

**National Square Dance Campers
Association, Inc.**

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NATIONAL SQUARE DANCE CAMPERS ASSOCIATION, INC. INTERNATIONAL CAMPOREE GUIDELINES

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STATEMENT OF POLICY FOR CONDUCTING INTERNATIONAL SQUARE DANCE CAMPOREE

1. The Board of Directors of NSDCA, Inc. shall be responsible for the policies, procedures, Camporee site selections, and conduct of the National Square Dance Campers Camporees.
2. The Hosting Chapter(s) shall submit the names of nominee(s) for General Chairperson(s) with the original bid. Once selected and approved by the Board, there shall be no replacement without prior approval from the Board of Directors in writing.
3. As an aid in development and planning, a general organization chart will be furnished by the General Chairperson. The only variance permitted in this chart will be in the number and category of the sub-committees below the main committees. Any other changes must have prior approval of the Board of Directors.
4. Following submission of bid and estimated costs, the National Board of Directors will establish fees.
5. A standard budget report format (Appendix-2) and a standard financial report format (Appendix-3) will be furnished. This reporting procedure must be adhered to as it is based on past years experiences and coincides with the national financial system.
6. The Camporee Treasurer shall establish a bank account to be used for conducting the National Camporee finances only. If the bank requires EIN/Taxpayer Identification, contact the NSDCA Treasurer for the number to use. The NSDCA Treasurer may advance five hundred (\$500) to the Host Chapter(s) as a loan, before their Camporee. This loan is to be returned to the NSDCA Treasurer, interest free, within thirty-(30) days following close of Camporee.
7. The Camporee shall be planned primarily for the enjoyment and benefit of Camping Square Dancers yet provide for the further development of the activity through a planned interchange of ideas and methods among participants. All Camporee activities should be planned on the basis that they exert a tremendous influence on the square dance camping movement nation-wide. Careful consideration should be given to panels, clinics, workshops, sports and periods of relaxation for all age groups participating in the Camporee. Program participants should be selected from as many varied areas as possible to avoid the appearance of favoritism. No fees or expenses shall be paid to any participants.
8. A vigorous publicity campaign must be prepared and initiated at the preceding Camporee, followed by new releases in the NSDCA TIME'S.
9. A complete evaluation report on the Camporee, covering all aspects and committee work, shall be made and a copy furnished to the liaison that in turn will send copies to the Board of Directors and the future Camporee Chairpersons monthly. Within ninety(90) days following the close of the Camporee, all reports along with the distribution of surplus monies shall also be sent to the liaison for distribution. Any problems encountered, how solved, and recommendations for future improvements should be included.
10. An auditor appointed by the Board of Directors will audit financial records. All net surplus realized by the Camporee shall be divided in accordance with the policy established by the Board of Directors and defined in the Camporee Guidelines.

PRELIMINARY ACTION BY THE BOARD

Supply to the bidding host:

1. Provide a full and careful explanation of the duties and responsibilities of the Camporee General Chairperson and all assisting Camporee Committee Chairpersons.
2. Provide one copy of the International Camporee Guidelines. (Additional copies for all Committee Chairpersons will be made available when the bid is accepted).
3. Procedure for submission of bids:

Following receipt of a bona fide bid by the National Board of Directors (BOD) to host an International Camporee, the Board President with the advice and consent of the full Board, and before final acceptance, shall appoint a Camporee Liaison.

Liaison appointees shall be, as far as practical, selected from the ranks of:

1. Current NSDCA Board members.
 2. Former NSDCA Board members.
 3. Former Camporee General Chairpersons.
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NSDCA BOARD RESONSIBILTIES TO THE CAMPOREE

(approved 2/25/2024)

The NSDCA will be financially responsible for and make all arrangements for:

1. The NSDCA Board will provide any food for the Meet & Greet on Tuesday.
2. The NSDCA Board will provide the food for the Thursday Lunch before the Annual Meeting.

CAMPOREE LIAISON — GENERAL DUTIES

1. From the time of appointment until conclusion of the Camporee, including final reports and financial settlement, the Liaison shall act as the sole representative of the BOD to the Camporee committee.
2. If for any reason, the appointed Liaison cannot carry out the given duties, an alternate shall be appointed by the BOD to assume the duties, and the Camporee General Chairperson be so advised.
3. The Liaison will act as an advisor to the Camporee Chairperson handling routine questions and problems. Questions/problems that cannot be answered directly shall be referred to the Board President by the Liaison for further handling.
4. The Liaison's own expenses shall be submitted to the Board President for approval and payment. The final account must be submitted within 90 days following the close of the Camporee.
5. As soon as possible, make a personal on-site inspection of the proposed Camporee facilities in company with the Camporee General Chairperson and as many other Committee Chairpersons as possible. During this inspection, take note of any site deficiencies and discuss with the facility personnel, whether these can be resolved.
6. Take numerous photographs of the site and facilities, to be made available to the Board for future discussions/considerations. Videotape is very helpful.
7. Following this on-site inspection, submit an updated application with supporting materials to the Board President for Board consideration, review, approval or rejection.
8. As soon as practical, following Board acceptance, the Liaison shall assist the General Chairperson in negotiating and executing a suitable contract between the hosting chapters and the site owners. A copy should be sent to the Board President.
9. Discuss with the General Chairperson the following item:
 - a. The Camporee Guidelines Book to assure full understanding and have an adequate number of books and forms available for all Committee members.
 - b. The availability of a \$500 advance from the NSDCA Treasurer, if needed.
 - c. A registration form and budget must be presented to the Board at least a year before the Camporee for approval.
 - d. Camporee progress reports are required at previous Camporee(s) and all Board of Directors Meetings during the year of the Camporee. See Appendices 2 & 3.
 - e. Be present at the transfer of NSDCA inventory from the previous General Chairperson and make prior arrangements for this inventory to be transported and stored reasonably close by for use at the Camporee.
 - f. Following completion of the Camporee, all final financial and narrative reports should be completed, promptly, and submitted to the Board President for audit preferably within 90 days.

