



6-20-17

Teaching an Honor or Activity:

Thank-you for being willing to explore teaching an honor at the International Camporee. This is a fantastic opportunity to have a positive impact on the lives of many Pathfinders. Without your commitment and dedication this event would not be possible.

Guidelines:

Teaching honors at the International Camporee is different from teaching honors to an individual club or small group. Honors taught at the International Camporee should be designed to accommodate several hundred Pathfinders a day. Since each honor is unique, different teaching styles fit different honors and some honors are either difficult or not practical to teach in the Camporee setting. The ideal way to design an honors booth is to use media, wall displays, posters, interactive displays on walls or tables, which would allow the Pathfinder to move through the booth, learning as they go from display to display. This minimizes staffing required and allows a steady flow of Pathfinders through the booth, eliminating the need to sign up for specific times, etc. Staff simply supervise and dispense the completion cards at the booth exit. You should design your booth in this manner, if possible. This type of booth can be reused for many other conference events and future Camporees also.

My Pathfinder club will be designing a CHOSEN honors booth this next year. It will be mostly “ kid made” with lots of original artwork and decorations. The kids are putting together a video in which they do the “ teaching” .

Many honors, such as the craft honors, must be taught as a class and would require sign up times. These are always very popular and fill up very quickly. We would welcome more craft honors to accommodate the high interest. Some of these honors will also require the Pathfinder to pay a small fee to cover the cost of materials, but this needs to be approved in writing by the On-site Activity team.

Some honors have a requirement which will have to be completed outside of the Camporee, for instance the Bat Honor requires they make a bat house and observe it for 6 months. It is possible for

the Pathfinder to complete most of the honor at the Camporee and take home a card indicating such. When they have completed the last requirement, they may show their club director that the honor is now complete and qualify for the honors patch.

Many of the nature honors require the Pathfinder to make a collection. Many collections include the option of collecting photos or pictures of the plant or creature. These could be completed at the Camporee.

Some honors are level 3 and may be challenging for the younger Pathfinders. You have the option of making your honor available only to teens.

Hours of operation:

We ask that your booth remain open for the following times. We cannot afford to have booths sitting vacant during the honors times. Space is limited and we need to be efficient in order to give our Pathfinders the best experience possible.

Tues. 12:00 pm – 5:00 pm

Wed.- Fri. 9:00 am – 5:00 pm

Sabbath 1:00 pm – 5:00 pm (Sabbath appropriate activities only)

Please plan on having a large enough team to keep your honors open during lunch.

Set up and break down:

Set up may begin on Sunday, August 11, 2019 at 9:00 am

Breakdown may begin after 5:00 p.m. Friday, August 16, 2019 for non-Sabbath operating honors and activities.

Activity area must be ready for safety inspection by 9:00 am on Tuesday, August 13, 2019.

Qualified adults may have access to the hangars each morning two hours before opening, in order to set up for the day.

If your activity is not Sabbath appropriate you may dismantle your area between 5:00 pm and 7:00 pm on Friday, August 16. If it is to run on Sabbath, please dismantle after sundown (Time) on August 17 or Sunday, August 18 by 12:00 p.m.

Staffing:

Please provide qualified and background checked staff for your honor or activity. Camporee volunteers are available upon request if you do not have sufficient help. This should be done through online registration if possible. Please contact the Volunteer Staff Coordinator for the Chosen International Camporee.

Safety:

All booths must meet the Camporee insurance safety standards.

Security:

The hangars will be locked at night however you are responsible for secure storage of supplies during non-operation hours. Please plan accordingly!

Access:

Activity/Honor Hangars are open 2 hours prior to public access for adults (ages 18+), leadership, and TLT support staff with proper identification.

No one under age 18 will be allowed in the hangars, unless they are accompanied by a parent or adult who is properly identified, before the official public access time. Anyone who attempts to enter the hangars without proper identification will be escorted out of the building and will not be allowed to participate in that hangar's honor/activity.

Location:

Several options exist for booths and activities. There is limited space in the hangars, tents are available for outdoors on the grassy, asphalt or gravel areas, and there is also space available in the grove of trees to the south of the hangars. Within the hangars there are different sized areas available depending on the need of the particular honor. If you need additional space, please indicate so. Other amenities such as electricity, water, parking, etc. are available.

Weather:

For activities taught outdoors, please have a contingency plan for inclement weather.

Booth dividers:

Each area is partitioned off by curtains. If you need additional curtains within your booth for display purposes, etc. Please indicate on your registration form.

Rental items:

To request 8' tables, chairs, and tents, please indicate this information on your honor booth application.

Policy for Reimbursement for Honors

This policy is to outline the process for individuals or Pathfinder clubs to be reimbursed for expenses incurred in teaching Honors at the 2019 Chosen International Camporee (hereinafter referred to as *Camporee*). Individuals or clubs become eligible for reimbursement after 1) they have applied and been approved by the downline director to teach a specific honor at the Camporee (hereinafter referred to as *Authorized Presenters*), and 2) expenses are approved by the downline director after the honor has been taught (hereinafter referred to as *Authorized Reimbursable Expenses*).

1. *Authorized Presenters* shall be reimbursed up to \$780 for each honor taught at the Camporee. Eligible expenses can include tickets purchased for the Camporee for presenters and other out-of-pocket expenses incurred in teaching the honor.
2. Up to 50% of the total budgeted expenses for teaching the honor may be advanced by CYE to the *Authorized Presenter* without any documentation required. For such an advance, a social security number will be required documented on a W-9 form. This social security number is required as security that a final expense accounting will be made after the honor has been taught. If receipts are not received by CYE by September 15, 2019, the funds advanced will become taxable income to the *Authorized Presenter* and reported to the IRS.
3. The final accounting for presenting the honor shall be documented by original receipts showing proof of payment by the *Authorized Presenter*. Such original documentation should show how payment was made (cash, check, or credit card) and have the *Authorized Presenter's* name/signature included on the receipt.
4. Eligible expenses can include tickets for *Authorized Presenter(s)* to attend the Camporee, travel expenses, supplies, etc.
5. If you would like to be reimbursed for expenses at the camporee, please submit your original receipts to the CYE 14 days prior to the Camporee for processing. CYE: Attention Ron Herr, Suite 103, 4145 East Campus Circle, Berrien Springs, MI 49104. *Authorized Reimbursable*

Expenses will be paid to the *Authorized Presenter* within 30 days following the Camporee. All receipts must be turned in by September 15, 2019.

You may pick up your honor/activity subsidy checks on Friday, August 16, at the business office between 5:00 -7:00 p.m. or after the final program.

6. If the original *Authorized Presenter* is unable to present the agreed upon honor and a substitute *Authorized Presenter* is needed, a revised contract must be secured from the appropriate downline director before the honor can be taught or reimbursed.
7. Individuals/organizations are required to clean up their areas, return rented tables and chairs, and get a signed document from the downline director or his representative before reimbursement can be received.

Help:

If you have questions regarding your particular honor please contact either:

Eddie Heinrich or Craig Heinrich

daytime@camporee.org

If you have an honor/activity inside a hanger, you will have a hangar coordinator to whom you can direct your questions. If you are outside of a hanger, you will have a zone coordinator to whom you may direct your questions.

You will need to pick up your check-out procedure packet on Tuesday, August 13, at the business office.

Registration:

We request you register your honors booth by November 20, 2018. Please register as early as is practical. Registration is available on the CIC Camporee website under [Forms](#).