



JAMBOREE
2017
STAFF
GUIDE



BOY SCOUTS OF AMERICA®

A Message From the Jamboree Chairman



Dear Scouters:

I am pleased to welcome you as staff members of the 2017 National Scout Jamboree. “Live Scouting’s Adventure” is this Jamboree’s theme, and what better place than Scouting’s magnificent Summit Bechtel Family National Scout Reserve in West Virginia to seek and find the adventure of Scouting?

This Jamboree Staff Guide is provided as an initial reference to help you prepare for a safe and successful experience at the Summit. You should also follow the Jamboree website at www.bsajamboree.org where we will post new information as it is developed and/or refined as well as information on any additional training for your particular position.

As you know, the Boy Scouts of America relies on the strength of its dedicated volunteers to accomplish its mission of “preparing young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.” Your acceptance of a jamboree position makes you an integral part of accomplishing that mission in the delivery of Scouting’s flagship event, the National Scout Jamboree. As you provide service to others in your Jamboree role, you become a vital component of this ultimate adventure of Scouting. In doing so it is my hope that you, too, will find yourself renewed in your personal commitment to “Live Scouting’s Adventure.”

Thank you for joining the 2017 National Jamboree team and giving your time and talents to truly make this a mountain top experience for our youth. See you at the Summit!

Sincerely,

A handwritten signature in black ink, appearing to read 'Ralph de la Vega'.

Ralph de la Vega

Chairman

2017 National Scout Jamboree

2017 NATIONAL SCOUT JAMBOREE

The Summit Bechtel Family National Scout Reserve
2550 Jack Furst Drive
Glen Jean, WV 25846
304-465-2800



Table of Contents

Updates	3	Lost and Found.....	16
Introduction	4	Recycling	16
Dates and Location	4	Base Camp and Subcamp Operations....	16
Attendance.....	4	Food Services.....	16
Jamboree Startup.....	4	Food Service Operations	17
Jamboree Shutdown.....	4	Ice Distribution.....	17
		Special Diets.....	17
Staff Positions	5	Be Prepared.....	18
Staff Qualifications.....	7	What to Expect in 2017.....	18
Youth Staff Opportunities.....	7	Physical Fitness	19
Staff Clearance Procedure.....	7	Tobacco Policy	20
Staff Orientation.....	8	Alcohol Policy	20
Financials	8	Medical Requirements.....	21
Staff Fees.....	8	Physical Examination.....	21
Payment Schedule.....	9	CPAP Machines	21
Refund Policy	10	Immunizations.....	21
Agreement Statements	10	Exceptions to Immunization on	
Staff Acceptance Statement.....	10	Medical or Religious Grounds.....	21
Staff Terms and Conditions Waiver	11	Postal Service	22
Staff Code of Conduct.....	11	Visitors.....	22
		Religious Observances	22
What to Bring	13	Insurance.....	22
Transportation	14		
What Is TMS?.....	14	Appendices	
Airport Shuttle Information.....	14	Child Abuse Reporting Form	23
Staff Arrivals.....	15	Daily Schedule	24
Private Vehicles.....	15	Staff Check-In Process Overview	25
Staff Facilities	16	Jamboree Troop/Crew Recycling Plan ...	30



Updates

May 2017

Staff Positions

Youth Protection training clarified in Staff Code of Conduct in Agreement Statements section.

What to Bring

Personal Gear and Clothing lists revised.

Private Vehicles subsection updated in Transportation section.

Recycling section updated.

Laundry service paragraph updated in What to Expect in 2017 section.

Time requirements revised in Physical Examination subsection in the Medical Requirements section.

Postal Service section added.

Appendices

Two documents added: Staff Check-In Overview Process and 2017 Jamboree Troop/Crew Recycling Plan.

March 2017

Staff Positions

Youth Protection training information clarified in Staff Qualifications section.

What to Bring

Transportation section revised to add airport shuttles on July 17.

Medical Requirements section revised to add subsection about CPAP machines.

January 2017

Introduction

Information about Explorers added to Attendance section.

Staff Positions

Information regarding submittal of Annual Health and Medical Record revised in Staff Qualifications section.

Date for Annual Health and Medical Record clarified in Agreement Statements section.

Littering removed from Staff Code of Conduct in Agreement Statements section.

What to Bring

Personal Gear and Clothing lists revised.

Transportation section updated.

Base Camp and Subcamp Operations section revised to state that camps will be operated by region.

Lodging paragraph deleted from What to Expect in 2017 section.

Laundry service paragraph updated in What to Expect in 2017 section.

Medical Requirements section revised to apply to all attendees, not just staff.

Information regarding religious services deleted from Religious Observances section.

Appendices

Daily Schedule updated to reflect correct departure times.

Introduction

Dates and Location

The 2017 National Scout Jamboree will be held Wednesday, July 19, through Friday, July 28, 2017, at the Summit Bechtel Family National Scout Reserve.

Attendance

The 2017 Jamboree is being planned for 40,000 Boy Scouts, Venturers, Explorers, and unit leaders, plus more than 9,000 staff members. Each troop/post consists of 36 Boy Scouts* and four unit leaders or 32 to 36 Venturers and four to eight unit leaders, not to exceed a total of 40. Each Venturing crew/Explorer post will be made up of groups of 10 that will be grouped together prior to the jamboree to form complete crews/posts of 40.

Jamboree Startup

As stated in the application process, staff members will be asked to arrive before July 19. It is vital to adhere to arrival dates and times so that registration, food service, medical, housing, and public safety personnel are in place to process your arrival. Checking in on-site before your assigned arrival date will not be allowed.

Jamboree Shutdown

At the conclusion of the jamboree on Friday, July 28, all equipment and supplies must be returned to their respective storage containers, and inventoried and accounted for by the staff members responsible for inventory prior to departure. All staff should confirm with staff advisers that everything is in order before departing the jamboree.

Some staff members may be scheduled to remain later than July 28 to accomplish any outstanding tasks.

*All references to Boy Scouts or Scouts include Varsity Scouts.