GENERAL CHAIRPERSON — DUTIES

1. Be responsible to the BOD for the organization, planning and execution of the Camporee.
2. With the advice of the Liaison, negotiate a secure contract for the facilities and send a copy to the Board President. If a certificate of liability coverage is required by the facility, this can be obtained by contacting the NSDCA Treasurer for the most current policy information.
3. A proposed Organization Chart is appended (Appendix 1). Work with the Co-Chairperson(s), to fill all Committee positions, preferably drawing assistance from participating Chapters. Any substantial change in the Camporee organization chart must have Board approval. (See page 3, Item 3)
4. Prepare a list of the names, addresses, telephone numbers and e-mail addresses, if available, for all Committee members and distribute this to all Camporee Team Members, including the Board of Directors.
5. Brief all Committee Chairpersons of their responsibilities and make sure they have a copy of the Camporee Guidelines Book, highlighting the section/page that covers their responsibilities.
6. Attend meeting with the BOD (at their invitation) to review progress. This is usually held during preceding Camporee(s).
7. Prepare an anticipated Camporee budget for the entire Camporee, with the advice of all Committee Chairpersons. Submit this to the BOD at least a year before the Camporee. (See page 3, Item 5)
8. Submit a proposed registration form listing the proposed fee structure for Board approval at least a year before. (See page 5, Item 9c)
9. Submit a progress report to the Board through the Liaison, at each BOD meeting preceding the event. See Appendices 2 and 3. E-mail can be used to submit this information. Submit a final report to the Board within 90 days after the Camporee.
10. Arrange for required meeting rooms with tables and chairs required:
 - a. Board of Directors — from Monday noon through Thursday.
 - b. Tuesday — Chapter REPS Meeting & State/Area REPS Meeting 1:00 PM-3:00 PM
 - c. Thursday — Annual Membership Meeting 3:00 PM.
11. Make table and chair arrangements to accommodate the following with tables each for:
 - a. Showcase of ideas to display the following items: Chapter Map/Name Board, TIMES Magazine and other Public Relations material.
 - b. Historian to display the following items: Picture albums of Past Camporees, Various other Camporee Historical items and Attendance Map with current attendance numbers.
 - c. Next year's pre-registration people.
 - d. Make tables available for displaying flyers, etc. to advertise upcoming special events.
 - e. All of these tables should be located in a prominent area where possible.
12. Responsible for the organization of a Chapter Grand March held Tuesday, starting at 7:00 PM. U.S., Canadian and State/Provincial flags (if desired), to lead parade, carried by our own youth, local Scouts, Cadets, Veteran Members, etc.

Following the placement of the flags, see Appendix 5 re: flag placement and Appendix 6 re: anthem singing. Only the U.S. National Anthem is played when Registration has confirmed that no Canadian Members attend, otherwise both National Anthems are to be sung. Handouts with the words for both anthems are to be available. Local dignitaries may be invited to attend and are introduced along with the BOD. Some may wish to make welcoming comments.

13. Following the Grand March on Tuesday, all campers/dancers assemble for the opening ceremonies.
14. Comply with your State Regulations whenever there are any lotteries, draws or similar functions.
15. All inventories belonging to NSDCA must be listed and turned over to the next year's General Chairperson with the National Board Vice President present at the transfer — said lists to be signed by both General Chairpersons and the Vice President. A copy of this list shall be left with the National Board and with the outgoing and incoming General Chairperson.

CO-CHAIRPERSON — DUTIES

(Usually two are appointed: Activities and Facilities, but can be one)

1. Co-Chairperson - Activities must have a thorough knowledge of the duties of all committees in this section.
 - a. Dance Program
 - b. Sound Systems
 - c. Publicity
 - d. Tours
 - e. After Parties
 - f. Crafts
 - g. Sports
 - h. Youth Program.

2. Co-Chairperson - Facilities must have a thorough knowledge of the duties of all committees in this Section.
 - a. Parking
 - b. Maintenance (Services)
 - c. Security
 - d. Snooper
 - e. Draw Prizes/Welcome Bags
 - f. Program Book
 - g. Vendors

3. Following apply to both Co-Chairpersons.
 - a. Obtain progress reports from each Committee and relay to the General Chairperson as directed.
 - b. Responsible for adherence to Guidelines by all Committees under their jurisdiction.
 - c. Keep General Chairperson informed of all problems and/or accomplishments.
 - d. One Co-Chairperson should be prepared to assume the duties of the General Chairperson in their absence.

TREASURER — DUTIES

1. Arrange for a checking account in a local bank. Normally one is used in the US but two are used in Canada. When the Camporee is held in Canada, a Canadian dollar and a U.S. dollar account should be opened. There should be two approved signatures; the Camporee Treasurer and the General Chairperson, usually only one of two signatures are required for transactions. If the bank requires EIN/Taxpayer Identification, contact the NSDCA Treasurer for the number to use or use Hosting Chapter's EIN/Taxpayer Identification.
2. Financial reports will be submitted to the General Chairperson on the form shown in Appendix 2. This information is required for the reports to be submitted at each BOD meeting preceding the event.
3. All major invoices over \$200 should have the approval of the General Chairperson before payment.
4. All non-member surcharge monies collected along with the name, address, telephone number, email address and the Camporee camping location of each Non-member, is to be transferred to the NSDCA Treasurer, or the designated alternate, on the Sunday before the Camporee.
5. The final financial report should be submitted to the BOD no later than 90 days following close of the Camporee. All summary records should accompany this report.
6. The Hosting Chapter(s) of the Camporee shall reimburse the NSDCA loan amounting up to \$500 and 50% of the net surplus, which is positive balance after all debts & the NSDCA loan have been satisfied.
 - a. EXAMPLE: \$1200 surplus would mean \$350 to the hosting Chapter(s) and \$850 to NSDCA, which includes the \$500 NSDCA loan.
 - b. The resulting 50% of net surplus is to be divided among participating Chapters.
7. In the event of a crisis or catastrophe necessitating the cancellation of the Camporee, the Hosting Chapter shall refund all prepaid registration monies and any other monies received. They shall pay all outstanding bills to the extent of the monies they have in their account or on hand, and when said monies are exhausted, the hosting group shall turn over to the NSDCA Treasurer, all financial records with a list of the remaining financial obligations. The NSDCA Treasurer will satisfy all remaining unpaid expenses relative to the Camporee. In the event there are monies remaining from the NSDCA loan after all expenses have been satisfied, said balance will be returned to the NSDCA.
8. Upon submission of the final report, all treasurer files (documents, spreadsheets, receipts, etc.) are to be sent to the NSDCA Board for Audit.

REGISTRATION — DUTIES

1. A registration form is to be prepared in consultation with the General Chairperson and submitted to the BOD for approval at least a year before use.
2. Have a 'confirmation' form approved by the General Chairperson and return along with other pertinent information — route to the campground, emergency phone number, craft items required etc. If, however, ribbons are issued, then the Historian requires an 'EXTRA' ribbon, with the additional one being used for the Historical Albums.
3. Guest camper/dancers (non-NSDCA members) can be invited to attend the Camporee with a suggested charge equal to one year full Dues and member registration fee. 'Walk-Ins' for the evening dances are welcome and the fee to be decided by the Camporee chairperson.
4. A sign shall be prepared for all units showing the name, State/Province, Chapter number and the days registered. This is to be displayed on all RV's during the Camporee on the side facing the road for easy identification. Vehicles that move in and out of the Camporee area should have a sticker or other marker. Emergency cards should be provided for vehicles traveling outside the Camporee area. In the event of an emergency, these will advise 'outsiders' where they are based.
5. Refer Callers and Cuers registrations to the Dance Program Chairperson as soon as possible after receipt. Also, keep the Sports Committee and the Youth Committee advised of relevant information received on the registration form.
6. Refer all monies received to the Treasurer on a regular basis, either through direct deposit to a branch of the Bank where the Camporee account is set up, or by direct delivery.
7. Additionally provide the Name, Address, Phone Number, Email Address and the Camporee Camping Location assigned for ALL the "Non-member" attendees, paying the required Surcharge fee, to the Camporee Treasurer by the Sunday before the Camporee and then again daily for any additional "Non-member" Surcharge fees coming in during the Camporee.
8. Keep the General Chairperson advised of registrations received, and prepare a summary for the February 1, April 1, and June 1 progress reports. See **Appendix 3**.

