



BASE CAMP

Frequently Asked Questions

FAQs: Base Camp Verifications and Approvals

Read these FAQs if you have questions about verifications and approvals on Base Camp.

Who verifies my education on Base Camp?

Your vice president education is responsible for verifying your Pathways education on Base Camp. When you submit a level completion request, your vice president education views your request and ensures that you have met all requirements for that level.

Similarly, when you submit a request to complete an assignment outside your home club, your vice president education will view your request and ensure that it meets the requirements for your project.

Is the Base Camp manager a new club officer position? How do I know who my Base Camp manager is?

No, this is not a new club officer position. The term Base Camp manager refers to the club officers who have access to approve education on Base Camp. In most cases, your Base Camp manager is your vice president education, as he or she is responsible for approving education in Pathways.

If your club does not have a vice president education or if this officer is absent, then your president is responsible for completing Base Camp manager tasks. If your president is unable to submit approvals for any reason, the club secretary completes those tasks.

I am a member of more than one club. Who is my Base Camp manager?

If you are a member of more than one club, the vice president education of your home club is your Base Camp manager. If you are not sure which is your home club, this information can be found on the [Pathways Start page](#). If you would like to change your home club, you can do so on the Pathways Start page.

I am a member of more than one club. Will the club that verified my education on Base Camp get Distinguished Club Program (DCP) credit for my accomplishment?

When you submit a level completion request on Base Camp, the request will be sent to the Base Camp manager of your home club for approval. However, this does not mean your home club automatically receives credit toward the DCP goals. For each level you complete, your

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VPE must submit a recognition request on Club Central. If you are a member of more than one club, you can determine which club will receive credit for each level you finish. You are responsible for communicating your request to the VPE of the club to which you would like to apply the credit.

Can I change my home club after I submit a level completion request?

As a best practice, it is not recommended that you change your home club while you have a pending request. Doing so may make it difficult for you and your Base Camp managers to determine who is responsible for approving the request.

You will receive an email after your home club VPE or other Base Camp manager approves your level completion request. When you are sure your request has been approved, you may change your home club from the [Pathways Start page](#).

I submitted a level completion request that has not been approved. What should I do?

When you submit a level completion request or a request to complete an assignment outside of your club, an email is automatically sent to the address on file for your club. Your vice president education is responsible for monitoring and approving pending Base Camp requests.

If your request is not approved within five days, communicate with your vice president education. If you do not have a vice president education, or if this officer is absent and unable to submit verifications and approvals, communicate with your president and then your secretary.

I am completing my path in printed materials. Who approves my Pathways education?

Your vice president education is responsible for approving your education whether you are working in printed materials or on Base Camp.

When you are completing your path in printed materials, your vice president education can track and validate your project and level completions on Base Camp. Be sure to communicate with him or her each time you complete a project and again when you complete each level. When requesting level completion, let your vice president education know if you would like a printed copy of your certificate. He or she will be able to access your certificate of completion, which can be emailed to you or printed. If you do not have a vice president education, communicate with your president or secretary.