

# **2005 National Scout Jamboree Procedures Manual**

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## INTRODUCTION

Since 1937, the Boy Scouts of America has conducted a national Scout jamboree in the United States every four to five years. The exception occurred during the uncertain years during World War II. Jamborees resumed at Valley Forge, Pennsylvania, in 1950.

Due to the long intervals between jamborees, the institutional memory often was not captured or documented to pass on to individuals tasked with future jamboree assignments.

As a matter of record, the preceding 15 national Scout jamborees have had 13 different directors. This incumbent sincerely hopes that this *Jamboree Operations* manual will benefit future jamboree staff members.

Each jamboree has a life of its own by virtue of size, staffing, and location. Since 1981, the advantage of Fort A.P. Hill, Virginia, has been one of maximizing usage of the infrastructure and the resulting cost savings.

This great national event truly personifies both the mission and the vision of the Boy Scouts of America.

Sincerely yours,

Donald R. Wilson  
Director, Jamboree Division  
Boy Scouts of America

## **JAMBOREE ADMINISTRATION GROUP**

This manual is categorized into eight sections, with an appendix of documents, policies, and forms related to each section located at the end.

These eight sections parallel the eight jamboree groups that support this event and provide a baseline for individual or collective understanding of the jamboree and how it operates.

This manual is available in CD form as well as hard copy and formatted into a loose-leaf binder format for addition(s) and subtraction(s).

The manual is an overview of the jamboree with the overall time-tested modus operandi and is not meant to provide detail of hour-by-hour events during the actual execution.

A logical outgrowth of this manual would be to document the day-to-day activities during the jamboree. This needs to be captured by the various jamboree group directors, service directors, and functional managers and their volunteers.

In order for this information to be captured, it is imperative that professional staff turn to their volunteer counterparts, who are the heart and soul of our jamboree. Their knowledge is paramount in order to have a complete document that records the entire event.

In order to plan for the future, it is often necessary to understand the past. Jamborees have relied on the input of previous events in the form of After-Action Reports, which have a military acronym of AARs.

During the 1997 and 2001 jamborees, it was decided that additional criteria were necessary to develop the business plan for future jamborees.

While the AAR was an excellent tool to determine lessons learned, mitigation and recommendations for the future, it was usually the narrative of a single voice even though the process may have included other staff input.

It was therefore determined that there should be a series of surveys or recaps in different formats that would cross-pollinate and present a more unbiased recap of the most recent jamboree. It was further recognized that all of this data needed to be collated and reviewed in order to build the business plan and critical path for the next jamboree.

The surveys or recaps which are used are covered in this section. Copies of the military after-action report from the 2001 National Scout Jamboree and the 2001 NSJ Customer Survey highlights are available to interested parties.

## **JAMBOREE EVALUATION PROCESS**

### **I After-Action Report (Boy Scouts of America)**

- (a) Distributed to all group and service chairmen and directors. Final report summarized by group directors.
- (b) Distributed to all functional chairmen and/or managers. Final report summarized by service directors.
- (c) Distributed to all regional and subcamp chairmen/chiefs and directors. Final report summarized by regional coordinators.
- (d) Distributed to all staff in a single one-subject format.
- (e) Report due October 1 of jamboree year for (a), (b), and (c) and final day of jamboree by staff at large.

### **II After-Action Report (Military)**

- (a) These AARs are prepared by the staff leaders (DOD directorate) at Fort A.P. Hill and by the command staff of the task force commander. Format of military is used by BSA.
- (b) Report due September 1 of jamboree year.

### **III Project 2010 Report (Boy Scouts of America)**

- (a) This report first introduced prior to the 2001 National Scout Jamboree analyzes in real time how each of the eight groups is functioning.
- (b) The team is made up of outstanding volunteer Scouters who are assigned to each of the eight groups. This is a one-time assignment.

- (c) They are selected by top jamboree management and serve for only one jamboree. Their admonition is to be an observer and not involve their personal bias either in day-to-day dealings with their group or in their final report.
- (d) Report due October 1 of jamboree year.

#### **IV Internal Audit (BSA)**

- (a) Conducted via office of the assistant Chief Scout Executive/CFO by BSA internal auditor.
- (b) Audit reviews random sampling of jamboree business operations and makes report using identical format as if being tracked by an outside audit.
- (c) Due to scope and nature of audit, this report is submitted by internal auditor when his review is completed.

#### **V Risk Management Assessment (BSA)**

- (a) A comprehensive assessment by BSA Risk Management Service was performed during the 1997 jamboree identifying concern areas and corrective action for the 2001 NSJ.
- (b) A similar assessment took place prior the 2005 National Scout Jamboree.
- (c) Assessment due to Jamboree Division upon completion prior to the jamboree. We used the military format in 2005.

#### **VI Conclusion**

All of the research vehicles become the basis to develop the jamboree business plan, capital and operating budget. The various reports are reviewed by both the Jamboree Division and newly appointed group directors, and a business plan is developed and implemented.

A critical path is formulated which is simply a graphic time line developed that allows each jamboree group and service director to make their preparations following a logical sequence.

