



2017 National Jamboree

Staff Check-in Process Overview

Pre-registration of all arrival and departure plans with TMS (Transportation Management Services) is required even if the services of TMS are not needed. Staff can register their arrival and departure times here: [STAFF ARRIVAL AND DEPARTURE TIME LINK](#)

Upon arrival to the area, proceed directly to Ruby Welcome Center, the registration location. Everyone must check in through Registration Services at Ruby Welcome Center before being allowed to go to the Summit.

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

If arriving by shuttle from the airport, upon arrival at the Ruby Welcome Center, be sure to gather all personal gear as you get off the bus. There will be a staffed, designated gear tent that you can leave your gear under while you proceed to the registration greeter tent to begin your check-in process.

The shuttle that picked you up at the airport will not be the same shuttle that transports you on site.

If arriving by personal vehicle, park in the designated area, leave all personal gear in the vehicle, and proceed to the registration greeter tent to begin your check-in process.

The registration greeter tent will have a complete set of check-in forms for all jamboree staff. The check-in process will vary per person depending on if all criteria are met in advance. **Do NOT proceed directly to the headquarters (HQ) tent without going through the greeter area first.**

The top portion of each form obtained at the greeter tent is a health questionnaire pertaining to any recent illnesses that may have arisen during travel followed by the opportunity to let us know about any changes in your health status since submitting your AHMR (Annual BSA Health and Medical Record). Each jamboree staff member must complete the top portion and then receive further instruction from the registration greeter before proceeding with check-in.

The bottom portion of each form obtained at the greeter tent will reflect the status of all the criteria that must be met before check-in can be completed and credentials can be handed out. The registration greeters will direct staff to the appropriate location based on the status of their individual criteria.

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Staff members must have completed the following prior to proceeding to registration HQ:

1. Health questionnaire.
 - a. If any questions are marked “yes” on the health questionnaire portion, proceed directly to the public health screening tent before proceeding to any other tent. The public health professional will review the information and either initial/stamp the greeter sheet indicating clearance to proceed with the check-in process or, if not cleared, provide instruction as to what must happen next.
 - b. If there has been a change in your health status (medication change, major illness, or hospitalization) since submitting your Annual BSA Health and Medical Record, proceed directly to the medical area. Your information will be reconciled with your AHMR. If all answers are no, the greeter should quickly check the status of the check-in criteria at the bottom of the check-in sheet and provide instruction to the staff member on where to go next.
2. Annual BSA Health and Medical Record (AHMR) form approved by the jamboree medical team.
 - a. If the AHMR is not previously approved, proceed to the medical area for medical review and processing. Upon approving the medical form, the medical staff will initial/stamp the check-in sheet indicating clearance to proceed with the check-in process. *Should any staff member have an AHMR form that is declined either prior to or upon arrival, that 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 AHMR forms be submitted prior to the jamboree in a timely manner for pre-approval.
3. Youth Protection Training (YPT) current within one year. (Training must have been completed no earlier than July 28, 2016.)
 - a. All staff (regardless of age) must have a YPT that is current within one year of the last day of the jamboree. It can be either the Scouting YPT or the Venturing YPT. If you do not have a current YPT, proceed to the YPT area to renew your training. Upon renewing the training, the registration team member working that area will initial/stamp the check-in sheet indicating clearance to proceed with the check-in process.
4. All fees paid in full.
 - a. All outstanding fees are to be paid in full at the payment window via credit or debit card only. Upon final payment of fees, the registration staff person working that area will initial/stamp the check-in sheet indicating clearance to proceed with check-in.

Once all criteria are completed, proceed to the Registration HQ to pick up jamboree credentials. Lines will be designated in alphabetical order by last name.

*****Having all the criteria met before arriving at check-in will significantly expedite your check-in process. ALL requirements must be met before leaving the Registration HQ.*****

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If driving a personal vehicle, once credentials have been obtained, get a parking pass from Registration HQ. Place the parking pass on the driver's side dashboard, clearly visible from the outside. Proceed to the designated staff dead-storage parking area. Once you have arrived and parked in the designated staff dead-storage parking, gather all your needed belongings and proceed to the staff shuttle buses to be taken onto the site. There are multiple dead-storage parking areas so make a note of which area you have parked in so that you can board the correct shuttle on departure day.

