



COUNCIL CHECKLIST: WHERE DO YOU STAND?

Should Already Be Done

- Finalized council fee and payment schedule.
- Made individual calls to Scouts who indicated an interest in attending to fill vacancies caused by Scouts needing to drop out.*
- Ordered equipment packages from Supply Division.
- Contacted your regional jamboree coordinator in writing regarding hosting international Scouts.
- Ordered council shoulder insignia.
- Ordered custom unit numeral.
- Established a PAS event for the jamboree (council registrar). (See August 2004 Bulletin.)

In Progress

- Collect all final fees from participants.
- Promote participation in the Arts and Science contest.
- Promote the Hometown News correspondents opportunity.
- Earn the 2005 National Scout Jamboree Emergency Preparedness Award by July 1, 2005.
- Hold monthly committee meetings.
- Schedule the troop junior leader training for early 2005.
- Schedule the troop prejamboree training campout for late May 2005.
- Order jamboree troop flags from Supply Division by May 1, 2005.
- Distribute medical forms, which are due back to the jamboree medical officer by May 1, 2005.

Next 30 Days

- Troop Transportation Advisory form for arrival at Fort A.P. Hill no later than January 31, 2005, to the Jamboree Transportation Services, S420.
- Check and finalize all tour plans by January 31, 2005.
- Pay third and final jamboree fee due February 1, 2005.
- Turn in kosher menu requests by February 15, 2005. (See October 2004 Bulletin.)

* The 2005 National Scout Jamboree is sold out; ongoing council promotion is only to fill existing council troops.

TROOP TRANSPORTATION ADVISORY

Due to increased security precautions at all U.S. military installations, entry to Fort A.P. Hill will be highly regulated on troop arrival day. We will be moving over 35,000 Scouts and leaders onto Fort A.P. Hill, supported by an estimated 875 tour buses and 600 equipment trucks/trailers on July 25,

2005, between 6 A.M. and 4 P.M. To assist the military in their planning, it is vital that the Troop Transportation Advisory be received by **January 31, 2005**.

In late February/early March, you will receive a packet of information that will include special vehicle identification, as well as special seal(s) to secure the contents of your jamboree troop/patrol equipment truck(s). The transportation advisory will allow us to make sure you received enough materials for all your vehicles.

SOME COUNCILS NEED TO SET UP THE PAS SYSTEM

It is critical to enter your troops and participants in the PAS ScoutNET system. If your participants are not entered, they will not receive their jamboree participant number, which is necessary when ordering jamboree uniform and equipment and souvenirs. At this time, eight councils have not set up their PAS registration.

JAMBOREE SUPPLY ITEMS AVAILABLE

Catalog brochures of the jamboree supply items are being sent to only jamboree participants, leaders, and staff members in early February. These brochures will offer jamboree merchandise, such as additional emblems, t-shirts, and the traditional jamboree uniform. Orders must be placed using the identification numbers provided on the material either by using the Web site, mail-in, fax, or phone-in. Orders for jamboree merchandise must be shipped to the address provided by your council that is listed on the brochure.

EMERGENCY PREPAREDNESS AWARD

Your jamboree troop can still earn the 2005 National Scout Jamboree Emergency Preparedness Award. Please review the guidelines listed on our Web site.

JAMBOREE STAFF GUIDE AND TROOP LEADER GUIDE

The *Jamboree Staff Guide* and *Troop Leader Guide* have been posted to the Web site since last fall, but now that we are entering the time when you will begin to make final preparations, we would like to encourage you to review this material. Both pieces of literature are valuable tools for information on what to bring and what to expect. Please encourage your contingent leaders and staff to use these valuable tools.

2005 NATIONAL SCOUT JAMBOREE STAFF REGISTRATION FEES

The deadline to have your final payment of the staff registration fee is February 1, 2005. Please use the Staff Registration Transmittal form available online and remit to the Jamboree Division. When your fee is paid in full, you will receive your second emblem. If you have just received your letter of appointment with your staff assignment, please use the transmittal form to make your payments.

2005 NATIONAL SCOUT JAMBOREE STAFF OPPORTUNITIES

Jamboree staff positions are still available, but the spots are limited. Applicants should be flexible and open-minded when offered the opportunity to serve on staff. Positions are still available in **Security/Parking** and **regional action centers**. In addition, the **Arena Shows' video crew** is looking for adult editors and a cameraman. Please complete the staff application form available online and send it to your local council.

HOMETOWN NEWS

Have your troops selected their Hometown News reporters? You should use the checklist below to identify and orient your correspondent(s). Be sure to share it with those who are working with your jamboree troops and correspondent prospects. They may wish to use them at roundtables or other Scouting functions for recruitment.

- Recruit immediately jamboree Scouts interested in writing and/or photography.
- See the national BSA Web site. There you'll find a two-page fact sheet and application located on this Web site.
- Correspondents selected must be approved by the jamboree Scoutmaster.
- Assist Scouts in selecting news organizations for their media contacts.
- A media approval form (located at the bottom of the application) for each news outlet must be signed by a media representative.
- The correspondent application must be completed, signed by the jamboree Scoutmaster, and returned to the national office no later than June 15, 2005 (must have media representative signature).
- Each correspondent should make copies of his application and bring one to the jamboree.
- Correspondents should immediately begin working on the Journalism merit badge.
- Photographs with stories are encouraged. (See application for details.)

Troops are not limited to a set number of correspondents. Instead, you should focus on the number of media contacts used by each correspondent.

Many thanks for your support of the Hometown News program.