



Unit Camp Card Chair Job Description

Position Concept:

Serve as the Unit Camp Card Chair, you will be responsible for all aspects of the camp card sale. You must clearly communicate the sale information to your leaders, parents, and Scouts.

1. Responsible to Unit Committee
2. Ensure your unit is signed up for the 2019 Camp Card Kickoff by February 1st.
3. Be an expert in all Denver Area Council summer camp opportunities.
4. Set a challenging sales goal for your unit and youth that pays for the unit's camp and program needs.
5. Understand and communicate the impact that your unit's participation in summer activities has on retention and advancement for your youth.
6. Understand the sale deadlines, unit incentives, youth incentives, and how to fill out the paperwork/tracking forms.
7. Set up your Unit's "Sale Calendar & Schedule".
8. Enthusiastically promote the sale to both Youth and Parents.
9. Attend one of the two Camp Card Kickoffs **on either February 13th or 19th**.
10. Plan and conduct your own unit's Camp Card Kickoff.
11. Reconcile unit account **by May 24th**. This includes:
 - a. Collecting all money for sold cards and unsold cards not returned.
 - b. Collecting all unsold cards.
 - c. Collect prize sheets.
 - d. Reconciling check out receipts.
 - e. Ensure payment & unsold cards are turned in on time to the Denver Area Council with one check made out to DAC.
 - f. ****Unit will lose \$1 commission if unit fails to reconcile unit account by May 24th.**
12. Remember, units keep their commission on the front end. 100% of unsold cards must be collected and turned in with payment. Units are responsible for payment of sold cards and any unsold cards not returned.