



How to Register National Camping School



Only local council representatives are authorized to enter National Camping School registrations. **Do not provide this link to the general public.** This verifies that the candidate meets the prerequisites for the section as specified in the National Camping Schools 2017 brochure, that the local council has approved the candidate, and that the council accepts the refund and cancellation policies stated in this Document. The Link to register is at the end of this document.

Find the 2017 NCS brochure by going to <http://www.ncsbsa.org/resources/ncs/>.

National Camping School Fee Structure

There are four types of fees for National Camping School:

Standard NCS fee as listed in the brochure—Includes food, lodging, and participant materials.

1. **Early arrival fee**—When applicable, this covers one night's lodging the night before camp school begins and breakfast the following morning (whether consumed or not).
2. **Late registration fee**—An additional \$50 is charged for registrations received less than 14 days prior to the start of camp school.
3. **Cancellation requests** must be in writing and sent to ncs@scouting.org.
4. **Cancellation fees**—The following cancellation fee schedule applies to all 2017 National Camping Schools:
 - a) Fourteen days prior to the first day of the course — full refund
 - b) Less than 14 days before the first day of the course — \$100 cancellation fee
 - c) Opening day no-show participants — \$100 cancellation fee

Councils are responsible for fees for walk-in participants (including late fees), and/or any unpaid early arrival fees for those showing up the day before school. Councils will be billed accordingly.

In the event a participant cancels, the council may substitute another participant for the same course without additional fees. The replacement will need to be registered as a new participant. Please notify the Outdoor Programs department by e-mailing ncs@scouting.org with both participant names and registration ID.

Registration Tips

Councils designate one or more individuals to enter NCS registrations. The following information for each participant will be required to complete the application. A detailed worksheet is provided to assist in collecting and entering the required information.

Review the detailed schedule in the NCS 2017 brochure to determine the appropriate section before logging on to the registration site.

The registration site is organized by section. For example, if your council is registering an individual for Resident Camp Director, you will select the preferred NCS location from a list of all available schools offering that section. Each participant must be entered on a separate application.

When registering multiple participants from the same council, you will need to use a unique case-sensitive password for each person (participant name, for example). You also need to make sure there is no information stored in the email address and password fields used to edit an existing registration.

Your council will be billed through PeopleSoft following the conclusion of the camping school(s). Councils must enter their three digit council number or a purchase order number in the designated field at the conclusion of the application. Non-Scout-affiliated individuals desiring to attend the BSA's NCS must contact Outdoor Programs at ncs@scouting.org for approval and instructions.

Detailed Steps for Registration

Once you have logged on to the registration site, here are the proper steps to complete a registration:

- a) Find the section and Select location
- b) Click Continue.
- c) Complete the Profile page.
- d) Click Continue.
- e) Early arrival selection.
- f) Click Continue.
- g) Verify your information.
- h) Click Continue.
- i) Click to bill your local council's account number.
- j) Enter your council's three-digit number.
- k) Click Continue.
- l) Registration is complete!





National Camping School FAQs

How does our council register someone for NCS?

When a council identifies someone as a candidate for NCS, it should collect the information on the National Camping School Registration Work Sheet on page 4 before logging on to the following registration [link](#).

Each NCS participant will be entered as a “**new**” participant. The council representative is required to enter his or her e-mail address on the “Profile Page” for confirmation purposes.

How do we pay for NCS?

Local councils will be charged through PeopleSoft following the school. Note: To avoid late fees, registrations must be entered at least 14 days before the start of the school. You must enter your council's three-digit number.

How should our participants prepare for NCS?

Participants should learn as much as possible about what will be expected in their position. What's the scope? Are past staffers returning? Who prepares the budget? How has promotion been handled? Participants should bring their questions to NCS, and they should visit, tour, and become familiar with the camp in which they will serve.

Once signed up for a course, participants will receive a registration confirmation by e-mail with a **link** to the participant packet of information relevant to their school. The council representative entering the registration and the professional approving participation will be CC on the confirmation e-mail. The participant information will include a confirmation letter, a resource questionnaire, and the medical record form, which **must be completed and taken to the school**. There will be information about the selected location, what to expect, and what to bring, etc.

May family members attend NCS?

No, Family members cannot be accommodated at National Camping School.

Does NCS offer a trading post?

National Supply will offer a fully stocked trading post at each NCS location with the exception of the Ranger Rendezvous and the schools only offering COPE and Climbing. All participants will have access to a special NCS-only website for National Camping School souvenirs. Follow this link to purchase NCS items. <http://www.scoutstuff.org/bsa/special-collections/camp-school.html>

Why is Cub Scout leader training required for Cub/Webelos Day Camp Administration?