DANCE PROGRAM CHAIRPERSON — DUTIES

1. Prepare a dance schedule that includes time, location, type and level dance, name of Caller/Cuer. Dance levels must include Mainstream and Plus. Advanced level may be scheduled if registration shows the need. Round Dance levels must include Phase II and III. Phase IV and above may be scheduled if registration shows the need. Lines and Contrasts may be included if Leaders are available and registration shows the need. A trails-end Dance shall be scheduled for Monday evening. An emcee should be available and Callers/Cuers utilize a signup sheet.
2. Using the information from pre-registrations, prepare a list of assignments for all Callers and Cuers. A deadline should be set for all leaders to pre-register if they want to be listed in the program book. All leaders should be given equal time. Leaders will also be required for the Youth Dance program. There is no remuneration for participating leaders.
3. All pre-registered leaders should be sent a copy of the program in advance of the Camporee, highlighting their duties.
4. Select qualified leaders to conduct workshops and schedule Emcees. Be sure the latter are familiar with the equipment they will be working with.
5. Conduct a leader's meeting on the first morning of the Camporee to discuss the program and resolve any problems. Arrange a substitute if a scheduled leader does not show.
6. Prepare cards with Caller/Cuer name and home town/Chapter to be placed on stage when they are calling/cueing. One card per Caller/Cuer should suffice.
7. SINCE THERE IS NO REMUNERATION, IT IS IMPORTANT THAT THE LEADERS GET AS MUCH PUBLICITY AS POSSIBLE!
8. All dance leaders must be registered with BMI/ASCAP. NSDCA has an account with ASCAP and will provide/arrange for the 'special event' license fee for the Camporee.
9. If possible, a hospitality room should be made available for the leaders to meet. Equipment might be stored in this room.
10. Ice water should be available on the stage in all halls.

SOUND CHAIRPERSON — DUTIES

1. Although not always possible, it is desirable to have all sound equipment of the same make.
2. Determine what is needed for each dancing area, and it is very important the acoustics are checked in each hall before the Camporee.
3. Tag each piece of equipment with the owner's name and address. Prepare a list of all equipment showing the name, make, model, serial number and the owner's name and address.
4. Stand by equipment should be available in case of operational failure.
5. Security shall be provided for all equipment whether in or out of service.
6. Callers/Cuers should not be expected to donate their equipment for the Camporee. Arrangements should be made for reimbursement.
7. For the Chapter Representative meeting and the Annual General meeting amplification is required on the stage with two remote 'traveling' mics for floor use. Remote mikes may also be required for the after parties.

TOURS — DUTIES

1. Tours can be arranged, depending on whether there are items and places of interest in the area and if arrangements can be made to have such tours conducted, and at a reasonable cost. Tours should be conducted on the Monday before the Camporee and the Friday &/or Saturday after the Camporee. No tours should be scheduled during the Camporee, particularly during the Annual Membership meeting on Thursday. Be sure to include a signup deadline for tours, payment information & refund policy.
2. Make sure tours planned are advertised in the Times.

AFTER PARTIES — DUTIES

1. It is suggested that after parties be planned for each evening of the Camporee.
2. The host of the succeeding year's Camporee should conduct the party on Wednesday night to publicize their Camporee. Pre-registrations usually start the next day following a parade/demo, if so desired.
3. After parties should not last more than 45 minutes and they **MUST BE FAMILY ORIENTED**.
4. If seating is not available for spectators, have them bring lawn chairs - but not to interfere with dancing - if in the same hall.
5. If skits are not preferred on both Wednesday and Thursday night, other types of entertainment are suggested - ballroom dancing, outside choristers etc.
6. Advise the Sound Chairperson if sound amplification is required for the presentations.

PUBLICITY CHAIRPERSON — DUTIES

Following are guidelines for submitting Camporee information to the NSDCA Times.

Your Times staff is there to serve you in publicizing your Camporee. In order to get the best coverage possible, the Times staff has prepared the following outline. Samples of what has been done in the past are available and if you have any questions, please contact the editorial staff (See the Times for addresses etc.)

Deadlines for the issues are:

Issue	Deadline	Mailed
Fall	July 31	Early September
Winter	October 31	Early December
Spring	January 31	Early March
Summer	April 31	End of May

Registration Form: Your one-page registration form will be printed, at no charge, in all four issues, starting with the Fall issue.

FALL Issue: Besides the one page reserved for the registration form, a half page will include information gleaned from the registration form (fees, registrar, logo and registration information).

WINTER Issue: Along with the registration form and the half page back cover, up to one page can be used for interesting information about your state/province- what there is to see and any special driving/camping regulations peculiar to your region that visitors may not know about. This ‘enticement to come’ information must be written legibly (preferably typed) and received by the deadline.

SPRING Issue: A detailed map as well as written instructions on how to reach the site of the Camporee will now be placed on the back cover — half page. Please send this in early to give the editors time for any questions.

A page will be devoted to other information — Tours with a registration form, if desired, Craft supplies Campers need to bring, early Sports registration, instructions for Youth, etc.

SUMMER Issue: The detailed map will be repeated on the back cover. Emergency contact information to leave with the folks back home, reminder of Craft items to bring and any other pertinent information to make the Camporee a memorable experience. This is your last chance to entice campers to come. The cover will be devoted to your Camporee. You may design the cover yourselves or take what the editors create. If you have pictures these can be used with the scanner as long as they are good, clear photos. No bigger than 7½” wide, 7” high. Graphic data files should be 300 DPI or greater.

FALL Issue (after your Camporee): Photographs from various happenings at your Camporee will be featured on at least 2 or 3 pages and the cover — as well as a write up usually done by the editors. If your committee wants to include an article, send it along too. The 1st and 2nd place sports winners are all mentioned. Be sure the Sports Chairperson gives this information to the editors immediately after the awards are handed out. Editorial staff or event photographers will take pictures as the winners get their awards.

Extra Note: If your Camporee does not have water or electricity available for all, or if there are any restrictions on pets, honey wagon availability, etc., make mention of this in your write up.

1. An information booth should be set up in the camping area with info about local attractions, restaurants, shopping, propane availability etc. and any other local information that may be available — maps, etc.
2. This is a good location to distribute the daily Snooper and advise campers of any important news or changes.

SNOOPER — DUTIES

1. Prepare and distribute to all campers a daily ‘gossip’ newsletter covering happenings at the Camporee. A welcoming Snooper may be prepared for all to be handed out on arrival with the Camporee booklets etc.
2. Items can be included as they occur including drawn prizewinners, sports results and any changes in the published program.
3. Set up a ‘mail box’ to receive items from all campers that they may wish to have published. An email address should also be provided for article and photo submission.

