



# JAMBOREE 2013

Council Guide



BOY SCOUTS OF AMERICA®

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## Revisions

Revisions made as of June 11, 2012:

- The “People” chapter was moved ahead of the “Organization” chapter.
- A “Venturing Leadership Positions” section and a “Unit Organization” section were added to the “Organization” chapter.
- The “Support Services” chapter was moved and now includes the “Cooking and Eating” and the “Staff Dining” sections.
- Subsections on “Kosher and Halal Diets,” “All-Occasion Cakes,” and “New Lunch Program” were added to the “Cooking and Eating” section.
- The “Medical Requirements,” “Physical Fitness—Be Prepared!,” “Tobacco Policy,” “Alcohol Policy,” “Insurance,” “Religious Observances,” and “Visitors” sections were moved to the “Program” chapter.
- Schedules for Muslim and Jewish religious observances were added to the “Religious Observances” chapter.

# Introduction

## Dates and Location

The 2013 National Scout Jamboree will be Monday, July 15, through Wednesday, July 24, 2013, at the Summit Bechtel Family National Scout Reserve, the new permanent home of the jamboree. All council jamboree contacts must go to [www.tms.com/2013Jamboree](http://www.tms.com/2013Jamboree) and sign up for a specific arrival time for the council contingent. Departure day is Wednesday, July 24. No early departures will be accommodated.

## Attendance

The 2013 Jamboree is being planned for 40,000 Boy Scouts, Venturers, and unit leaders, plus more than 9,000 staff members. Each unit consists of 36 Boy Scouts\* and four unit leaders or 36 Venturers and four unit leaders. Each Venturing crew will be made up of patrols of 10 that will be grouped together prior to the jamboree to form complete crews of 40.

## Work Schedule

The council should develop a work schedule for local participation in the jamboree. The following sample work schedule will help with this process.

### 2011

#### April

- Appoint professional staff adviser.
- Select volunteer council jamboree chair.
- Build jamboree committee.

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

- Develop council fee and payment schedule.
- Recruit and select adult leaders to fill jamboree contingent leadership roles.
- Develop plan for recruiting campership recipients.

#### July

- Begin promotion during summer camp programs.
- Recruit youth participants, adult leaders, and staff.

#### August

- Start monthly jamboree committee meetings.
- Recruit youth participants, adult leaders, and staff.

#### September

- Prepare for district camporee promotions.
- Leaders should take an active role in promotion and recruiting.
- Recruit youth participants, adult leaders, and staff.

#### October

- Schedule monthly jamboree committee meetings.
- Recruit youth participants, adult leaders, and staff.

#### December

- Promote jamboree at roundtables.
- Recruit youth participants, adult leaders, and staff.

## 2012

### January–February

- Finalize collection of initial fee payment. National payment is due by March 31, 2012.
- Recruit youth participants, adult leaders, and staff.

### March–May

- Camporee youth participant promotion
- Recruit youth participants, adult leaders, and staff.

### June–August

- All participants need jamboree medicals within one year of the jamboree.
- Continue promotion and recruitment during summer camp programs (Scouts and Webelos).
- Finalize collection of second fee payment. National fee is due by September 30, 2012.
- Recruit youth participants, adult leaders, and staff.

### September–December

- Continue with monthly committee meetings.
- Finalize collection of final fee payment. National fee is due by January 31, 2013.
- Recruit youth participants, adult leaders, and staff.

## 2013

### January

- Check all transportation and submit tour and activity plans.
- Recruit youth participants, adult leaders and staff.

### February

- Submit tour and activity plan to region.
- Recruit youth participants, adult leaders, and staff.

### March–April

- Conduct second meeting of jamboree contingent.
- Recruit youth participants, adult leaders, and staff.

### May

- Conduct third meeting of jamboree contingent.

### June

- Conduct pre-jamboree training weekend.

### July

- Attend 18th National Scout Jamboree.

### September

Final jamboree committee meeting

### November

Jamboree reunion

# People

## Unit Leader Positions

The only recognized unit leader positions for the 2013 Jamboree are the Scoutmaster, first assistant Scoutmaster, second assistant Scoutmaster and third assistant Scoutmaster, and the crew Advisor for the Venturing patrols/crews.

In the past, there has been a recognized position of council contingent coordinator for all councils that took three or more units to the jamboree. This was an extra adult added to the 40-person troop count. That position is not part of the 2013 Jamboree. For 2013, all duties that were previously handled by the council contingent coordinator will be distributed (as deemed appropriate by the council) within the existing leadership (Scoutmaster, first assistant Scoutmaster, second assistant Scoutmaster, third assistant Scoutmaster, crew Advisor) of the contingent unit.

## Unit Configuration

Councils must adhere to a troop size consisting of 36 youth and four leaders. The 40-person troop is ideal for food distribution, housing in multiples of two Scouts per tent, and for most tour buses that are 40 passengers in size. Each troop site in the subcamps is designed to house a group of 40.

Councils must also adhere to a Venturing patrol size of 10. This can consist of eight youth and two adults or nine youth and one adult as determined by the council. The two-deep

leadership requirements can be met during travel by the patrols traveling with the troops and sharing leadership. Please keep in mind that should there be coed youth attendees, there must be coed leadership present during travel. Prior to arrival at the jamboree, the patrols of 10 from various councils will be grouped together to form crews of 40, which will meet the two-deep leadership and coed requirements while on site.

New to the 2013 Jamboree is the invitation for coed Venturing crews to join other attendees as participants. Because there is a requirement for applicants to be currently registered with the BSA to access the jamboree applications and at least 13 years of age and a graduate of the eighth grade or 14 years of age to join Venturing, there is a small group of potential attendees that is currently blocked from submitting an application.

Males may register with a troop and submit the Scout application until the time they meet the requirements to switch to a Venturing application.

The solution for female applicants is to notify their local council that they are interested in attending the jamboree with their council. Councils should then put the names of these applicants on a waiting list to potentially hold a spot. Once the interested party has met the requirements and is successfully registered with a Venturing crew, she can submit an application.

## Registration Requirements

### Scout Leader Qualifications

All jamboree Scoutmasters, and first-, second-, and third-assistant Scoutmasters must meet the following requirements:

- Possess a current BSA membership with a Boy Scout troop or Varsity Scout team.
- Scoutmasters and first assistant Scoutmasters must be at least 21 years old by the first day of the jamboree.
- Second assistant Scoutmasters must be at least 18 years of age by the first day of the jamboree.
- Third assistant Scoutmasters must be at least 18 years old by the first day of the jamboree but not yet 21 years old by the last day of the jamboree.
- Scoutmaster applicants must be currently serving as a Scoutmaster or Varsity Coach.
- Second and third assistant Scoutmasters must be currently serving in any adult troop or team leadership position.
- Scoutmaster applicants must have completed Scoutmaster or Varsity Scout Coach leader-specific training.
- All adult leaders must complete BSA Youth Protection training within one year of the first day of the jamboree.
- Applicants must meet the medical and body mass index requirements.

- All adult leaders must have filed a jamboree personal health and medical record with the council jamboree committee.
- All adult leaders must be approved by the local council.
- All adult leaders must submit all registration fees per their local council's payment schedule.

### Venturing Leader Qualifications

All Venturing Advisors must meet the following requirements:

- Have a current BSA membership with a Venturing crew.
- Be at least 21 years of age by the first day of the jamboree.
- Complete Venturing leader-specific training.
- Complete BSA Youth Protection Training within one year of the first day of the jamboree.
- Be actively serving as a crew Advisor or associate Advisor.
- Meet the medical and body mass index requirements.
- File a jamboree personal health and medical record with the council jamboree committee.
- All adult leaders must be approved by the local council.
- All adult leaders must submit all registration fees per their local council's payment schedule.

### Boy Scout Qualifications

All Scouts must meet the following requirements:

- Have a current BSA membership with a Scout troop or Varsity Scout team.
- Be at least a First Class Scout.
- Be at least 12 years old by the first day of the jamboree or 11 years old and graduated from the sixth grade, but has not reached his 18th birthday by the last day of the jamboree.
- Be approved by the unit leader and local council.
- Participated in a pre-jamboree training experience
- Filed a jamboree personal health and medical record with the council jamboree committee
- Submit all registration fees per their local council's payment schedule.
- Meet the medical and body mass index requirements.
- Complete the age-specific Youth Protection training course before the first day of the jamboree.

