

Guidelines for hosting a DSA camp or mini-camp

Effective Jan 1, 2010

I. Applying to host a DSA camp or mini-camp

- A. Contact DSA National Headquarters, to get a copy of the contract, budget and guidelines, and read over all before requesting a date
- B. Submit an application for sanction, along with sanctioning fees and any other fees
- C. A camp-hosting mentor will be assigned to you to facilitate the successful hosting of your camp
- D. Contracts must be signed and fees paid before progressing further.
- E. Your camp-hosting mentor will assign a camp director and scoutmaster trainer
- F. DSA will investigate your venue for approval
- G. DSA will examine your other staff for approval
- H. DSA will go over the proposed budget with you to see if changes need to be made
- I. DSA will supply national advertising for you on the DSA website
- J. DSA will provide camp registration service if required

II. Required components to hold camp

- A. The following are required components to host a camp:

A suitable venue with the following amenities (hosting organization will be responsible for securing the venue):

- Food Service for 3 meals per day plus afternoon or evening snack.
- Camp facility featuring hiking trails, beach front, agility field, campfire pit, shade, toilets/showers, and covered area for indoor group activities*.
- Some competent auxiliary staff who regularly instructs the activity hired to teach.
- A place to set up the camp store, providing sales of t-shirts and other camp items.
- Lodging, Campsite hookups, and/or local hotel for campers to be housed in.
- On site technology: Digital cameras, computer. Optional: color printer, laminator, internet access.
- First Aid equipment.
- Nearby On-call veterinary services.
- Signage. (directional signs, class location signs, camp rules, warning signs, etc.)
- An area with a stage (indoors or out), a fenced play area, and a dog washing station are also recommended.

* Some of the listed items are negotiable. For example, if no beach area exists in which to hold water fun or water safety classes, an alternative merit badge activity can take the place of water badges, but at the very least, a large wading pool, sprinkler or other water should be available for the dogs to play in and cool off in the summer. If no bath house or showers exist, and the hosting organization opts for using nearby hotels as accommodations, that's okay, too.

B. On-site staff to assist with the organization and administration of the camp activities, including an experienced camp director and a scoutmaster trainer. The camp director oversees all activities and the scoutmaster trainer oversees the instructors and the instruction of the DSA class to make sure that all are being conducted in accordance with DSA guidelines (See job descriptions for Camp Director and Scoutmaster Trainer).

C. Belief in our mission and a desire to further the Dog Scout Way, as your main motivating force.

Required Staff:

- **Camp Director** – The person holding this position will have overall responsibility to ensure camp runs smoothly and that DSA values and standards are maintained. This position will require assignment by or prior approval from DSA to ensure that the camp director understands the DSA philosophy and the requirements for all badges offered at the camp. **This position will be provided by DSA and paid for by the hosting organization for all first-time hosts** (see the Camp Director Job Description and budget).
- **Scoutmaster Trainer** – The person holding this position must be a certified Scoutmaster Trainer through DSA. This person sees to it that the instructors are performing their duties to DSA standards and parameters, and in an emergency could take over teaching any and all training classes. The ST will oversee the teaching of the DSA class. **This position will be provided by DSA and paid for by the hosting organization for all first-time hosts**
- **Staff Nurse or Veterinary Technician** (can also teach First Aid badge) – The person holding this position will either be a licensed nurse, CPR certified, Vet or Vet Tech. Responsibilities of this position will include minor emergency care and referral if needed. In addition, if the First Aid Badge is offered at camp, this vet, vet tech or certified first aid evaluator will need to understand the requirements to earn the badge. Additional information on first aid can be presented as long as the core requirements are met. The Camp director will ensure that badge requirements are understood by the instructor providing badge sign off.
- **Instructors** (Agility, Trails, Shaping, Water, or whatever else is offered) – Persons filling the instructor positions should be certified evaluators for the badge being taught and/or have experience instructing the particular area of activity, be familiar with the requirements for each badge offered, and be approved by the Scoutmaster Trainer. The Camp director will ensure that badge requirements are understood by the instructor providing badge sign off (see Camp Instructor job description, and Scoutmaster Guidelines for the individual badges in question).
- **Administrative Assistant(s)** (to help handle office details and paperwork) – The person holding this position will be responsible for the following areas: Accept badge forms and make sure all are filled in correctly, and that the DSA badge has been earned first; Record the badges earned on the official form, and gather the badges (patches) that the people are earning and prepare the badge packets for presentation; Prepare certificates of achievement for the dogs and attendance certificates for the people; Record the badges that are earned by each individual dog on the badge record certificate; Gather certificates together, along with badge patches, ID cards, bandanas, etc. for awards ceremony; Oversee the taking of photos for the DSA official ID cards; Prepare the ID card information and photo, making sure photo editor has attached the dog's name to the right photo for the recognition program coordinator. Maintain list of Scouts and new badges to be entered in permanent record database and forward to Recognition Program Director for entry. The AA will also need to maintain a sufficient quantity of the following printed material: all merit badge forms, check off sheets, and instruction sheets; Check-in forms, DSA certification forms, release forms, and other hand-outs; Guidelines for administration of all badges offered; Forms to keep camp finances straight (auction forms, camp tabs, badges earned, etc.); Camp curriculum (classes defined, prerequisites listed, etc.); Membership forms, order

