

Reservation Guide for Belk Scout Camp

Event leaders must check in at the ranger's office upon arrival

When making a reservation for Belk Scout Camp be sure to note how the following fields need to be completed. Camp closes at noon on Sunday *no exceptions*. All units and events must be completed, and their areas cleaned, *before* the camp closes.

The screenshot shows a web form titled "Belk Scout Camp" with a navigation bar containing "Calendar", "Make Reservation", "Close Camp", "Report", "Camp Masters", "Messages", and "Logout". The main heading is "Belk Scout Camp Facility Reservations" with a welcome message: "Welcome to the Belk Scout Camp. Use this form to make a facility reservation for your group." Below this is the "Group Information" section, which includes a legend: "* denotes required field". The form fields are: *Date Arriving, *Date Departing, *Time Arriving, *Time Departing, *Troop/Organization Name, *Type of Group (dropdown), *Chartered Organization, Council, District, *Contact Person, *Phone Cell, Home, Work, *Email, Leader in Camp Name, Phone, Asst Leader in Camp Name, Phone, *Expected Number Male Youth, *Male Adults, Expected Number Female Youth, Female Adults, and Notes or Special Requests. A "Submit" button is at the bottom. The footer reads "Belk Scout Camp Mecklenburg County Council Boy Scouts of America".

1. **Troop/Organization Name** - Please use the unit name and number (such as Pack 46). If you are hosting a district or council event, please use the events name (such as Etowah O'ree). If you are an organization outside of Boy Scouts of America, please add the name of your presiding organization.
2. **Charter Organization** – If you are a Scouting unit please add your Charter Organizations name here. If you are an organization outside of Boy Scouts of America, please add the name of your local organization.
3. **Contact Person** – is the name of the person completing this form and who will be contacted for any questions or concerns regarding the reservation.
4. **Leader/Asst. Leader in Camp** – is the person who will be arriving ahead the group and who will check in at the ranger office to finalize any request for keys, equipment, and to confirm the reservation contact information. This person will also be the direct contact for the ranger while the group is on camp.
5. **Expected number of Male Youth/Adults** – This field of required. If no males are attending, please type "0"
6. **Notes or Special Requests** – If you plan to reserve any equipment other than program equipment such as camping supplies please use this field to list the items you think you will need. Equipment request can be modified at check in.