### Venturing Qualifications

All Venturing members must meet the following requirements:

- Have a current BSA membership with a Venturing crew.
- Be at least 14 years old by the first day of the jamboree or 13 years old and graduated from the eighth grade, but has not reached their 21st birthday by the last day of the jamboree.

- Participated in a pre-jamboree training experience
- Be approved by the unit leader and local council.
- Filed a jamboree personal health and medical record with the council jamboree committee
- Submit all registration fees per their local council's payment schedule.
- Meet the medical and body mass index requirements.
- Complete the age-specific Youth Protection training course before the first day of the jamboree.

### Staff Qualifications

There will be multiple staff sessions offered for the 2013 National Scout Jamboree to allow for more staffing opportunities. Applicants will be able to select a session that best suits their schedule when applying to serve at the jamboree.

Session 1: July 11–25, 2013

Session 2: July 11–18, 2013

Session 3: July 18–25, 2013

July 11 and 25 departure dates are subject to change, depending on the position selected to serve.

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.
- Have completed BSA Youth Protection training within one year of the first day of the jamboree.



- Be able to arrive on site at the jamboree before opening day as deemed necessary by the service director.
- Be at least 16 years old by the first day of the jamboree.
- Submit all registration fees online per the published payment schedule.
- Complete any jamboree specific training deemed necessary by the service director of the area selected to serve.
- File a personal health and medical record as instructed by the deadline.
- Meet the medical and body mass index requirements.

Jamboree staff applications are submitted online from the official jamboree website, at [www.bsajamboree.org](http://www.bsajamboree.org).

### Youth Staff Opportunities

Youth staff will have the opportunity to serve in numerous assignments at the jamboree. Youth staff will be needed in many of the jamboree groups and services listed on the staff application. The list of staff choices posted at [www.bsajamboree.org](http://www.bsajamboree.org) under “staff” reflects many areas that specifically request youth staff.

### Jamboree Applications

All applicants (youth, adult leader, and staff) must complete an application. The applications are located at [www.bsajamboree.org](http://www.bsajamboree.org).

Applicants must have their current BSA membership information to apply. A current photo of all applicants will be required prior

to the jamboree team ordering official credentials. The photo should be uploaded to the applicant’s Summit account.

Upon submission of the application, youth and adult leader applicants will be instructed to print the “request to attend” form, obtain all appropriate signatures, and return that with their deposit to the local council. The local council must then send a copy of all youth “request to attend” forms to the Jamboree Department via email to [2013jamboree@scouting.org](mailto:2013jamboree@scouting.org). Each council will determine its own deposit amount and payment schedule keeping in mind the national payment schedule they must meet.

Youth and leader applicants have the option of applying through the online process described above or via a paper application. The application must be completed and submitted to the local council, along with the “Request to Attend” form described above. The council will then post the information from the paper applications to a master template to be emailed to the jamboree registration team by COB every Wednesday for upload by the end of that week.

Due to the electronic upload process, it is imperative that all adhere to the color-coded master template. Every application entered on the master template will be uploaded exactly as it appears on the template. Please double-check all data entries for accuracy, including correct spelling and valid membership information. Should an upload return with an error due to invalid membership, the jamboree

registration team will notify the CJC in order to identify and correct the problem. If provided, it will be included in the next batch upload the following Friday.

This paper application/upload process will create an “online application.” **However, this does not create a Summit account for the applicant. These are two distinctly different pieces.** Once an application has been successfully submitted via an upload, that applicant will receive an email notifying them that they now have an electronic application. The email will include steps to create a Summit account for future use, including linking their membership to that newly created account.

### Statement of Understanding

All participants (youth and leaders) are selected to represent their local councils based on qualifications in character, camping skills, physical and personal fitness, and leadership qualities. Therefore, all adult and youth participants and their parents or guardians are asked to read the Code of Conduct and Statement of Understanding as a condition of participation.

It is with the further understanding that serious misconduct or infraction of rules and regulations may result in expulsion (at the participant’s own expense) from the jamboree or during the jamboree tour. Each participant is responsible for his or her own behavior, and only when necessary will the procedure be invoked to send a participant home from the jamboree.

As part of the jamboree registration fee, you will receive a jamboree duffel bag. Do not arrive with anything that does not fit in your personal day pack and jamboree-provided duffel. Please remember that the day pack must be of a size to fit within airline carry-on regulations.

### Code of Conduct

- *The units’ adult leaders are responsible for the supervision of its membership, maintaining discipline, security, and the Jamboree Code of Conduct.*
- *Leaders 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 the bedtime and sleep schedule of the unit.*
- *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 will not litter.*
- *I understand that the possession or consumption of alcoholic beverages or illegal drugs is prohibited on BSA/Summit property.*

- *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 the 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 and check items of value at the direction of unit leaders. Theft will be grounds for expulsion.*
- *I will obey the safety rules and instructions of all supervisors and staff members.*
- 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.

- All leaders must complete BSA Youth Protection training and follow the guidelines therein.
- Hazing has no place in Scouting; nor do running the gauntlet, belt lines, or similar acts of physical punishment.
- Participants and staff members may only bring items specified on the equipment list provided by the Jamboree Department, National Council.

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 participant's own expense and could result in revocation of BSA membership.

All participants will have a current photo ID in their possession.

## Terms and Conditions Waiver

I (we) approve and agree to all the terms and conditions of this application and certify that the applicant meets the health and physical fitness requirements of the jamboree.

This application includes my request for personal accident insurance to be purchased on my behalf. This policy is in excess of any other available source of medical benefits. The cost of this insurance is included in the jamboree fee. It is understood that payment of claims by the insurance company is contingent upon prompt reporting of claims, if any, by the participant.

I understand that the jamboree will be covered by news media and moviemaking and broadcasting companies, and I hereby consent to the use of my voice and/or photograph in the news coverage, moviemaking, or similar projects approved by the Boy Scouts of America without compensation; and I further agree to release and hold the Boy Scouts of America harmless for any and all claims and liability with regard to such use.

In consideration of the benefits to be derived from participation in the 2013 National Scout jamboree, any and all claims against the Boy Scouts of America or its local council, the United States of America, 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 2013 National Scout Jamboree, including preliminary training and travel, are hereby expressly waived by the parents and the applicant.

All participants and leaders, as part of the jamboree registration process, agreed to the above conditions.

## Organization

### Promoting the Jamboree

- Appointment of the council jamboree committee should be a top priority, followed by the selection of your unit leaders.
- Jamboree unit leaders and council jamboree committee members should then be organized into recruiting teams to visit each troop, team, and crew to promote jamboree attendance. Committees should set up unit rallies and invite parents.
- Show the jamboree promotional DVD and pass out the jamboree promotional brochure. ([www.bsajamboree.org/2013jamboree/council](http://www.bsajamboree.org/2013jamboree/council)).
- Each jamboree troop/crew leader should be asked to participate in the recruiting of Scouts and Venturers for the jamboree.
- When promoting the jamboree, each unit leader should have instructions on where and how to submit a jamboree application, list of critical information required in the application (BSA member ID number, DOB, and last name as they are listed with the council), the council payment schedule and refund policy, tour and activity plan, contact information on where to send questions, and any council-specific information.
- Conduct an active publicity campaign on the jamboree, particularly among youth members, parents, leaders, and chartered organizations.
- Use the council news bulletin, council website, executive board meetings, roundtables, committee meetings, and unit meetings for a presentation or a short talk on the jamboree.
- Provide material to your local newspapers, radio and television stations, and other media outlets in your area.
- Start a news and feature story campaign—appointment of chairman and committee, selection of leaders, approval of participants—to local news media.
- Have a jamboree reunion for the adults and youth who have attended previous jamborees, providing a reserve of enthusiastic salespeople.
- Tie in jamboree promotion with your summer camp with posters, displays, and fliers, including someone who can electrify the crowd about the jamboree, especially at all gatherings where there is a significant Scouting presence. Show the jamboree DVD each week so that every Scout, Venturer, and leader in camp knows about the jamboree.
- Include the jamboree in council shows, camporees, and all other council and district events.