Staff Positions

Administration Group

Accounting
Banking
Fire Service
General
HQ Support Staff
IS Application Support
IS Hardware Support
Jamboree Operations Center
Media—Hometown News
Media—Local and National
Medical Service/EMS
Photography
Physical Arrangements
Registration
Safety Service
Security Service
Videography
Visitor Service Management

Logistics Group

Equipment
Food/Ice Distribution
Logistics Support Team
Movement Control
Retail Food Operations
Retail Store Operations
Specialty Foods
Staff Dining
Warehousing
Maintenance and Sanitation

Jamboree Program Group

Stadium Experience

Stadium Daily Programs
Stadium Events and Ceremonies
Stadium Shows
Jamboree Band
Patch Trading

Exhibits and Displays

Alpha Phi Omega Exhibit
Boy Scout Exhibit
Boys' Life Exhibit
Brownsea Island
Chartered Organization Exhibits
Cub Scout Exhibit
Disabilities Awareness
High-Adventure Base Exhibit
International Display
Merit Badges
National BSA Exhibits
Outside Vendor Displays
Professional Recruiting Exhibit
Regional Exhibits
Sea Scouts Exhibit
Summit Center Exhibits
Alumni Relations
Health and Fitness
Military Action Center
Museum of Scouting Heritage
National Scouting Museum
NESA
Sustainability Treehouse
WV Exhibit
Venturing Exhibit

Adventure

Adventure Courses:

- Climbing
- Challenge Course
- Zip Lines
- Canopy Tours

Aquatics and Boating

Extreme Sports:

- BMX Biking
- Mountain Biking
- Skateboarding
- Mountain Boarding
- Disc Golf

Hiking, Fishing, Nature, and Conservation

Off-site Outfitter Programs

Shooting Sports and Archery

Jamboree Trek and Messengers of Peace Day of Service

Buckskin Village and Games

High-Adventure Safety Corps

Highland Games

Jamboree Trek, OA Guides

Messengers of Peace Day of Service,

OA Crew Leaders

OA Indian Village

OA Service Corps

Other Mountaintop Programs

Pioneering

Media

Hometown News

Jamboree Radio

Jamboree Today

K2BSA

BSA Leaders' Update

Religious Experience

Chaplains

Religious Support Staff

Technology Quest

Technology Quest Exhibits

Visitor Experience

Greeters and Facilitators

Main Visitors Center

Off-Site Arrival

Special Events

Summit Center Information

VIP Guides

Scout and Subcamp Operations Group

International Support Team

Lost and Found

Postal Distribution

Camp Maintenance

Sanitation Coordination

Subcamp Staff

Base Camp Staff

Youth Services

Green Team (Recycling)

Staff Qualifications

Jamboree staff positions are open to youth and adult men and women who meet the required qualifications. All applicants must:

- Have a current BSA membership.
- Complete Youth Protection training for either Boy Scouting or Venturing within one year of jamboree. All staff must complete regardless of age.
- Be able to arrive on-site at the jamboree up to one week before the jamboree (as deemed necessary by the service director over the area selected to serve).
- Be at least 16 years of age by the first day of the jamboree.
- Submit all registration fees online per the published payment schedule.
- Complete any jamboree-specific training, as deemed necessary by the service director of the area selected to serve.
- File a BSA Annual Health and Medical Record. Instructions to submit the record are available at www.bsajamboree.org.
- Meet the medical and body mass index requirements.

Jamboree staff applications are submitted online directly to the Jamboree Department from the official jamboree website at www.bsajamboree.org.

Youth Staff Opportunities

Youth staff will have the opportunity to serve in many of the jamboree groups and services listed on the staff application. The list of staff choices posted at www.bsajamboree.org under “staff” reflects many areas that specifically request youth staff.

Staff Clearance Procedure

The procedure for handling staff recruitment is as follows:

- The staff application is submitted online from the official jamboree website, www.bsajamboree.org.
- Local councils determine who may participate at a national jamboree. The home council will evaluate and determine the applicant’s qualifications. If approved by the local council, each application is then reviewed by the jamboree team. Under no circumstances should any individual be promised a staff position until their application has the approval of their council and the jamboree team. Once the application is fully approved, applications are routed to staff directors for selection.

- When selected, the prospective staff member is notified via email that the status of their application has changed. The applicant will follow the directions in the email on how to accept or decline an offered position.
- The staff application includes a section to list (in order of preference) three staff positions. The online application process does not guarantee a staff position, nor does it guarantee a staff position in one of the top three areas requested by the applicant. Every effort will be made to assign individuals to the staff group of their choice. However, a staffing opportunity could be offered from any area of the jamboree that needs assistance.

Staff Orientation

The decision as to when, where, and how to train staff members in their jamboree assignments will be made by each group, service, or functional manager or director. Training will be required before staff members can begin their assignments.

Staff members can be trained by individual coaching or in a formal group. The staff training course outline should include the following:

Personal Responsibilities: Health, safety, personal equipment, special skills, Scouting ideals, leadership responsibilities, specific job assignments, and living arrangements.

Camp Operations: Organization, camp equipment, program, commissary operations, medical facilities, transportation, trading posts, postal service, telephone communications, sanitation, jamboree regulations, and Order of the Arrow Service Corps procedures.

Financials

Staff Fees

There will be three staff sessions during the 2017 National Scout Jamboree to allow multiple staffing options. Applicants will be able to select a session that best suits their schedule when applying to serve at the Jamboree:

- Session 1 (July 15-29, 2017)
- Session 2 (July 15-22, 2017)
- Session 3 (July 22-29, 2017)

For staff ages 16–25:

- Session 1 — \$425
- Session 2 — \$425
- Session 3 — \$425

For staff ages 26+:

- Session 1 — \$850
- Session 2 — \$425
- Session 3 — \$425

Payment Schedule

Staff volunteer applicants are required to submit a \$150 deposit upon submission of the staff application. No further payments are due until a staff position has been offered and accepted. Once a staff member accepts a jamboree position, he or she is required to become current with the posted payment schedule within 15 calendar days of accepting the position.

Staff applicants are welcome to make payments per the payment schedule even if a position has not yet been confirmed, thus avoiding the need to catch up on payments once accepted.

Session 1 — Payment schedule for staff 16–25 years of age:

- \$150 deposit due at the time of application
- \$137.50 due on or before September 30, 2016 (A \$50 late fee will be assessed on October 1, 2016.)
- \$137.50 (or balance of fees) due on or before January 31, 2017 (A \$50 late fee will be assessed on February 1, 2017.)

Session 1 payment schedule for staff ages 26+:

- \$150 deposit due at the time of application
- \$350 due on or before September 30, 2016 (A \$50 late fee will be assessed on October 1, 2016.)
- \$350 (or balance of fees) due on or before January 31, 2017 (A \$50 late fee will be assessed on February 1, 2017.)

Sessions 2 and 3 — Payment schedule for all staff:

- \$150 deposit due at the time of application
- \$137.50 due on or before September 30, 2016 (A \$50 late fee will be assessed on October 1, 2016.)
- \$137.50 (or balance of fees) due on or before January 31, 2017 (A \$50 late fee will be assessed on February 1, 2017.)

Payments may also be submitted in increments at a frequency suitable to the applicant, as long as the total payment amount due by each deadline is met. Payments will only be accepted electronically, via a credit, debit, or gift card.

Should an applicant not be selected for a position, their deposit and any subsequent payments that have been submitted are 100 percent refundable. Refunds will be processed back to the credit card used to submit the payment after the close of the jamboree. Should a position be offered but declined by the applicant—either directly or by not responding to the offer during the allotted time—all submitted fees are subject to the posted refund policy.