WELCOME BAGS /DRAW PRIZES -DUTIES

1. Welcome bags should be handed out at the registration booth on entering the Camporee.
2. Items to be included in the Welcome bag are the Camporee Program book, the NSDCA Annual Report Book prepared by the BOD, welcoming Snooper and any other ‘goodies’ that may be available for handout - pens, key chains etc. Some hosting Chapters may want to include a small craft.
3. Canvas local merchants to obtain items to be used as draw prizes. These could include free meal tickets at local restaurants, small merchandise items etc. Some Chapters donate a prize as well. Letters of thanks should be sent to all donating a prize.
4. Actual draw selection should be spread over say three days with results listed in the Snooper.
5. Prizes suitable for youth may be collected and turned over to the Youth Chairperson.

PROGRAM BOOK — DUTIES

1. The format of the Camporee Program book will be the same as preceding Camporee books. Included should be a listing of the Camporee Committee, welcome letters from the NSDCA President, State Governor/Provincial Premier, local mayor! City manager and facility manager. A map of the local community showing shopping centers, etc. is desirable.
2. All vendors at the Camporee are allowed a half page ad in the Camporee book.
3. Enlist help as necessary to obtain advertising from local merchants and from NSDCA Chapters. Advertising rates should be set so that the Camporee Book pays for itself. This canvassing may be done in conjunction with draw prize solicitation.
4. Submit all monies collected to the Camporee Treasurer. The advertising dollars collected, will usually offset the cost of printing the booklet.
5. Provide a copy of the book to all advertisers along with a ‘thank you’ letter. Historian requires two (2) Camporee books and two (2) Annual Report books for his Historical records.

CRAFTS — DUTIES

1. The purpose is to provide entertainment in the form of crafts for all interested parties. Youth crafts should be included either in conjunction with adult crafts or separately.
2. Communicate with the Registration chairperson to determine expected attendance by adults and youth to help in preparing the number of materials needed.
3. Enlist assistance from the hosting chapters to provide supplies and materials as needed.
4. Enlist assistants to provide adequate supervision over each group and/or activity.
5. If possible, select an area large enough to provide adequate space and avoid crowding.
6. Include an article in the Spring Times advising campers what items they will need to bring (scissors etc.) for participation in the program.
7. The craft program is usually held on Tuesday, Wednesday and Thursday mornings. If possible, a display of the next day’s crafts should be set up.
8. Usually there is no charge for crafts, but if special and more expensive kits are presented, a small charge may be applied.

SPORTS — DUTIES

1. Adult sports presently practiced at Camporees include Horseshoes, Bean bag toss, Washer toss and Bocci/Bocce Ball. Rules for these competitions are listed in Appendix 6. Any other games may be conducted providing they are environmentally friendly and safe.
2. Some of the sporting equipment is owned by NSDCA, some is being transferred between Camporees. Consult your Co-Chairperson to make sure you will have all the equipment necessary for your use.
3. Forms should be prepared for registration for each event. A notice in the Times and in the confirmation of registration letter is necessary to advise those who may want participate in Tuesday's program to pre-register early.
4. Recruit assistants, preferably one person to be in charge of each event.
5. Sports award prizes are supplied by the Camporee, not NSDCA. These do not have to be elaborate. Presentations for adult sports are made during the Annual Membership meeting or at After Party on Thursday.

YOUTH PROGRAM — DUTIES

1. A full youth program is desirable for those in attendance and can be divided into two groups (teens and pre-teens) depending on total numbers. A separate building or hall should be available, if possible.
2. The following activities are suggested:
 - a. A welcoming, gets to know each other, party with subs or pizzas on Monday night.
 - b. A square dance program for novices and those that may have done some dancing. Line dancing can be included. Ask the Program and Sound Chairpersons for assistance.
 - c. Family type movies for those that do not wish to dance.
 - d. A sports program that can include balloon toss, baseball etc. A small award should be given to all participants.
 - e. Youth crafts are usually included in the adult activity.
 - f. Special guests from say the local police, fire department etc. that can talk to the young people about social issues.
 - g. A square dance demo is usually presented on Thursday evening before the regular dance starts to show parents/grandparents what they have learned. A teen dance party with their own DJ and music can follow this.

The above are just suggestions. Remember if the young people are happy, they will want to come back next year (with their parents/grandparents).

PARKING COORDINATOR — DUTIES

1. The parking areas should be laid out using small flags or other markers before units start arriving, usually by Sunday noon. If possible, spaces 25x50 ft. should be allowed although some units may vary from this. Towed vehicles may need to be parked in a separate area.
2. Contact the Registration Chairperson for the number of units to be expected along with their Chapter number and state/province. Attempt to locate these together, if possible, to aid in locating persons in case of emergency.
3. Attempt to locate the BOD and Membership Secretary together and as close as practical to the BOD/Staff Meeting facilities, in preference to being near the dance halls.
4. Maintain a list of campers by site location for use in case of emergencies.
5. Priority will be considered only for units with persons with medical problems, substantiated by a doctor's certificate or a handicapped parking permit.
6. Members who are not pre-registered will be expected to locate in the overflow area.
7. All arriving units should be met at the gate and led to their site. Bicycles, golf carts, etc. may assist in this.
8. After registration closes for the night, units may park in the overflow area until registration opens the next morning.

SECURITY CHAIRPERSON — DUTIES

1. Provide adequate security in the camping area. Advise all campers to secure their own property while absent from their site. This is particularly important during the opening ceremonies, Annual Membership meeting and skit presentations when most campers are attending.
2. Gate control may be necessary to ensure all vehicles coming and going belong.
3. Vendors' wares should be 'locked up' during the off hours.
4. Provide security for sound equipment when not in use.
5. Make sure that all campers, including youth, wear their NSDCA name badges & registration ribbons at all times. Non-NSDCA members are required to wear one of their name badges with registration ribbons.
6. Allow NSDCA members who are not registered for the Camporee to enter and attend the Annual Membership meeting on Thursday afternoon.

