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/OF 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!