



Thank you for your interest in partnering to make Youth on the Air 2024 the best yet!

The YOTA Americas leadership team is offering a bidding process for the next location of this fun and educational week long summer camp event for licensed amateur radio enthusiasts ages 15-25.

YOTA itself is an international youth movement with our division proudly focusing on the Americas.

Summary of what it takes to make YOTA successful:

- Event dates preferably somewhere between June 1st and August 1st (June=even years/July=odd years)
- Lodging options for approx. 25-50 youth (typically Sunday-Friday) and 12-20 staff (Saturday-Saturday)
- Single meeting room/event space to comfortably accommodate 60 people with large TV/projector(s) and PA system with mixer
- Building/Breakout room/space to accommodate 30 builders at a time with electricity (110 VAC)
- Shack space for at least 3 HF stations with electricity (110 VAC and/or 12VDC)
- Borrow, test & install antennas for shack prior to camp start
- Open space outdoors for breakout events such as weather balloon launch and tracking or ARDF
- Interesting places for tourist activities (age appropriate for the youth) on at least two of the days
- Daily meals either on site or included in tourist activity events
- Transportation arrangement from hotel/lodging to activities
- Shuttle options to/from local airport
- High Speed wireless Internet access

Camp hosts are charged with local logistics - arranging and gathering information about local facilities in preparation for the arrival of camp staff and session leaders. With minimal exception, equipment procurement and setup **aside from antennas** are the responsibility of the session leader(s), campers, or camp staff and not the camp host. Camp hosts are not asked to make capital expenditures in order to host the camp. All programming is selected by the YOTA Camp Planning Working Group, and delivered by campers and camp staff. Except for events that are declared as public, we do not use guest speakers or entertain guests. Hosts would incur minimal expenses, if any. Everyone working with youth during the week of camp will be subject to a background check and Youth Protection Training, both of which are provided by the camp.

If you are interested in being the 2024 camp host or to inquire about additional details, please contact Neil Rapp, WB9VPG at director@youthontheair.org no later than August 1, 2023. Please complete as much of the form as possible (see next page).

Organization and Contact Information

1. Host Organization:
2. Main Contact Person(s) and contact information:
3. Name of Potential Host Location:

Location Information

4. What type of location will this be hosted at? (Examples: Museum, College, Fairgrounds, Scout Camp, etc.)
5. Will lodging for campers and staff be available on or off site of the main location?
 - ON
 - OFF
6. If the answer for the previous question was "Off", approximately how far from the main location are hotels/lodging options?
 - 1 - 5 Miles
 - 6 - 10 Miles
 - 11 - 20 Miles
7. If the answer for the previous question was "ON", please explain what kind of lodging is onsite and how many people it may sleep.
8. Dimensions of largest room to have daily group gatherings (approximate):
9. Is the required A/V equipment available at the location, or will it need to be brought in? (Large TV or projector, sound system with mixer in/outputs)
10. Is there an outside space for events? (parks and public spaces may be an option)
11. Is there a room on site that could be designated as a Ham Shack?
If so...
 - Approximately how big is/could the ham shack be?
 - Are there any antennas/equipment that will be provided? If so, please explain.
 - Would there be room for more equipment/antennas? Are there any restrictions on accessing these areas?
12. What are some possible fun and/or recreational/tourist places to go in neighboring cities? (These can be non ham radio related such as amusement parks, sporting events, tours, etc.)
13. What are some possible nearby restaurant/food options?
14. Are there any dates that are unavailable between June 1st and August 1st and if so, what are they?

15. Will there be a cost to YOTA for using this facility?
16. What are the closest airport(s) to the main location?
17. What are transportation options for this event? Shuttles, bus rental, taxi, Uber/Lyft, etc.?
18. What are the liability insurance requirements for the host location?
19. Please add any additional information or comments below. Pictures of the proposed location are welcome.

The YOTA camp planning committee in the Americas began in March, 2019 and is funded through Electronic Applications Radio Service (EARS), Inc., an Indiana and 501(c)(3) non-profit, charitable organization dedicated to education and service through wireless technologies. Donations made to EARS go directly to fund YOTA camp expenses, and are eligible to be tax deductible in the USA.

For more information, go to YouthOnTheAir.org, and check out our YouTube channel and social media links.

YOTA Americas Camp Responsibilities

Local Camp Host - THIS IS YOUR PART

All expenditures approved by the director are paid for or reimbursed by the camp.

