

- Sleeping Tents
- Store Tents
- Marquee / Leaders Mess Tent
- Leaders Sleeping Tents
- Pioneering Wood
- Lashing Cords
- Saws / Hatchets / Spade / Sledge
- Mallets
- Pegs for all tents / Marquees
- Ground Mats for tents
- Patrol Boxes
- Gas Tanks
- Gas Cookers
- Maches / Lighters
- Fire Barrels
- Fire Grates
- Buckets
- Tea Towels
- Scrubbing Pads
- Volleyball nets
- Flags and poles
- Tent Brushes
- Cooking Pots (Big, Medium and Small) + Lids
  - Frying Pans
  - Cool Box
  - Chopping Knives
- Ladles
- Spatula
- Basins
- Water Carriers
- Dining Shelters
- Table and Chairs for Marquee
- Toilet Tents

- Toilets
- Toilet Roll
- Toilet Blue Disinfectant
- Spud Masher
- Whisk
- Tin Opener
- Compasses
- Balls for games
- Ropes
- Pulleys
- Bin Bags
- Lanterns

***Every effort when going abroad to link with another Group where you are going and try to borrow equipment to save on costs. Check also with the campsite as some can provide equipment, programme and useful contacts.***







Page 23



## First Aid Boxes

A few Scouters and Scouts should get together and go through the first aid boxes and make sure that there is enough in the boxes for the amount of people going on camp and for the length of time. The table below shows the amount of equipment that should be in a Travel Kit or box for the amount of people on camp.

Materials	First Aid Travel Kit Contents	First Aid Box Contents		
		1 - 10 Persons	11 - 25 Persons	26 - 50 Persons
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cms)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Examination Gloves Pairs	3	5	10	10
Sterile water where there is no clear running water	2 x 20ml	1 x 500ml	2 x 500ml	2 x 500ml
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10x10cms)	1	1	1	1
Water Based Burns Dressing Large	1	1	1	1
Crepe Bandage (7cm )	1	1	2	3

Source: <http://www.ofaaa.com/resources/firstaidguidelines.pdf>



# EHIC Information

## What is the EHIC?

You need a European Health Insurance Card (EHIC) before you travel – it allows the holder to access state-provided healthcare in all European Economic Area (EEA) countries and Switzerland at a reduced cost or sometimes free of charge.

The EHIC replaced the E111 form in Jan 2006. The E111 form is no longer valid.

## What does the EHIC cover?

If you have an accident or suddenly become ill you'll receive the necessary state-provided medical healthcare for at reduced cost, or sometimes free.

You'll be treated on the same terms as insured nationals of the country you're in.

Tip: carry your EHIC with you at all times to prove you are entitled to healthcare.

## The EHIC does NOT cover:

- all your medical costs
- private treatment (generally not covered)
- Repatriation to Ireland

*Remember: overseas state-provided healthcare may not cover things you receive for free in Ireland.*

## EHIC does NOT mean you're insured!

You will still need appropriate insurance to ensure you are fully covered for all eventualities.

Remember: few EU countries pay the full cost of medical treatment, even under the European Union's healthcare arrangements.

You still need sufficient travel insurance to cover healthcare costs.

Read more information about buying travel insurance.

Many people think an EHIC will be enough and don't take out insurance. They regret this when they have to pay thousands of Euro for an air ambulance back to Ireland or pay out for extra accommodation to stay with a sick relative.

## Where is the EHIC valid?

The EHIC is valid in the European Economic Area and Switzerland.

The European Economic Area is made up of all 27 members of the European Union plus Iceland, Liechtenstein and Norway. The EEA has a special arrangement with Switzerland which allows the EHIC issued in any EEA member state to be used to access healthcare there.