This plan was formulated by the 2005 National Scout Jamboree group directors at the first meeting at Fort A.P. Hill in September 2002. In turn, the plan was presented at the first jamboree executive committee in February 2003.

## **TIME LINE FOR PLANNING A JAMBOREE**

The first meeting held to discuss the 2005 National Scout Jamboree was on March 1-2, 2001, five months before the 2001 National Scout Jamboree. The group convened was the Project 2005 team and was already been mentioned in this section.

It literally takes four years to plan and execute a jamboree based on the size and duration of the event. This also explains why national and international jamborees run in a four-year cycle much like the winter and summer Olympics.

Both of these events utilize large numbers of volunteer staff, and the communications and coordination require an inordinate amount of time to work with and guide staff (both volunteer and professional).

This is coupled with the fact that all professionals associated with the jamboree already have job assignments, and the jamboree is an added responsibility to their full-time everyday job in the national office, regional service center, or local council.

The 7,500-plus volunteers likewise already have their gainful employment and local council volunteer assignment as well as staffing the jamboree.

### **I Critical Path**

Prior to the 2001 National Scout Jamboree, most planning for the jamboree was done using backdate charts and kept by individuals rather than by the Jamboree Division.

A small cadre of people led by the Program Group at the 1997 jamboree attempted to capture the various tasks during the jamboree. Some non-Scouting volunteers from Tucson Electric Power who were bonafide project managers developed a number of Gantt charts at the 1997 jamboree for the varied program venues. This was done out of frustration with the 1993



jamboree, where many of the program areas were either not up and running when the Scouts arrived or were poorly planned and managed during the event, according to some sources.

The incumbent jamboree (interim) director stated that while these Gantt charts were a great stride in the right direction, all jamboree groups needed to be in the planning process. Gantt charts are best used as a visual overview of project time lines; however, they do not show task relationships and should not substitute for a master schedule listing.

A meeting was held in Tucson, Arizona, on February 6, 1998, with the Tucson Electric Power personnel in concert with the Jamboree Division and Engineering Service representative. A critical path is a sequence of tasks that forms the longest duration of the project. It also determines the minimum schedule for a project. If one task on the critical path is delayed, the schedule will be late. The plan was hammered out for the 2001 NSJ with the following key criteria:

- (a) Time line for all key meeting dates
- (b) Milestones
- (c) Staff recruiting
- (d) Budget planning submission, review, approval
- (e) Preliminary, detailed, and final planning dates
- (f) Construction for special projects and operations setup
- (g) Restoration of site
- (h) Procurement (specifications, acquisition, warehousing, and distribution)
- (i) Asset recovery
- (j) Implementation of the event by BSA/military
- (k) Analyze data and develop plan
- (l) Feedback and control
- (m) Assess and evaluate

A series of Gantt charts for each service and group was created for 2001 but appeared to be too complicated for staff to maintain and follow. In 2005 all groups and services were asked to maintain their own backdate charts following the dates of the critical plan.

## **II Pre-Jamboree Meetings**

Everyone is aware that formal meetings allow multiple people to report on and express opinions and issues. In the same vein, some things will not be stated in front of the entire group. What meetings do is to stimulate the thought process with the need to resolve unanswered questions and subjects. These one-on-one or smaller meetings tend to be more candid and get to the final mitigation of a problem.

Pre-jamboree meetings are broken into five categories which are:

- (a) Group directors who meet approximately 12 times with the jamboree director in a formal setting to discuss issues (entails 10-14 people).
- (b) Group and service directors as well as functional managers meet approximately 10 times in a formal setting to listen to reports and issues by each group (entails 50-70 people).
- (c) Jamboree Executive Committee meets at the same time as the National Executive Board and annual business meeting of the BSA. This is the policy-making body of the jamboree and is composed of National Executive Board and Advisory Council members supported by their respective group directors who act as advisers. This group meets nine times prior to the jamboree and daily during the event.
- (d) Military meetings and In-progress review meetings. The jamboree director and national director of program meet on a regular basis between jamborees at Fort A.P. Hill and the Pentagon. These meetings occur every four to five months or approximately 10-12 times leading up to the jamboree. In addition, two to three formal in-progress review meetings (IPR) are held at Fort A.P. Hill involving service directors at least once and group directors two times prior to the jamboree. Additionally, selected staffs from the Public Safety Group and Program Group (related to performing units) are invited to attend these meetings.

## **III Jamboree Minus 30 Days**

This date is vitally important to an orderly stand-up of our various groups and services. Critical to this process is that BSA staff members follow to the letter the arrival process and date and time of arrival at the jamboree site. There is little

tolerance to deviate from scheduled arrival from either the military and public safety officers or Jamboree Division for arriving staffers, contractors, exhibitors, and suppliers prior to the jamboree.

**It is the responsibility of those reading this guidebook to insist that your staff follow the plan for arrival at Fort A.P. Hill!**

#### **IV Jamboree Startup**

Actually, jamboree startup begins on Saturday evening, July 23, with a real down-home barbeque prepared by the Compass Group, the contract caterer for the 2005 National Scout Jamboree. This is an evening for BSA and the military staff to be thanked for their role in conducting the jamboree. We encourage all staff to get a good night's sleep and be ready to serve our 883 arriving troops who begin arriving early on July 24 with the main group on Monday, July 25, 2005.