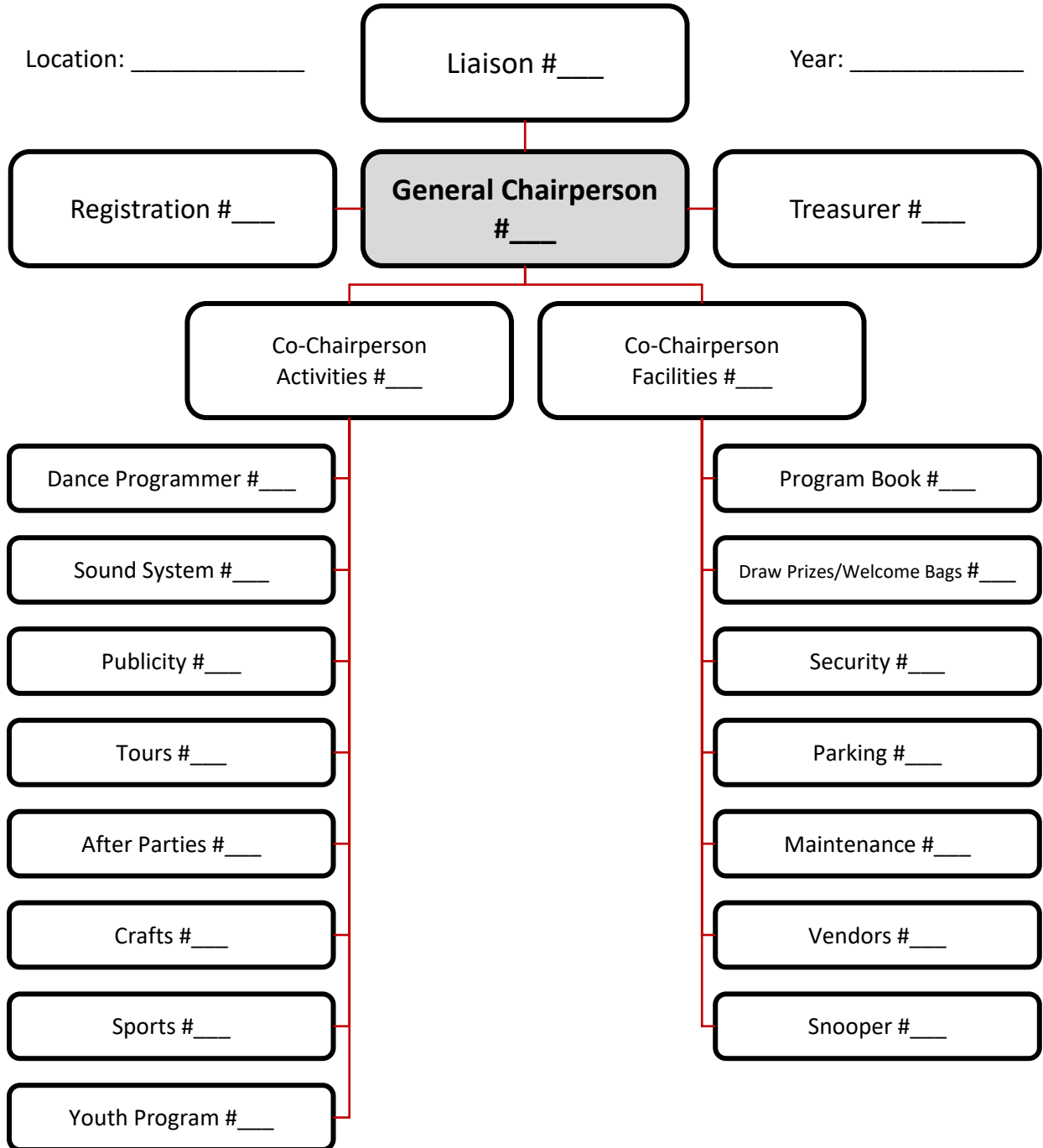
MAINTENANCE (SERVICES) — DUTIES

1. Ideally, all sites should have at least 30-amp power available and water within 25-50 ft. This is not always possible in some facilities. Although temporary water lines can be installed at a reasonable cost, the cost of providing extra power will be prohibitive. This does not mean the Camporee cannot be held. Generators can be used prudently, and those with medical problems can use any available power outlets. There have been two Internationals where this has been done, and others where power availability was minimal (several units sharing one 15-amp circuit). Most big rallies (FMCA, Good Sam) have next to no power available and often no water.
2. If there is no dumping station available on the grounds, consider one 'free' pump out for all units, taking the cost of this into account in the registration fee.
3. If there is a dumping station available on the grounds, consider a portable pump out service for those wishing to pump out without moving the unit. This would be an additional fee for those units & not covered by the registration fee.
4. Arrange for garbage containers and regular collection.
5. Shower facilities are recommended.
6. Arrange for and check frequently:
 - a. Ventilation (obtain fans, if necessary).
 - b. Lighting.
 - c. Electrical power in all halls.
 - d. Floors — Keep clean and in dancing condition.
 - e. Eliminate safety hazards before the Camporee and make frequent inspections to make sure no hazards are created during the Camporee.
 - f. Rest rooms, showers etc., to be kept clean.
 - g. Temperature in all halls.
7. Secure and install whatever decorations are considered necessary. Usually a small sign designating each Chapter number and an appropriate logo is displayed in the main dancing area.
8. Cold drinking water should be made available for the dancers in all halls.
9. Signs are required on all buildings, showing the activities therein.
10. Signs should be placed on nearby roads directing units to the campground.
11. Arrange for first aid either on the grounds or in the immediate vicinity. This should be available most of the time, and if this is on the Camporee site, the station adequately supplied and operated by persons qualified in the administration of First Aid.

VENDOR CHAIRPERSON — DUTIES

1. Clothing Vendors:
 - a. The number of vendors selling square dance apparel is to be determined by the registered attendance information.
 - b. Local, Non-Member vendors are allowed, but the preference is to be given to an NSDCA Member vendor.
 - c. Caution: do not over-book clothing vendors as they will not help us again if they cannot make a profit.
2. The NSDCA Badge maker, if attending, requires booth space (no charge). The official NSDCA Badge maker is the only badge supplier allowed unless the Camporee is held in Canada and the said badge maker chooses not to attend.
3. Other vendors selling non-square dance apparel items (records, videos etc.) and RV suppliers may be included, space allowing.
4. Vendors shall pay in accordance with the guidelines in Appendix 8.
5. NSDCA member vendors must register for the Camporee. Non-member camping vendors shall pay the camping fee only.
6. Negotiate contracts before May 1, and collect fees before the vendor sets up.
7. Submit all monies to the Camporee Treasurer.
8. Vendor Hours:
 - a. Establish operating hours with the vendors.
 - b. Hours when people are present is encouraged:
 - i. Open hours during dancing permitted.
 - ii. Closed time for meals allowed.
 - iii. Allow Vendors to operate on Monday evening if they so desire.
 - c. Vendors are not to be open during the Annual Membership Meeting.

**APPENDIX 1
NSDCA INTERNATIONAL CAMPOREE
PROPOSED ORGANIZATIONAL CHART**



APPENDIX 2 FINANCIAL PROGRESS REPORT

This form is only a sample of the type of line items that should be on your reports. You may modify it as needed for your Camporee.

REPORT FOR	FEBRUARY 1	APRIL 1	JUNE 1	FINAL	BUDGETED VALUES
INCOME					
REGISTRATION					
EXTRA CAMPING					
CAMPOREE BOOK					
EXHIBITORS					
CRAFTS					
TOURS					
OTHER					
Non-Member Surcharge					
TOTAL INCOME					
EXPENSES					
CHAIRPERSONS					
REGISTRATION					
TREASURER					
DANCE PROGRAM					
SOUND					
RECREATION					
CRAFTS					
AFTER PARTIES					
PUBLICITY					
CAMPOREE BOOK					
PARKING					
EXHIBITORS					
SNOOPER					
MAINTENANCE					
TOURS					
FACILITY RENT					
REFUNDS					
OTHER					
TOTAL EXPENSES					

APPENDIX 3 REGISTRATION PROGRESS REPORT

This form is only a sample of the type of line items that should be on your reports. You may modify it as needed for your Camporee.