### Council Jamboree Committee

Through the careful selection of its council jamboree committee, the council can do a great deal to ensure its youth and leaders a beneficial jamboree experience. All of the following titles must be filled to allow for effective administration of jamboree operations. Large councils will need the full organization, plus additional personnel for some of the subcommittees. A smaller council may combine some of the duties.

## Committee Positions

### Jamboree Committee Chair

Appointed by the council president, they are responsible for selecting, recruiting, officially appointing all jamboree committee chairs, and assigning duties to the following positions:

- Ambassador/Promotion chair
- Transportation chair
- Personnel chair
- Health and Safety chair
- Training chair
- Public Relations chair

They must coordinate and facilitate regular meetings for all jamboree committee chairs, work closely with the appointed council jamboree staff adviser, frequently review assigned tasks and responsibilities of all jamboree committee chairs, and assist all jamboree committee chairs in recruiting key personnel.

### Council Jamboree Staff Adviser

This position is appointed by the Scout executive, works closely with the jamboree committee chair, and assists in the coordination of jamboree unit promotion and preparation.

## Committee Teams

### Jamboree Ambassador/Promotion Chair

Appointed by the council jamboree committee chair, they are responsible for selecting, recruiting, and assigning duties to council jamboree ambassadors/promotions team volunteers. The responsibilities of the ambassadors are as follows:

- Promote and recruit staff and youth participants for the national jamboree at all council events—council meetings and workshops, camporees, merit badge events, commissioner colleges, resident camp, University of Scouting programs, and all other similar opportunities.
- Become familiar with all national jamboree promotional resources.
- Organize and conduct jamboree promotion rallies for each district in the council, both in spring and fall.
- Work with selected jamboree unit leaders to promote the jamboree.
- Assist the jamboree public relations committee in creating and implementing a council jamboree public relations plan.

### Transportation Team

- Develops complete transportation plans for the council contingent
- Develops tours before and/or after the jamboree for the council jamboree contingent
- Advises jamboree transportation service on arrival and departure date and time on proper form

### Personnel Team

- Selects the jamboree troop leaders needed for the council's jamboree troops

Preference should be given to those who have not attended a jamboree; only in exceptional cases (specialized skills) should those who have attended two times previously be considered.

- Responsible for screening and qualifying all jamboree participants, including applicants for jamboree staff positions

### Health and Safety Team

- Assures that all medical forms for jamboree participation are approved, signed, and transmitted
- Checks all tour and activity plans and carefully to see that they are adequate to protect the health and safety of participants
- Reviews and becomes familiar with the Be Prepared policy

Note: Physical fitness must be a consideration when approving jamboree leaders and staff as it relates to the new BMI requirements.

### Training Team

- Develops plans for and conducts the pre-jamboree training with other members of this subcommittee using the pre-jamboree training outline
- Coordinates with the council jamboree chair to ensure plans are complete

### Public Relations Team

- Works with the promotion subcommittee chairman to draw up and implement a council jamboree public relations plan
- Recruits and trains youth jamboree news correspondents

## Venturing Leadership Positions

### Advisor

- Participates in pre-jamboree training.
- Assists in conducting jamboree promotion rallies and in recruiting individual crew members to attend the jamboree.
- Accompanies their crew to and from the jamboree.
- Maintains policies and coordinates efforts of associate Advisor and the crew president.
- Is personally responsible for the health, safety, and morale of their crew.
- Responsible for crew first aid and contacts the subcamp medical officer on serious cases.
- By their example, serves as a role model for others to follow.
- Is responsible at all times for the proper behavior and conduct of the members of their crew.
- Receives a report from their crew president on bed check each evening after taps and reports those present, accounted for, or missing to the designated subcamp staff member.

- Works with the vice president of administration in administering troop operations.
- Advises the treasurer and assists with the management of crew finances.
- Arranges directly with the subcamp repairs and maintenance officer for supplies with the support of the vice president of administration.
- Works with the president to maintain general morale of crew, including distribution of mail and other communications.
- Cooperates with subcamp leadership at all times.

#### Associate Advisor

- Serves as the crew adult leadership in the absence of the Advisor.
- Assists in conducting jamboree promotion rallies and in recruiting individual crew members to attend the jamboree.
- Participates in prejamboree training.
- Works with the vice president of administration in the issuance of supplies.
- Arranges directly with the subcamp repairs and maintenance officer for supplies with the support of the vice president of administration.
- Works through and with the president and vice presidents to train and oversee the crew's tasks of drawing food and food supplies, preparation and serving of food, and cleaning up.

- Advises the vice president of program on transportation of personal baggage to and from the jamboree.
- Works with the secretary in the handling of crew records.
- Works with the vice president of program in handling the scheduling of crew participation in jamboree activities.
- Along with the secretary, encourages crew news correspondents to send news to their hometowns.
- Maintains a relationship with the Jamboree "Media Experience."

#### President

- Serves as the primary youth leader of the crew.
- Assists in conducting jamboree promotion rallies and in recruiting individual crew members to attend the jamboree.
- Plans and implements crew program in cooperation with other officers, members, and Advisors.
- Leads their fellow crew members in prejamboree training.
- Assists the crew Advisor in conducting the crew officers' seminar (training and planning).
- Appoints youth chairs for crew activities and special crew officers.
- Maintains information on the whereabouts of crew members.



- Is responsible for the appearance of crew members with regard to cleanliness and proper uniforming.
- Maintains schedules within the crew camp covering reveille, meal hours, and other special assignments received from subcamp staff.
- Organizes all formations of the crew.
- Makes bed checks at taps each evening and reports and accounts for all members of the troop to the Advisors.
- Assesses on an ongoing basis whether the responsibilities of the officers are being considered and carried out effectively.
- Approaches Venturing and encourages others to approach Venturing in a spirit of fun and enjoyment.

#### Vice President of Administration

- Serves as the administrative officer of the crew.
- Assists in conducting jamboree promotion rallies and in recruiting individual crew members to attend the jamboree.
- Assumes responsibilities of the president in his or her absence.
- Leads the recruiting and admission of new members during the year.
- Works directly with the Advisors in administering crew operations.

- Coordinates directly with the Advisor for crew supplies, maintenance, and repair issues.
- Organizes and recognizes the achievements of crew members.
- Conducts opening and closing ceremonies for meetings and special occasions.
- Encourages others to approach Venturing in a spirit of fun and enjoyment, and seeks to reflect this spirit in the recruiting of new members and through recognizing the achievements of crew members.

#### Vice President of Program

- Arranges the program planning process for the crew.
- Handles the scheduling of crew participation in jamboree activities.
- Is responsible to the associate Advisor for program and activities of the crew.
- Is responsible to the Advisor for the crew's physical arrangements.
- Consults regularly with crew cooks on the most effective ways to prepare daily food selections.
- Meets daily with the crew cooks, giving briefings on food preparation and safety precautions.
- Oversees cleanup operations after each meal.
- Is responsible for the care and neat appearance of all equipment.

- Is responsible for transportation of personal baggage to and from the jamboree.
- Maintains an up-to-date calendar of crew meetings and activities.
- Approaches Venturing and encourages others to approach Venturing in a spirit of fun and enjoyment.

### Secretary

- Manages all communications and publicity of the crew.
- Maintains crew membership and attendance records and handles crew correspondence and minutes.
- Coordinates crew publicity and communication through the Jamboree “Media Experience.”
- Works with the support of the Advisor in handling registration procedures and in keeping such records as required.
- Encourages others to approach Venturing in a spirit of fun and enjoyment.

### Treasurer

- Is the financial officer of the crew, and in that position maintains financial records and monitors the crew budget.
- Collects and disburses crew funds.
- Communicates with the other officers and members on a regular basis to keep them informed about the crew’s finances.
- Encourages others to approach Venturing in a spirit of fun and enjoyment.

