



WE OWN ADVENTURE

NATIONAL CAPITAL AREA COUNCIL, BSA

2024 Camp Card Unit Chair Job Description **NCAC, BSA**

1. Ensure your unit is signed-up for the 2024 Scout Card sales by February 7TH .
2. Set a challenging sales goal for your unit that pays for the unit's camp and program needs
3. Understand and communicate the impact your unit's participation has on Scouting at all levels.
 - a. Youth/Parent Level
 - b. Unit Level
 - c. Council Level
4. Understand the sale deadlines and youth incentives and how to fill out the paperwork/tracking forms.
5. Set up your Unit's "Sale Calendar & Schedule."
6. Enthusiastically promote the sale – to both youth and parents
7. Attend the District Camp Card Kickoff on February 13th @ 7:00 p.m. (All materials will be distributed at your Distribution location)
8. Plan and conduct your unit's Camp Card Kickoff (ideally the morning the sale begins)
9. Reconcile unit accounts between March 31st and April 12th. This includes:
 - a. Collecting all money for sold cards and unsold cards not returned.
 - b. Collecting all unsold cards
 - c. Reconciling checks out receipts.
 - d. Ensuring everything is turned in on time to NCAC.
10. Remember, units keep their commission on the front end; 100% of unsold cards must be collected and turned in with payment; units are responsible for payment of sold cards and any unsold cards not returned. **(Note: If your unit pre-buys 100 cards, at the 70% commission, your unit has already settled account.)**