The letter of appointment for the 2005 National Scout Jamboree states under "Reporting Date": "To meet the responsibilities of this jamboree staff appointment, you must report to the jamboree site before noon on Saturday, July 23, 2005. You may arrange to leave after lunch on Wednesday, August 3, 2005." Please note: Your reporting and departing dates may change depending on specific staff positions. Exact dates were communicated via staff leaders.

To conduct staff training and to set up program, support, action centers, and subcamps, group/service directors as well as regional coordinators, subcamp directors, and action center directors will advise in writing the date you must arrive at Fort A.P. Hill.

It is vital that you adhere to your arrival date and time so transportation (internal/external), registration, food service, medical, housing, and public safety personnel are ready and in place to process your arrival. No exceptions.

#### **V Jamboree Shutdown**

Like any Scout encampment or Scout camp, it is the intention of the Jamboree Executive Committee to ensure all program, support, and emergency services

are provided until the last troop departs by 11 A.M. Wednesday, August 3, 2005. Staff supervisors must keep most staff on duty until units depart.

Bus and van service for departing staff (going to airports) will begin at noon on August 3. Private motor vehicles can be picked up at Archer Dead Storage parking lot beginning with bus service to the lot at noon on August 3 until 10.

**Staff members that do not adhere to the departure date of August 3 will not be considered for future world or national Scout jamboree positions. If there is a valid exception to this rule, you may (in writing) request an exemption by writing to the jamboree registrar at the national office by June 30, 2005.**

Two major responsibilities of our staff are to leave Fort A.P. Hill cleaner than we found it and to recover all equipment and supplies and return them to the storage containers on site. A detailed procedure for the latter is in the Procurement/Food Service section.

On the evening of Tuesday, August 2, all program supplies need to be checked into containers in the program and action centers. All other supplies and equipment in subcamp, service, and group headquarters must also be inventoried and placed into their containers. Unlike 2001, most jamboree program supplies and equipment have been pre-sold to Boy Scout councils for their summer camp operations in 2006.

## **VI Purchase/Procurement Prior to Jamboree**

In order to comply with national office purchasing policies, the Jamboree Division has developed what appears to be an extremely good purchasing and warehousing plan for the 2005 National Scout Jamboree. This is covered in depth in the Procurement/Food Service Group section.

Procurement/Food Service Group is charged with developing specifications, purchasing supplies and equipment, warehousing, and distributing to the various subcamps, action centers, and services at the jamboree. In order to facilitate this activity for 2005, the staging of most supplies and materials for the jamboree will

take place at material staging area (MSA) in PODS containers where cross-docking will have taken place for the final delivery for the subcamps and action centers. **Due to this strategy no materials will be received when shipped directly to Fort A.P. Hill unless with previous authorization by the Procurement and Warehousing service.**

**VII Purchasing during the jamboree (on site):**

- (a) Regional staff/subcamp staff:** Regions operate with their own budgets administered by their regional coordinators and subcamp directors. All items purchased from local merchants must be cash and carry or credit card. Every purchase no matter what dollar amount must be pre-approved by regional HQ or subcamp HQ.
- (b) Central staff (jamboree group/service directors).** No purchase can be made without authorization being given by above-named directors. A requisition order will only be issued by the BSA accounting office at Building 215 located adjacent to the Heth Schoolhouse.
- (c) Purchases made without a jamboree requisition will not be reimbursed by the BSA.**



## **SUBCAMP OPERATIONS GROUP**

The subcamps and action centers are at the heart of the jamboree. When the action centers and subcamps are operating successfully, the jamboree as a whole will be a great success.

The 20 subcamps are divided between the four regions of the Boy Scouts of America. There are four action centers – one for each region. The Southern Region operates Action Center A, the Central Region operates Action Center B, the Western Region operates Action Center C, and the Northeast Region operates Action Center D. The action centers' staff members will live in the subcamps of the region they are working in. For the 2005 National Scout Jamboree to be a success, the subcamps and action centers must be successful in providing both outstanding programs in the action centers and all of the support services to the troops.

Within the subcamps, the two people responsible for the overall operations are the camp chief and the camp director. The other key categories are the support staff, administration staff, medical staff, commissioner staff, and program staff.

The 90-95 staff members in each subcamp need to work as a team and interface with the central staff who compose the various jamboree groups -- Administration, City Services, Program, Public Safety, Procurement/Food Service, Physical Arrangements, Relationships/Media, and Subcamp Operations. This is done through the meeting management cycle or battle rhythm. This chart can be found in the appendix for subcamps. We have listed the key subcamp staff for the four regions for the 2005 National Scout Jamboree.

