



# 2017 National Jamboree

## Contingent Check-in Process Overview

Each council is required to register their travel plans with TMS (Transportation Management Services) in advance even if the services of TMS are not needed. In the event multiple units are transported on the same bus, each unit's equipment **MUST** be clearly identifiable so it can be offloaded efficiently at each unit's subcamp.

Before arriving at Ruby Welcome Center, the jamboree registration location, troops/Venture groups must rendezvous with any contingent members not currently traveling with the unit. **Do not proceed to Ruby Welcome Center until all members of the contingent are present.** Only when the troop/Venture group is intact should you proceed to Ruby Welcome Center to begin the check-in process.

\*Due to the logistics involved with check-in before going on to the Summit, contingent members planning to arrive separately from their contingent unit cannot be accommodated. The entire contingent must arrive and go through the check-in process together. \*

The Ruby Welcome Center can be found by using the following address on mapping programs and GPS:

JW & Hazel Ruby WV Welcome Center  
55 Hazel Ruby Lane  
Mt. Hope, WV 25880

Placards must be placed in the front right corner of the windshield with the unit number clearly indicated. The unit leader for the unit must be on the first bus that is transporting members of that unit. Members of each unit must be in the same vehicle together, or if unit transportation was provided by multiple vehicles, all contingent members must be in vehicles immediately following each other. Vehicles that have the unit leader on board must clearly indicate "Leader on Board" next to the unit number on the placard. (This placard will also need to be clearly visible in the same location during checkout.)

Sample notification to be placed in the bottom right corner of the windshield:



Upon arrival, proceed directly to the designated check-in registration location at Ruby Welcome Center. No one will be granted entrance to the Summit without the proper identification that will be handed out there. Due to the volume of buses and processes that must take place upon arrival, it is imperative to arrive within your scheduled window of time.

Each bus will be met at the Ruby Welcome Center by a guide. The guide will board the bus with a brief health questionnaire pertaining to any recent illnesses that may have arisen during travel or any changes in health status since submission of the AHMRs (Annual Health and Medical Record). The guide will give the unit leader the health questionnaire to complete on behalf of the entire unit. The completed form will be returned to the guide. Once the guide receives the questionnaire:

- If any public health question is checked “Yes,” the guide must turn in the public health questionnaire at the public health screening tent for review and further instruction.
- If all answers are checked “No,” the guide will proceed with the next step of the check-in process.

### Sample Health Questionnaire

Jamboree Unit #: \_\_\_\_\_ Council Name/No.: \_\_\_\_\_ Region: \_\_\_\_\_

*To be completed by the unit leader. Circle the appropriate answer below.*

Has any member of the unit experienced any of the following conditions?

CONDITION	YES	NO
Fever in the last 24 hours	YES	NO
Vomiting in the last 24 hours	YES	NO
Diarrhea in the last 24 hours	YES	NO
Extreme Fatigue	YES	NO
Rash in the last 24 hours	YES	NO
Out of the US in the last 2 weeks	YES	NO

Unit Leader (print): \_\_\_\_\_

Unit Leader (signature): \_\_\_\_\_

*Circle the appropriate answer below.*

Has anyone had a major medical event or change since their medical was submitted?	YES	NO
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Any questions regarding answers on the public health questionnaire should be directed to staff at the public health screening tent. After confirming an approved public health questionnaire and reconciliation of all AHMRs the unit can proceed with the check-in process. (Food donations will be offloaded at this point.)

The guide will have a copy of the unit roster taken directly from the council’s jamboree administration tool. After departing Ruby Welcome Center, the guide will hand the unit roster to the unit leader. In order to expedite the check-in process upon arrival at the subcamp, the unit leader should review the roster

while en route to the Summit and make any edits needed. (*Bring a pen!*) On the roster, mark out anyone listed who is not attending, and in clear, legible PRINT, list anyone attending who is not on the printed roster. Once any necessary edits are noted, the unit leader should sign the roster indicating he or she has reviewed it for accuracy.

- Rosters will be exported to Excel and printed **directly from the council's jamboree administration tool on July 1**, with only those applicants who are marked as council approved in the system reflected on the roster.
- Verifying the unit roster in the online council jamboree administration tool (council report) and clearing up any discrepancies with the Jamboree Department **prior to July 1** will speed up the verification/check-in process once on site.

During transport to the Summit, the guide will provide all participants with a welcoming orientation that will include safety policies and procedures; instructions for campsite setup; locations of restrooms/shower houses; dining times; requirements for cleanliness of tents and campsite; leader responsibilities; and the overall schedule for Day 1.