Refund Policy

All requests for refunds must be submitted in writing to 2017jamboree@scouting.org. All refund requests received before March 31, 2017, will be processed within six to eight weeks upon receiving the request. All refund requests received on or after April 1, 2017, will be processed six to eight weeks AFTER the close of the jamboree.

Note the following decisions regarding refund requests:

- In cases where the applicant has shifted from jamboree staff to council participant (e.g., a registered staff member who will be needed instead as a council contingent leader), a full refund will be made regardless of the date of the request.
- If the request is for any volunteer staff position and a position has not yet been offered, all submitted fees are refundable. If a position has been offered, regardless of whether or not it has been accepted:
 - \$75 is nonrefundable through December 31, 2016.
 - \$175 is nonrefundable from January 1, 2017, through April 30, 2017.
 - No fees are refundable in the case of requests received after April 30, 2017.**
- If the request is made due to military orders, a relocation caused by an employment change, or a documented medical condition:
 - 100 percent is refundable through December 31, 2016.
 - \$25 is nonrefundable from January 1, 2017, through March 31, 2017.
 - \$50 is nonrefundable from April 1, 2017, through May 30, 2017.
 - \$75 is nonrefundable from June 1, 2017, through June 30, 2017.
 - No fees are refundable in the case of requests received after June 30, 2017.

Agreement Statements

Staff Acceptance Statement

If accepted, I agree I will:

- Pay the jamboree fee on or before the payment deadline(s).
- Provide and arrange my own transportation to and from the jamboree.
- Provide an official BSA Annual Health and Medical Record with a physical exam signed by a certified and licensed health-care provider—physician (MD or DO), nurse practitioner, or physician assistant—dated no earlier than July 1, 2016.
- Obtain the required immunizations.
- Ensure both Boy Scout and Venturing Youth Protection trainings are current (not older than one year from my reporting date).
- Review the following risk factors with my certified and licensed health-care provider:

Factors include, but are not limited to, excessive body weight, heart disease, hypertension (high blood pressure), diabetes, seizures, lack of appropriate immunizations, asthma, allergies/anaphylaxis, muscular/skeletal injuries, psychiatric/psychological and emotional difficulties.

There is no reason why my health would limit full jamboree participation, or I will document all limitations on the jamboree health record.

If accepted, I understand I may be required to arrive on-site up to, but not limited to, one week prior to the jamboree start date (as determined by the jamboree service director). This early arrival would allow for training and assistance with final preparations for contingent unit arrivals. I understand that the specific length of time that I will be required to be on-site will be determined by my service director in order to ensure that all areas are fully staffed and that all needs are met.

Staff Terms and Conditions Waiver

In consideration of the benefits to be derived from participation in the 2017 National Scout Jamboree, any and all claims against the Boy Scouts of America or its local councils; the United States of America; the state of West Virginia; or any of the officers, employees, agents, or other representatives of any of them; or any other persons working under their direction or engaged in the conduct of their affairs, arising out of any accident, illness, injury, damage or other loss or harm to or incurred or suffered by the applicant named above or to his property, in connection with or incidental to the 2017 National Scout Jamboree, including preliminary training and travel, are hereby expressly waived by the parents/guardian and the applicant.

Staff Code of Conduct

- The unit's adult leaders are responsible for the supervision of their troop or crew members, maintaining discipline, security, and enforcing the Jamboree Code of Conduct.
- I will be guided by the Scout Oath and Scout Law and will obey all U.S., local, and state laws.
- I will set a good example by keeping myself neatly dressed and presentable and will wear my jamboree credentials at all times.
- I will attend all scheduled programs and participate as required in cooperation with other unit members and leaders.
- In consideration of other unit participants, I agree to follow published bedtime and sleep schedules.
- I will be responsible for keeping my tent and personal gear clean and neat and labeling all personal gear.
- I will adhere to all jamboree recycling policies and regulations.
- I understand that the possession or consumption of alcoholic beverages or illegal drugs is prohibited at the jamboree.
- I understand that serious and/or repetitive behavior violations, including cheating, stealing, dishonesty, fighting, and cursing, may result in expulsion from the jamboree or serious disciplinary action and loss of privileges. The jamboree headquarters must be contacted for the expulsion procedure to be invoked. There are no exceptions.

- I understand that gambling of any form is prohibited.
- I understand that possession of lasers of any type and possession or detonation of fireworks is prohibited.
- I will demonstrate respect for unit and jamboree property and be personally responsible for any loss, breakage, or vandalism of property as a result of my actions. Neither unit leaders, nor the Boy Scouts of America will be responsible for loss, breakage, or theft of personal items. I will label all my personal items. I recognize that theft will be grounds for expulsion.
- I will obey the safety rules and instructions of all supervisors and staff members.
- I understand that, in accordance with U.S., local, and state laws, firearms and weapons are prohibited in the possession of all jamboree participants unless otherwise specifically authorized by the Boy Scouts of America.
- As a jamboree staff member, I agree to complete the BSA Youth Protection training within one year of the last day of the jamboree, either Boy Scout or Venturing.
- I understand that hazing has no place in Scouting; nor do running the gauntlet, belt lines, and similar acts of physical punishment.
- I understand that all participants and staff members may only bring items specified on the equipment list provided by the Jamboree Department, National Council.
- I understand I must have a current photo ID in my possession at all times.

Violation of this Code of Conduct, or any other conduct deemed to be inconsistent with the values of Scouting, may result in expulsion from the jamboree at the individual's own expense and could result in revocation of BSA membership.

What to Bring

It is important to pack the right things. Get your jamboree gear here: www.scoutstuff.org/bsa/jamboree.

Personal Gear

2'x2'x3' duffel bag

Sleeping bag (lightweight in stuff sack with 30-degree rating is good)

Reusable lunch bag (Staff will be eating breakfast and dinner in the staff dining hall, and you can pick up a Summit-2-Go lunch after breakfast to put in your reusable bag. Disposable plastic bags will not be provided.)

Coffee cup

Two 1-liter water bottles

Toiletry kit (keep it small—a drawstring bag is recommended so you can hang your kit while in the wash facility)

Two bath towels and two washcloths

Flashlight

Sunscreen and nonaerosol insect repellent

Day pack

Eating kit (base camp and subcamp staff only)

Female participants: feminine hygiene products

Clothing

Two field uniforms (Class A)

Good, broken-in hiking boots

Lace-up shoes (lightweight sports)

Rain gear (lightweight)

Scout headgear

One jacket or sweatshirt (synthetic is good)

Two sets of sleep clothes

Seven pairs of underwear

Four or five Scout T-shirts/polo/activity shirts (antimicrobial synthetic is good)

Three or four BSA uniform shorts/longs

Six pairs of BSA socks

One BSA belt

Two or three good pairs of hiking socks

Note: Arrival day, Saturday stadium show, Sunday religious observances, and departure day are uniform days; other times may be determined by your staff leader. Other days are Scout/jamboree T-shirts or activity shirts with uniform shorts/longs.