***Please note: the EHIC is not valid for Irish residents travelling to the Channel Islands or the Isle of Man.***



## Apply for the European Health Insurance Card if you:

- Plan to go on holiday to another EU / EEA country or Switzerland
- Regularly visit any of these countries, for example, on business, as a transport worker or for leisure
- Plan to go to any of these countries to seek work
- Are being sent by your employer to work in any of these countries temporarily but will continue to pay tax in Ireland
- Intend to undertake a course of study in any of these countries but still consider yourself as ordinarily resident in Ireland
- Intend to visit any of these countries for any other type of temporary stay **where healthcare in itself is not the aim of the visit**

## Travelling to Great Britain or Northern Ireland

You don't need a European Health Insurance Card to get necessary healthcare while on a temporary visit to the UK. It is enough to show proof that you are ordinarily resident in Ireland – in practice, this means a driving licence, passport or similar document.

*If you would like more information, please call your local Health Office:*

## HSE Dublin North East

---

- **North West Dublin Local Health Office:** Rathdown Road, Dublin7 Tel 01 882 5000
- **NorthCentral Dublin Local Health Office:** Civic Centre, Ballymun Road, Ballymun, Dublin 9 Tel 01 846 7000
- **North Dublin Local Health Office:** Cromcastle Road, Coolock, Dublin5 Tel 01 816 4200
- **Cavan:** Community Care Offices, Lisdaran, Cavan Tel: 049 436 1822
- **Monaghan:** Community Care Offices, Rooskey, Monaghan Tel: 047 30400
- **Louth Local Health Office:** Community Care Offices, Dublin Road, Dundalk Tel: 042 933 1194
- **Meath Local Health Office:** PCCC, PCT Kells Network, HSE Dublin North East, Navan Road, Kells, Co. Meath Tel: 046 9280508

## HSE Dublin Mid-Leinster

---

- **Dun Laoghaire Local Health Office:** Tivoli Road, Dun Laoghaire, Co.Dublin Tel 01 284 3579
- **Dublin South East Local Health Office:** Vergemount Hall, Clonskeagh, Dublin 6 Tel 01 268 0300
- **Dublin South City Local Health Office:** Carnegie Centre, 21-25 Lord Edward Street, Dublin 2 Tel 01 648 6500
- **Dublin South West Local Health Office:** Old County Road, Crumlin, Dublin12 Tel 01 415 4700
- **Dublin West Local Health Office:** Cherry Orchard Hospital, Ballyfermot, Dublin 10 Tel: 01 620 6300
- **Kildare/West Wicklow Local Health Office:** St. Mary's, Craddockstown Road, Naas, Co Kildare Tel 045 876 001





- **Wicklow Local Health Office:** Glenside Road, Co. Wicklow Tel 0404 68400
- **Laois:** Health Centre, Dublin Road, Portlaoise Tel 057 86 21135
- **Offaly:** Health Centre, Arden Road, Tullamore Tel 057 93 41301
- **Longford:** Health Centre, Dublin Road, Longford Tel 043 33 50169
- **Westmeath:** Health Centre, Longford Road, Mullingar Tel 044 93 95039

- **Ballynanty Health Centre,** Ballynanty, Limerick. Tel 061 457 100
- **Southill Health Centre,** O' Malley Park, Southill, Limerick. Tel 061 410 988
- **Moyross Health Centre,** Moyross, Limerick, Tel 061 326 010
- **Limerick, Community Care Services,** Ballycummin Avenue, Raheen Business Park, Raheen, Limerick Tel 061 483 770

### HSE West

---

- **Galway Local Health Office:** Community Services, 25 Newcastle Road, Galway Tel 091 523 122
- **Mayo Local Health Office:** County Clinic, Castlebar, Co. Mayo Tel 094 223 33
- **Roscommon Local Health Office:** Community Services, Roscommon, Co Roscommon Tel 090 6637500
- **Donegal Local Health Office:** Ballybofey, Co. Donegal Tel 074 913 1391
- **Sligo/Leitrim/West Cavan Local Health Office:** Community Services, Markievicz House, Sligo Tel 071 915 5100
- **Clare Local Health Office:** European Health Insurance Card Section, HSE West, Sandfield Centre, Ennis, Co. Clare Tel. 065-6868083
  - **North Tipperary/East Limerick Local Health Office:** Civic Office, Limerick Road, Nenagh Tel 067 46600
  - **Tipperary, Health Service Executive,** Civic Offices, Nenagh. Tel 067 46600
- **Newcastle West Health Centre,** Newcastle West, Co. Limerick. Tel 069 62155
- **Kilmallock Health Centre,** Kilmallock, Co. Limerick. Tel 063 98192
- **Dooradoyle Health Centre,** Dooradoyle, Limerick. Tel 061 482 600