Follow the timeline checklist spreadsheet for camp planning – complete items **highlighted in red** - https://docs.google.com/spreadsheets/d/1R6tMSwRJHID5xRTxFLLTWateTz-havzJXH05tOy-Afs?usp=drive_fs

- Locate and reserve all facilities including those used for lodging, meals, ham shack(s), and learning sessions, including 2 days prior to camp for setup – capacity 60 for main area, 30 for breakout area
- Reserve special event callsign (XX#YOTA)
- Check for reciprocal operating agreements for DX Campers
- Borrow all antennas needed for ham shack(s) from local clubs/hams/vendors
- Arrange for licensed & bonded (insured) transportation to any off-site locations (school buses are usually the least expensive option)
- Locate a vendor for helium if a balloon launch is being done – often a business account is required, and may take a few weeks
- Provide large TV/projector and other A/V equipment needed for presentations; verify available hardware connections for audio and video
- Handle procurement of admission tickets, etc. for any off-site venues/tours (amusement parks, social outings, etc.)
- Get local media coverage of the event
- Order/Reserve/Deliver all meals, snacks, and drinks
- Receive deliveries of equipment in advance and bring to setup days
- Recruit local volunteers to help with moving equipment and supplies on the setup days before camp starts and set up for session leaders one day prior to their session
- Recruit local volunteers to help with installing antennas prior to camp
- Set up ham shack(s) space, tables/chairs, AC & DC power, and install & test antennas
- Deliver radios and computers to shack space for setup by shackmaster and/or ICOM rep
- Follow up with all vendors no later than 72 hours (preferably 1 week) prior to use in order to confirm services
- Decorate accordingly (flags, signs, etc.) using supplies and equipment provided by working group including clear directions to find utilized locations
- Assist with set up of session equipment areas (soldering stations, kit building area, presentation space, etc.) by direction of session leaders
- Maintain security
- Clean/Maintain the facilities with assistance from staff and campers
- Set up meals on tables, snacks and drinks in dorm/hotel lounge
- Be available on Telegram Staff Group Chat during the week of camp and setup days
- Return rented or loaned equipment after completion of camp
- Assist with loading of equipment and leftover supplies

Camp Director

- Final decision maker on all aspects of camp
- Recruit Camp Staff
- Host meetings with staff
- Assigns tasks
- Delegates as necessary
- Ensures that all staff and campers follow the Code of Conduct, and disciplines appropriately when necessary
- Executes the plan of the working group
- Addresses all liability and safety concerns
- Work with the working group and host to ensure success
- Ensure chaperones are in place as appropriate
- Maintain the camp schedule and budget
- Ensure sponsorship requirements are met
- Verify background checks and youth protection training for all staff and volunteers actively working with minors during camp

YOTA Camp Planning Working Group

- Fund raise through grants, sponsorships, and donations to pay camp expenses
- Pay for all expenditures of the camp
- Develop the programming schedule (activities, sessions, social events)
- Recruit session leaders, maintaining 50% or more under ~30 years old
- Assist the director in developing policy
- Review applications for campers for acceptance
- Promote the camp and other YOTA activities (DYM, YCP, etc.) using social media, local media, ham radio media, hamfest booths, etc.
- Provide and store supplies and equipment (except antennas)
- Distribute supplies to campers and staff
- Capture photos and video of major activities
- Maintain website, social media, logs, and QSL cards
- Screen all staff and volunteers

Typical Timeline

	What	YOTA Month
March	Solicit for host bids	Previous camp
May	Select host for next year	Local Host
June/July	Host current year's camp, announce next year's location and dates if possible, alternate between June and July every other year to avoid school & extra curricular conflicts if possible	Registration
July	YOTA Month: Ask YOTA Month coordinator to contact leaders in each country to obtain callsigns NOW	
	YOTA Month: Write article for December QST/On The Air/CQ Magazines promoting December YOTA Month	
	Begin obtaining liability event insurance	
	Announce next year's host with press release	
	Assign magazine articles/podcast appearances to recap current year's camp	
August	Locate and reserve all facilities including those used for lodging, meals, ham shack(s), and learning sessions, including 2 days prior to camp session rooms for setup – capacity 60 for main area, 30 for breakout area, sign rate agreement	
	Confirm all venues that require reservations (Dave & Buster's etc. book many events a year in advance, so get it done early!)	
	Create promotional video for next summer	
	Design & order QSL cards for special event station	
September/	Start selecting returning staff, session leaders (keep age 30ish and under as much as possible), and chaperones	
October	Announce camp application timeline (including press release) - Start applications in December	
	Apply for ARISS contact (if activity is selected)	
	Get sponsors/contact returning sponsors	
	Reserve special event callsign for summer camp	
November	YOTA Month: Ask YOTA Month coordinator to solicit operators, create operator schedules, communicate with YOTA Region 1, register callsigns with YOTA Region 1, promote the event (including press release)	
	Check rules for reciprocal operating permits for DX campers	
	Ask QSL Manager to mail out QSL cards	
	Create master schedule	
December	Accept Applications, recruit campers	
	December YOTA Month	
January	Recruit presenters/workshop leaders and staff - 2 for each session if possible	
	Get LoTW certificate for special event callsign	
	Plan special event station area(s) and/or remotes for main facility & hotel/dorm	
	Process priority applications	
	Contact DX campers about visas, passport, and license info	
	Prepare and check all release forms and revise if needed: liability, Code of Conduct, transportation, photo release, emergency medical, ARISS photo release (if hosting an ARISS contact)	
	Write letter for out of country campers to use for VISA if needed	
February	Arrange local transportation (licensed & bonded), get quotes (school buses are usually a good option)	

