

SUGGESTED BACKDATING SCHEDULE

NOTE: (C) APPLIES TO ITEMS SPECIFIC TO COUNCIL CONTINGENTS

WHEN YOU REGISTER

- 👤 Contingent approval notification to councils. (C)
- 👤 Scout Executive assigns council staff member to serve as Contingent Advisor. (C)
- 👤 Council committee and advisor recruit qualified leadership. (C)
- 👤 Draft a tentative transportation plan.
- 👤 Participant fee established and approved, including Summit fee, transportation, travel housing, travel meals, and sightseeing fees, if desired.
- 👤 Council committee and advisor publicize contingent opportunities to troops and units, including cost and age/weight requirements. (C)

SPRING/SUMMER (YEAR PRIOR TO PROGRAM)

- 👤 Collect deposit from each participant.
- 👤 Send contingent deposit to The Summit.
- 👤 Continue recruiting to fill available space in units.
- 👤 Finalize travel arrangements.
- 👤 Unit leaders plan unit preparation schedule.

FALL (YEAR PRIOR TO PROGRAM)

- 👤 Conduct Summit Parents' Orientation- Go to www.summitbsa.org and click on the marketing tool kit under the Council Resources tab for orientation materials. Download the program overview presentation with speaker notes for a canned orientation program. Also available are various videos and fact sheets about Summit programs.
- 👤 Collect advance fee payment from participants
- 👤 Transmit advance fee to The Summit

WINTER (YEAR PRIOR TO/OFF PROGRAM)

- 👤 Participants schedule medical exam
- 👤 Units conduct training experiences and shakedown activities

SPRING OF PROGRAM

- 👤 Collect balance due from all participants
- 👤 Transmit balance due to The Summit
- 👤 Review Summit Planning Guide, Program Supplement and Appendices
- 👤 Ensure participant compliance with BSA Height/Weight restrictions
- 👤 Complete the Arrival and Departure Plan card
- 👤 Submit any food allergies or restrictions ([Link](#))
- 👤 Complete BSA Swim Check
- 👤 Units conduct training experiences and shakedown activities

SUMMER OF PROGRAM

Your unit's experience is ready. The adult advisor/Scoutmaster will need to bring the following items to Check-In:

- 👤 Annual Health and Medical Record properly signed with attached copy of health insurance card for each participant
- 👤 Properly completed and signed Summit Waiver Form (required by the State of WV) for each participant
- 👤 Rafting waivers as appropriate
- 👤 Completed unit roster (with any changes or updates included)
- 👤 Completed swim check form
- 👤 Evidence of wilderness first aid/CPR training certifications if required for your program

POST PROGRAM

- 👤 Conduct Summit Family Night upon your return to share stories and photos with parents
- 👤 Sign up to come back!