



# HOW TO SIGN UP FOR CAMP ASSIGNMENTS

**(EVERYONE 15+ WILL HAVE ONE)**

# Basic info about camp assignments at Kajo

Participating in a scout camp in Finland, daily life consists either of taking part in the program or having an assignment. All adults have assignments while the youth (age 12-18) participate in the program and/or have assignments. The older you are, the more of your time goes to assignments.

The youngest scouts, called **Trackers (age 12-15) only participate in program activities**. They are not required to have any camp assignments.

The **Explorers (age 15 to 18) will have small assignments** that they complete together with their patrol.

**Rovers (age 18 to 22) have 80%-assignments** (which gives them time to participate in Rover-specific program 20% of the time). The Rovers' assignments are individual and are on the same level as the adults' assignments.

All **adults (age 22+) have 100% assignments**. This doesn't mean that the assignment is 24/7, but rather that the adults should be prepared to show up for work at the assigned position all days of the camp, apart from the days that are scheduled as free-time.

Read more about the camp assignments on <https://kajo2022.fi/en/camp-assignments/>



# Designated leaders for Trackers

Your Trackers will of course need tending to. This is why each group should assign one leader per starting 12 Trackers as "**supporting leaders" for the Trackers**. This is considered a camp assignment.

=> If your group has up to 12 trackers you assign one leader to the camp assignment "Adult support for Trackers".

=> If your group has 13-24 trackers, you assign two leaders to the "Adult support for Trackers" assignment. And so on...

=> If you think that your **Explorers** also need a designated leader, you can add one leader to the above count and sign him/her to the "Adult support for Trackers" as well. Please mention that this leader is intended for the Explorers.

=> **NB! If your national scouting organisation requires two-deep leadership**, or similar, when it comes to the number of adults that interact with the youth, please adhere to your rules and assign enough leaders as support leaders for your Trackers. Just mention that you need to follow this rule, so that we understand why your number of support leaders is higher than the above mentioned.

**Please note that these assignments will, however, be confirmed within the camp unit later in the spring.** As a camp unit consists of several scout troops, all of which will assign support leaders for their Trackers while registering, there might be an excess amount of support leaders in the final camp unit. If this is the case, some will be re-allocated to other assignments.

In addition to the above-mentioned support leaders, your **group leader** can exempt himself/herself from the regular camp assignments. This is a possibility, if your group is so big that you consider it necessary for the group leader to be available in the camp unit for your group members at all times. In that case, the group leader will be given a smaller task, to help the international team at Kajo, during a day or two. All group leaders that choose to exempt themselves from regular camp assignments will be contacted during the spring and given more information.

Information on **how** you assign them will come in a few slides :)



# The individual registration form & camp assignments 1/2

- While completing the personal registration, each participant will indicate whether he/she is 15 years or older. Please note that some 15-year olds might still be Trackers at the camp, they do NOT need to tick this box. This box is only for Explorers and older:

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Assignment/staff position at camp (15-year-olds and over)  
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Everyone aged 15+ years will have an assignment at Kajo and thus help run the camp. If you already know your assignment, tick the appropriate box below. In case you do not already have an assignment, you will be sent an email that directs you to a separate camp assignment form so that we can give you a suitable assignment. Please note that for Explorers, aged 15-17, the camp assignment form is a bit different to the form for Rovers and Adults. Read more about the camp assignments at <https://kajo2022.fi/en/camp-assignments/>.

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 15-year-olds and over  
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- Then, additional options are shown (see next page)



# The individual registration form & camp assignments 2/2

- The following questions appear

I already have an assignment/staff position

I am part of a camp unit's leading trio

I am a camp unit's adult support for Trackers

Yes, some other assignment/staff position, let us know below

Under 12 years old's custodian, write down dependant(s)'s name(s) below at My assignment/staff position and my assignment leader.

No, I do not have an assignment/staff position yet.

My assignment/staff position and my assignment leader

If you are one of your group's Adult support leaders for Trackers, tick here. If you are assigned to the Explorers, please mention it in the box "My assignment...". Also, if your support leader count is higher than the recommended due to two-deep leadership, please mention it the text box.

If you are the group leader, tick here and mention that you are a group leader in the box "My assignment..."

If you already have another assignment, that you have agreed upon with someone, tick here and mention the assignment and responsible person in the box "My assignment..."

**All other Explorers, Rovers and Adults should tick this box. They will later receive an email to the "Camp Assignment Engine" (more on that in a few slides).**

**NB! If you already have an assignment but still get the email to fill in the Camp Assignment Engine, you don't have to do anything!**



# The individual registration form & professional expertise:

- We ask you kindly to indicate whether you possess any of the below mentioned expertise:

I have professional expertise: This information is used in emergencies only and you can choose if you are available or not.

Paramedic  
 Doctor  
 Fire foreman  
 Firefighter  
 Police  
 Registered nurse

Other expertise in social and health services or emergency services, which kind:

- This information is for **emergency situations** only, and will **not be used for the camp assignment** allocation



# Study credits for camp assignment experience acquired at Kajo?

- In Finland some of the experience acquired within scouting can be accepted as part of your studies. How much, and what, depends on your field of studies and your school.
- **If you have this possibility in your home country as well, please feel free to let us know by completing this part of the registration form and we will help you with the process.**
- NB! This requires activity on your behalf. You are yourself responsible for checking with your school and letting us know what kind of documentations you will need.
- More information will be made available soon: <https://kajo2022.fi/en/camp-assignments/>

## Kajo-assignment's utilization in studies

Additional information about utilizing scout assignments in studies can be found here: [kajo2022.fi](https://kajo2022.fi)

I am a student, and I am interested in the possibility of utilizing the Kajo-assignment in my studies.