REPORT FOR	FEBRUARY 1	APRIL 1	JUNE 1	FINAL	
NUMBER OF ADULTS					
NUMBER OF CHILDREN					
TOTAL NO. OF UNITS					NO. OF NON-MEMBERS
SUNDAY					
MONDAY					SUMMARY
TUESDAY					
WEDNESDAY					NO. OF NO SHOWS
THURSDAY					
NUMBER OF CHAPTERS					NO. OF REFUNDS
ADULT SPORTS-NO, FOR					SURPLUS
HORSESHOES					
BEAN BAG TOSS					TONSDCA
WASHER TOSS					
BOCCI BALL					TO HOST CHAPTERS
OTHER					
CRAFTS NO. - ADULTS					
CRAFTS NO. - CHILDREN					
SQUARE DANCE LEVEL					
NUMBER - MAINSTREAM					
NUMBER - PLUS					
NUMBER - AL OR A2					
NUMBER - YOUTH					
ROUND DANCE LEVEL					
PHASE II					
PHASE III+					
SQUARE DANCE CALLERS					
ROUND DANCE CUERS					

APPENDIX 4
PROOF OF CAMPOREE INSURANCE COVERAGE

The Certificate of Insurance, carried by NSDCA, also applies to the Annual Camporee.

The aggregate value, as listed in current Liability Insurance policy should cover most requirements. (See Page 6, Item 2)

APPENDIX 5 FLAG PLACEMENT

Flag Placement in the U.S.

The US Flag when carried in a procession with other flag (s) should be on the marching right. Other flags are placed in order of importance to the left i.e. the Canadian flag then the state flag if used. All flags should be flown on separate staffs and at the same height. All should be of the same size.

When displayed on a stage or podium, flag positioning is the same. The US flag should be placed on the left of a person facing the flags, the Canadian flag to the right and then the state flag. All flags should be on separate staffs and of the same height. The order of placement is the same, the US flag first, followed by Canada and a state flag if used.

Flag Placement in Canada

Flag placement is similar to the above. In a procession, the Canadian flag should be on the marching right, the US flag to the left and then the Provincial flag if used.

When placed on a stage or podium, the Canadian flag should be on the left facing a viewer, then the US flag to the viewer's right and then the Provincial flag.

APPENDIX 6 SINGING OF ANTHEMS

Anthem Singing

At International gatherings, it is customary to sing the visiting country's anthem first, followed by the host country's anthem. NSDCA has numerous printed, laminated cards with an anthem on each side.

United States of America National Anthem

O SAY CAN YOU SEE, BY THE DAWN'S EARLY LIGHT,
WHAT SO PROUDLY WE HAIL'D AT THE TWILIGHT'S LAST GLEAMING?
WHOSE BROAD STRIPES AND BRIGHT STARS, THRO' THE PERILOUS FIGHT,
O'ER THE RAMPARTS WE WATCH'D WERE SO GALLANTLY STREAMING.
AND THE ROCKET'S RED GLARE, THE BOMBS BURSTING IN AIR,
GAVE PROOF THRO' THE NIGHT THAT OUR FLAG WAS STILL THERE.
O SAY DOES THAT STAR SPANGLED BANNER YET WAVE,
O'ER THE LAND OF THE FREE AND THE HOME OF THE BRAVE.

Canadian National Anthem

O CANADA! OUR HOME AND NATIVE LAND,
TRUE PATRIOT LOVE IN ALL THY SONS COMMAND.
WITH GLOWING HEART WE SEE THEE RISE,
THE TRUE NORTH STRONG AND FREE!
FROM FAR AND WIDE, O CANADA,
WE STAND ON GUARD FOR THEE.
GOD KEEP OUR LAND GLORIOUS AND FREE!
O CANADA WE STAND ON GUARD FOR THEE,
O CANADA WE STAND ON GUARD FOR THEE.

APPENDIX 7
NSDCA INTERNATIONAL CAMPOREE
GRAND MARCH GUIDELINES

The Grand March is the opening ceremony of the NSDCA International Camporee. The following suggested order has been used successfully at many Camporees over the years:

1. Line up marchers in the following order: Color Guard
 - a. Host Chapter(s)
 - b. Next Year's Host Chapter(s)
 - c. All other chapters in numerical order
Note: Florida chapters usually fall in as an entire state at the end of the procession.
2. March into the opening venue.
3. Anthems
4. Pledge
5. Invocation
6. Introductions
7. Welcoming remarks
8. Guest Speaker
9. Closing Remarks
10. Dancing begins

APPENDIX 8 NSDCA CAMPOREE SPORTS RULES

Horseshoes

The equipment required for a game is two stakes fastened securely in the ground (**be sure to get permission from the site before fastening**) 40 feet apart and two horseshoes for each player. The stakes should be of iron or soft steel one inch in diameter protruding 14 inches above the ground and leaning two or three inches towards each other.

Each stake is placed in the center of an area six-foot square called the pitcher's box. Players toss their shoes from within the confines of this box.

A singles game has two opponents competing as individuals, each pitching to the other stake, alternating until the end of the contest. A doubles game has two opponents at one stake and their partners at the other stake. One pair of partners compete as a unit against the other set of partners,

Note: These rules were condensed from the Official Manual of the National Horseshoe Pitcher's Association of America.

Basic rules to be observed are as follows:

1. A player must pitch each shoe from inside the outer edges (foul lines) of the pitcher's box and at least 18" from the stake. If any portion of the player's foot extends over the foul line before he releases the shoe, that particular pitch is a foul and does not count in the scoring. Foul lines should be clearly marked.
2. A player must stand at the rear of the pitcher's box while his opponent is delivering his shoe and must not talk or make any distracting noises or movements. A player violating this rule loses the value of both shoes pitched in that particular frame.
3. A shoe, which strikes the ground outside the pitcher's box or on the hard surface of the pitching platforms then bounces into the scoring distance, does not count in the scoring.
4. A shoe, which breaks when pitched, does not count and another shoe must be pitched in its place.

Scoring Rules:

1. A frame consists of each player pitching two shoes at the opposite stake.
2. A 'ringer' is a shoe, which encircles the stake in such a manner, that a straightedge can be laid across the open end of the shoe touching both prongs without touching the stake.
3. A shoe leaning against the stake has the same value as one touching the stake but laying on the
4. ground.
5. When each player throws a 'ringer' or when each player throws two 'ringers' in a frame, the 'ringers' cancel each other.
6. Shoes of opposing players, which are equal distance from the stake in the same frame, are regarded as ties and cancel each other; the next closest shoe scoring one point provided it is within six inches of the stake.
7. Shoes must be within six inches of the stake to count in the scoring. This distance may be increased for the novices and beginners.

8. The player who scores in a frame pitches first in the next frame. If no points are scored in a frame, the player who pitched last in that frame pitches first in the next frame.

Scoring Values:

A game consists of enough frames for one player to accumulate 50 points.