## Unit Organization

### Scoutmaster

The personal leadership of the Scoutmaster is one of the most important factors in effective administration of the jamboree. Good judgment and sensible controls will help make many camp regulations unnecessary.

- Serves as the executive officer of the troop.
- Maintains policies and coordinates efforts of assistant Scoutmasters.
- Assists in conducting jamboree promotion rallies and in recruiting individual Scouts to attend the jamboree.
- Leads their participants in prejamboree training.
- Works through their assistant Scoutmasters, senior patrol leader, and patrol leaders to ensure fulfillment of their duties.
- Accompanies their troop to and from the jamboree.
- Is personally responsible for the health, safety, and morale of their troop.
- By their example, serves as a role model for others to follow.
- Is responsible at all times for the proper behavior and conduct of the members of their troop.
- Receives a report from their senior patrol leader on bed check each evening after taps and reports those present, accounted for, or missing to the designated subcamp staff member.
- Cooperates with subcamp leadership at all times.

### First Assistant Scoutmaster (Troop Activities)

- Serves as the troop leader in the absence of the Scoutmaster.
- Assists in conducting jamboree promotion rallies and in recruiting individual Scouts to attend the jamboree.
- Participates in prejamboree training.
- Works with the assistant senior patrol leader in administering troop operations.
- Is responsible to the Scoutmaster for program and activities of the troop.

### Second Assistant Scoutmaster (Physical Arrangements)

- Assists in conducting jamboree promotion rallies and in recruiting individual Scouts to attend the jamboree.
- Participates in prejamboree training.
- Responsible to the Scoutmaster for the troop's physical arrangements.
- Works with the troop quartermaster in the issuance of supplies.
- Arranges directly with the subcamp repairs and maintenance officer for supplies.
- Working through and with the quartermaster and senior patrol leader, trains and oversees the troop's tasks of drawing food and food supplies, preparation and serving of food, and cleaning up.
- Consults regularly with troop cooks on the most effective ways to prepare daily food selections.

- Meets daily with the troop cooks, giving briefings on food preparation and safety precautions.
- Oversees cleanup operations after each meal.
- Is responsible for the care and neat appearance of all equipment.
- Is responsible for transportation of personal baggage to and from the jamboree.

### Third Assistant Scoutmaster (Scheduling and Records)

- Assists in conducting jamboree promotion rallies and in recruiting individual Scouts to attend the jamboree.
- Participates in prejamboree training.
- Works with the troop scribe in the handling of troop records and the scheduling of troop participation in jamboree activities.
- Encourages Scout news correspondents to send news to their hometowns.
- Maintains a relationship with the Jamboree "Media Experience."
- Responsible for troop first aid and contacts the subcamp medical officer on serious cases.
- Maintains the general morale of the troop, including the distribution of mail and other communications.

### Senior Patrol Leader

- Serves as the top boy leader of their troop.
- Maintains information on the whereabouts of troop members.

- Works directly with the Scoutmaster in administering troop operations.
- Through the patrol leaders, is responsible for the appearance of Scouts with regard to cleanliness and proper uniforming.
- Maintains schedules within the troop camp covering reveille, meal hours, and other special assignments received from subcamp staff.
- Organizes all formations of the troop.
- Makes bed checks at taps each evening and reports and accounts for all members of the troop to the Scoutmaster.

#### Assistant Senior Patrol Leader

- Acts in the absence of the senior patrol leader and assists the senior patrol leader as directed.
- Works with the first assistant Scoutmaster in administering troop activities.

#### Quartermaster

- Is responsible for troop equipment and supplies.
- Works with the second assistant Scoutmaster for storage and issuance of all equipment and supplies belonging to the troop or issued to it at the jamboree.
- Maintains an inventory of all equipment and supplies, and is responsible through the second assistant Scoutmaster for the return in good repair of all equipment to the assigned subcamp staff member.

#### Scribe

- Is the custodian of all troop records.
- Works directly with the third assistant Scoutmaster in handling registration procedures and in keeping such records as required.
- Keeps the log of the troop and carries out other duties as may be assigned to him by the Scoutmaster.
- Assists the third assistant Scoutmaster in registering and helping Scout news correspondents.

#### Chaplain Aide

- Helps with troop program planning, considering religious holidays and including religious observances during troop activities and traveling to and from the jamboree.
- Assists in planning and carrying out troop religious activities.
- Informs their troop members about the religious emblem program of their faith and how it is earned.
- Encourages troop members to live up to the ideals of the Scout Oath and Scout Law.

#### Historian

- Keeps a logbook about the troop's meetings and activities.
- Keeps a scrapbook of newspaper clippings and other items about the troop's activities.
- Collects photographs from other troop members to make a photo album of the troop's activities.

## Patrol Leader

- Receives assignments for patrol members from their troop leaders.
- Informs members of their patrol of assignments and sees that they are carried out.
- Sees that patrol tents, equipment, and the area around the tents are kept neat, clean, and orderly.
- Knows the whereabouts of every member of their patrol.
- Manages the dynamics of their patrol to the point where, when called upon by the senior patrol leader, they can report and account for their full membership.

## Assistant Patrol Leader

- Acts in the absence of the patrol leader.
- Assists the patrol leader as directed.

## Regional Coordinators

### Regional and Area Support

Each of the four regions has a team in place to assist the councils in filling their contingents through promotion programs and assistance at events and to help recruit staff for the jamboree. The regional teams are led by the regional chairman (volunteer) and the regional coordinator (professional).

The regional chairman reports to the regional vice president of Outdoor Adventures and must:

- Work in collaboration with area and council jamboree chairs.
- Disseminate information from the Jamboree Department.
- Schedule and chair monthly meetings/teleconferences of area jamboree chairs.
- Ensure that all areas have active jamboree chairs.
- Ensure that each area has a jamboree ambassador.
- Ensure that chairs and ambassadors have adequate training and current information.
- Schedule the appropriate ambassadors to promote the jamboree and recruit staff at all scheduled regional events.
- Assist each area jamboree chair in scheduling jamboree ambassadors to promote and recruit staff and youth participants for the national jamboree at all area and council events including: area meetings and workshops, council camporees, merit badge events, commissioner colleges, University of Scouting programs, and similar opportunities.
- Monitor the engagement and performance of area jamboree chairs and area jamboree ambassadors.

**The regional coordinator reports to the regional director and:**

- Provides staff support to the volunteer regional, area, and council jamboree chairs.
- Assists in disseminating information from the jamboree department to the regional, area, and council chairs.
- Assists the regional chair in scheduling monthly area jamboree chair meetings/teleconferences.
- Assists the regional chair in ensuring that each area has an active jamboree chair.
- Assists the regional chair in ensuring that each area has an active jamboree ambassador.
- Ensures that all chairs and ambassadors have adequate training and current information.
- Assists each area jamboree chair in scheduling area jamboree ambassadors to promote and recruit staff and youth participants for the national jamboree at all area and council events including: area meetings and workshops, council camporees, merit badge events, commissioner colleges, University of Scouting programs, and similar opportunities.

The area teams are led by the area jamboree chair (volunteer), the area director (professional) and the area jamboree ambassador (volunteer).

**The area jamboree chair reports to the regional jamboree chairman and:**

- Works in collaboration with the regional jamboree chairman and council jamboree chairs.
- Disseminates information from the regional jamboree chairman and the jamboree department.
- Attends monthly meetings/teleconferences of area jamboree chairs.
- Ensures that all assigned councils have an active jamboree chair.
- Ensures that all chairs and ambassadors have adequate training and current information.
- Schedules their area jamboree ambassador(s) to promote and recruit staff and youth participants for the national jamboree at all area and council events including: area meetings and workshops, council camporees, merit badge events, commissioner colleges, University of Scouting programs, and similar opportunities.

**The area director reports to the regional director and:**

- Provides staff support to the area jamboree chair and ambassador(s).
- Assists in disseminating information from the jamboree department to the area jamboree chair and ambassador.
- Assists the area chair in ensuring that all assigned councils have an active jamboree chair.
- Assists the area chair in ensuring that all chairs and ambassadors have adequate training and information.
- Assists the area chair in scheduling area jamboree ambassadors to promote and recruit staff and youth participants for the national jamboree at all area and council events.