Optional

Air or travel pillow

Swimsuit

Water shoes

Sunglasses

Solar camp shower (three-gallon)

The Summit has a network of tanks, pipes, and filters that serves as our greywater system. As a result of the greywater system and the ambient-temperature showers, the amount of water required per person has been reduced by nearly two-thirds. And by reusing our water, the size of the wastewater system has been reduced by half.

We are so excited that our participants and leaders are finding inexpensive, renewable ways to heat the water for showers. We just ask that you remain respectful of the overall water-consumption goals on-site. If you are considering a solar camp shower, please limit yourself to three gallons or less in size. Your water-resourcefulness will go a long way in making sure the Summit's systems are not overstressed.

Transportation

The Boy Scouts of America is joining with Transportation Management Services (TMS) to provide safe, efficient, cost-effective, and environmentally friendly transportation solutions for jamboree participants, including staff. In addition to providing a shuttle service for staff from specified locations to the Summit site, TMS will also be managing bus registration, council arrivals and departures, and all Scout movements by bus during the jamboree. TMS also offers its services for troops to charter buses for transportation to and from the Summit. **Remember, everyone is required to register with TMS. For further details, go to www.bsajamboree.org and click Troop & Staff Transportation.**

What Is TMS?

TMS is a transportation management firm. Its safety standards meet all federal regulations, and its experience over the last two decades for similar events positions it to assist the Boy Scouts of America. TMS can handle all the logistics to get your council to and from the jamboree.

TMS offers:

- Contingency plans for unexpected emergencies on the road
- Convenient, no-hassle, online booking and payment options
- Only \$100 to hold your reservation, followed by three payments
- High safety standards
- \$30 million of insurance
- DVD/video options
- Environmentally friendly transportation solutions

TMS will work with you to plan for and conduct the transportation element of the jamboree. If TMS coordinates your transportation, you will not have to worry as much about this vital piece of your jamboree experience.

Airport Shuttle Information

Charlotte, North Carolina (CLT) to Staff Check-In

Cost: \$90 round trip/\$45 one-way

Charlotte, North Carolina (CLT) to Summit Bechtel Reserve

Dates	Times
7/13/2017	10 a.m., 1 p.m., 3:30 p.m.
7/14/2017	10 a.m., 1 p.m., 3:30 p.m.
7/15/2017	10 a.m., 1 p.m., 3:30 p.m.
7/16/2017	10 a.m., 1 p.m., 3:30 p.m.
7/17/2017	5 p.m., 9 p.m.
7/22/2017	9 a.m.

Summit Bechtel Reserve to Charlotte, North Carolina (CLT)

Dates	Times
7/22/2017	1 p.m.
7/28/2017	1 p.m., 3:30 p.m.
7/29/2017	12 a.m., 4 a.m., 8 a.m.

Charleston, West Virginia (CRW) to Staff Check-In

Cost: \$50 round trip/\$25 one-way

Charleston, West Virginia (CRW) to Summit Bechtel Reserve

Dates	Times
7/13/2017	8:30 a.m., 10:30 a.m., 12:30 p.m., 2:30 p.m., 4:30 p.m., 6:30 p.m.
7/14/2017	8:30 a.m., 10:30 a.m., 12:30 p.m., 2:30 p.m., 4:30 p.m., 6:30 p.m.
7/15/2017	8:30 a.m., 12:30 p.m., 5:30 p.m.
7/16/2017	8:30 a.m., 12:30 p.m., 5:30 p.m.
7/17/2017	8 p.m., 9:30 p.m.
7/22/2017	8:30 a.m., 10:30 a.m., 12 p.m., 4 p.m.

Summit Bechtel Reserve to Charleston, West Virginia (CRW)

Dates	Times
7/22/2017	1 p.m., 3 p.m.
7/28/2017	2 p.m., 4 p.m., 6 p.m.
7/29/2017	12 a.m., 4 a.m., 6 a.m., 8 a.m., 10 a.m., 12 p.m., 2 p.m.

For all questions regarding shuttle services for staff, please contact TMS directly at 800-437-7629 or email questions to jamboree@tms.com.

Staff Arrivals

Upon arrival at the check-in point, proceed to the closest greeter tent to receive your personalized check-in form. The form will reflect the status of all the requirements 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 requirements.

Also on each form will be a public health questionnaire pertaining to any illnesses that may have arisen during travel. This must be completed by the jamboree staff before obtaining credentials.

Once all requirements are completed, proceed to the Registration HQ to pick up jamboree credentials. Stations will be designated by alphabet of last name.

Having all the requirements met before arriving on-site will dramatically cut the length of time spent on the check-in process. ALL requirements must be met before leaving the Registration area.

Private Vehicles

For those of you traveling with your own vehicle:

- Refer to Staff Check-In Process Overview in the appendix for specifics.
- Personal vehicles are not allowed on site at the Summit Bechtel Reserve without appropriate credentials.
- Upon arrival, you will be given instructions on where to park your vehicle.
- After you have parked your vehicle in storage, you will be transported to your designated camping area via bus with all of your belongings.
- You will have intermittent opportunities to access your vehicle during the jamboree. A shuttle service will be available for that purpose.

Staff Facilities

- All staff will be housed in tents at various locations, depending on their job assignment.
- No personal or private tents are allowed.
- There will not be electricity provided for each tent; however, there will be charging areas available.
- Comfortable cots will be provided.
- There will be medical facilities located at the Staff Base Camp.

Lost and Found

To guard against the loss of valuables, staff should:

- Mark uniforms and personal equipment with your name, home address, and subcamp number.
- If you find an item at the jamboree that is not yours, please take the item(s) to the nearest Lost and Found area.

Recycling

A comprehensive waste removal and recycling program for the 2017 National Jamboree has been established. See the Jamboree Troop/ Crew Recycling Plan in the appendix.

Base Camp and Subcamp Operations

The base camps and subcamps will be operated by specific regions. Here are some specifics to help you understand what to expect:

- There will be five participant base camps and one staff base camp.
- There will be four subcamps per base camp.

- The subcamps will be divided into five neighborhoods per subcamp (10 Scouting units per neighborhood).
- Troops/Venturing crews will be camping beside other Scouting units from all over the country.
- Two youth participants will room together in one tent.
- Each adult leader will have their own individual tent. Both the youth and leader participant tents will be dome-style tents with cots provided.
- All individual units will be preparing their meals in their assigned living area.
- All program activities will be occurring outside the base camp and subcamp areas.
- There will be headquarters areas within each subcamp for assistance.
- There will be medical facilities in each of our six base camps.
- Staff members will be dining in one centralized staff dining hall.
- Staff members will be sleeping in spacious four-person tents with cots included.