1. A player scores one (1) point in a frame when one of his shoes is closest to the stake than either of his opponents.
2. A player scores one (1) point in a frame when he and his opponent each have a 'ringer' and his remaining shoe is closer to the stake than his opponent's shoe provided it is within six inches of the stake.
3. A player scores two (2) points in a frame when both of his shoes are within six inches of the stake and closer than either of his opponent's shoes.
4. A player scores three (3) points in a frame when one of his shoes is a 'ringer' provided his opponent does not have a ringer in that frame.
5. A player scores four (4) points in a frame when one of his shoes is a 'ringer' and his remaining shoe is within at least six inches of the stake and closer than either of his opponent's shoes.
6. A player scores six (6) points in a frame when both of his shoes are 'ringers' and neither of his opponent's shoes are 'ringers'.

Pitching Distances:

Men

1. Juniors-Junior contestants may pitch from any place on either the full-distant or extended platforms. They must observe the 27-foot foul lines. Juniors' age nine or under, for the entire calendar year, may observe a 20-foot foul line.
2. Open Men and Seniors-All Open Men and senior contestants shall pitch from on or behind the full distance platforms adjacent to the pits and observe the 37-foot foul lines. Physically impaired males, in these categories, may be given permission, by the governing NHPA officials (NSDCA Horseshoe Chairperson), to move on to the extended platforms and observe the 27-foot foul lines.
3. Elders-Elders (NSDCA 65 or over) are classified as short-distant pitchers, shall pitch less than the full distance and observe the 27-foot line.

Women

1. All female contestants may pitch from any place on the full distance or extended platforms and observe the 27-foot lines, except that any woman pitching in an Elders class must pitch less than 40 feet.

Bean Bag Toss

2. Boards are 30' apart, center of hole to center of hole. Boards are 2' x 4' with a 6" hole.
3. Four bags of one color are used per team. Team consists of two persons. (Preferably one man, one woman)
4. Partners throw from opposite sides. Players must stand and throw behind the front edge of the board.
5. Bags are thrown alternately. The team or player, first called for the board, has the light color bags starts the game.
6. Bags in the hole count three (3) points each.
7. Bags on the board (not touching the ground) count one (1) point each.
8. One color bag cancels the other color. Example: One bag in the hole, other color has one bag on the board
9. = 2 points for the team with the bag in the hole.
10. Score is counted after both players have thrown all four bags.
11. First team to score 21 is the winner. Score of 11 to zero is a skunk and the team with 11 points wins.
12. The Person or team, that scored last, throws first on the next round of play.

Washer Toss

NOTE: For tournaments all boards and washers should be as nearly alike as possible.

Board Construction

1. **BOARD:** 48"x 12" x ½" plywood with a 2" x 2" base. 2" x 2" cross supports between each hole to keep washer from sliding to a different hole.
2. **HOLES:** Size of round hole 5 inches in diameter. Each board has 3 holes. The last hole 3 inches from end and 3 inches between each hole.
3. **ROPE:** 10-foot rope attached to both boards with open hook. A¼ inch poly rope is attached to the end farthest from the holes.
4. **CARPET:** The recommended covering would be indoor-outdoor carpeting with rubberized backing (if you have not already constructed your board). This will provide a two-fold benefit: cleaning and weatherproofing.

Washers

1. Four (4) large washers are needed. **IMPORTANT:** All washers should be the same size and painted in two different colors for identification.
2. The size and weight of the washers recommended when the game is being played at 'official campouts' is 3-inch outside dimension x 1 3/8 inch inside dimension x 8 gauge.

Rules

1. There shall be 2 or 4 players.
2. With both feet on the board, player #1 throws both of the washers at holes in the opposite board. Player #2 then throws both of their washers. Then, players on opposite board (#3 and #4) take their turns.
3. Washers may be thrown directly into the hole, or may be bounced in to the hole from the board. Once washers hit the ground, they are officially 'dead'.
4. The player or team scoring the last point will toss first the next time.

Scoring

1. Washer counts point value as long as it is in the hole with all or part of washer resting on the ground.
2. Closest hole scores one point; middle hole 2 points and the last hole 3 points. The highest possible score per player would be 6 points, or 12 points team.
3. When Player #2 washer enters same hole occupied by Player #1 washer, Player #2 washer cancels point value for Player #1 and scores point value for Player #2. One washer thrown by Player #2 may cancel only 1 washer scored by Player #1.

Example: Player #1 scores two washers in 3-point hole. Player #2 scores one washer in 3-point hole, then one washer scores for each Player. If Player #1 washer is knocked in by a washer thrown by himself or Player #2, the point value of hole is scored unless Player #2 washer should fall in the same hole. Disregarding the order of entry, Player #2 would then score point value.

4. **Game Point Value:** Game is 21 points. Player must end exactly at 21. If point value scored exceeds 21, then the point value is deducted.

Example: Player #1 has 19 points then scores 3 points. His score is now 16. He then scores 2 points with second washer. His score is now 18. If Player #2 cancels the 3-point score, Player #1 wins with score of 21 points.

5. **Tie:** In the event of a tie, the game continues until one Player or Team has more points after both Players #1 or Team #1, and Players #2 or Team #2, have thrown.

Bocce Ball

Copied from: The Joy of Bocce by Mario Pagnoni (International Bocce Champion)

Basics of the Game

A set of Bocce balls Consists of eight large balls and one small ball called the Pallino. The large balls are roughly the size of a grapefruit. Two teams compete against each other. Each team gets to roll or otherwise toss four of the larger balls toward the Pallino ball. Each team's four Bocce balls are of a different color. For example, a set may contain four red balls, four green balls and a yellow Pallino. The object of the game is to score points by getting your team's balls closest to the Pallino. After both teams throw all of their four balls, the frame or round is over, and only one team will score. You score one point for each ball that is closest to the Pallino, two points if you have two closest to the Pallino etc. In this way, you can score up to four points per round or frame. The game will continue to 11, 12, 15, 16 or even 21 points. We suggest games of 12 or 15. This is sufficiently long to make for fair competition -yet does not keep on deck players waiting too long.

Team Set-Ups

One person from a two-man team takes his or her place on each end of the play area. Each member of the team will throw a total of four balls from his or her side towards the Pallino. After all teams have thrown their balls, scores will be counted and the opposite team will throw the balls towards the Pallino etc.

To Begin the Game

To begin the game, teams must agree on who will toss the Pallino first. You might flip a coin, throw fingers, odds or evens, or come up with another alternative. Now the person who tosses the Pallino must toss the first Bocce ball, attempting to get as close to the Pallino as possible. While you do not get any extra points for hitting the Pallino, a shot that nestles right up against the Pallino, obscuring it from the next player's sight, is very tough to beat. In any case, once the first ball is played, that team has the advantage they are closest to the Pallino so far.

Now it is up to the opponents to throw their Bocce balls until they place a Bocce ball closer to the Pallino than the previous team's ball. Play continues in this manner until all the balls have been thrown (sometimes referred to as the nearest ball rule). To recap, when Team A has a point (has the closest ball to the Pallino), they step aside and wait until Team B beats that point (has its ball closest to the Pallino). The teams throw as many balls as necessary to get closer to the Pallino than the other team. Note: At no time does one team or the other throw all of their balls at once unless they have not put a ball closer to the Pallino than the opponent's ball.