The area jamboree ambassador reports to the area jamboree chair and:

- Works in collaboration with the regional, area, and council jamboree chairs.
- Disseminates information from the regional and area jamboree chairs to assigned councils
- Attends monthly meetings/teleconferences as scheduled by the regional jamboree chair
- Promotes and recruits staff and youth participants for the national jamboree at all area and council events, including: area meetings and workshops, council camporees, merit badge events, commissioner colleges, University of Scouting programs, and similar opportunities.

Please call on these team members for assistance in your council.

## **Base Camp and Subcamp Operations**

As we embark on a very new and exciting jamboree at the Summit, we are expanding our model as it relates to living quarters and activities. The base camps and subcamps will not be operated by specific regions. Here are some specifics to help you understand what to expect.

- There will be five participant base camps.
- There will be four subcamps per base camp; 50 Scouting units per subcamp.
- The subcamps will be divided into five neighborhoods per subcamp (10 Scouting units per neighborhood).
- Your troop/Venturing patrol will be camping beside other Scouting units from all over the country.
- Each base camp and subcamp will have staff leadership from different regions.
- Two youth participants will be rooming together in one tent.
- Adult leaders will have individual tents. Both the youth and leader participant tents will be dome-style tents with cots provided.
- All individual Scouting units will be preparing their meals in their assigned living area.
- Staff members from the base camps and subcamps will be dining with individual units for meals.
- All program activities will be occurring outside of the base camp and subcamp areas.

- There will be one headquarters area within each subcamp for assistance.
- There will be medical facilities in each of the five base camps.

Please remember that all council jamboree contingents will be provided a tutorial video detailing this information. If you have additional questions, please contact the jamboree team at [2013jamboree@scouting.org](mailto:2013jamboree@scouting.org).

Attendees should mark uniforms and personal equipment with their name, home address, jamboree subcamp number, and jamboree troop number.

If you find any item at the jamboree, take it to the nearest “lost and found.” Mark the item with your name, troop number, and where it was found.



## Money

### Financial Assistance

Councils are urged to include in their planning the importance of having representative jamboree units. These units should take into account all race, ethnic, religious, and economic conditions present in the population groups in the territory served by the council. Local support is frequently available to provide camperships for youth who might not otherwise be able to attend the national jamboree. An orderly plan should be developed to accommodate needy participants. This plan should include:

- A goal for representative participation
- Requirements for scholarship aid
- Degrees of aid from partial to full scholarship (including uniform and equipment needs)
- Scholarship fundraising plan
- List of selective prospects for funding
- Clearing and coordinating prospects with finance committee
- Jamboree campership fundraising team (must follow guidelines of BSA fundraising)

Prospective sources of funds may be found in service clubs, civic clubs, chartered organizations, corporations, foundations, and selected major contributors. Information to assist your committee may be found in:

*Guidelines on Product Sales and Policy Issues*, No. 35-373

*Foundation Resource Manual*, No. 35-530

*Project Sales Manual*, No. 35-603

Some national jamboree campership funds are available through your region coordinators. For more information, visit the council page under 2013 Jamboree at [www.bsajamboree.org](http://www.bsajamboree.org).

### Fees

The 2013 Jamboree participant fees are as follows:

Youth participants—\$850

Adult leaders ages 18-25 through July 14, 2013—\$425

Adult leaders age 26+ on or after July 15, 2013—\$850

The payment schedule is as follows:

A deposit of \$6,000 per Scout troop and \$1,500 per Venturing patrol (\$150 per person) is due to the National Council on or before March 31, 2012. *A late fee of \$2,000 per Scout troop and \$500 per Venturing patrol (\$50 per person) will be assessed on April 1, 2012.*

A payment of \$14,000 per Scout troop and \$3,500 per Venturing patrol (\$350 per person) is due to the National Council on or before September 30, 2012. *A late fee of \$2,000 per Scout troop and \$500 per Venturing patrol (\$50 per person) will be assessed on October 1, 2012.*

A final payment of \$14,000 per Scout troop and \$3,500 per Venturing patrol (\$350 per person) is due to the National Council on or before January 31, 2013. *A late fee of \$2,000 per Scout troop and \$500 per Venturing patrol (\$50 per person) will be assessed on February 1, 2013.* National campership awards will be credited to the final council invoice.

The payment schedule does not account for any leaders between the ages of 18 and 25 (\$425 instead of \$850). To allow time for all leadership roles to be filled within the council, these discounts will be applied to the amount due on the council's final invoice.

The jamboree fee covers the expense of program material, food, insurance, and equipment as well as the use of a tent and cot during your adventure at the jamboree. The national fee also includes a duffel bag; distribution of the duffel will be determined at a later date.

Each council will set its own jamboree fee, including the deposit and payment schedule, based on travel and tour expenses and the national payment due dates. Contact your local council for the jamboree fee, deposit, and payment details.

## Refund Policy

If an individual has signed up to attend the jamboree and then finds he or she cannot attend, a refund will be processed only if the local council has a replacement contingent member. Please check with your local council for specific cancellation and refund policies. All refund requests must be submitted by the local council to the Jamboree Department at [2013jamboree@scouting.org](mailto:2013jamboree@scouting.org).

## National Refund Policy for Councils

This refund policy relates to the payment of funds between local councils to the jamboree for troop and/or crew participants.

Any refund requested by local councils must be in writing and must be approved by the Scout executive.

The national registration deposit of \$150 per person is nonrefundable and is nontransferable to pay the balance of any fees due.

The following refund policy will apply.

For refund requests received before January 31, 2013; total amount paid, less the \$150 registration deposit, will be refunded in full.

For refund requests received after January 31, 2013; total amount paid, less the administrative charge of \$75 per person, the registration deposit of \$150 per person, and other expenses related to contractual agreements made on behalf of local council jamboree participants. Any refunds will be made directly to the local council. It will be the responsibility of the council to process any appropriate refund due to youth participant and/or adult leader applicants.

Monies, subject to refund, may be applied to any remaining balance due of the national jamboree fee, providing documentation is provided in advance.

Refund requests received after the jamboree will not be considered.

## Support Services

### Transportation

The Boy Scouts of America is joining with Transportation Management Services to provide safe, efficient, cost-effective, and environmentally friendly transportation solutions for jamboree participants. While TMS will be managing bus registration, arrivals and departures, and all Scout movements during the jamboree, TMS also offers its services for councils to charter buses for transportation to and from the Summit.

### 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.

### Why Book Your Council Travel With TMS?

TMS will work with its preferred suppliers around the United States to provide lower bus pricing for your unit(s). In addition, it may be able to use the vehicles and drivers brought in from other states during the jamboree, thus saving costs for the councils and reducing environmental impact by maximizing available resources. Buses and drivers booked through TMS will be provided with local accommodations, training, accreditation, and meals. Further, TMS carries \$30 million of insurance, which supplements the insurance coverage of its extensive pool of bus operators. To book your bus through TMS, please go to [www.tms.com](http://www.tms.com) and click on Boy Scouts of America in the upper right-hand corner. After TMS gathers

the necessary information, it will create a quote for your council.

### What 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 2013 Jamboree. If TMS coordinates your transportation, you will not have to worry as much about this vital piece of your jamboree experience.

### What If Our Council Books Our Own Transportation?

TMS's team will manage all bus movements during the event, in part due to limited space at the Summit and related off-site locations. It is mandatory for all buses to be registered for specific arrival and departure times through the TMS registration process, as well as mandatory for out-of-network bus operators to coordinate with TMS. If you do not book your travel through TMS, we recommend that you convey this information to the bus operator when booking your reservation.

Please note: Specific arrival times for registration day and departure times for the final day will be assigned by TMS and must be adhered to. Bus permits for those days indicating assigned times will be required for all vehicles. Bus permits and arrival/departure times can be obtained through TMS's website, [www.tms.com](http://www.tms.com).