Food Services

The mission of the food service team is to provide well-balanced meals that are nutritious to jamboree participants and staff and to operate all concession operations at the jamboree site.

Food Service Operations

The food service team is divided into three major areas:

- The first area is base camp food distribution. Although all areas of the food service team are important, most of our customers are in the base camps. The food service team is responsible for the proper and timely delivery of grocery items to grocery stores that will be set up in each base camp. The team is developing a cookbook with menus that will help guide units as they shop for their meals.
- The second area of the food service team is staff dining service. Most of the staff at the jamboree will eat in a dining facility operated by a contract catering company. Staff dining service works with the catering company to manage the dining facilities.
- The third area of food service is retail food. The retail food staff will operate and manage all concession areas including a unique snack bar for staff in the staff base camp.

Ice Distribution

Ice is managed by the food service team and will be delivered to the program and support venues at the jamboree. In an effort to cut down on vehicle traffic, the ice staff is establishing additional ice distribution points around the jamboree. Designated staff will be able to pick up the ice at the distribution point and take it to their respective areas. The ice staff will restock the distribution points.

Special Diets

The food service team will aid Scouts, leaders, and staff who have special dietary requirements in the following ways:

Scouts and leaders attending the jamboree will be able to choose their meals under a new model of food distribution where units go to a designated “grocery store” in or near their base camp area and select from a wide variety of common grocery items to prepare their meals. The grocery store plan will include products that accommodate kosher, halal, gluten-free, vegetarian, and vegan diets; a list of items that the food service team plans to carry in the grocery stores will be published in advance of the jamboree and will indicate which items meet these dietary restrictions. The items will be labeled with industry standard symbols for dietary restriction, such as one finds when shopping at home. Food items that are appropriate for the diets listed above will also be included in the offerings at the staff dining hall.

During registration each Scout, leader, and staff member will be asked to indicate whether he or she has dietary preferences or restrictions. The food service team will use this information to determine the extent those items will be stocked at the grocery stores and how many staff wish to have those special diets supported at the staff dining hall. It is important that anyone with a special diet indicates this during the online registration process.

The food service team recognizes that there are many diets and dietary restrictions for other reasons. Persons with specific diets (e.g., low calorie, low carbohydrate) or food allergies (e.g., citrus fruit, dairy, eggs, fish, nuts/peanuts) should avoid the prohibited items in the grocery stores and while cooking in camp or in the staff dining hall. In addition, be aware that the food service team is not capable of satisfying all of the many

conceivable dietary needs. Therefore, anyone who has other special food requirements due to medical reasons—and is attending jamboree after medical permission is granted—should make arrangements to meet that need by bringing nonperishable food items with them, much as they would bring medications.

Be Prepared

We are very excited about the jamboree and are pleased that you are interested in attending as a staff member. The Summit is a physically demanding facility, and minimum physical fitness standards will be enforced. While the jamboree is not as strenuous as an extended high-adventure trek, it will be appreciably more demanding due to the Summit's mountain location.

Some of our geographic features at the Summit include:

- Mean elevation of 2,500 feet above sea level
- Frequent elevation changes from base camps to activity areas and all points in between

We want your 2017 National Scout Jamboree experience to be the best 10 days of your life! Go to www.bsajamboree.org and please read carefully the Be Prepared policy, and you will be on your way!

What to Expect in 2017

Transportation: Staff transportation will be enhanced. Assuming a reasonable level of fitness, no staff member will be required to walk longer than 30 minutes between their place of lodging and their assigned work station.

Time off: Sufficient staff will be recruited and schedules developed to ensure staff members receive at least the equivalent of one full day off during the Jamboree. Staff work hours will allow

them an opportunity to visit and enjoy other areas of the Jamboree outside their assigned work area. Provisions will be made for those desiring to explore the local area surrounding the jamboree during their day off.

Communications: A robust communications strategy will be developed and executed to keep staff members informed from the date they register as a staff member through the last day of the jamboree.

Lunch: We will make modifications to enhance the number and variety of lunch choices consistent with the requirement to maintain a “shelf stable” lunch menu given the demands of our site. We will provide supplemental items for our staff members in more active program areas to ensure an appropriate level of caloric content for their anticipated level of activity.

Staff village: The staff village(s) will provide an area designed for staff members to relax, enjoy recreation, and refresh themselves in the company of other staff. Retail food/beverage stands will be incorporated in this design as well as an area for athletic competition.

Showers: We will explore options to create some increase in water temperature; however, any solution will need to be consistent with our sustainability focus on conserving water and energy.

Laundry service: Laundry service will be available for staff members who desire it from July 18-26, 2017. The cost will be \$10 per bag, and a mesh bag will be provided when you purchase your first laundry ticket. Additional bags can be purchased for \$5 each. This bag is the only bag that will be allowed for laundry service. Your name and tent number must be printed legibly on the bag with a permanent marker. Dry cleaning will also be available for \$6 per item.

Laundry services will be located in Base Camp B near the medical tent area and Base Camp E in the headquarters area. Laundry can be picked up the next day at the same location and time it was dropped off. Dry cleaning will take 1-1/2 days and can be picked up at the same location where it was dropped off. The laundry service is not responsible for items left in pockets of garments.

Staff photos: Official staff photos of individual teams will be taken, and staff members will have the opportunity to purchase photos of their choosing.

Physical Fitness

Obesity and being overweight have been shown to increase the likelihood of certain diseases and other health problems: hypertension, heart attack, dyslipidemia, and stroke. Anyone who is obese and has multiple risk factors for cardiovascular/ cardiopulmonary disease would be at much greater risk of suffering an acute cardiovascular/ cardiopulmonary event from the environmental stresses of the Summit. Our goal is to prevent any serious health-related event from occurring, and ensure that all of our participants and staff are “physically strong.”

The Centers for Disease Control is the national body that monitors our overall health as a country, and it makes recommendations to help us stay or become healthy. The CDC suggests using a body mass index as a screening tool for obesity; it is easy and only requires knowing your height and weight. The BMI is a governmental calculation based on nationwide statistics that take into account variables that include geography, age, and sex. The simple online calculator to determine your BMI can be found at www.cdc.gov/

healthyweight/assessing/bmi/.

The CDC defines the BMI Healthy Weight as follows:

- If your BMI is less than 18.5, it falls within the “underweight” range.
- If your BMI is 18.5 to 24.9, it falls within the “normal” or Healthy Weight range.
- If your BMI is 25.0 to 29.9, it falls within the “overweight” range.
- If your BMI is 30.0 or higher, it falls within the “obese” range.

We know the BMI is just one of the factors to be considered, and we will take those other “co-morbidities” into account as we make our decisions about an individual’s inclusion in the jamboree.