If arriving by shuttle service from the airport, once credentials have been obtained, return to the gear drop-off area to retrieve your belongings then proceed to the appropriate staff shuttle bus to be taken onto the site. (The shuttle that picked you up at the airport will not be the same shuttle that transports you on site.)

Please note: Regardless if you board the staff shuttle from Registration HQ (arrival by airport shuttle) or at one of the multiple dead-storage locations (arrival by personal vehicle), you will need to refer to your housing assignment area on your registration packet. This will ensure you board the appropriate shuttle bus that will be clearly identifiable with your specific housing assignment area.

Once you arrive at the Summit and reach your designated housing area, please collect your belongings and follow the signs for "STAFF HOUSING CHECK-IN." At this location you will receive your specific tent assignment and instructions. After securing your personal items in your tent, you will report back to the check-in location and locate your "JAMBOREE GROUP" tent that you will be reporting to during the jamboree to receive instructions on where and when you are to report for work.

Please note: Other useful items, such as camp maps, dining times, safety procedures, etc., will be distributed to you in your registration packet when you receive your credentials prior to boarding your shuttle bus to the Summit.

STAFF DEPARTURE PROCEDURES

All jamboree staff will be REQUIRED to notify the appropriate base camp housing staff and the staff area they are working in of their departure day and time when they first arrive at the Summit.

All staff members working the second half of the jamboree or the entire jamboree cannot leave before 1 p.m. on July 28, 2017.

On departure day, every staff member is REQUIRED to adhere to the following procedures:

STAFF-Departing by Personal Vehicle

- 1.) *Two hours* prior to your assigned departure time from the Summit, you will need to have all of your belongings packed and removed from your tent.
- 2.) *One hour* prior to your assigned departure time, you will report to your base camp HQ with your belongings in tow and will officially check out of camp by submitting your signed

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checkout form you received on the day you arrived. If you are staying in the ECHO base camp, you will submit this form to the housing area administrator or assigned designee. If you are staying in a participant subcamp, you will submit this form to the base camp administrator or assigned designee.

- 3.) Once you have submitted your signed checkout form, you will be directed to your assigned pickup location to be transported off-site. There will be two pickup staging areas: one for air travelers and the other for those who arrived by personal vehicle. Please ensure you are in your assigned staging area and confirm the destination sign on the shuttle bus is the same location where you parked your personal vehicle, as there are different dead-storage parking areas.

STAFF—Departing by Air Travel

- 1.) *Four hours* prior to your assigned departure time from the Summit, you will need to have all of your belongings packed and removed from your tent.
- 2.) *Three hours* prior to your assigned departure time from the Summit, you will report to your base camp HQ with your belongings in tow and will officially check out of camp by submitting your signed checkout form you received on the day you arrived. If you are staying in the ECHO base camp, you will submit this form to the housing area administrator or assigned designee. If you are staying in a participant subcamp, you will submit this form to the base camp administrator or assigned designee.
- 3.) Once you have submitted your signed checkout form, you will be directed to your assigned pickup location to be transported off-site. There will be two pickup staging areas: one for air travelers and the other for those who arrived by personal vehicle. Please ensure you are in your assigned staging area and confirm the destination sign on the shuttle bus is the location of your airport, either Charleston, West Virginia, or Charlotte, North Carolina.
- 4.) *Please note: When scheduling your airport shuttle service with TMS, please keep in mind the commute time once you leave the Summit to your prospective airport as stated by TMS. Checking out of your base camp three hours early will allow the shuttle to make multiple stops to pick up staff at various locations throughout the jamboree base camps. (Example: Your flight is scheduled to depart Charlotte Douglas International Airport at 6 p.m. EDT, and the approximate travel time by shuttle from the Summit to Charlotte is four hours; you will need to arrive at your base camp HQ at 9 a.m. if you would like to arrive in Charlotte two hours prior to your scheduled flight departure.)*

Each base camp administrator will notify Registration HQ at the end of each day of all staff that have left the site. Registration HQ will then notify jamboree HQ.

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Transition Day—Thursday, July 22, 2017

For those leaving the jamboree after Session 2 (first half) and arriving for Session 3 (second half), the same arrival/departure procedures and timelines will be followed as stated above. However, there will be additional base camp staff assigned to help collect signed checkout forms and direct staff members to the appropriate staging areas on that day.