These prerequisites are required because the new lesson plan requires participants to possess this fundamental knowledge of the Cub Scout program so the National Camping School training can focus on critical information to running outdoor programs for Cub Scouts. Participants must have completed Cub Scout leader training (any leader-specific section) and Youth Protection training, either in the classroom or online through My.Scouting. A copy of the certificate of training is required.

Are religious services offered at NCS?

Schools include an all-faiths service and often make arrangements for local services. Occasionally, participants ask to be excused from parts of NCS for religious reasons. It is expected that before requesting, they first seek permission from their pastor or bishop to attend the entire school, and then seek substitutes to fulfill teaching responsibilities. NCS is a once-in-five- years occurrence—more critical than most other Scouting activities. Requests must be written to the Outdoor Programs coordinator, outlining what was done in an attempt to experience the entire course. Even then, excuses can be granted only if a faculty member is willing to review with the participant all sessions that have been missed.

Who is eligible to take retraining at NCS?

Retraining: Participants are eligible to take certain retraining courses within six (6) months following the date of expiration of existing training card.

What do participants receive at NCS?

Participants will receive a participant kit containing those materials necessary to complete the course and will be presented the appropriate training certificate upon successful completion of all required course elements. Participants can only receive one NCS certificate for the course they are attending.

Who registers participants for NCS?

All registrations must be completed by the council using the electronic registration portal. The fees listed on the application are the Early Bird registration fees. Registrations completed fewer than 14 days prior to the start of the school will incur a \$50 late charge. No-Shows and cancellations filed fewer than 14 days prior to the start of the school will incur a \$100 cancellation fee.

Local councils submit the registration form using this [This Link](#).

Council Orientation for Scouters attending National Camp School

The staff advisor to your camping programs should use this orientation with those attending NCS to prepare them to have a great experience.

____ Participant is a registered member of the Boy Scouts of America

____ Participant is at least 18 years of age

____ Participant is current with Youth Protection Training (within last 2 years)

____ Participant must have a current BSA medical (A,B,C) form signed by physician (within the past year)

____ Participant has completed the Personal Resource Questionnaire (located on previous page).

____ Participant has at least 2 BSA Field Uniforms, shirt, pants or shorts. Properly, the uniform is referred to as the official field uniform. An activity or utility uniform generally consists of a Scouting related T-shirt, polo shirt or other shirt, often customized with a unit design. Activity or utility uniforms are worn when the official field uniform is not appropriate for activities or as directed by the unit leaders. Members sometimes casually refer to these classifications as class A and class B, respectively. Such terminology is not used in any official BSA publications, where the terms "official uniform" and "activity uniform" are used.

____ Participant have BSA T-shirts to be worn when activity uniform is appropriate.

____ Participant has reviewed welcome packet for registered location and knows what time to arrive

____ Participant has a copy of camp budget (Day Camp and Resident Camp Director)

____ Participant has a copy of the Program Schedule (Day Camp and Resident Program Director)

____ For Aquatics Director - Participant has a current lifeguard certification

____ For Shooting Sport Director - Participant has current NRA Rife and Shotgun certifications

____ For Shooting Sport Director Retraining- Participant has current NRA Rife, Shotgun, Muzzleloading, and USA Archery Level I certifications and has passed pre-course online test.

____ Retraining: Participants are eligible to take certain retraining courses within six (6) months following the date of expiration of existing training card.

____ Participants will receive the appropriate training certificate upon successful completion of all required course elements. Training code can be entered into participants training record after course completion by the council registrar, the code is printed on the NCS Certification Card.

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National Camping School Registration Work Sheet

Completing this form in advance will assist your council in completing the National Camping School registration process.

First name _____

Middle initial _____

Last name _____

Gender Male Female _____

Date of birth _____

Mailing address _____

Address continued _____

City _____ State _____ Zip code _____

Cell phone number _____ Evening phone number _____

Attendee's e-mail address _____

I would like to receive emails from the BSA **ONLY** in the future about our programs? ☐ Yes ☐ No

Council name _____ District _____ Region _____

Position working at Camp _____ Name of camp _____

BSA Member ID _____

Emergency contact name _____

Emergency contact phone number _____

NCS section _____ NCS location _____

☐ Yes ☐ No, this candidate meets all published prerequisites for the _____ section

Attendee is a _____ Volunteer _____ Professional Youth Protection Training date ____/____/20____

Dietary restrictions _____ None _____ Low carb _____ No nuts _____ No shellfish _____ Diabetic _____ Gluten Free

_____ Vegan _____ Vegetarian Other _____

Will arrive early ☐ Yes ☐ No

