



## **Thank you for your interest in hosting a future Youth on the Air Americas Camp!**

The YOTA Americas leadership team is offering a bidding process for the next location of this fun and educational 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.

Youth on the Air Americas is currently offering support for three types of youth camps:

- Region-wide camps are typically 6 days for licensed amateur radio operators ages 15-25 residing in North, Central, or South America.
- Subregional camps are typically a 3 day weekend for licensed amateur radio operators ages 15 to 25 residing in the host country.
- YOTA Junior camps are subregional camps but for ages under 15 and attend alongside a parent or guardian.

Potential hosts must be located within North, Central, or South America.

For region wide camps, the host should be able to schedule the camp in either June or July. Meeting rooms, event space, and lodging will be needed for approximately 25 to 50 youth and 15 to 20 staff members for 6-7 days. Additionally, outdoor spaces will be needed for some events. The camp also requires space for at least three HF stations and antennas to be on the air simultaneously. The shack will be set up by the youth. The space and antennas are provided, configured, and tested by the local host due to time constraints.

For subregional camps, the host should be able to schedule the camp during a long weekend that accommodates the country's school schedule as best as possible. Meeting rooms, event space, and lodging will be needed for approximately 10 to 25 youth and 4-8 staff members for 3 days. Subregional camp hosts should also supply their own complete, preconfigured amateur radio stations which include at least two HF stations and antennas to be on the air simultaneously.

Summary of what it takes to make YOTA successful:

- Event dates that avoid school conflicts as much as possible
  - For region-wide camps, preferably somewhere between June 1st and August 1st (June=even years/July=odd years)
  - For subregional/junior camps, a long weekend that accommodates students as much as possible based on the schools' schedules all across the host country
- Lodging options
  - For region-wide camps: for approx. 25-50 youth (typically Sunday-Friday) and 15-20 staff (Saturday-Saturday)
  - For subregional/junior camps: for approx. 10-25 youth (typically Friday-Sunday) and 4-8 staff members (Thursday-Sunday)
- Single meeting room/event space to comfortably accommodate all campers and staff at once with large TV/projector(s) and PA system with mixer

- Building/Breakout room/space to accommodate 50% of the campers and staff at a time with electricity (110 VAC) and a separate large TV or projector
- Shack space for at least 3 HF stations (at least 2 HF stations for subregional) 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 during region-wide camps (age appropriate for the youth)
- Daily meals either on site or included in tourist activity events
- Transportation arrangement from hotel/lodging to activities if split site
- 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.

For region-wide camps: 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.

For all camps: 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 entertain guests. We also do not use more than 1 guest speaker, if any. 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 a future camp host or to inquire about additional details, please contact Neil Rapp, WB9VPG at [director@youthontheair.org](mailto:director@youthontheair.org). 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:
4. Which type of camp(s) are you interested in hosting (circle all that apply)?  
Region-Wide      Subregional      Junior

## Location Information

5. What type of location will this be hosted at? (Examples: Museum, College, Fairgrounds, Scout Camp, etc.)
6. Will lodging for campers and staff be available on or off site of the main location?
  - ON
  - OFF
7. 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
8. If the answer for the previous question was "ON", please explain what kind of lodging is onsite and how many people it may sleep.
9. Dimensions of largest room to have daily group gatherings (approximate):
10. Are the meeting areas air conditioned (or heated if winter)?
11. Is the lodging facility (hotel/dorm) air conditioned (or heated if winter)?
12. 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)
13. Is there an outside space for events? (parks and public spaces may be an option)

14. FOR REGION-WIDE CAMPS: 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?
- Is the room soundproof from the rest of the event facility?
  
- 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?

15. FOR SUBREGIONAL CAMPS: Is there currently a functioning ham shack at the event facility? Please provide a summary of the number of HF stations and other modes that are possible. If there is not currently a functioning ham shack, provide a summary of your plan to have one in place during the camp. At least 2 HF stations should be simultaneously available.

16. What are some non-ham radio related team building experiences (such as amusement parks, sporting events, tours, etc.) that are near the proposed host site?

17. What are some possible nearby restaurant/food options?

18. Are there any dates that are unavailable during the target dates and if so, what are they?

19. Will there be a cost to YOTA for using this facility?

20. What are the closest airport(s) to the main location?

21. What are transportation options for this event? Shuttles, bus rental, taxi, Uber/Lyft, etc.?

22. What are the liability insurance requirements for the host location?

23. 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](http://YouthOnTheAir.org), and check out our YouTube channel and social media links.

# YOTA Americas Camp Responsibilities

## Region-Wide 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](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
March	Solicit for host bids
May	Select host for next year
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
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 70 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
	<a href="#">Set up QRZ.com page for special event callsign</a>
	Notify priority applicants about acceptance status, get acceptance responses
	Finalize event liability insurance
	Make rig requests with ICOM
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
	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, D-STAR 147.500)
	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 verification and final counts 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
	Recruit drivers for staff airport runs
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)
	Recieve shipments of shack equipment
	Recruit volunteers for antenna setup
3 weeks prior	Check customs for shipping, if necessary
	Ship gear to venue, if needed
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
	Exchange cash for reserves if out of the country
	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)
	Prepare Chaperone info (Groups, Room Checks, handouts for meeting)
	Invite campers to Telegram group
1 week prior	Confirm meals
	Confirm transportation
	Confirm venues
	Set up special event station area (tables, chairs, power, etc.) - ready for shackmaster to install radios
	Set up & test main site and hotel/dorm antennas
	Pick up freebies from visitors bureau
	Send flight shuttle info to ground transportation
	Make sure all bills are pre-paid (as much as possible)
2 days prior	Have volunteer team unload gear
	Acquire food, drinks, snacks, tablecloths, cutlery, etc.
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/dorm staff
	Confirm meals each day
	Deliver water, drinks, snacks to hotel/dorm common area
	Acquaint session leaders, prep team with work space(s)
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 AMSAT Journal article
	Arrange Ham Nation, podcast appearances
month after	Compile financial report
	Compile survey data
	Store our equipment

YOTA Month

Previous camp

Local Host

Registration