## KEY STAFF

Northeast Region		Western Region	
Camp Chief	Hab Butler	Camp Chief	Lyle Knight
Camp Director	Larry Otto	Camp Director	Thomas Fitzgibbons
Regional Coordinator	Linwood Wiley	Regional Coordinator	Gene Wadford
Subcamp 01 Director Chairman	Richard Trier William Downey III	Subcamp 06 Director Chairman	Jim Rushton Wayne Bishop
Subcamp 02 Director Chairman	Todd McGregor Edward McDowell	Subcamp 07 Director Chairman	Ray Boyd Mike Bliss
Subcamp 03 Director Chairman	Steven Smith John Chambers	Subcamp 08 Director Chairman	Open J. David Gibeault
Subcamp 04 Director Chairman	Ron Brown Glenn Achey	Subcamp 09 Director Chairman	Tim Gorman Don Gentry
Subcamp 05 Director Chairman	Dave Borchard Howard Gershowitz		
Action Center D		Action Center C	
Director Chairman	Robert Legg Charles Ferguson	Director Chairman	Brad Allen Chuck Erickson
Action Alley	Paul Eckman	Action Alley	Terry Richardson
Air Rifles	Charles Harris	Air Rifles	Jon Hodges
Archery	Michael Parrish	Archery	Mark S. Kolstoe
Bikathlon	Mike Blasco	Bikathlon	Bruce Anderson
Buckskin Games	Pat Meehan	Buckskin Games	Terry N. Meinzer
Confidence Course	Gary Hyman	Confidence Course	Bruce Hoffman
Motocross	Jack Sedgwick	Motocross	Gilbert E. Canady
Pioneering	Norm Majors	Pioneering	B. J. Ungvarsky
Rappelling	Jerry Clark	Rappelling	Randy Perry
Trapshooting	Ken Gartonr	Trapshooting	Michael F. Walz



<b>Central Region</b>		<b>Southern Region</b>	
Camp Chief	Sparky Duroe	Camp Chief	Allen Brown
Camp Director	Ray Blackwell	Camp Director	Parvin Bishop
Regional Coordinator	Dan Hayes	Regional Coordinator	Larry Mahoney
Subcamp 10 Director Chairman	Joe Vollmer Stephen B. King	Subcamp 15 Director Chairman	Phil Cranford William Morriss
Subcamp 11 Director Chairman	Ed Smietana Larry Tomlinson	Subcamp 16 Director Chairman	John Morton Hugh Riley
Subcamp 12 Director Chairman	Bill Fisher Phil Howard	Subcamp 17 Director Chairman	Ed Weisshaar Paul Harpole
Subcamp 13 Director Chairman	George Stone Larry C. Horwath	Subcamp 18 Director Chairman	Harold Watson Joe Domino
Subcamp 14 Director Chairman	Alan Anderson Reid Christopherson	Subcamp 19 Director Chairman	Kenneth Goad Scott Sorrels
		Subcamp 20 Director Chairman	Bob Salser Ted Spangenberg
<b>Action Center B</b>		<b>Action Center A</b>	
Director Chairman	Bob Parnell Wilson Gum	Director Chairman	Greg Taylor Mike Lyster
Action Alley	Larry West	Action Alley	Tom Cardiff
Air Rifles	Walter Stocker	Air Rifles	Bill Nalle
Archery	David Brooman	Archery	Alma Jo Barrera
Bikathlon	Ginger Smietana	Bikathlon	Charles Buster
Buckskin Games	John Clawson	Buckskin Games	Jose Garcia
Confidence Course	Ronald Johnson	Confidence Course	Eddie Howard
Motocross	Earl Moorhouse	Motocross	Norman Bryan
Pioneering	Ned Brown	Pioneering	Bill Hogg
Rappelling	John Cookinham	Rappelling	Paul Susenbach
Trapshooting	Marvin Akins	Trapshooting	Robert Whiteside

## **SUBCAMP NAMES**

It has been a long-standing tradition to name each of the 20 jamboree subcamps after historical events or after famous people. As an example, in 2001, our 20 subcamps were named after Scouting heroes.

In 2002, economic development director, Gary Wilson sent a new Caroline County map. One side was the actual map, which mentioned that Caroline County is “Home of the National Scout Jamboree since 1981.” On the other side was a painting by Charles Russell depicting Lewis and Clark visiting with Indians of the Pacific Northwest.

It dawned on us after reading some additional text that Captain William Clark and his black slave York had grown up on a plantation near Ladysmith (Caroline County), about 20 miles from Bowling Green, Virginia, and the jamboree site.

The significance of the Lewis and Clark Expedition (1803-1806) and the Corps of Discovery got us thinking about naming the jamboree subcamps after famous explorers. After some preliminary research, we decided it would be great to name them after living American explorers of the 20th and 21st centuries.

We enlisted the support of Bill Steele, associate director of the Cub Scout Division, to assist us in identifying these 20 explorers since Bill is a member of the prestigious Explorers Club of New York City, as well as a well-respected caver, and is published.

The Explorers Club president, Richard Wiese, threw his support behind identifying some of the greatest American explorers alive today, and that is how we have named our subcamps at the 2005 National Scout Jamboree.

Their accomplishments and achievements are an example for our Scouts of what is possible when you dedicate yourself to the pursuit of expanding mankind’s knowledge and the quest to go where others have not yet gone and reflect our theme of “On My Honor — Timeless Values.”

Many of the 20 will attend the jamboree on Saturday and Sunday, July 30-31 and they will be recognized at the closing arena show on Sunday that will draw a crowd of 50,000-60,000 Scouts, leaders, staff, and visitors.

