

 Ready to start your summer camp adventure at Camp Friedlander? These pages will guide your step-by-step through the registration process, including how to reserve your unit's campsite, the payment schedule and process, and how to make sure all your Scouts get signed up for merit badge classes and programs.

### **Before you get started, here are some tips to help you along the way:**

- Each unit should select one adult to serve as the Summer Camp Coordinator. This person will be responsible for submitting and maintaining the unit's registration, collecting payments, and performing merit badge sign-ups.
  - If you have any questions or issues with your registration, visit the [Contact](#) page for direct contact information.
  - If you have questions about the online registration system, see the Frequently Asked Questions page.

### **Getting Ready**

- The troop's PLC or the crew's officers make the decision to attend Camp Friedlander.
- The unit committee selects one adult to serve as the Summer Camp Coordinator. This person will be responsible for summer camp registration, fee collection, communication within the unit about summer camp, and communication with the camp and council about summer camp.
  - Each Scout and family must be made aware of the camp fee schedule. [Click here](#) to access the Dates and Fees article for more information.
  - Download and share the [Camp Guide](#) with Scouts and adults attending camp. You may find it helpful to print a copy or email a link to all participants.

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## **Reserving Your Campsite**

Once you've decided which week you want to attend and which campsite your unit will call home, make your campsite reservation right away to make sure your site is held for the 2015 camp season. Some campsites are more popular than others and will fill up quickly. The camp does its best to be as fair as possible regarding campsite reservations.

Reservations are held with the following philosophies in mind:

- First selection of campsites goes to units that attended Camp Friedlander during the previous season.
- Campsites are reserved and held in a way that allows the camp to serve as many Scouts as possible.
- The camp will endeavor to accommodate the reasonable needs of each individual unit as much as possible.

To make a reservation:

1. Contact the Dan Beard Council Outdoor Program Assistant at 513-577-7707 to determine current campsite availability. Campsite availability is constantly changing as the summer approaches, so be sure to check before making a reservation.
2. Once availability has been confirmed, secure your reservation by completing a [Campsite Reservation Form](#).
- . Be sure to include the estimated number of Scouts and adults that will attend. These numbers will be used when your account is established in the online registration system.
3. Submit the completed form with your \$100 non-refundable campsite deposit to Camp Friedlander, Dan Beard Council, 10078 Reading Rd., Cincinnati, OH 45241. Be sure to keep a copy of the form for your records. Once both the payment and paperwork are received, the site will be reserved for you.
4. For multiple campsite reservations, check all campsites desired and submit a check for \$100 per campsite.

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## Registration & First Payment

After your campsite reservation is complete, your online registration account will be established. An email will be sent to the Summer Camp Coordinator noted on the Campsite Reservation form with your unit's login id. At your first login you will be prompted to create a new password. Your account will have a \$100 credit balance reflecting your campsite deposit. If the contact info for your unit's Summer Camp Coordinator changes, please notify the Outdoor Program Assistant immediately at 513-577-7707.

Please refer to the registration instructions for complete details of the process.

**Prior to February 9, 2015** begin to enter the names of your Scouts and adults who will be attending summer camp.

- Scouts and adults must actually be **named**.
- Do not list your Scouts as Scout One, Scout Two, etc.

**On or before February 9, 2015, your first payment is due.**

- A deposit of \$85 is due for each Scout and \$60 for each paid adult.
- Online payment is the preferred method. You may pay at the Scout Achievement Center, but you must still use the online registration system. A computer will be available in the lobby of the Scout Achievement Center for your convenience.
  - Be sure to announce the payment deadline at an advance unit meeting and collect the payments in time to submit them by the deadline.
  - The total early registration fee is \$250 for Scouts and \$120 for adults, as long as the deposit and second payment are paid by April 6th.
  - Registration for the first two adults is free. The system will credit your account for an additional free adult for every ten Scouts registered after the initial 20. Please review the Free Adult Ratio table on the [Dates and Fees](#) page for full details.

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## Merit Badge Registration

### Preparing for Registration

- Several meetings **prior to March 16th**, each Scout should be provided a copy of the 2015 Merit Badge and Program Schedule, the 2015 Merit Badge and Program Pre-Requisite List, and the [Individual Scout Activity Schedule](#). Scouts should select a first, second and third choice of merit badge or program for each time slot.
  - Scout leaders and parents should **carefully review each Scout's selections** to ensure they are registering for merit badges they can successfully complete.
  - Review the requirements and pre-requisites then consider the mental and physical maturity required for each badge.
    - At least one meeting prior to March 16th, the Summer Camp Coordinator should collect the Scout Activity Schedules and verify that each schedule is practical and the times are correct.
- Prior to the registration date, make sure all unit payments are up to date and the unit has a

zero balance due. You cannot register for merit badges if your unit has an outstanding balance.

**On March 16, 2015, merit badge registration opens in the online registration system promptly at 9:00 am EDT.**

- Please refer to the registration instructions for complete details of the process.
- Register each Scout for their chosen merit badges and programs.
- All sessions are first-come, first-served. **Register early!!!**
- Some merit badges and programs have additional fees. Those fees will be due with your final payment by May 4th.
  - Some sessions will fill up more quickly than others. If a session is full, it will not be displayed on the registration screen.
  - Class size limits are based on national standards, practicality, and safety standards. Class size limits will not be changed.
- If necessary, register a Scout for their second or third choice for a given time slot.
- Check back frequently. Openings do occur as units make changes to their Scout's schedules.

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## Payment 2

On or before **April 6, 2015**, your unit's **second payment is due**. This is the **early registration deadline**.

- Please refer to the registration instructions for complete details of the process.
- A payment of \$85 for each registered Scout and \$60 for each paid adult is due on or before April 6th.
  - Online payment is the preferred method. You may pay at the Scout Achievement Center, but you must still use the online registration system. A computer will be available in the lobby of the Scout Achievement Center for your convenience.
  - Be sure to announce the payment deadline at an advance meeting and collect payments in time to submit them by the deadline.
  - Scouts and adults who register after April 6th will be charged the full rate of \$270 and \$140, respectively.
- **Exception** - Webelos crossovers and newly registered Scouts will qualify for the early rate

of \$250 if registered prior to the start of camp.

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### Payment 3

On or before **May 4, 2015**, your unit's **final payment is due**.

- Please refer to the registration instructions for complete details of the process.
- A payment of \$80, plus any additional program fees (ACE, COPE, Shooting Sports, etc.) is due for each registered Scout on or before May 4th.
- Online payment is the preferred method. You may pay at the Scout Achievement Center, but you must still use the online registration system. A computer will be available in the lobby of the Scout Achievement Center for your convenience.
- Be sure to announce the payment deadline at an advance meeting and collect payments in time to submit them by the deadline.

**Unit accounts will be required to be paid in full prior to your arrival at camp.** During your week at camp you may meet with the Business Manager to review your account. Any credits or adjustments will be processed at that time.