

Program Book Committee Duties

The Program Book Committee shall provide the program book for the campout. It shall contain the times of all activities and all other pertinent information.

This includes:

- A. Selecting an assistant chairperson.
- B. Have available sufficient help to do what must be done when it is to be done.
- C. Procure advertising, if the decision is to include advertising. Income will go into campout funds.
- D. Work with the other committees to determine the schedule of events.
- F. Obtain welcome letters from:
 - 1. Campout Chairperson(s)
 - 2. MSA President
 - 3. State Director
 - 4. District Director, if campout is District sponsored
- F. Schedule the first hour of project sales for handicapped persons only. Place this information in the program book.
- G. Determine the format of the book, in cooperation with the Campout Chairperson(s). Use a type size that is easily read by most people.
- H. Work with registration to determine the number of program books to publish.
- I. Print the program book.
- J. Assist the goodie bag committee in getting the book into the goodie bag.
- K. Include in the mail-back packet a brief schedule of events for the weekend.
- L. Report to the campout treasurer, within fifteen (15) days after the campout if the income, if any, and expenses of the committee, in approved MSA format.
- M. Report to the campout secretary, in writing, within fifteen (15) days after the campout of the activities of the committee. This includes the number printed and amount of advertising, if any and other items that might be of interest to other committees planning a program book for a future campout.