



## 2026 Unit Camp Card Chair Job Description SCOUTING AMERICA NATIONAL CAPITAL AREA COUNCIL

1. Attend Council Webinar on **January 8<sup>th</sup>, 2026 @ 7PM.**
2. Ensure your unit is signed up for the 2026 Camp Card sale by **February 4<sup>th</sup>, 2026.**
3. Set a challenging sales goal for your unit that pays for the unit's camp and program needs.
4. Understand and communicate the impact your unit's participation has on Scouting at all levels.
  - a. Youth / Parent Level
  - b. Unit Level
5. Understand the sale deadlines and youth incentives and how to fill out the paperwork / tracking forms.
6. Set up your Unit's "Sale Calendar & Schedule."
7. Enthusiastically promote the sale – to both youth and parents.
8. Attend your District Camp Card Training Kickoff / Distribution. All materials will be distributed at your District Distribution location.
9. Plan and conduct your unit's Camp Card Kickoff – ideally the week of **February 15<sup>th</sup>**, the first week of sales.
10. Reconcile unit accounts between **April 10<sup>th</sup> and April 17<sup>th</sup>, 2026.** This includes:
  - a. Collecting all money for sold cards and unsold cards not returned.
  - b. Collecting all unsold cards
  - c. Reconciling check out receipts.
  - d. Ensuring everything is turned in on time to NCAC.
11. 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 your account.)**