Accordingly, it is the policy of the 2017 National Scout Jamboree that:

- The national jamboree will uphold a decision by an applicant’s personal health-care practitioner to deny participation for medical reasons.
- The national jamboree will accept applicants who are recommended for participation by their health-care practitioner and who have a BMI of 31.9 or less.
- The jamboree medical staff will review all applicants with a BMI of 32.0 to 39.9 and consider jamboree participation based on 1) health history, 2) submitted health data, and 3) recommendation of the applicant’s personal health-care provider. For applicants with a BMI higher than 31.9, a recommendation of “no contraindications for participation” by the applicant’s personal health-care provider does not necessarily guarantee full jamboree participation. The jamboree

medical staff will have final determination of full jamboree participation.

- The national jamboree will consider for participation applicants with a BMI of 32.0 to 39.9 and/or one of the following risks:
 - Hypertension
 - Diabetes mellitus
 - Tobacco use
 - Dyslipidemia
 - Prior heart attack
 - Coronary angioplasty/stent
 - Prior stroke or transient ischemic attack (TIA), coronary artery surgery
 - Family history of premature (before age 55) coronary artery disease
 - Sleep apnea requiring CPAP or BiPAP + COPD

Applicants may be requested to provide further documentation, including cardiac testing, pulmonary testing, or further information from their physician, to ensure the applicant's ability to participate.

Jamboree medical services will provide specific instructions to the practitioner to determine eligibility.

The jamboree cannot accept for participation any adult applicant with a BMI of 40.0 or higher.

Tobacco Policy

The current *Guide to Safe Scouting* states:

“Adult leaders should support the attitude that they, as well as youths, are better off without tobacco in any form and may not allow the use of tobacco products at any BSA activity involving youth participants. All Scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants.”

Accordingly, it is the policy of the 2017 National Scout Jamboree that:

Smoking and the use of smokeless tobacco are prohibited in all national jamboree buildings, tents, and vehicles. While in BSA uniform and/or on duty, smoking or the use of smokeless tobacco is not permitted.

The use of tobacco by visitors or off-duty non-uniformed staff or leaders will be restricted to designated areas.

Alcohol Policy

The following statement is approved by the National Executive Board of the Boy Scouts of America.

The current *Guide to Safe Scouting* states:

“It is the policy of the Boy Scouts of America that the use of alcoholic beverages and controlled substances is not permitted at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members.”

Accordingly, it is the policy of the 2017 National Jamboree that:

Alcoholic beverages and controlled substances are not permitted on the national jamboree site.

Medical Requirements

Weather conditions at the jamboree can range from hot and humid to milder temperatures in the evenings. Rain is more common at the Summit due to its location in the Appalachian Mountains. Jamboree activities are very strenuous, and this jamboree's programs are different from any jamboree experience before. Therefore, it is very important to drink plenty of water at the jamboree and arrive at the jamboree fit and prepared.

Physical Examination

All participants must submit a certification of physical fitness on the official form. Maintenance of good health in a jamboree camp is of utmost importance, and it is with this objective in mind that the following must be enforced:

1. Participants will be expected to get a complete examination by a licensed health-care practitioner.
2. It is recommended that the examination take place not less than 30 days or more than 12 months before departure to the jamboree.
3. Participants will go through a medical screening prior to arrival. It is imperative that all medical forms are submitted by the published deadlines so that prior approval for participation occurs before you leave for the jamboree. **In the event an attendee is found medically unfit upon arrival at the Summit, he or she cannot participate and must return home at their own expense.**

CPAP Machines

If an individual requires a CPAP machine, it is his or her responsibility to obtain and take care of the equipment. The individual assumes responsibility for the equipment. All CPAP

machines must be battery-powered since no electricity will be available in the subcamps or at staff sites. There will be battery-charging stations in select locations; however, these charging stations will be in high demand. They will be used for all devices requiring recharging: phones, tablets, cameras, etc. Therefore, bringing an extra CPAP battery as backup is recommended.

Immunizations

When attending Boy Scouts of America programs or activities that require an Annual Health and Medical Record or specialty physical exam to be completed, it is required to have a current tetanus immunization. The following immunizations are strongly recommended:

- Hepatitis A
- Hepatitis B
- Diphtheria, pertussis
- Meningococcal
- Polio
- Measles, mumps, and rubella
- Varicella
- Influenza

Exceptions to Immunization on Medical or Religious Grounds

If there is a medical or religious reason why you cannot comply with vaccination requirements, obtain a statement to that effect from a physician if it is an exemption on medical grounds. If you aren't immunized due to religious reasons, you must also provide a statement to that effect. That statement must include specific

reasons so it can be given full consideration by the jamboree medical staff. These statements need to be submitted along with your medical form.

Postal Service

Mail will be delivered to the subcamp headquarters in the early afternoon for pickup by the designated unit leader for each subcamp unit.

The jamboree mailing address is:
First and last name of the Scout/Scouter
Troop/Crew No. (i.e., A213)
2017 National Jamboree
92 SBR 2
Mount Hope, WV 25888

- The jamboree post office outlets will be at the Gateway Village and Base Camp Echo as well as a mobile unit that will be located at different base camps throughout the week.
- The sale of souvenir jamboree envelopes in limited quantities will start July 19.
- All outgoing mail, including parcels, will be handled at this facility.
- Use your home address as the return address on the envelope or parcel.

Visitors

The jamboree will be open to visitors on certain days. As soon as the schedule and fees are available, they will be published on www.bsajamboree.org.

Religious Observances

Chaplains representing many faiths will be at the jamboree to conduct services and provide personal counseling. Participants and staff also are encouraged to visit the religious relationships area in the Summit Center. Religious observances and chaplain services for Scouts, leaders, and staff of all faiths will be coordinated by a chaplain.

Insurance

Accident and sickness insurance will be provided to all those attending the 2017 National Scout Jamboree. The cost of this insurance is included as part of the jamboree fee.

Jamboree coverage for registered members of the BSA is effective from the time staff arrives on site until they depart the site at the end of their assignment. Council insurance policies cover travel periods between their home and the Jamboree site.

Scouts and leaders who are registered for official pre- or post-jamboree tourist trips will be covered during that period as well as part of their council's insurance coverage. There is no coverage for any unofficial pre- or post-jamboree tourist trips. Scouts and leaders are also covered under this program during their pre-jamboree training.

Scouts and leaders attending the jamboree as representatives of international Scout associations will be covered from their time of arrival in the United States to their arrival at the jamboree site, during their stay at the jamboree, and during the return to the point of departure from the United States. Jamboree staff members are also covered on the same basis. Coverage is not applicable to employees of the BSA (National and local councils) while they are covered by any statutory workers' compensation policy.