forms, suggestion forms; Voting ballots, poop tickets, etc.; Signage. An onsite computer/printer is handiest for this.

- **Arts and Crafts instructor(s)** – Since this is a non badge activity, any person is eligible to instruct the craft. The Camp director will ensure that the Arts & Crafts supplies are available and are within the budgeted amount. See Craft Instructor Job Description.
- **Photographer(s)** – The person(s) filling this position will be responsible for documenting the camp experience in photographic form. This position requires a firm understanding of what makes for good photography and a digital camera so that pictures can be quickly downloaded and used. Responsibilities will include: Camper and dog photographs, DSA pictures for ID badges, candid shots of the camp experience making sure to include some photos of each activity at camp and attempting as much as possible to capture each dog/handler a representative number of times. The photographer will also be responsible for getting the photos digitally to DSA, so that they can be uploaded to dot.photo. If the hosting organization offers photo disks for sale to the campers, it is up to them to assign a photo editor, and someone to create the disks. If DSA is keeping the proceeds, this job will be handled by DSA personnel. See Camp Photographer Job Description.

Optional Staff:

- **Mini-Seminar Speakers** (topics vary... Holistic medicine, animal communication, etc.) – The limit on topics for mini-seminar speakers is your imagination, you can have anyone speak on any topic that would prove interesting or useful to your dog loving campers. The only consideration to keep in mind is that the speaker should have a solid background in whatever area they are going to be speaking on, and that they can perform the job within the pay scale set forth for this position. See Budget. Topics should conform to the Dog Scout Way (nothing promoting radical or political groups or outdated methods or ways of thinking).
- **Errand Person** (available to run in to town, pick up meals, or other errands) – The only requirement for this person is that they be willing to run at a moments notice to handle any of the ‘mini-crises’ that occur with any planned event.

*** Note:** For first-time sanctions, it is recommended that some of the local personnel shadow the DSA staff, to learn the ropes, so that in the future the hosting organization will have to depend less and less on DSA administrative staff to handle various things.

III. DSA Support included in sanction fee:

A. Documentation support provided by DSA:

Digital Access (CD or DVD) to all forms templates for required printed matter needed for the efficient running of a camp, including:

- Access to all merit badge forms, check off sheets, and instruction sheets
- Check-in forms, DSA certification forms, release forms, and other hand-outs
- Guidelines for administration of all badges offered
- Forms to keep camp finances straight (auction forms, camp tabs, badges earned, etc.)