### **Northeast Region**

William I. Koch (Subcamp 1)  
Dr. S. Allen Counter (Subcamp 2)  
Steven W. Squyres (Subcamp 3)  
José I. Castro (Subcamp 4)  
Michael Manyak (Subcamp 5)

### **Central Region**

Jim Fowler (Subcamp 10)  
Scott Carpenter (Subcamp 11)  
James Dewey Watson Subcamp 12)  
Don Walsh (Subcamp 13)  
Richard C. Wiese (Subcamp 14)

### **Western Region**

Steve Fossett (Subcamp 6)  
Ken Kamler (Subcamp 7)  
James A. Lovell (Subcamp 8)  
Jim Whittaker (Subcamp 9)

### **Southern Region**

Robert D. "Bob" Ballard (Subcamp 15)  
Richard Wiese Sr. (Subcamp 16)  
Donald C. Johanson (Subcamp 17)  
William "Doc" Forgey (Subcamp 18)  
Joseph Kittinger Jr. (Subcamp 19)  
Will Steger (Subcamp 20)

### **ARENA SHOWS**

The two huge arena shows are scheduled for Wednesday, July 27, and Sunday, July 31, 2005. On Saturday evening, July 23, we invite all subcamp and action center staff to the arena for the staff/soldier show. In the event of inclement weather, the backup dates are July 28 and August 1.

### **MOBILIZATION**

On the evenings of arena shows, the troops mobilize for the march to the arena. The two people primarily responsible for the mobilization are the subcamp mobilization officer and the regional mobilization officer. The subcamp mobilization officer coordinates with the Scoutmasters to ensure that the march to the area is safe and orderly. The Scoutmaster stresses to the Scouts the importance of every Scout bringing adequate drinking water, a flashlight, healthy snacks, and rain gear.

The subcamp mobilization officer will give the schedule and procedures for the mobilization to the Scoutmasters. The regional mobilization officer trains the subcamp officers on correct procedures and the use of two-way communication equipment during the mobilization.

The regional mobilization officers work with the jamboree mobilization chairman for the overall coordination of moving 35,000 Scouts and leaders to and from the arena. Each

subcamp will be given a lineup time and specific route to follow to the arena. Maps are in the appendix.

### **SUBCAMP ACTIVITIES**

Subcamp activities will consist of volleyball, a 5K run, and other activities. Equipment will be checked out from the subcamp activity area. The activities are informal, free-time events with no winners or losers.

The subcamp activities and mobilization officer works with the regional activities and mobilization chairman. The subcamp activities and mobilization officer is responsible for the coordination of free-time activities. Working with the regional counterpart, this person will provide the subcamp with the equipment and supplies for carrying out the free-time activities. The subcamp officer works with each Scoutmaster to schedule and check out the equipment (volleyballs, Frisbees, softball, etc.).

### **WORLD FRIENDSHIP FUND (IT'S A SMALL WORLD)**

A Good Turn opportunity for jamboree participants will be provided at breakfast on Thursday, July 28. At this time, a collection will be taken for the World Friendship Fund. The purpose is to make Scouts and Scouters aware of how the fund has helped Scouts around the world and to give them a chance to contribute to world Scouting endeavors.

Encourage troops in your subcamps to give and to help their region place number one in giving. The highest average gift by regions will be published in the Sunday jamboree newspaper. All subcamp and action center staff are encouraged to participate. A collection bag will be given out for each.

### **INTERNATIONAL DAY**

International Day will be held by troops on Thursday, July 28, and will emphasize the World Brotherhood theme.

### **LOST AND FOUND**

When 42,000 Scouts, leaders, and staff get together, something is bound to be lost. Scouts or leaders who find articles should turn them in to the subcamp staff. The subcamp staff should then turn them over to the regional headquarters. A team of lost-and-found staff members will pick up the items and take them to the lost and found at the Heth Schoolhouse. The items will be logged in and stored until claimed. Scouts and

leaders who lose items should check with the lost-and-found officer at the Heth Schoolhouse. Valuable items will be locked up until recovered. If these items are not claimed by the end of the jamboree, they will be returned to the national office. Claim forms will be provided to the subcamps by lost and found.

## **POSTAL SERVICES**

In conjunction with the U.S. Postal Service, the jamboree has its own internal service that delivers and sends out mail. All incoming Express Mail will be handled by the camp-wide postal service. Express mail cannot be shipped on a collect basis; it must be sent prepaid to the jamboree. It is recommended that parcel post be used whenever possible.

Outgoing packages can be mailed from an official U.S. Postal Service substation next to each of the trading posts on the jamboree site. These post offices will also be the location for cashing money orders, buying stamps, and other postal services. Your home address should be used as the return address on all mail. Outbound parcel post will be provided through the jamboree post offices. The Scouts on Stamps Society International (SOSSI) will also provide cachet stamps of the jamboree; the stamps may be purchased at the SOSSI tent adjacent to Trading Post A at Heth.