For all questions regarding bus permits, arrival times, and departure times, please contact TMS directly at 800-437-7629, or email questions to [jamboree@tms.com](mailto:jamboree@tms.com). You may also visit the TMS website at [www.tms.com/2013Jamboree](http://www.tms.com/2013Jamboree) for a list of frequently asked questions.

### Telephone Communications

As the frequency of cell phone usage increases, telephone usage is becoming less of an issue. There will be multiple cell phone towers on the property, plus additional land lines as back-up in case of emergencies.

All emergency phone calls must be made to a specific number that will be sent to councils before the jamboree.

Messages will then be delivered to the person's subcamp headquarters. Persons will then return calls from predesignated locations throughout the site.

It is important that someone be appointed to receive emergency calls that may come into the council service center during the jamboree.

Council service centers must have on file the names, addresses, and phone numbers of parents or guardians of each youth member and spouse or relative of each unit leader

and staff member to contact in case of an emergency. The home and business telephone numbers must also be on file.

Each council is asked to appoint someone to be responsible for handling emergencies day and night during the jamboree. Your jamboree unit leaders must have the name and phone numbers of the key persons to contact in the council.

### Trading Posts

There will be trading posts operating in convenient locations throughout the jamboree. The following services and types of items will be available in each trading post:

**Souvenirs.** An attractive line of jamboree souvenirs and other materials will be available to send or take back home.

**Sundries.** A varied assortment of hardware, drug, and miscellaneous items will be on sale.

**Snacks.** Soft drinks, milk, candy, and light meals will be available.

Prices charged for all merchandise and services at jamboree trading posts will be similar to the prevailing prices of comparable merchandise in cities and towns in the area.

### Cooking and Eating

Food issued to participants will be of top quality and there will be lots of it! All units will be eating as a troop/crew for breakfast and dinner, not as individual patrols as in past jamborees. Also, there will be subcamp staff dining with your unit on specific days. Lunches will be distributed after breakfast to all participants to take with them as

they leave their camping area for the day. Proper training in food preparation techniques prior to the jamboree will help ensure an enjoyable experience for all unit members.

It is the responsibility of the assistant Scoutmaster or adviser in charge of physical arrangements to give oversight to the preparation and distribution of meals within the unit. Duties will include:

- Working through and with the youth leadership to train and oversee the tasks of drawing food and food supplies, food preparation, serving, and cleanup
- Consulting with youth cooks regularly on the most effective ways to prepare daily food selections
- Meeting with the youth cooks and giving briefings on food preparation, and safety precautions
- Overseeing cleanup operations after each meal

### Menu Booklet

In early 2013, the jamboree menu booklet will be made available online.

### Cooking Equipment

The unit equipment package furnished by the jamboree will include propane stoves with the fittings necessary to use the provided tanks and fuel for all meal preparation.

Under no circumstances should participants bring cooking appliances, fuel tanks, or fuel.

### Kosher and Halal Diets

Kosher and halal meals requested in advance of the jamboree will be available at the staff dining hall or villages for Scouts, leaders, and staff. A Jewish rabbi will serve as the kosher meals manager/mashgiach. The jamboree food service team does not have the capability of satisfying all of the many special dietary needs of those attending the jamboree. If there are special food needs because of medical reasons (after medical permission to attend is granted), or if your dietary needs are of a religious nature other than kosher or halal, you should make your own arrangements to meet that need. You can do this by bringing nonperishable food with you, much as you would with medications.

### All-Occasion Cakes

Celebration cakes will be provided to everyone on Saturday.

### New Lunch Program

Supplies for assembling individual shelf-stable lunch bags will be made available at breakfast for all participants and staff to carry with them.

### Staff Dining

Staff residing in the staff base camp will be dining at one centralized area in the base camp. Meals served there will be breakfast and dinner. Staff will receive lunches after breakfast to take with them once they leave the base camp for the day.

## Program

### Pre-Jamboree Training/ Council Jamboree Shakedown

It is recommended that pre-jamboree training for Scouts and leaders be conducted by the council jamboree committee and jamboree unit leaders under the direction of the council jamboree training chairman. When there is a multicouncil unit, the area or regional jamboree coordinators will assist in the training program.

It is recommended that the training be held in May or June 2013. The purpose and objective of this shakedown training is to help identify and select the leadership for the jamboree unit contingent. Here are some other recommendations to ensure a successful shakedown to prepare your unit for the jamboree:

- Help the youth get to know one another.
- Create team building games and activities for the youth which, in turn, will help select their jamboree youth leadership and other positions.
- All of the troop equipment, including tents, dining flies, cooking materials, etc., will be provided upon your arrival. Each council jamboree unit will be provided a tutorial video produced by the BSA Jamboree Department and Supply Group. The shakedown provides the perfect opportunity for both leaders and youth to view this video, which details what to expect upon arrival, the equipment each unit will use, and other useful information to help prepare each unit for its jamboree experience.

- Emphasize the place of the Scout Oath and Scout Law at the jamboree.
- Practice jamboree-style camping and cooking skills.

### Program Elements

The 2013 National Jamboree at the Summit will be filled with new programs that will excite Scouts from all across the country. We will be delivering the jamboree program at the high-adventure activity areas on site, the Summit Center, the New River Gorge National River Area, communities throughout southern West Virginia, and the summit of the Summit—Garden Ground Mountain.

### Activity Areas

The activity areas will contain the high-adventure activities that will get the Scouts' blood pumping. There will be two types of programs in the activity areas—curriculum and elective. A curriculum activity is a three- to four-hour lesson-based experience. In January of 2013, Scouts and Venturers will be able to go online and select the curriculum activities they would most like to try. In late spring of 2013, they will be notified of their two successful choices. An elective program is a 15- to 30-minute experience that a Scout or Venturer will participate in by going to the activity area and getting in a queue to participate.

**Adventure Valley** will be home to rock climbing, mountain biking, challenge courses, aquatics activities, and two large zip lines.

**Mayhem Mountain** will give Scouts the chance to skateboard, BMX bike, and mountain board.

**Shooting Sports** at the 2013 Jamboree will offer the widest variety of shooting sports activities ever. Shotguns, rifles, pistols, 3-D archery, and action archery.

**Aquatics.** The Summit will have three manmade lakes for activities like dragon boat racing, paddle boarding, and kayaking. For 2013, temporary pools will be home to scuba diving.

**Technology Quest** will offer high-tech, state-of-the-art exhibits.

All activity areas are being designed by leading professionals in their fields. Mayhem Mountain is being designed by Spohn Ranch, which designed the first five Summer X-Games for ESPN. Our mountain biking courses are being designed by Gravity Logic, which designed the trails for Whistler, British Columbia, some of the best in the world. The Summit climbing facilities are being designed by Eldorado Climbing Walls. The challenge courses and zip line facilities in Adventure Valley are being constructed by Bonsai Designs, a leader in the challenge course and zip line fields.

#### **Aquatics Program and Swim Classifications**

In order for Scouts and Venturers to participate in the unique aquatics activities at the Summit, including the off-site whitewater adventure, they will need to be classified for swimming prior to arrival at the jamboree. These classifications are nonswimmer, beginner, and swimmer. Jamboree Scoutmasters are responsible for swim classification checks and

issuing buddy tags to their Scouts/Venturers during the scheduled jamboree troop campout or pre-jamboree training. Each tag will be marked with the participant's name and swim classification. Correct certification by Scoutmasters is a serious trust, since the life of a boy/girl could depend on it. A single buddy tag will be issued to the participant for the supervised aquatic activities at the jamboree and must be presented by the Scout/Venturer when he/she arrives to the specific aquatics activity area. Participants without a tag will be treated as nonswimmers.

#### **Off-Site Adventures**

Among the curriculum programs are two options of off-site adventures that will take place in the New River Gorge National River. Those two options are whitewater rafting and rock climbing. The New River has some of the best whitewater rafting in the country. The gorge also has the Endless Wall climbing area and offers some of the best technical climbing in the world. Both of these activities will be led by local guides who know the river and the rocks inside and out. (Scouts/Venturers participating in whitewater rafting will require a swimmer classification.)