### HSE South

---

- **Cork – South Lee Local Health Office:** Abbeycourt House, George's Quay, Cork. Tel: 021 496 5511
- **Cork – North Lee Local Health Office:** Abbeycourt House, George's Quay, Cork. Tel: 021 496 5511
- **West Cork Local Health Office:** Coolnagarrane, Skibbereen, Co.Cork Tel: 028 40400
- **North Cork Local Health Office:** Gouldshill House, Mallow, Co. Cork Tel: 022 22220
- **Carlow:** Carlow Community Care, Athy Road, Carlow Tel: 059 91 36520
- **Kilkenny:** Kilkenny Community Care Headquarters, James's Green, Kilkenny Tel: 056 77 84600
- **South Tipperary Local Health Office:** Western Road, Clonmel Tel: 052 22011
- **Waterford Local Health Office:** Cork Road, Waterford Tel: 051 842 800
- **Wexford Local Health Office:** George's Street, Wexford Tel: 053 23522
- **Kerry Local Health Office:** 18-20 Denny Street, Tralee, Co. Kerry Tel: 066 712 1566



## **EU Member States**

---

- Austria
- Belgium
- Bulgaria
- Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Italy
- Latvia
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Poland
- Portugal
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden
- UK (the Card is not essential for access to necessary healthcare in the UK – proof of residency in Ireland is sufficient)

## **Other EEA member states**

---

- Iceland
- Liechtenstein
- Norway

## **Other States**

---

- Switzerland









# On Camp

The following are suggestions and are not necessary to operate a Summer Camp but may help with the running of it.

## Scouters Rota

It may be a good idea to draw up a camp Rota for the camp so that each camper knows what he/she has to do that day and so that all the jobs aren't left to one person. The following is an example of a Rota. Each duty could be done by 2/3 people if needs be depending on the number of Scouters and youth members on the camp.

These should be printed and laminated and displayed clearly whilst on camp.

Description on duties on a scout camp, these duties could be split between everyone

- **On Call:** This person would wake all youth members and Scouters and make sure they are up and ready for flag-break.
- **Cooking:** While the Patrols are cooking other Scouters might oversee and make sure that the food is being cooked properly.
- **Clean-Up:** Decide on the method and Rota of clean up depending on whether you are section or patrol cooking...
- **Quarter Master:** This person's duties include arranging the shopping, checking the Patrol Boxes and distributing supplies to Patrols, etc.
  - **Inspection:** These people would inspect the Patrols on their sleeping tents, site, etc

- **Programme:** This person would make sure that all programme items are in place and set up. This Scouter would be working in conjunction with the Programme Coordinator from the Camp Team. They would also need to communicate to the PL's what the Patrols will need for the activity, etc.
- Other duties may be added to the list as the camp may need.

## Inspection Sheets

Some Groups may choose to have inspections for the Patrols on camp so that the scouting standards are kept high and there is a bit of competitiveness among the Patrols. These inspections also indirectly help to keep: the campsite tidy, the cooking areas clean the Scouts hygienic, etc. The following inspection sheet is quite basic and can be changed to a more detailed one. You could run a competition during the camp for 'Patrol of the Day' and 'Patrol of the Camp'

Date	On Call	Cooking	Cleaning	Quartermaster	Inspection	Programme



1st Dunran Scout Group  
Community Centre  
Main Street  
Dunran  
Co. Wicklow  
f: Dunran Scouts  
dunranscouts@join.ie