Yes

What are you studying?

Where do you study? (learning institution, study program)?

Have you already made arrangements on utilizing your Kajo-assignment in your studies? If so, tell us

Kajo's team of expertise contacts some of the learning institutions in advance about the utilization of assignments in studies. Do you give permission to mention your name in case we contact your learning institution?

Yes

No

Can Kajo's team of expertise contact you before and after the camp regarding the assignment's utilization in studies?

Yes



# The "camp assignment engine" for Rovers and Adults

i.e. how the participants are matched to the camp assignments

Rovers  
& Adults

- Some time after registration, all rovers and adults will receive an email with **personalised** link to the camp assignment engine. **Do not share this link with your friends, as it will mess up the process!**
- The link opens the camp assignment engine, i.e. a form, where the participant will indicate his/her interests and experience
- When all Rovers and Adults have submitted their information via the camp assignment engine it will match the participants with the available assignments. This will happen in February 2022, after the registration has ended.
- **=> It is very important that all your rovers and adults that don't have an assignment on beforehand fill in the camp assignment engine!**





# The "camp assignment engine" for Rovers and Adults



*NB! The screen shots are from a version that is not yet proofread, so please bear with us.... it will be perfect when published ;)*

## Welcome to Kajo's job engine!

- Suomi
- English
- Svenska



This is Kajo's assignment engine. In this assignment engine you can affect the type of assignment you will carry out at Kajo. Please answer every question and follow the instructions in order for us to provide you with a pleasant assignment.



Your choices will be connected to your personal information collected during your registration following the privacy policy. The privacy policy of Suomen Partiolaiset - Finlands Scouter ry is being complied.

OK



# The "camp assignment engine" for Rovers and Adults

Rovers  
& adults



Where would you like to carry out your job?

- Explore the campsite
- Tidy work indoors / Neat work indoors
- At one place / All in one place
- Outside the camp / campsite
- Definitely outdoors



# The "camp assignment engine" for Rovers and Adults

Rovers & adults



What kind of things would you hope to get from the job?

Something brand new / Something totally new

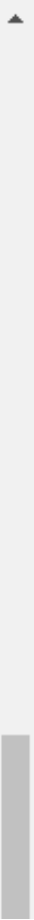
Instructing others

Lots of new people

Help and serve

Plenty of coffee

Creativity



# The "camp assignment engine" for Rovers and Adults



When would you like to work? Choose one option.

- Day job
- Evening work
- Late night work / All-nighter
- Always prepared - without work shifts



# The "camp assignment engine" for Rovers and Adults

Rovers & adults



What kind of expertise do you have? Choose 2 options.

- Cooperation and relationship skills
- Flexibility and initiative
- Expertise in development
- Communication / communications skills
- Technical working life skills
- Strategic thinking



# The "camp assignment engine" for Explorers

i.e. how the participants are matched to the camp assignments

Explorers

## Kajo 2022 - Explorers' assignment engine

Explorers are put into patrols of 6 to 8 people in which they will execute small camp assignments during Kajo. Everyone gets the chance to affect how their patrols are pieced together. We try our best to accommodate everyone's wishes. Please answer the following questions so that we can form the best possible patrol for you.

\* Obligatoriskt

1. Full name \*

Ange ditt svar

2. E-mail \*

Ange ditt svar

3. Scout group \*

Ange ditt svar

4. Country \*

Ange ditt svar

5. Members of the patrol \*

 I would like to meet new Explorers

 I would like to be in the same patrol as my friend

Skicka

Lämna aldrig ut ditt lösenord. [Rapportera missbruk](#)

- Some time after registration, all explorers will receive an email with a link to the camp assignment engine.
- The camp assignment engine for the Explorers is not personalised, so the link can be shared with friends that have misplaced their link
- The camp assignment engine for Explorers is a bit different from that of Rovers and Adults
- As the Explorers' camp assignments are done in patrols, they will get to choose if they want to be in a patrol with friends from before or in patrols with new people
- They will also be asked about their language skills as well as their preferences for the assignment





5. Members of the patrol \*

- I would like to meet new Explorers
- I would like to be in the same patrol as my friend

6. Nationalities of the patrol \*

- Only same nationalities that I am
- Foreign scouters

7. Language skills \*

	Excellent	Good	Medium	Basics	No language skill
English	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Finnish	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Swedish	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
French	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spanish	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Some other (tell it in the last question)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. I would like to do camp assignments relating to this (drag into order based on the pleasantness)

- Security and safety
- Maintenance for things of for people
- Activities
- Food supply
- Market
- Communications
- Internationality
- Encounterings
- Family and small kids
- Office work

9. What else would you like to tell us (for example, language skills or some competens like IT-skills or social media)?

Ange ditt svar



# Summary

The camp assignment allocation process in short:

- 1) Register for the camp
- 2) Wait for the email with the link to the camp assignment engine
- 3) Complete the camp assignment engine (unless you already have an assignment and have indicated this in your registration form)
- 4) Wait for information on which assignment you have been given
- 5) If needed, your camp assignment supervisor will be in contact with you before the camp and let you know if you need to prepare in any way