Boy Scouts of America

Suspected Child Abuse Reporting Form

The following information was provided to: (name/position)

Phone No. and address

Additional witness:

(Name/Phone No./Address)

Name of suspected abuser

Address

Phone No.

Scouting position

Child's name

Date of birth

Jamboree unit number

Address

Parent's name

Address

Phone No.

Physical indicators observed

Behavioral indicators observed

Other indicators observed/known

Reporter's name and position

Date of report

Signature

Printed name

2017 NATIONAL JAMBOREE DAILY SCHEDULE

Theme	Wednesday 7/19/17	Thursday 7/20/2017*	Friday 7/21/2017*	Saturday 7/22/17	Sunday 7/23/17	Monday 7/24/2017*	Tuesday 7/25/2017*	Wednesday 7/26/2017*	Thursday 7/27/17	Friday 7/28/17	
	Furst Day										
6:00 AM	REVEILLE										
7:00 AM	BREAKFAST										
7:30 AM	Raise Colors - 12 Points	Raise Colors - 12 Points	Raise Colors - 12 Points	Raise Colors - 12 Points	Raise Colors - 12 Points	Raise Colors - 12 Points	Raise Colors - 12 Points	Raise Colors - 12 Points	Raise Colors - 12 Points	Raise Colors - 12 Points	
8:00 AM	Units Arrive 6:00 AM to 4:00 PM										
9:00 AM	Adventure areas and Summit Center open per below schedule										
9:30 AM	Worship Services***										
10:00 AM	Worship Services 7:30 AM - 12:30 AM										
10:30 AM	Stadium Event 1:00 PM to 5:00 PM										
11:00 AM	DINNER										
11:30 AM	DINNER										
Noon	DINNER										
12:30 PM	DINNER										
1:00 PM	DINNER										
2:00 PM	DINNER										
3:00 PM	DINNER										
4:00 PM	DINNER										
5:00 PM	DINNER										
6:00 PM	DINNER										
7:00 PM	DINNER										
7:30 PM	Base Camp Welcome Activities & Leaders' Meeting Live Stream	Stadium Show 7:00 PM to 9:00 PM	Stadium Show 7:00 PM to 9:00 PM	Stadium Show 7:00 PM to 9:00 PM	Stadium Show 7:00 PM to 9:00 PM	Stadium Show 7:00 PM to 9:00 PM	Stadium Show 7:00 PM to 9:00 PM	Stadium Show 7:00 PM to 9:00 PM	Stadium Show 7:00 PM to 9:00 PM	Stadium Show 7:00 PM to 9:00 PM	
8:00 PM	Colors	Colors	Colors	Colors	Colors	Colors	Colors	Colors	Colors	Colors	
8:30 PM	Worship Services***	Worship Services***	Worship Services***	Worship Services***	Worship Services***	Worship Services***	Worship Services***	Worship Services***	Worship Services***	Worship Services***	
9:00 PM	TAPS										
9:30 PM	TAPS										
10:00 PM	ALL QUIET										
Adventure Areas	Noon - 5:00 PM	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	8:00 AM - 4:00 PM	Closed	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	8:00 AM - 4:00 PM	Closed	
**** Summit Center	Noon - 5:00 PM	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	8:00 AM - 4:00 PM	1:00 PM - 5:00 PM	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	8:00 AM - 4:00 PM	Closed	
Visitor Hours	None	None	9:00 AM - 5:00 PM	9:00 AM - Show close	1:00 PM - 5:00 PM	9:00 AM - 5:00 PM	9:00 AM - 5:00 PM	9:00 AM - 5:00 PM	9:00 AM - 4:00 PM	None	

***Special program days:**

Whitewater rafting: ~2,800 Scouts per day on the river

Day of Service: ~5,000 Scouts per day offsite on service projects

Garden Ground Mountain Hike: ~5,000 Scouts per day hike to Garden Ground Mountain

** Various dedication ceremonies will be scheduled throughout the Jamboree

*** Jewish and Muslim services to be held during this period

**** All activities may not be available during these times



2017 National Jamboree

Staff Check-in Process Overview

Preregistration 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: <http://events.tms.com/events/2017-jamboree-staff-registration/event-summary-478c932722c24cd8aa9604f8369bfd27.aspx>

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 (BSA Annual 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.

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 BSA Annual 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. BSA Annual 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 current within one year. (Training must have been completed no earlier than July 28, 2016.)
 - a. All staff (regardless of age) must have either the Boy Scout or Venturing version of YPT current within one year of the last day of the jamboree. If YPT is not current, 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. *****

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 area, 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 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.

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.

2017 National Jamboree Operations Green Team Jamboree Troop/Crew Recycling Plan

An objective of the 2017 National Jamboree at the Summit Bechtel Reserve is to achieve the goal of operating a “Green” facility. Participating jamboree troops/crews (hereafter called a “unit”) are requested and expected to perform their part in achieving this goal. Each unit is asked to follow this Jamboree Troop/Crew Recycling Plan.

First, a caution: Any food left overnight in the unit campsite or the Sub-Camp Recycling Center must be secured and stored in a pod or facility to prevent bears and other wildlife from being able to get to it.

The Plan:

A. At the Unit Site (located in the designated Unit Recycling Center)

1. Each unit campsite will use two (2) specific plastic bags to be used in separating recyclables and trash on a daily basis. These two different plastic bags will be set up at a permanent location in the Unit Recycling Center, which is located at a designated spot in the unit campsite.
 - One, a **transparent plastic bag**, is for mixed recyclables. (See page 4 – List 1 for materials in this category.)
 - One, a **black plastic bag**, is for all general trash and solid food scraps that are not recyclable. (See page 5 – List 4 for materials in this category.)
 - Possibly TerraCycle containers. TerraCycle Inc. is a recycling firm that reclaims specialty packaging materials. If they choose to participate at the 2017 Jamboree, special instructions and training will be provided at a later date as to how their recycling process works. (See page 5 – List 2 for materials in this category.)
2. The full plastic bags are tightly secured with zip-ties and hauled by a wagon to the Sub-Camp Recycling Center area twice a day—after breakfast and after dinner.
3. Larger cardboard boxes are to be broken down (shipping tape does not have to be removed), made completely flat, and transported on the wagon to the Base Camp Grocery Store for storage. The transporting of cardboard to the Base Camp Grocery Store is to be done at the same time that the Scouts go there for food pickup. The Scouts transporting the cardboard will be shown where to deposit it at the Grocery Store location. At this point, the responsibility for cardboard ends for the unit.

Please note: During the whole process, cardboard must be kept completely dry for recycling. Any cardboard left overnight in the unit campsite must be stored on the table under a dining fly and covered with poly. Wet or damp cardboard cannot be recycled and must be disposed of as general trash. If cardboard is wet or damp upon arriving at the Raleigh County Sanitation Waste Facility and rejected, it must go into the landfill there. When this happens, it creates a large expense for the jamboree in addition to not being environmental friendly. Treat cardboard as family.