- Camp curriculum (classes defined, prerequisites listed, etc.)
- Membership forms, order forms, suggestion forms
- Voting ballots, poop tickets, etc.
- Signage

B. Materials needed for awards ceremony:

- DSA Badges Earned Certificates (we recommend you print these on high-quality brochure and flyer paper, and present them in page protectors)
- Attendance certificates (if you don't have Adobe Illustrator to open our file, the hosting organization can create their own certificates of attendance, which must be approved by DSA—we recommend certificate paper or parchment for this)
- DSA official bandanas
- DSA official merit badges
- Mark G. Echterling Spirit of the Dog Scout Way Award Certificate
- Best Dog Artwork Certificate

C. Logo usage permissions/Camp promotion

- National/International advertising, via the DSA web site
- Permission to reproduce the DSA logo on printed matter, like name tags, forms, flyers, etc. that are used to promote and/or hold camp
- Provide support to organize your camp ahead of time (scheduling, classes, etc.)
- Goodwill from the reputation of Dog Scouts of America and any association with DSA
- Logo use or DSA copyrighted materials use for shirts provided to or sold at the camp will be approved on a case-by-case basis and agreed by way of contract indicating the cost per use, and the number of items given permission to print.

D. Insurance – DSA carries a liability policy that can be applied to your venue. Venue address, dates of use and specifics on which areas of the venue will be used for camp must be provided to DSA in order to ensure the proper documentation is submitted to have the corporate policy cover your event. If a separate “additional insured policy is required by your facility, you must apply for this 6 weeks in advance, including a check to DSA for \$60.00.

IV. Hosting Organization responsibilities

A. Camp Planning Activities

The Hosting Troop will provide local advertising and will:

- Find a date that will not conflict with other dog activities which might lower the enrollment for the camp.
- Clear the date with the DSA head office and make sure DSA Administrative Staff will be available (if needed).
- Seek out mailing lists of potential interested parties from dog clubs or other organizations.
- Send out flyers and/or advertise in other publications which have a “doggy” audience.
- Optional is the planning of extra-curricular events, either before or after the Dog Scout Camp. Examples are:
 - Testing: CGC, TDI, ATTS, Herding Instinct, Water Rescue
 - Competitions: Frisbee, Agility, Doggie Olympics, etc.

- Canoe Trip or Campout
- Excursions or Seminars

B. Pre-Camp Arrangements

The Hosting Troop will be responsible for the following aspects of camp preparation:

- Arrange for Camp Director approval from DSA (see section V if Camp Director will be provided by DSA)
- Arrange for Scoutmaster Trainer through DSA (see section V if Scoutmaster Trainer will be provided by DSA)
- Arrange for instructors for each of the badge activities offered at camp (see section V if instructors will be provided by DSA)
- Arrange for Arts & Crafts instructor
- Arrange for Administrative Assistant(s) (see section V if Administrative Assistant will be provided by DSA)
- Arrange for Nurse/Vet/Vet Tech to be at camp
- Arrange for camp photographer (see section V if photographer will be provided by DSA)
- Pre-print all forms, badge sheets, signage and certificates
- Arrange for mini-seminar speakers if being offered
- Determine if camp registrations will be handled by DSA head office or will be passed through to the hosting organization for handling. If the DSA head office handles the registration process there will be an additional administration fee of \$250 assessed.
- Work with DSA office to establish budget and camp price

V. DSA Support included in camp budget (unless on-site people are approved to perform)

- Camp Director – If you do not have a qualified person to serve as camp director, DSA will provide a staff member to serve in this role. A fee of \$100.00 per day of camp will be paid to the camp director and travel expenses will be paid at the following rates: mileage will be paid at the rate of 44 cents per mile, a per diem allowance of \$30 per day will be paid for meals during travel, a hotel allowance of up to \$75 per night will be paid. For payment purposes, a travel day will be calculated based on miles traveled and one travel day will equal 650 miles. The proposed budget includes up to \$1,000.00 for travel expense (air fare or mileage plus expenses and including their per diem payment for working the camp). If it becomes obvious that the hosting organization can not get the personnel there for the budgeted amount, they will have to increase the budget for providing the required personnel.
- Scoutmaster Trainer – If you do not have a qualified person to serve as Scoutmaster Trainer, DSA will provide a staff member to serve in this role. A fee of \$100.00 per day of camp will be paid to the Scoutmaster/Trainer and travel expenses will be paid at the following rates: mileage will be paid at the rate of 44 cents per mile, a per diem allowance of \$30 per day will be paid for meals, a hotel allowance of up to \$75 a night will be paid. For payment purposes, a travel day will be calculated based on miles traveled and one travel day will equal 650 miles. The proposed budget includes up to \$1,000.00 for travel expense (air fare or mileage plus expenses and including their per diem payment for working the camp). If it becomes obvious that the hosting organization can not get the

