



**BASE CAMP CANOPY TENT & COLLATERAL**

<b>Event Name</b>	
<b>Location</b>	
<b>Event Description</b>	
<b>Date / Time</b> <b>(Note if multi-day)</b>	
<b>Estimated Number of Non-Scout attendees</b>	
<b>Estimated Number of Scout Attendees</b>	
<b>What is its use?</b>	Ex (give out information, cub day camp promotion, Good Turn support, Scout Reach...)
<b>What is the goal and how will you measure it?</b>	
<b>Request by</b>	
<b>Scouting Position</b>	
<b>Unit Number</b>	
<b>Phone #</b>	
<b>Cell Phone #</b>	
<b>E-mail</b>	

**Additional Sign Out-IN form fields**

<b>Pick-up (date, time)</b>	
<b>Drop-off (date, time)</b>	
<b>Pick-up by</b>	
<b>Scouting Position</b>	
<b>Unit Number</b>	
<b>Phone #</b>	
<b>Cell Phone #</b>	
<b>E-mail</b>	
	I agree to the following guidelines and to take full care of the Council property and report any damage or loss.
<b>Sign X</b>	
Committee Person taking responsibility	"This center cannot be deployed without at least one Base Camp committee or Council professional taking responsibility"



	Check to request	Check-out	Returned	Condition When Issued
10x10 Base Camp				
10x20 Base camp				
Walls				
Tie Downs and Anchors				
Table Skirt				
Media Box				
Banners				
Posters				

### Guidelines

- The Council’s recruiting and promotion center is a marketing committee resource. As such, its’ purpose and use needs to be for promoting the Scouting program and our local Council.
- When displaying our program in public, we need to be proactive about the location selected for maximum effectiveness.
- This coordination should insure our center will have a respectable location and that adjacent displays not be in conflict with our message and be consistent with the Scout Oath and Law.
- While the canopy and banners are waterproof, they are not weatherproof. Even moderate winds (any wind greater than 10 mph) can do damage to the structure and banners. As such, it should not be counted on as shelter. The Base Camp must be secured on all corners at all times.
- *“This center cannot be deployed without at least one Base Camp committee or Council professional taking responsibility”.*
- *No Political Use, or other Use prohibited by BSA guidelines.*



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**SUFFOLK COUNTY COUNCIL**



- *Base Camp cannot be left unattended.*
- *The Scout uniform is the appropriate attire for Base Camp Staff.*
- *No food will be served to the public.*
- *No sales of unauthorized products (Council Popcorn and Nuts sales are permitted).*
- *No solicitation of donations (see National Fundraising Guide).*

Pre-event promotion/photos

- Only marketing committee approved collateral material will be used.