4. A recyclable container (small cardboard, plastic, or aluminum) with food particles on it must be cleaned or rinsed thoroughly before disposing in the mixed recyclable plastic bag. (Food on containers will cause rejection of the entire bundle.) While cleaning the container, the food particles are captured by a strainer on the blue 5-gallon wash bucket.
5. After washing dishes and rinsing recyclable containers, food particles captured in the strainer on top of the blue 5-gallon wash bucket are then dumped into the general trash/solid food scrap black plastic bag.
6. All waste water used for dishwashing, clothes washing, etc., is disposed in the designated outdoor utility sink located at the bathhouse. No dumping of this sort is allowed in the unit campsite, in the latrines, or at the Sub-Camp Recycling Center. **CAUTION – PLEASE NOTE: No grease, oil, or oil derivatives are to be disposed in the utility sink located at the bathhouse. Doing this will certainly cause major maintenance problems with the gray water processing equipment located there. Grease and oil residues must be placed in the black general trash bag for disposal.**
7. Miscellaneous items such as batteries, ink cartridges, light bulbs, etc., (see page 5 – List 3) are to be placed in a designated container at the Sub-Camp Recycling Center.
8. Any unused, unopened, shelf-stable food supplies are to be taken back to the Grocery Store located at the Base Camp. (See page 5 – List 5.)
9. The tied-up plastic bags holding recyclables and general trash will be hauled in the wagon by unit members to the Sub-Camp Recycling Center twice a day—after breakfast and after dinner.
10. As members of “the Green Team,” the designated youth Unit Recycle Rangers inspect the containers and cardboard before leaving the unit campsite. This inspection is to assure that all food containers are rinsed and free of food particles. The Third Assistant Scoutmaster/Crew Advisor provides oversight of this process.

11. The Unit Recycling Rangers immediately set up new plastic bags, one transparent and one black, in the Unit Campsite Recycling Center.

B. At the Sub-Camp Recycling Center

1. Each subcamp will have dumpsters located at the Sub-Camp Recycling Center. Each dumpster will have a sign to designate what refuse to place in it:
 - One for mixed recyclables (page 4 – List 1)
 - One for general trash/solid food scraps (page 5 – List 4)
 - One on stand-by or closed-outSome dumpsters will be signed “closed out” and secured with a zip-tie. Scouts are to go to another dumpster that has the proper designated sign for disposing.
2. If TerraCycle Inc. is participating, a special container will be located in the Sub-Camp Recycling Center for receiving TerraCycle materials (page 4 – List 2).
3. A separate container (or box) will be located in the Sub-Camp Recycling Center for receiving batteries, ink cartridges, light bulbs, etc., that must be kept separated from mixed recyclables and trash (page 5 – List 3). These items **will not** go to the landfill but will be picked up occasionally for proper disposal.
4. Food Bank items (unused, unopened, shelf-stable food supplies) are placed in the Swap Box (page 5 – List 5) that is located at the Base Camp Grocery Store and not in the Sub-Camp. Scouts return these items to the Base Camp Grocery Store when food pickup occurs.
5. **Please note: A container with food particles on or in it will not be acceptable for disposing in a dumpster designated for recycled materials. If food is found inside the dumpster designated for recyclables, the entire contents cannot be recycled and must be dumped in the landfill as general trash. At \$40 per ton charged to the jamboree, this is expensive, to say the least. More importantly, it is not environmental friendly.**
6. The Sub-Camp Recycle Ranger inspects the arriving unit wagon and grants permission to proceed with emptying the contents into the designated dumpsters. **Wagon contents that do not comply with separation requirements or cleanliness will be returned to the unit site to correct the issue.**
7. After inspection by the Sub-Camp Recycle Ranger, the Scouts with the wagon proceed to the designated dumpsters. Note: All contents must be placed in the proper dumpster with nothing placed or left on the ground.

8. After the contents of the wagon are properly dropped off, and if buckets are used, the Scout takes buckets to the bathhouse and rinses them off in the large waste water utility sink. Upon returning to the unit campsite, the Unit Recycle Ranger or Third Assistant Scoutmaster/Crew Advisor inspects the buckets for cleanliness. See items 4, 5, and 6 on page 2 for cleaning the buckets.
9. Return to the unit campsite.

C. Description of Waste Materials

Please note: This is a list developed as of 4/11/17. It may change as means to recycle more items are determined. A final list will be released just before the jamboree.

List 1 – Mixed Recyclables

- Plastics #1 (Look for #1 in the recycle triangle. See Plastic Code 1, page 5.)
- Plastics #2 (Look for #2 in the recycle triangle. See Plastic Code 2, page 5.)
- Plastics #3, 4, 5, and 7, not 6 (Look for these numbers in the recycle triangle.)
- Shrink wrap—**Please note: Shrink wrap covering the troop/crew equipment bins are to be packed in clear plastic recycling bags and taken to the Sub-Camp Recycling Center for disposition by placing the bags in the Recyclables-Only dumpster.**
- Plastic bags, “grocery” bags, plastic trash bags (very clean and absolutely free of food particles)
- Metal containers
- Newspaper, office paper
- Small paper/cardboard containers (including pizza boxes if stained but does not have food particles attached)
- Aluminum cans

Please note: The black plastic covers that protect the troop/crew equipment bins are not to be disposed of as recyclable material and must be secured for reuse to recover the bins on the final day.

List 2 – Terracycle Materials

These items will be mostly food packaging. They will be limited to specific brand name products in jamboree meals or the Trading Post. List will be finalized just before the jamboree.

List 3 – Miscellaneous - small quantity items

Clothing and textiles (if not suitable for Lost and Found)
Light bulbs
Batteries
Printer ink cartridges
Aluminum foil—relatively clean
Other TBA

List 4 – General Trash

Food waste
Food-contaminated paper
Wax or plastic coated papers
Wax cardboard containers (e.g., orange juice cartons)
Glass
Paper towels
Paper plates
Plastic utensils
Styrofoam
Potato chip and pretzel bags
Cellophane wrapping

List 5 – Food Bank Swap Box Collection - acceptable food

Excess food issued by the jamboree that is shelf stable and not opened

Plastic Code 1

A container coded number 1 is polyethylene terephthalate, called PET or PETE. This high-impact plastic is used for things like beverage bottles, food jars, and frozen food trays. Recycled, PET becomes bottles and containers again, as well as fleece jackets, carpet fiber, and comforter filling.

Plastic Code 2

The number 2 on a plastic container means it's made from high-density polyethylene, or HDPE. HDPE is used in bottles for milk, juice, liquid detergent, bleach, and cosmetics. HDPE is recycled into bottles for non-food items, plastic lumber, garden edging, flowerpots, buckets, and crates.

04/11/17