**Inspection Sheet**



Date: [ ]  
Patrol: [ ]

- Marks (Out of 10)
- Sleeping Tent 1 [ ]
  - Sleeping Tent 2 [ ]
  - Store Tent [ ]
  - Food Storage [ ]
  - Gadgets [ ]
  - Cutlery [ ]
  - Waste Liquid Disposal [ ]
  - Personal Hygiene [ ]
  - Fire & Wood Pile [ ]
  - Patrol Box [ ]
  - Dining Area [ ]
  - Patrol Spirit [ ]
- Total Marks: [ ]



## Camp Bank

It may be a good idea to have a camp bank so that the Scout's money is safe from being lost, etc and also that their money is regulated over the camp. An amount of money should be recommended to the parents, this could be decided in consultation with the parents at the Parents Meeting. This bank would be managed by the Camp Treasurer.

1st Dunran Scout Group  
Community Centre  
Main Street  
Dunran  
Co. Wicklow  
f: Dunran Scouts  
dunranscouts@join.ie



## Camp Bank

Name of Scout: [ ]

Date	Amount	Balance	Signature



## Review of Camp

At the end of the camp, maybe at the final campfire, a review of the camp should be undertaken with everyone. Their opinions on the different aspects of the camp should be taken, e.g. food, programme, Scouters, location, campsite, facilities, value for money, etc. This review can be done in several different ways:

- Get them to stand at different sides of the campfire to signify their opinion e.g. great, ok, could be better.
- Split into groups and get each group to discuss a particular aspect and then feedback into the whole group.
- Have a written feedback form that everyone can fill out.
- Other ways may include: Using clapping or cheering to signify their opinion, standing up if you agree, etc.



# Official Forms, Etc...

You will find the following forms which be downloaded from different parts of the Scouting Ireland Website - <https://my.scouts.ie/>

## Activities Consent Form SIF 11/05

This form should be completed by the parent of the youth member at the start of the Scouting year and also again before the activity/camp so that the Scouters get important information on the youth members; allergies, next of kin, etc.


## Overnight and International Approval Form SIF 26/11

This form should be completed by the Scouter in charge of the overnight and then signed off by the Group Leader, who is fully briefed on the details of the camp. A copy of this form is then sent to the County Programme Coordinator sent to National Office c/o The International Commissioner.

This form is filled in for:

- Beaver Scout Overnight
- Cub Scout overnights of 3 nights or more
- Scout, Venture Scout and Rover Scout overnights of 4 nights or more.

**Scouting Ireland  
Activities Consent Form**



SIF 11/05

**General Consent**

I / We the parent(s) / guardian(s) of \_\_\_\_\_  
 who was born on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 hereby give permission for my / our child to partake in all activities organised and run by \_\_\_\_\_ Scout Group  
 from \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

I / We authorise, confirm and agree that the Scouters specified in the schedule hereto or their nominee shall have authority over our child and the right to give lawful instructions to our child to the same extent as we ourselves, would be able to do so.

**Medical Details**

These are the medical details of my / our child. If you answer YES to any question please provide details in the space provided below.

Has your child any serious illnesses? YES NO

Does your child take any regular medications?

Are there any medications that your child is allergic to and/or must not be prescribed?

Does your child have any allergies?

Has your child any special dietary requirements?

Has your child been fully vaccinated? (ie: 3/5 in 1, Meningitis C, MMR, and pre school booster). If not please state what he / she has received, if any?

If you require a Scouter to administer or manage medications a separate 'Managing Medications Form' must be filled in for every activity/event attended.

Further information \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Other Details**

YES NO

Do you give permission and consent that photographs may be taken for promotional and record purposes during activities which may include your child?

Do you give permission for your child to take part in water activities?


Is your child able to swim?

**Medical Consent**

I / We understand that in the event of my / our child requiring medical attention all reasonable efforts will be made to contact me / us (or the Alternative Emergency Contact if I / we are uncontactable) at the contact numbers provided on this consent.