personnel there for the budgeted amount, they will have to increase the budget for providing the required personnel.

- Administrative Assistant – If you do not have a qualified person to serve as Administrative Assistant, DSA will provide a staff member to serve in this role. Every effort will be made to consolidate jobs amongst DSA personnel so that the hosting organization does not have to pay travel expenses for more than a minimum of 2 to 3 DSA representatives. A fee of \$100 per day of camp will be paid to the Administrative Assistant and travel expenses will be paid at the following rates: mileage will be paid at the rate of 44 cents per mile, a per diem allowance of \$30 per day will be paid for meals, a hotel allowance of up to \$75 a night will be paid. For payment purposes, a travel day will be calculated based on miles traveled and one travel day will equal 650 miles.
- Camp Photographer – If you do not have a qualified person to serve as Camp Photographer, DSA will provide a staff member to serve in this role. Every effort will be made to consolidate jobs amongst DSA personnel so that the hosting organization does not have to pay travel expenses for more than a minimum of 2 to 3 DSA representatives. A fee of \$25 per day of camp will be paid to the Camp Photographer and travel expenses will be paid at the following rates: mileage will be paid at the rate of 44 cents per mile, a per diem allowance of \$30 per day will be paid for meals, a hotel allowance of up to \$75 a night will be paid. For payment purposes, a travel day will be calculated based on miles traveled and one travel day will equal 650 miles.
- Instructors – If you do not have a qualified person to serve as an instructor for a badge activity, DSA will provide a staff member to serve in this role. Every effort will be made to consolidate jobs amongst DSA personnel so that the hosting organization does not have to pay travel expenses for more than a minimum of 2 to 3 DSA representatives. A fee of \$150 will be paid to the instructor for each badge class instructed and travel expenses will be paid at the following rates: mileage will be paid at the rate of 44 cents per mile, a per diem allowance of \$30 per day will be paid for meals, a hotel allowance of up to \$75 a night will be paid. For payment purposes, a travel day will be calculated based on miles traveled and one travel day will equal 650 miles.
- Any other assistance will be the responsibility of the hosting organization to arrange. While DSA would be willing to refer individuals for specific activities, all negotiations and payment will be between the hosting troop and the individual (payments for instruction do not go to DSA; they go directly to the instructor providing the services, upon completion of the camp.
- All use of the DSA logo will be for Dog Scouts of America only, and proceeds from items sold with the DSA logo shall go to DSA. Permission to reproduce the DSA logo as part of a banner, part of a t-shirt design, or other materials is negotiable, and will be decided on a case-by-case basis.
- If hosting troop has their own store facility available, they can run their store, and opt to have certain DSA or other items brought in for sale.

The hosting club understands that according to the budget that DSA has put forth, a minimum of 20 paying enrollments must be received to break even on budget costs. If the host troop does a good job with their budget and has good attendance there very well may be overages, because an effort was made to state the budgeted fees so that they would be sufficient. It is also possible that costs could be higher based on venue availability and fees. Hosting organizations are entitled to all overages from camp after expenses have been paid, provided the excess funds will be used to support a local dog scout troop in their day to day activities or will support a troop fundraising activity like oxygen masks or

bullet proof vests for a K-9 officer. These steps are taken to prevent organizations from taking advantage of DSA's goodwill. The intention of DSA sponsored camps is to spread its mission of responsible dog ownership, provide maximum enjoyment, education and human/canine bonding at the least cost possible.