	Confirm antenna and/or remote plans (main facility & hotel/dorm)	
	Finalize master schedule	
	Meet with presenters: Explain the goals, get their needs, budget, notify that background checks & training will be forthcoming	
	Set up QRZ.com page for special event callsign	
	Notify priority applicants about acceptance status, get acceptance responses	
	Finalize event liability insurance	
March	Contact venues that do not require long term reservations (amusement parks, etc.)	
	Confirm that HTs, etc. are allowed in those venues	
	Order flag for signing, materials for sessions	
	Get video crew & photographer, plan live stream	
	Make sure all deposits on venues and vendors are paid and confirmed	
	If hosting at a university: make all final room reservations and A/V equipment	
	Revise camp handbook	
	Write letter for free background checks for Canadian residents and write instructions for Canada background checks	
April	Order staff/host polo shirts (in time for Dayton distribution)	
2 months prior	Finalize Camp Roster, end applications	
(May 2023)	Finalize Volunteer & Staff Roster	
	Send out forms for background checks and safety training information	
	Order background checks on volunteers and staff	
	Design shirts	
	Collect forms and deposits from campers	
	Send frequency list for HT programming (satellites, camp simplex frequency 147.550 PL 123)	
	Confirm staff and check transportation needs	
	Make contact with parents for all campers under 18 years old - just make sure they know their child is planning on coming	
	Confirm session leaders	
	Rent video camera, mic, tripod if needed	
6 weeks prior	Submit staff & volunteer list with background checks to insurance	
	Order T-shirts for campers and staff	
	Send shirt size list to sponsors who are giving away shirts	
	Order amusement park/venue tickets	
	Order gifts for staff	
	Confirm A/V equipment and external video & audio connections	
	If doing a balloon, locate helium and fill out account paperwork	
	Acquire loaned shack equipment (antennas, specialty items)	
	Recruit volunteers for moving equipment and assisting session leaders with setup	
1 month prior	Submit rooming list to hotel/dorm	
	Make name tags	
	Set up logging & digital mode computer hardware	
	Set up camp surveys (pre- and post- camp for data analysis)	
	Set up meals	

	Complete any registrations that may be needed (D-STAR, Echolink, etc.)	
	Ask convention & visitors bureau about freebie bags	
	Invite VIPs to opening ceremony	
	Plan opening and closing ceremonies	
	Send out last call for supply orders	
	Send copy of schedule to host facility	
	Announce on air and streaming activities (including press release)	
	Send press release to local media (to promote news coverage)	
	Receive shipments of shack equipment	
	Recruit volunteers for antenna setup	
2 weeks prior	Print welcome signs for hotel/dorm/shuttles to display and distribute	
	Print camp handbooks	
	Print contest log sheets	
	Get prizes for competitions	
	Send follow ups to local media - include ARISS date & time if doing ARISS	
	Send press releases to hams about on air and streaming times/dates	
	Notify campers about rooming assignments (roommates)	
	Print the medical forms and put them in a folder to keep at all times during camp	
	Check to see if equipment shipments are complete, free of damage	
	Set up Instant Message pre-programmed schedule reminders (optional)	
1 week prior	Confirm meals	
	Confirm transportation	
	Set up special event station area (tables, chairs, power, etc.)	
	Set up & test main site and hotel/dorm antennas	
	Acquire food, drinks, snacks, tablecloths, cutlery, etc.	
	Pick up freebies from visitors bureau	
	Send flight info to ground transportation	
	Make sure all bills are pre-paid (as much as possible)	
	Prepare Chaperone info (Groups, Room Checks, handouts for meeting)	
	Invite campers to Telegram group	
1 day prior	Meet with staff	
	Assemble camper bags (shirts, stickers, pens, name tags, etc.)	
	Install radios, computers, headsets, key, and accessories in ham shack(s)	
	Set up decorations, stations, tables, wayfinding	
	Post Daily schedule	
	Give copy of handbook to hotel staff	
	Confirm meals each day	
	Deliver water, drinks, snacks to hotel/dorm common area	
opening day	Check forms completion at check in	
	Hand out camper bags at check in	
	Meet with chaperones & volunteers	
	Introduce team leaders to teams/groups	
during camp	Assist with set up of session equipment areas (soldering stations, kit building area, presentation space, etc.) by direction of session leaders	

	Maintain security	
	Clean/Maintain the facilities with assistance from staff and campers	
	Set up meals on tables, snacks and drinks in dorm/hotel lounge	
	Be available on Telegram Staff Group Chat during the week of camp and setup days	
	Run the camp :) See job descriptions	
day after	Return all borrowed equipment	
	Return all rented equipment	
	Assist with packing and loading of supplies (with volunteers)	
week after	Travel reimbursements	
	Assign QST article	
	Assign CQ article	
	Assign AMSAT Journal article	
	Arrange Ham Nation, podcast appearances	
month after	Compile financial report	
	Compile survey data	
	Store our equipment	