In the event of my / our child being taken ill or injured \_\_\_\_\_

**Scouting Ireland  
Overnight and International Approval Form**



SIF - 26/11

This form captures the information required by SID 71/10 Youth Programme Abroad and SID 77/10 Camping & Adventures in the Out of Doors. These procedures are in place to protect the health, safety & well being of young people in our care and to ensure that all activities are planned with safety in mind and provide a quality Scouting experience for young people.

**This form should be used in the following situations:**

**Checklist & Part A: Overnights Approval Form**

- Beaver Scouts activity that includes one (1) overnight
- Cub Scout activity that includes three (3) or more overnights
- Scout, Venture Scout and Rover Scout activity that includes four (4) or more overnights
- Details of budget, menu, programme, Activity Consent Forms SIF 11/05 and Medical Advice Forms SIF 11a/10 (where appropriate) for all persons under 18 taking part should be attached to the form for approval by the Group Leader

**Note:**  
 All Beaver Scout overnights must be approved by the Group Leader. Shorter overnight activities in Cub Scouts (less than 3) and in Scouts, Venture Scouts and Rover Scouts (less than 4) do not need to have formal approval via this form by the Group Leader however the Group Leader must be informed of such activities prior to their undertaking via, phone, email, or verbally as per SID 77/10 Camping & Adventures in the Out of Doors.

**Checklist, Part A & Part B: International Travel Form**  
 An activity abroad is an international activity and covered by SID 71/10 Youth Programme Abroad  
 All international activities - Part A Overnight Approval and Part B International Approval (irrespective of duration) and details of participants taking part.

Section \_\_\_\_\_ Group \_\_\_\_\_

Description of activities \_\_\_\_\_

Country \_\_\_\_\_ Location \_\_\_\_\_

Date from \_\_\_\_\_ to \_\_\_\_\_ No. of nights \_\_\_\_\_

Scouter in Charge/Youth Member in Charge

Contact details \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Page 35



## Policies on Camping

There are a number of policies that you should become familiar with regarding organizing and running a camp:

- Camping and Adventures in the Out of Doors Policy (SID 77.11)
- Camping and Adventures in the Out of Doors Guidelines (SID 77.11A)
- Youth Programme Abroad Policy (SID 71.10)
- Youth Programme Abroad Guidelines (SID 71.11A)