Mail should be addressed to the jamboree in the following manner:

(Fill in staff member's full name)

Staff Troop (Fill in number)

Subcamp No. (Fill in number)

2005 National Scout Jamboree

Bowling Green, VA 22428-(Fill in the last four digits of the zip code using the person's staff troop number.)

## **YOUTH SERVICES**

Youth staff who work in subcamp operations will be under the supervision of a youth staff officer. The youth staff officer will schedule the youth staff as required for daily activities. He will also work with the subcamp activities officer to make sure staff needs are met. The youth staff officer determines the schedule for all youth staff for work, meals, recreation periods, time off, and opportunities to participate in selected jamboree activities. The officer is also responsible for developing a recreational program.

The qualifications for youth staff are as follows: born between August 3, 1984, and July 25, 1989, and registered members of the Boy Scouts of America.

**NOTE:** Supervision of the action center staff while in the subcamps will be through the subcamp director. Discipline or removal will be a joint decision of the subcamp director and the action center director.

### **COMMISSIONER STAFF DUTIES**

Upon arrival at the jamboree, the primary task of the commissioner staff is to check out the individual troop site locations. These are marked out by the Army ahead of time; however, past experience at the last two jamborees indicates that mistakes are sometimes made. Some sites are unusable due to terrain (poor drainage, etc.), and lot lines are sometimes in the wrong place, resulting in some sites being too large while others are too small (a 100-foot measuring tape is useful for this task). Our practice is to outline the sites with binder twine and place a paper pie plate with the troop number at the recommended location for the troop gateway.

On arrival day, each commissioner staff member meets his/her assigned troop as it arrives and boards the bus to escort them to their site (be ready to make substitutions in case two or more troops arrive at the same time). If possible, each staff member should have assigned troops in close proximity to minimize wear and tear on the legs. After the troops are set up, it is the responsibility of the staff to hook up and check out the propane stoves. We usually take a Dixie cup of soap and water solution and a small paintbrush for each commissioner to facilitate this operation. The commissioner staff is also responsible for checking out the gateways to see that they are installed safely.

On show days, the commissioner staff is responsible for organizing the march, escorting the troops to the arena, and crowd control of the troops at the show.

Daily routine for the commissioner includes attendance at a meeting of the subcamp commissioners at the regional headquarters, a meeting of the subcamp senior staff and the commissioner staff. Information is passed both ways during these meetings to keep everyone apprised of problems and changes to the program.

It has been our practice for the commissioner staff members to make morning rounds to visit their assigned troops (it will be very helpful for staff if you can obtain a list of the names of the adult and youth leaders for each troop ahead of time), make site

inspections, and pick up the report forms from the senior patrol leader. This provides a good opportunity to pass on information regarding program changes and look for problem areas (sounds like the job of a unit commissioner, doesn't it?).

Teams of two commissioner staff members are assigned to man the "desk" each afternoon and evening. Their purpose is to handle any problems that arise during the day and to receive the bed-check reports after taps. (See appendix.) With a six-person staff, this permits everyone ample time to enjoy the jamboree exhibits. It is probably a good idea to assemble the entire staff in the late afternoon to make an "information run" if it is necessary to get any last-minute program changes to the troops.

On departure day, the staff members are responsible for checking out the troop sites prior to dismissal. The staff member must sign the release form before the units are permitted to leave.

#### **SUPPLEMENTAL EQUIPMENT LIST:**

Sturdy walking shoes	Fanny pack with water bottle
Cushion for sitting on at the arena shows	Folding lawn chair
Sheet of plastic for covering bedding during the day	Small area rug for bedside
Screw-in light receptacle with pull-chain switch	Backboard for cot if desired
Small electric fan with extension cord	Padlock for footlocker
Two pieces of 2" x 2" wood to raise your foot locker off the ground	
Shoe boxes for keeping clothing sorted inside the footlocker.	

#### **COMMISSIONER STAFF ITEMS**

100-foot measuring tape	3-pound hammer
Binder twine	Staple gun
Packaging tape	Pie plates (approximately 50)
10" crescent wrenches (one for each commissioner)	Waterproof Magic Markers
1" paint brushes or small spray bottles (one for each commissioner)	

### **STAFF CHECK-IN PROCEDURE**

#### **SUBCAMP STAFF CHECK-IN PROCEDURE VIA JAMBOREE BUS**

Upon arrival at Visitors Center Check-In, subcamp and action center staff will be instructed to take their gear off the bus and pick up the return bus ticket at the windows

marked "SUBCAMP STAFF" at the Visitors Center. Once done, board the yellow buses heading for your regional area and subcamp. Buses will be marked with regional encampment areas: Northeast, Southern, Central, and Western. You should transfer to those buses for your final destination. **YOUR FINAL CHECK-IN IS IN YOUR SUBCAMP.**

Subcamp staff will be provided a roster, ID cards, packets and a supply of staff hats, staff neckerchiefs, and special staff recognition gift. It is the responsibility of the subcamp staff to ensure security of these items and proper distribution.

### **SUBCAMP CHECK-IN PROCEDURE IF DRIVING/ARRIVING VIA PRIVATE VEHICLE**

Upon arrival at Visitors Center Check-In, subcamp and action center staff need to go to the area designated "VEHICLE PASSES." You will be asked to show your vehicle registration, insurance, and driver's license. A security staff member will affix a permit on the inside of your front windshield directly behind your rearview mirror. This permit will allow access into the jamboree area until noon on Saturday, July 23. At that time your private motor vehicle must be stored at Archer Camp.