#### **The Summit Center**

The Summit Center will be the hub of jamboree activity set between the villages and the activity areas. The Summit Center will be the only area open to day visitors. On specific days, visitors may pay a fee and visit the Summit Center area and

experience all it has to offer. The Summit Center will be open to regular jamboree participants, but day visitors may not visit the base camps or activity areas.

The Summit Center will be home to the arena shows, the military exhibit, Conservation Area, the Disabilities Awareness Trail, Sustainability Treehouse, and all the various exhibits and displays. Also at the Summit Center will be Action Point, which will have smaller preview versions of activities taking place in the activity areas. Those activities will be designed by the same professionals who design the activity areas.

### Jamboree Trek

For one day of the jamboree, each unit will hike to Garden Ground Mountain, the summit of the Summit. Upon reaching the top, hikers will take part in pioneering, buckskin games, and other historical activities. Hikers will eat dinner before returning to their subcamps by bus.

### Day of Service

During one day of each unit's jamboree experience, Scouts/Venturers will go to one of the communities of southern West Virginia and participate in a service project. An Order of the Arrow jamboree staff member will accompany each unit on this day of service. This service project will give participants the chance to experience West Virginia and work with West Virginians in their communities. This will be one of the largest community service initiatives ever attempted, and participants will leave a lasting impact on West Virginia.

**Day of Service Equipment.** For the day of service, participants will need to wear long pants and hiking boots. Participants should bring day packs that contain rain gear, water bottles, sunscreen, and insect repellent. Hats are recommended for added protection from the sun. Participants will assemble their lunches before departing the Summit site. All of this equipment is on the personal equipment list. Drinking water will be provided at each site, as will restroom facilities. Any personal protective equipment (hard hats, safety glasses, etc.) will be provided at the project site, along with the tools needed to complete the project.

### Scheduled and Unscheduled Time

Programs at the 2013 Jamboree will be scheduled more than in the past, but the event will still offer plenty of time for Scouts/Venturers to fill with the activities. Over the 10 days of the jamboree, Scouts/Venturers will spend one day on the jamboree trek, one day participating in the day of service, and two half-days in scheduled curriculum activities. The rest of the time, they will be able to participate in elective programs or visit the Summit Center.

### Nature and Conservation

It is the goal of the Summit and the 2013 Jamboree to be as "green" an operation as is possible. Showers will have ambient temperature water (no water heaters). With approximately 350 shower houses, this will significantly reduce the energy usage at the jamboree. Scouts will be asked to carry drinking water in reusable water bottles, not



commercial bottled water. For any and all refuse generated, recycling bins will be located throughout the Summit to make sure that everything is recycled that can be.

Conservation and ecology will also be a strong program element. Engaging hands-on programming will be offered from leading conservation and natural science organizations. Geocaching, orienteering, and fishing will also be available. On the jamboree trek, Scouts will get a chance to spend the day hiking and enjoying programs in the beautifully forested mountains of West Virginia.

### Unit Banners

Jamborees stir color and excitement! Every troop and Venturing patrol is encouraged to bring a troop or crew banner, identifying them by number, geography, and council. Banners must be vinyl, 1 foot by 8 feet, with grommets in each corner. They are to be erected in the unit campsite. Have fun with this! Be creative and showcase your home area!

In 2013, every troop and crew will have a standardized gateway frame in which the base and poles will be constructed upon arrival.

## Medical Requirements

Weather conditions at the jamboree can range from being hot and humid during the day to mild 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 the 2013 Jamboree's programs are different than any jamboree experience before. It is crucial that everyone arrive fit and prepared, and drink plenty of water while at the jamboree.

### Physical Examination

All participants must submit certification of physical fitness on the official Jamboree Medical 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:

- Participants will be expected to get a complete examination by a licensed health-care practitioner.
- It is recommended that the examination take place not fewer than 30 days or more than 12 months before departure to the jamboree.
- 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 a leader is found medically unfit upon arrival at the Summit, he or she cannot serve and must return home at his or her own expense.

## Immunizations

Immunization requirements are based on recommendations of the U.S. Public Health Service. All participants must provide proof of immunization for tetanus within 10 years. In addition, youth participants must provide verification of the following immunizations since birth:

- (1) measles, mumps, and rubella (MMR)
- (2) polio vaccine (oral or injection)
- (3) diphtheria, pertussis, and tetanus (DPT)
- (4) chicken pox (Varicella)
- (5) It is recommended, but not required, that immunizations for hepatitis B be considered.

## 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 includes specific reasons, so it can be given full consideration by the jamboree medical staff. These statements need to be submitted with the medical form.

## Physical Fitness—Be Prepared!

The jamboree is a physically demanding experience. The Summit offers a very different environment than Fort A.P. Hill; West Virginia is called “the Mountain State”

for a reason. The 2013 National Scout Jamboree is on foot, with all participants and staff walking/hiking everywhere; there will not be bus circuits or personal vehicles on site. While much of the site is level, there are regular changes in grade as part of everyone's daily schedule. A number of our activities require more stamina and fitness, too—climbing, rappelling, rafting, mountain biking, and skateboarding. It is essential that all participants and staff are prepared for their Summit jamboree experience.

Being overweight has been shown to increase the likelihood of certain diseases and other health problems: hypertension, heart attack, hyperlipidemia, and stroke. Anyone who is obese and has multiple risk factors for cardiovascular/cardiopulmonary disease would be at much greater risk of an acute cardiovascular/cardiopulmonary event imposed on them by the environmental stresses of the Summit. The BSA's goal is to prevent any serious health-related event from occurring, and ensuring that all of the participants and staff are “physically strong.”

The Centers for Disease Control 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 takes 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/](http://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.

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. The national jamboree at the Summit has some high-adventure elements but is not a 24/7 high-adventure experience, so we have modified the criteria for the jamboree.

*Accordingly, it is the policy of the 2013 National Scout Jamboree that:*

*The jamboree will uphold a decision by an applicant’s personal health care practitioner to deny participation for medical reasons.*

*The jamboree will accept applicants who are recommended for participation by a health care practitioner and who have a BMI of 31.9 or less.*

*The 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 BSA cannot accept any applicant with a BMI of 40.0 or higher.*

In order to plan, prepare for, and support the participants who have these medical conditions, an individual evaluation of each situation by the national medical team is required. There may be instances where proper medical support at the jamboree site is impossible. Under such circumstances, participation may be denied.

## 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 2013 National Scout Jamboree that smoking and the use of smokeless tobacco is prohibited in all 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 2013 National Scout Jamboree that alcoholic beverages and controlled substances are not permitted.***

## Insurance

Accident and sickness insurance will be provided to all those attending the 2013 Jamboree. The cost of this insurance is included in the jamboree fee.

Coverage for registered members of the BSA will be effective from the time they leave their homes for direct travel to the jamboree site, during their stay at the jamboree, and from the jamboree site directly back home. Scouts and leaders who are registered for official pre- or post-jamboree tourist trips will be covered during that period as well. There is no coverage for any unofficial pre- or post-jamboree tourist trips. Scouts and leaders are also covered under this program during the time of 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.

## 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 tents in the Summit Center.

Religious observances and chaplain services for Scouts, leaders, and staff of all faiths will be coordinated by a chaplain for each faith. There will be a daily devotional guide available for individual use.

### Muslim services will be provided as follows:

- Friday prayer special services:  
July 19, 12:30 to 2 p.m.
- Sunday special interfaith services:  
July 21, 11:30 a.m. to 1 p.m.
- Ramadan “fasting special services” daily:  
before sunrise for sahour breakfast and at sunset with iftar dinner, followed by taraveeh in the congregation by the imam.

Additionally, prayers will be offered at the mosque five times daily.

The National Islamic Committee will take extra care for this special holy month.

The Jewish Sabbath falls on July 19–20 during the jamboree.

All formal Jewish worship will take place at the synagogue tent in the Faith and Beliefs Area. Currently, the Sabbath schedule is as follows (although this may be subject to adjustment):

- Sabbath evening worship:  
Friday, July 19, 7:30–8:30 p.m.