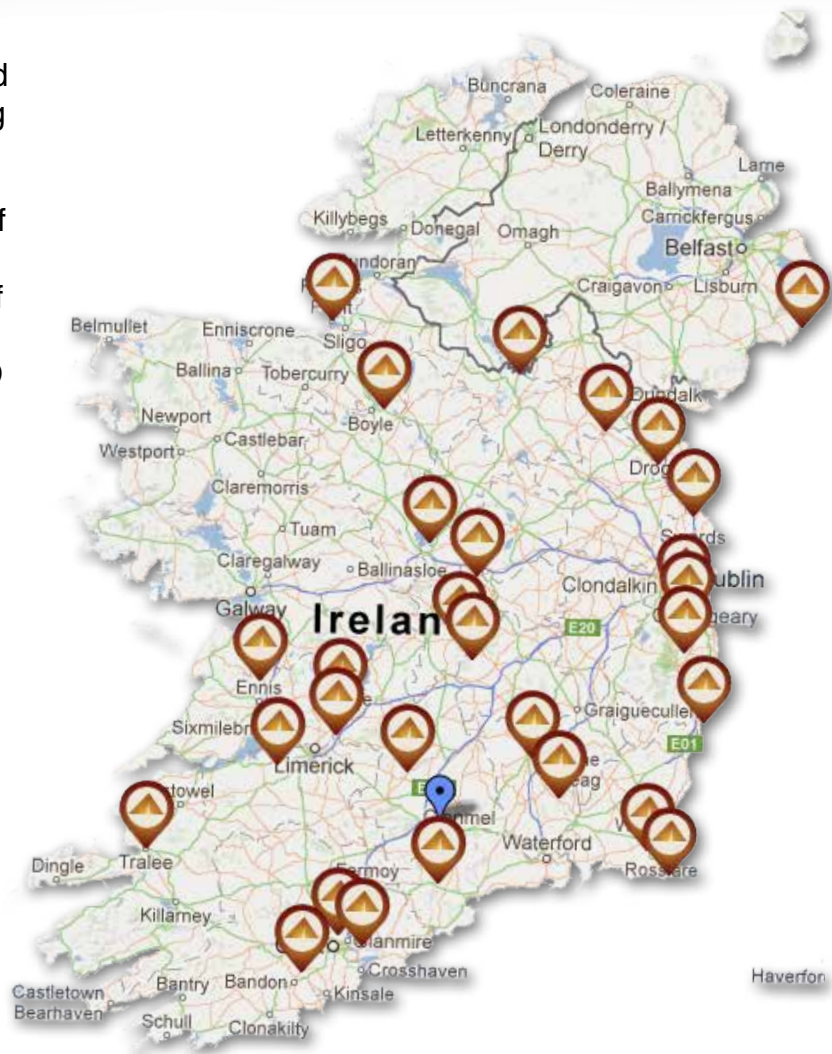
## Campsite Directory

This directory outlines all the scout campsites that are in the country. It also lists the facilities available on the campsite and the contact number for booking, etc. For a list of foreign campsites please contact the International Department Scouting Ireland.

## Code of Good Practice

### SID 39.05

All the Scouters on the camp should be familiar with the Code of Good Practice from their Welcome to Scouting and Child Protection Training and also it may be no harm to have a copy on camp to refer to.



## Campsite Review Document

It would be beneficial after camp to review the location and all the facilities. This will be useful to other groups going to the same location. Please send your thoughts to [international@scouts.ie](mailto:international@scouts.ie)



Don't forget about a home camp! Scouting Ireland has 5 National Scout Centres and many other prime scouting locations around the country.

# NATIONAL SCOUT CENTRES



Larch Hill is the National Campsite & Training Centre of Scouting Ireland.

Situated in the picturesque valley between Kilmashogue and Tibbradden mountains 11 kilometres from the centre of Dublin, Larch Hill is a 36 hectare campsite surrounded by natural amenities to enhance your scouting experience.



Mount Melleray Scout Activity and Sport Centre lies high in the Knockmealdown Mountains 7 km's outside the town of Cappoquin, County Waterford (in Scouting Ireland's Waterford Scout County). Originally a boarding school attached to the Abbey of Mount Melleray it was acquired by the Catholic Boy Scouts of Ireland in 1979 and opened as a Scout Centre.



Lough Dan Scout Centre is a National Scout campsite, hostel and activity centre based in the heart of the Wicklow mountains. Nestled between the Mountain Scarr and Lough Dan, the campsite has acres of flat, green and clean camping ground. Perfect for all types of Scouting adventures whether you are a large troop arriving for a week of summer camp or a small patrol stopping to rest after a hard day's hiking.



The main function of the National Water Activity Centre is to introduce Scouts to the fun of the water. This is done by providing a centre where young people and adults can come to learn how to sail, canoe and take part in fun based activities on the water.



Castle Saunderson International Scout Centre is Ireland's newest National Scout Centre. Castle Saunderson International Scout Centre is based on the Cavan/ Fermanagh border. The Centre was inaugurated by President Michael D. Higgins on 18th August 2012. The development of the project has been supported by the EU's PEACE III Programme, managed for the Special EU Programmes Body by Cavan County Council.



"We don't plan to fail  
we fail to plan"

I hope you find this booklet  
useful and user friendly. If you  
have any thoughts of further  
inclusions please email  
international@scouts.ie  
It is hoped that your trip will  
prove to be a memorable Scouting  
experience  
- International Commissioner