If you are driving a truck or pulling a trailer with jamboree troop gear, you should have received a window placard for your vehicle from your local council. This placard is being used by military police as quick identification upon arriving at the entrance to Fort A.P. Hill.

If hauling troop equipment you may still need to take your truck/trailer to Archer Camp and park vehicles until your council troop arrive. **YOUR FINAL CHECK-IN IS IN YOUR SUBCAMP.**

### **CHECK-IN PROCEDURE AT SUBCAMP**

1. Look up the staff member in the database and collect outstanding payments.
2. Check database and confirm that medical form was received.
3. Collect original and photocopies of the medical form. Deliver originals to Medical Section at the Visitors Center Registration Check-In and the photocopies to the subcamp medical staff.
4. Any medical forms not received at national must be turned in to the subcamp. The subcamp is responsible for delivery of all original medical forms to the medical section at the Visitors Center Registration Check-In no later than Sunday, July 24, at 5 P.M.



5. If a staff member does not have a completed medical form, then they are responsible for obtaining a physical. The staff member will be responsible for any expenses and making arrangements. Blank forms will be available at the medical station.
6. Check database to see if staff member purchased a return shuttle ticket. Collect any outstanding payments. If a staff member wants to purchase a return shuttle ticket, collect the payment.
7. No staff member can be allowed to report to housing or their work assignment unless a completed medical form is received and ALL payments are made. Compliance is the responsibility of the subcamp director. Staff members whose payments were not received at national by July 1 should be aware that ALL amounts are due upon arrival and must be paid at check-in. If payments are duplicated, a refund will be processed at national and sent to the staff member after the jamboree.
8. If a completed medical form is received and ALL payments are made, then issue the ID card (see “ID Info” below), hat, and neckerchief. For action center staff, the ID card includes lunch tickets.
9. Temporary meal passes will be issued to each of the regional coordinators (Larry Mahoney, Southern Region; Dan Hayes, Central Region; Woody Wiley, Northeast Region; and Gene Wadford, Western Region), who will distribute them to subcamp staff. These meal passes may be used at Longstreet dining hall beginning with dinner, Sunday, July 17, through lunch, Friday, July 22. Subcamp meals begin at dinner on July 22.

## **ID INFO**

In order to get ID cards for staff members added after the deadline, the subcamp must provide a list of those staff members to registration. These staff members must also be included on the rosters as “Not Wait Listed.” An ID card will be produced and delivered to the subcamps.

If a staff member was registered but did not attend, the ID card must be returned to registration. This includes all unused ID cards for those on the wait list.

Unused ID cards must be returned to registration. The person must also be removed from the subcamp’s roster in order to process a refund of jamboree fees.

Replacement cards for lost or mutilated cards can be obtained from registration. If a card is lost, there is a \$25 replacement fee. This is due to the value of the attached meal passes. If the card is mutilated, a replacement will be issued at no charge.

### **DAILY PROCESS**

At least twice a day, a representative(s) from subcamp registration should deliver updates to the Central Check-In at the Visitors Center between July 20 and July 23. The representatives are advised to check the airport shuttle schedule posted as to when buses will be arriving and therefore a line at check-in. In order to expedite the process, subcamp representatives should deliver their updates when shuttles are not scheduled to arrive.

Subcamp representatives should bring the following updates to the Central Check-In tent:

1. Staff member's name, arrival date, and arrival time to registration.
2. Outstanding jamboree fee payments to registration.
3. Original medical forms to medical.
4. Number of arrivals each day and number of meal passes issued to food service.
5. Outstanding and new payments for return shuttle tickets to transportation.

Subcamp representatives will be given the following:

1. Additional temporary meal passes from food service.
2. Return shuttle tickets from transportation.

If you are arriving by public transportation (i.e. commercial bus, train, or airplane) only Richmond, Washington Dulles, or Washington Reagan will have shuttle connections to the jamboree site. Shuttle buses will operate Monday, July 18, through Sunday, July 24, with bus departures at 11 A.M., 1 P.M., 3 P.M., and 6 P.M. If you are delayed and arrive after 6, there is no provision for transportation to the jamboree site. You will need to arrange your own commercial transportation or overnight accommodations until service resumes at 11 the next day.

You must adhere to arriving on the date agreed upon by your staff leader and your staff transportation advisory form that was to be submitted by March 1 to the national office. When you arrive at Fort A.P. Hill, the jamboree bus/shuttle will take you directly to Central Check-in Visitors Center. After you have secured luggage, look for the bus

marked with your region's name. The regions will assist in getting your personal gear to your correct subcamp as soon as possible. Since we must process 8,000-plus staff in a very tight window between July 17 and 22, be a good Scout and be patient.

### **TROOP ARRIVAL**

Copies of the troop transportation advisory form were supplied to each council in December 2004, requesting information on the date, time, and method of arrival and departure at the jamboree site as well as the arrival and departure meal request.