The Playing Surface

Although Bocce is played worldwide on enclosed clay or dirt courts, you can play on almost any surface. You need only a grassy area 30 to 70 feet long, and at least 8 feet wide. it may be perfectly level, extremely hilly, or anywhere in between. We do suggest that the grass in the playing area be cut short enough to see the Pallino ball from the ends of the playing area.

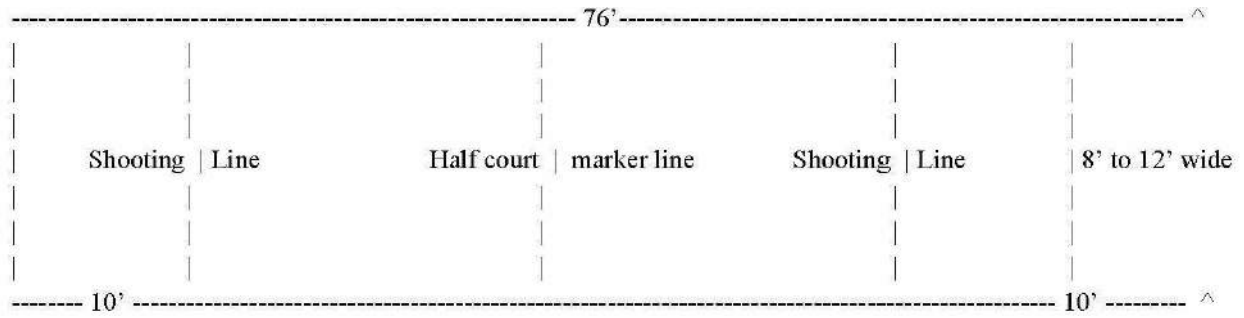
Measuring the Point

Measuring to find out which ball is closest to the Pallino can present a problem. Tape measure from the center of the Pallino to the center of the Bocce ball is usually the rule. A point that appears too close to call, is usually agreed to be a tie or no point scored for either team. It is important to watch the angle of the Bocce ball from the Pallino. This can fool your eye for distance. If you have someone acting as a referee, he or she should make all the measurements.

Playing Surface of Courts

Courts are generally 60 to 90 ft. in length (90 ft. for international competition), normally 10 to 12 ft. in width. Normally, a court will have a centerline exactly in the center of the court. When throwing the Pallino. It must cross this line. If after two tries to place the Pallino over this line and you are not successful, the Pallino is given to the opposite team.

Following is a drawing for layout of a Bocce court on grass. Not to scale.



This is a grassy court layout — not a competition court. Length can be changed up to 90 feet; width can be from 5 to 12 feet.

ENJOY BOCCE BALL!

APPENDIX 9 NSDCA CAMPOREE NON-MEMBER INFORMATION LOG

All Non-member information and monies are to be forwarded to NSDCA Treasurer at Camporee.

Camporee _____ Date _____ Make two (2) copies for the NSDCA Treasurer

(This area filled in by the Camporee Registration / Parking Committee.)

(This area used by the Membership Secretary.)

Non-Member Name	Address		Membership Comments		
Phone	Email	Camp Site	<i>Non-Member Fee</i>	<i>Badge Paid</i>	<i>Joined or Refundable</i>

Non-Member Name	Address		Membership Comments		
Phone	Email	Camp Site	<i>Non-Member Fee</i>	<i>Badge Paid</i>	<i>Joined or Refundable</i>

Non-Member Name	Address		Membership Comments		
Phone	Email	Camp Site	<i>Non-Member Fee</i>	<i>Badge Paid</i>	<i>Joined or Refundable</i>

Non-Member Name	Address		Membership Comments		
Phone	Email	Camp Site	<i>Non-Member Fee</i>	<i>Badge Paid</i>	<i>Joined or Refundable</i>

Non-Member Name	Address		Membership Comments		
Phone	Email	Camp Site	<i>Non-Member Fee</i>	<i>Badge Paid</i>	<i>Joined or Refundable</i>

Non-Member Name	Address		Membership Comments		
Phone	Email	Camp Site	<i>Non-Member Fee</i>	<i>Badge Paid</i>	<i>Joined or Refundable</i>

Non-Member Name	Address		Membership Comments		
Phone	Email	Camp Site	<i>Non-Member Fee</i>	<i>Badge Paid</i>	<i>Joined or Refundable</i>

Non-Member Name	Address		Membership Comments		
Phone	Email	Camp Site	<i>Non-Member Fee</i>	<i>Badge Paid</i>	<i>Joined or Refundable</i>

Non-Member Name	Address		Membership Comments		
Phone	Email	Camp Site	<i>Non-Member Fee</i>	<i>Badge Paid</i>	<i>Joined or Refundable</i>

Non-Member Name	Address		Membership Comments		
Phone	Email	Camp Site	<i>Non-Member Fee</i>	<i>Badge Paid</i>	<i>Joined or Refundable</i>

APPENDIX 10
NSDCA INTERNATIONAL CAMPOREE
VENDOR CONTRACT (GUIDELINE)

The undersigned vendor requests space to sell and/or advertise merchandise or service at the _____ NSDCA International Camporee on/from _____ / ____/20____ through _____ / ____/20 ____ at _____ Fairgrounds, located in _____ City, State/Province).

Vendor agrees to:

1. Pay \$____.00 fee by May 1, to cover:
 - a. Two tables and four chairs for each space. Additional tables and chairs are available at NSDCA rate. Additional space (if available) is \$____.00 each.
 - b. A ½-page ad in the International Camporee Book is included in the cost of each space. Ad material must be received by May 1.
2. Donate merchandise, gift certificate, or another gift for door prize.
6. Set up will be between 8 AM and 5 PM (unless other arrangements made with vendor chairperson) on _____ / ____/20____ in the space assigned.
7. Have booth open all three days of Camporee (unless other arrangements are made with vendor chairperson). Vendor has the option of being open for the Trails-End dance night.
8. Vacate space by noon _____ / ____/20_____.

Please return this completed contract application, accompanied by a \$25.00 deposit, to vendor chairperson:

Vendor Chairperson: _____
 Address: _____
 City, State/Province. Zip/PC: _____

Make checks payable to: _____ NSDCA CAMPOREE

NSDCA Member must also pay Camporee registration and camping fee. Non-NSDCA vendor campers must pay only Camporee camping fee.

Vendor Name: _____	Vendor Fee	\$ _____
Company Name: _____	Extra Table @ \$ _____ /each	\$ _____
Street Address: _____	Extra Chair @ \$ _____ /each	\$ _____
_____	Extra Space @ \$ _____ /each	\$ _____
State/Prov, ZIP: _____	Non-Member Camping Fee	\$ _____
Phone: _____		
Email: _____	Total Fee	\$ _____
Membership #: _____	Amount Due May 1	\$ _____

Vendor Signature _____ Date _____
 Chairperson Signature _____ Date _____