- Sabbath evening dinner:  
Friday, July 19, 8:30–10:30 p.m.
- Sabbath morning worship:  
Saturday, July 20, 9:30–11:30 a.m.
- Sabbath morning kiddush:  
Saturday, July 20, 11:30 a.m.–12:15 p.m.

Additionally, daily worship will be conducted at the synagogue tent and in the shomer Shabbat campsite.

### Other Jewish services and activities include:

- Havdalah: Saturday, July 20, 9:30–10 p.m.
- Religious emblems workshop and program:  
Sunday, July 21, 9 a.m.–noon

## Visitors

The jamboree will be open to visitors every day, beginning Wednesday, July 17, and continuing through Tuesday, July 23. Hours are from 9 a.m. to 5 p.m. daily, except on Sunday, when visitor hours will be 1 to 10 p.m, and Tuesday, when visitor hours will be 9 a.m. to 4 p.m. Upon arrival, visitors will be met at the parking area Welcome Center to confirm registration, then will be bused to the Summit Center, where they can participate in activities that include archery, shooting, BMX cycling, skateboarding, disabilities awareness, climbing, zip lining and more. Visitors may also visit with jamboree participants at the Summit Center. Visitors will not have access to the participants’ living and program areas.

The visitor fees will be announced in early 2012. Visitors are encouraged to register at [www.bsajamboree.org](http://www.bsajamboree.org) prior to arriving at the Summit. Jamboree staff will be available at the Visitors Reception Center in the Summit Center to assist visitors.

# Equipment

## What to Bring

Everything you bring must fit in the jamboree duffel bag that will be provided and your personal day pack. It is important that participants pack the right items.

### • Personal Gear

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

Eating kit (plate, bowl, and spork are adequate.)

Two 1-liter water bottles

Toiletry kit (keep it small)

Two bath towels

Two hand towels

Two washcloths

Flashlight

Sunscreen

Non-aerosol insect repellent

### • Clothing

Two uniforms

Long pants (required for Day of Service)

Good broken-in hiking boots

Lace-up shoes (lightweight sports)

Rain gear (simple, lightweight)

Scout head gear

One jacket or sweatshirt (synthetic is good)

Two sets of sleep clothes

Five pairs of underwear

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

Two or three pairs of hiking socks

Two or three other pairs of socks

### • Optional

Air or travel pillow

Swimsuit

Water shoes

Sunglasses

Arrival day, Sunday, 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.

### • Patrol Equipment

One first-aid kit

One troop flag

## Items Provided by the BSA

All tents

All cookware, except personal mess kits

All cooking supplies

All dining areas/facilities in each troop site

All tools to set up tents, etc.

## 2013 National Scout Jamboree

### Local Council Information Sheet

#### DATES

\_\_\_\_/\_\_\_\_/2013 through \_\_\_\_/\_\_\_\_/2013

#### TRAVEL PLANS

The \_\_\_\_\_ Council jamboree contingent will leave \_\_\_\_\_  
(insert location) on \_\_\_\_\_ (insert date) and fly to \_\_\_\_\_  
(travel destination). Our tour will include \_\_\_\_\_  
\_\_\_\_\_ (insert details).

The contingent will arrive at the Summit on July 15, 2013, and camp there through the morning of July 24, when we will return to \_\_\_\_\_  
(departure airport/location) for the return flight to \_\_\_\_\_  
(final destination). If additional *travel is scheduled after the jamboree, include that information.*

#### ORGANIZATION

The jamboree is on a first-come basis to all who qualify. After troops have been filled, a stand-by list of alternates will be established. Scouts will be assigned to a jamboree troop consisting of 36 Scouts and four adult leaders, or a Venture patrol consisting of 8-9 Venturers and 1-2 adult leaders. You will be a member of a patrol within the troop or crew. The council contingent will consist of \_\_\_\_\_ (insert number) troops from the council and \_\_\_\_\_ (insert number) Venture patrols from the council.

#### TOTAL COST

\$ \_\_\_\_\_ (insert fee for all youth) \$ \_\_\_\_\_ (insert fee for all leaders)

#### PAYMENT SCHEDULE

Deposit \$ \_\_\_\_\_ (deposit amount)  
Due upon submission of Request to Attend form  
Second payment \$ \_\_\_\_\_ (second payment amount)  
*Due \_\_\_\_\_ (payment due date)*  
Final payment \$ \_\_\_\_\_ (final payment amount)  
Due \_\_\_\_\_ (payment due date)

#### FEE INCLUDES

The jamboree fee covers all transportation, tours, admission fees, meals, lodging, patrol and troop equipment, insurance, and training camp before the jamboree. Your expenses will be personal equipment, uniforms, and spending money. The fee is based on an airfare of \$ \_\_\_\_\_ (estimate). If this increases, the total jamboree fee may increase accordingly.

#### REFUND POLICY

If you sign up for the jamboree and cannot attend, you will receive a full refund from the \_\_\_\_\_ Council, as long as there is an alternate to take your place. *In the event there is no alternate, a partial refund will be granted. This includes the fees paid to date, less any expenses related to contractual agreements made on your behalf.*

**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 \_\_\_\_\_



2013 NATIONAL JAMBOREE DAILY SCHEDULE

	Monday 15 July	Tuesday 16 July	Wednesday 17 July	Thursday 18 July	Friday 19 July	Saturday 20 July	Sunday 21 July	Monday 22 July	Tuesday 23 July	Wednesday 24 July
6:00 AM	First Units Arrive	Staff Up	Staff Up	Staff Up	Staff Up	Staff Up	Sleep Late	Staff Up	Staff Up	First Units Depart
7:00 AM	Arrivals continue	Units Up	Units Up	Units Up	Units Up	Units Up	All Up	Units Up	Units Up	Departures continue
8:00 AM	Arrivals continue	Mobilize	Activities Open	Activities Open	Activities Open	Activities Open	Jambo-wide breakfast	Activities Open	Activities Open	Departures continue
9:00 AM	Arrivals continue	Opening Arena Show	Activities	Activities	Activities	Activities	Religious Services	Activities	Activities	Departures continue
10:00 AM	Arrivals continue	Opening Arena Show	Activities	Activities	Activities	Activities	Religious Services	Activities	Activities	Departures continue
11:00 AM	Arrivals continue	Activities Open	Activities	Activities	Activities	Activities	Religious Services	Activities	Activities	Departures continue
12:00 PM	Activities Open	Activities	Activities	Activities	Activities	Activities	Break	Activities	Activities	Staff Begin Departures
1:00 PM	Activities & Arrivals	Activities	Activities	Activities	Activities	Activities	Jambo-palooza	Activities	Activities	Departures continue
2:00 PM	Activities & Arrivals	Activities	Activities	Activities	Activities	Activities	Jambo-palooza	Activities	Activities	Departures continue
3:00 PM	Activities & Arrivals	Activities	Activities	Activities	Activities	Activities	Jambo-palooza	Activities	Activities	Departures continue
4:00 PM	Last Arrivals	Activities	Activities	Activities	Activities	Activities	Jambo-palooza	Activities	Activities	Departures continue
5:00 PM	Activities close	Activities	Activities	Activities	Activities	Activities	Jambo-palooza	Activities	Activities Close	Departures continue
6:00 PM	First Dinner	Activities	Activities	Activities	Activities	Activities	Jambo-palooza	Activities	Pack Gear	Departures continue
7:00 PM	Subcamp activity	Activities	Activities	Activities	Activities	Jewish Services	Arena Show	Activities	Pack Gear	
8:00 PM	Subcamp activity	Activities Close	Activities Close	Activities Close	Activities Close	Jewish Services	Arena Show	Activities Close	Closing Event	
9:00 PM	Troop Activities	Troop Activities	Troop Activities	Troop Activities	Troop Activities	Activities Close	Arena Show	Troop Activities	Troop Activities	
10:00 PM	Troop Activities	Troop Activities	Troop Activities	Troop Activities	Troop Activities	Troop Activities	Return to Camp	Troop Activities	Troop Activities	
11:00 PM	All quiet	All quiet	All quiet	All quiet	All quiet	All quiet	All quiet	All quiet	All quiet	