

International Pathfinder Camporee Area Coordinator Check List

Site Visit Dates in Gillette, WY:

TBA Orientation & Walk- Around – Gillette, WY (Public is Welcome)

Dates in Gillette, WY:

- Camporee gates open at 9:00am MT Monday, August 5, 2024. We expect approximately 35,000 people to arrive Monday and another 15,000 to arrive on Tuesday.
- All Daytime On-site Activities will open on Tuesday August 6, 2024 at 12:00 noon MT!
- The first Main Stage program will begin Tuesday night, August 6, 2024, from 7:45 - 10:00 pm MT. The Main Stage program begins each night at 7:45pm and ends at around 9:30pm. Opening night (Tuesday) and closing night (Saturday) will go a little longer due to special ceremonies.
- Some Sabbath-appropriate activities will be available from 1pm-5pm on Saturday, August 10, 2024.

Information to aid you in planning for the Camporee:

- Visit the [website](#) often for updated information to share with your clubs.
- Sign up and read the [E-Newsletters](#) and share them with your staff and Pathfinders & have them sign up for the Newsletter also.
- Make a 3-ring binder to file all the Newsletters and highlight and underline things you do not want to forget. Do not assume that any material is not important.
- View the [map of the Camporee](#) grounds. Each conference in North America is asked to sponsor honors and activities. Discuss with your Youth Director what honors & activities you can sponsor as a conference.
- Feature the Camporee logo on all your correspondence to your clubs via email, Facebook, letters, etc.
- Post a Campsite map of your Conference/Union and a message board to help quickly identify locations of clubs in your Conference/Union and be able to leave messages.
- Work with the Conference Youth Director and Conference Pathfinder Director on conference equipment, conference worship tent and budget.

- Discuss with your Youth Director/Conference Pathfinder Director what your duties will be while at the Camporee.
- Remind your clubs to bring a cart or wagon so they can transport their drinking water and grey water. Available at Lowes, Home Depot, Fleet Farm, Wal- Mart, and most garden centers.



Download the following & have a printed copy for reference: (These will become available as we get closer to the Camporee so check the website often. Look under [Schedules](#))

- [Camping Guidelines](#)
- [Safety Guidelines](#)
- [Week Schedule PDF](#)

Last Day of the Camporee: Before you leave for home, please check to make sure these items are taken care of.

Local Clubs

- Each Club Director with the support of Area Coordinators is responsible to take down and clean all camp sites within their conference.
- Make sure to pull up all stakes from the ground.
- Pick up every little piece of trash/rubbish. (Offer trash bags.)
- Place all trash/rubbish into dumpsters (not in the Port-a-lets.)
- If the ground is wet - try not to create more mud with heavy vehicle movement before clubs leave.
- Put all gray water into a gray water tank (not the port-a-lets)

Conference Youth/Pathfinder Director/ Area Coordinators

- Give each club their Camporee patch once you have inspected their campsite and they are cleared to leave by the Area Coordinators.

- ❑ Make sure all your daytime activities/ honors are taken down and the area left clean before you leave.
- ❑ Return all rented tables. Return all rented chairs.
- ❑ Take down your Conference gate and pull up any stakes or markers you may have used to mark the location of your local club campsites.
- ❑ Check your Conference/Union/Division camping area one last time to be sure it is free of all trash, tent stakes, markers etc.

How to lay out your Conference Camping Area on paper by club:

- ❑ Once registration closes for the Camporee, your Conference Youth/Pathfinder Director will need to design a detailed map which will include each club and their campsite within your conference camping area. The formula to use is 125 square feet per person who is registered for the Camporee from your conference.

Example: 20 people from club X

20 x 125 sq. ft. = 2500sq. ft. Club X would be allotted 2500sq. ft. for their camping space, which you could configure in a number of ways. Example: 50 ft. x 50 ft. = 2500 sq. ft.

- ❑ Once it has been determined how much space each club is allotted, you will need to tell each club exactly how much space they will have to place all their tents, cook tents, chuck wagons, and campers. **(We discourage the use of campers because they take up so much space within a club. This is a tent camping experience).** Please make sure your Club Directors have this information as soon as possible so they can plan their club camping space accordingly. They will need to configure their camping space to accommodate their club, while staying within the dimensions you give them.

How to mark out your Camping Area:

- ❑ Find your conference camping area within your Union camping area.
- ❑ Use tape measure, ground spray paint, inverted ground marking wand. Purchase at Fleet Farm, Menards, etc.
- ❑ First, measure the outside dimensions for your Conference and mark with ground spray paint.
- ❑ Next, mark all traffic lanes and areas that need to remain open for emergency vehicles and foot traffic.
- ❑ Then, measure out and mark the outside dimensions for all the club camping spaces within your conference. Label each club camping space with the club name for easy identification using ground spray paint.

- Finally, set up your Conference “gate” with your signs, banners, decorations, etc. This will be the entrance into your Conference camping area. Keep in mind this should be set up before the clubs arrive, and should not interfere with their camping spaces.