With an established and skilled troop hosting camps repeatedly, long-distance DSA administrative staff attendance is not required, but is still strongly recommended. Local personnel can be used for photographers, arts and craft instructors, mini seminar presenters, and even merit badge instructors, if they have the skills necessary to teach the particular activity. Less experienced hosting organizations may wish to count on DSA personnel to handle most of the jobs listed in Section V.

If members of DSA or the local troop perform more than one of the jobs listed, such as Administrative Assistant/Photographer, or Scoutmaster/Agility Instructor, the payment will still be not more than \$300 for that individual. This amount is considered the core staff rate, and it doesn't increase with additional duties. It is up to the DSA staff member being brought in, if they are willing to take on multiple roles or not.

After a troop successfully hosts a mini camp one or more times, DSA may have had the opportunity to train some of the local troop members to assume some of the key positions. The more training and experience the hosting organization or troop receives, the more they can work toward having their local members assume all of the key positions. At that point, having one or more core DSA staff members present is optional. Our goal is to prepare the local members to hold their camps without needing to bring in DSA staff. DSA will determine the readiness of the host to hold a DSA minicamp without a DSA staff person present.

All agreements with DSA and DSA staff **MUST** be in writing, either in printed form or by email. Agreements made by phone are not valid until put in writing.

VI. Camp-sponsored fundraisers

It is the option of the hosting organization to hold one or more camp-sponsored fundraisers. All of the other dog camps do this, and there are many reasons for wanting to include this in your program.

The hosting organization sponsors any number of fundraising efforts. Here are some examples:

Bone Pile – campers pay a fee (\$1 or \$2) for their dog to take a “chance” at drawing bones from a pile. Each bone has a number that corresponds to a prize, which could be a toy, training equipment, collar tag, bone, or other doggie delight. This could also be named the “fishing hole” or whatever, and fish shapes could be substituted for bones.

Digging for Gold - campers pay a fee (\$1 or \$2) for their dog to take a turn at digging in a sand or sawdust pile to uncover a rawhide, or other doggie goodies.

Silent (or live) Auction – campers and companies donate prizes that will be auctioned off to the highest bidder.

Prize Drawing – campers buy tickets to win a large, nicer prize, like a quilt, a free enrollment for next year's camp, or whatever you can think of. Set the price of the tickets considering the potential number sold and the value of the item.

When the camp is finished, the hosting organization can announce how much money was raised for worthwhile charities. Everyone feels good about having donated, and the

charities benefit. But another benefit of doing this is that because your group is raising money for a worthwhile national charity, major dog food companies, pet stores, and manufacturers will often give BIG prizes and donations to your cause, which you will be able to put in your goodie bags, prize packages, drawings or auction. It may even help you qualify for grant monies to help fund your camp.

Here are the DSA sanctioned methods of dispersing camp-sponsored fundraiser monies:

1. Donate the entire proceeds to DSA - this is the option of choice for a group that is not a subgroup of DSA (because they cannot legally solicit donations and have fundraisers where they keep the money for themselves).
2. Donate at least 50% of the proceeds to DSA, and have a drawing to decide which non-profit organization will receive the other portion – campers will nominate their favorite non-profit rescue, service dog organization, or other dog charity by placing their names in a drawing. The winner is selected at the end of the camp. This way, you will be helping not just your parent organization, but other charities at large. Campers may donate more items or bid higher, knowing that their favorite shelter could be the one to benefit from the fundraiser.
3. Donate at least 50% of the proceeds to DSA, and keep the remaining portion for your non-profit subgroup – this is an option only for subgroups, and the monies you keep should be earmarked for your non-profit purpose.

The policies in this guidebook are subject to change without notice by action of the Board of Directors of DSA. The rules and parameters set forth in this guidebook supersede any former written or verbal agreements.

Revised and approved by DSA BOD 9-15-09