Upon arrival at the drop-off point in the subcamp, all gear for that subcamp is to be unloaded immediately, set aside so the bus can depart, and then moved to the assigned campsite. Subcamp commissioners will be on hand to provide direction within the subcamp. While the remaining members of the unit proceed with unloading and setting up their campsite, the unit leader will proceed to the subcamp headquarters with the updated unit roster in hand to complete the check-in process. Typically, only the unit leader will need to proceed to the subcamp headquarters to complete the check-in process and obtain the credentials for the unit. However, exceptions to that procedure would be required in the following cases:

1. Any adult Youth Protection training on the printed roster presented by the guide is not current within one year of the last day of the jamboree. (Training must have been completed no earlier than July 28, 2016.)
2. The medical status of any contingent member shows anything other than "approved." OR
3. If there has been a change in the health status (medication change, major illness, or hospitalization) of any member of the contingent since submitting their Annual BSA Health and Medical Record, the affected parties will be directed to the medical tent. The information will be reconciled with the individual's AHMR.

Should any of the above conditions exist, the affected party or parties must accompany the unit leader to the subcamp headquarters before check-in can be completed and credentials for the unit can be handed out. If none of the above conditions exist, only the unit leader will proceed to the subcamp headquarters to complete the check-in process for the unit.

Jamboree registration, subcamp, and medical staff will all be located at your designated subcamp headquarters tent on unit check-in day to expedite the verification, processing, and updating of all requirements.

**\*\*Note\*\* Strict adherence to the previously published “Be Prepared” policy will be enforced. Please review the standards at: <http://www.summitbsa.org/wp-content/uploads/2014/04/CPG119.pdf>**

*Should any contingent member have an Annual BSA Health and Medical Record form that is declined either prior to or upon arrival, that member will report to jamboree headquarters. The contingent member will be required to make his or her own travel arrangements home, and travel will be at his or her own expense. In order to avoid any issues and to ensure a speedy check-in process, it is imperative that all health forms be submitted prior to the jamboree in a timely manner for pre-approval.*

The corrected copy of the roster will be submitted to the registration staff in the subcamp headquarters area. Any needed credential corrections that are needed will be reported to the subcamp HQ and relayed by that staff to the Registration HQ. The corrected credentials will be processed at the Registration HQ and delivered to the appropriate subcamps before bedtime the following evening. Temporary credentials will be issued for use in the interim. Once any discrepancies on the roster are cleared, the unit leader will be given the credentials for the unit and the leader will then return to the campsite to assist with setup and hand out the credentials. Each contingent member is required to wear their credential clearly visible at all times.

Should a credential be lost during the course of the jamboree, contact the subcamp headquarters personnel to start the process for a replacement. Replacements will be delivered to the subcamp headquarters each evening.

#### **Checkout Day:**

On July 26, 2017 (two days prior to departure), each unit’s assigned commissioner will provide a detailed list of checkout procedures to the unit’s Scoutmaster/crew Advisor.

On July 27, 2017(one day prior to departure), each unit’s assigned commissioner will review the checkout procedures again to ensure a full understanding of these procedures by the unit’s Scoutmaster/crew Advisor.

Three hours prior to a unit’s scheduled departure time, each unit will be required to pack up their personal belongings, tents, dining flies, cooking gear, and all other issued equipment. (Procedures for the pickup of purchased tents/equipment will be published separately.)

As part of the list of checkout procedures provided by the unit commissioners, an inventory sheet will be distributed to each Scoutmaster/crew Advisor to use as they disassemble their campsites. During camp breakdown, assigned unit commissioners will be present in the area to ensure proper procedures are followed.

Upon completion of the breakdown of camp, each unit leader will be required to sign their specific inventory sheet and return it to their assigned unit commissioner for final verification.

One hour prior to a unit's scheduled departure time, each unit will be required to arrive at their assigned staging area within their subcamp. Once the commissioner has cleared the unit for departure, the unit will report to their staging area with their personal gear. Subcamp staff will be assigned to each unit to ensure they board the correct vehicle for departure and will assist in expediting the loading of personal gear and participants on the vehicle.

***Please note: Every unit must adhere to their pre-selected departure time for July 28, 2017 (selected through TMS prior to the jamboree).***

Once the participants board their transport vehicle and the unit leader has reported all members on board, the assigned staff member will inform the subcamp headquarters that the unit is departing the Summit. Once that process is complete the subcamp commissioner will notify jamboree HQ as each unit departs.

Registration staff will be located at the gate to mark off each unit as they come through the gate and exit the property.