### **TROOP CHECK-IN PROCEDURES**

#### **TROOP ROSTERS**

When checking in, each Scoutmaster is to be given the troop roster produced by the national office that should match the roster that troop leaders are bringing with them. Review of the roster can occur while the troop is in transit to the site or after the site is reached.

1. If the national roster is correct, the troop Scoutmaster is to sign the national roster and return it to subcamp registration.
2. If the national roster is not correct:
  - (a) The troop Scoutmaster is to mark any corrections on the national roster, sign it, and return it to subcamp registration.
  - (b) **Subcamp registration or the troop leader must contact the local council office in order to have the corrections made to the participant information in the ScoutNET Events module (Jamboree).**
  - (c) **All troop rosters must be turned in to Jamboree Registration at the Visitors Center on A.P. Hill Drive by 5 P.M. on Monday, July 25, 2005.**
  - (d) Based on receiving the hand-corrected roster, and confirming that the council has made the needed corrections, Jamboree Registration will print and return a new roster to subcamp registration the next day.
  - (e) The troop Scoutmaster must then review this new roster, sign it, and return it to subcamp registration.
  - (f) If the roster is still not correct, this correction process must be repeated.

#### **MEDICAL FORMS**

All original medical forms should have been received at national by April 30 for scanning into the jamboree medical database. Any medical forms not received at national by

June 15 must be turned in to subcamp registration for delivery to the Longstreet Medical Headquarters trailer.

**All original medical forms must be delivered to Jamboree Registration at the Visitors Center by 5 P.M. on Monday, July 25, 2005.**

The photocopies of all medical forms must be delivered to subcamp registration for use by the subcamp medical staff.

### **ID CARDS**

ID cards and rosters will be delivered to subcamp registration in packets sorted by troop number on July 17. Cards for persons who were added after the ID cards were produced will not be in this packet.

Cards will be produced for persons that were on the wait list at the time the file is created. These cards will not have a troop number printed on the card but will have all the other information. ID cards for wait-listed persons will be in a troop packet that will be in the lowest subcamp number of the region. (I.e., all ID cards for wait-listed persons in the Southern Region will be in a troop sort number of 1500.)

In order to get ID cards produced for persons who were added after June 15, subcamp registration must bring a list of names to Jamboree Registration at the Visitors Center located on A.P. Hill Drive (four miles south of the jamboree encampment). The cards will be produced and returned to subcamp registration. These persons must be included in the rosters as not wait-listed attending participants.

If a person was registered but did not attend, their ID cards must be turned in to subcamp registration for return to Jamboree Registration at the Visitors Center. This includes all unused cards of persons in the wait-list bundles.

**Unused ID cards must be returned to Jamboree Registration at the Visitors Center, and the person removed from the roster in order for the council to get a refund of the jamboree fees.**

Replacement cards for lost or mutilated cards can be obtained in the registration center. If a mutilated card is returned for replacement there will be no charge for the

replacement card. If a card is lost, there will be a fee of \$25 for the replacement card. This is because of the value of the attached meal tickets.

ID cards for international participants will be issued by International Hosting as the international Scouts check-in at the International Reception Tent on Mosby Road and must be retrieved from there.

## **ARRIVAL**

### **Subcamp registration will provide the following for delivery to the troop**

#### **Scoutmaster:**

1. Total counts of international youth and international adults if traveling with the contingent.
2. Completed religious preference survey for the troop unless this form has been returned to national before arrival at the jamboree.
3. Medical forms of participants that were not mailed to national.
4. Photocopies of all medical forms. (A photocopy center will be available at the mail center in the Heth Schoolhouse.)
5. List of persons needing ID cards (persons joining contingent after cards were produced). Any persons on this list must be registered, included in the roster, and paid as jamboree participants.
6. Any cards for non-attendees must be returned and the person removed from the rosters or the council may incur the expense of full registration fees for the contingent members the cards were made for.
7. Jamboree Food Service Milk Report for the Department of Education.

### **Subcamp registration must notify Jamboree Registration service of:**

The actual site number that each troop is occupying. Please write this site number in the top-right corner of page 1 of the troop roster. (This is required for proper location of jamboree participants.)

## **ARRIVAL OF EQUIPMENT TRUCKS/TRAILERS**

The garrison commander of Fort A.P. Hill made a decision in early 2005 to allow equipment trucks to arrive on base beginning Monday, July 18 and continuing through Monday, July 25. After entering the facility, these equipment trucks/trailers must go directly to Archer Camp to be stored until the unit arrives. All vehicles entering this US

Army garrison are subject to inspection. This is a major change from the information originally sent to councils on December 15, 2004.

The reason for the change is simple. The U.S. Army does not want to have traffic congestion on arrival day, and spreading out the arrival of equipment trucks will greatly help.

#### **DEPARTURE OF EQUIPMENT TRUCKS/TRAILERS**

Beginning at 4 P.M. on Tuesday, August 2, **only support/equipment trucks and trailers may enter subcamp areas for loading.** These vehicles must be removed from the subcamps no later than dark on that evening and driven offsite or parked at the Archer Camp parking lot. On Wednesday, August 3, beginning at 5:30 A.M. troops will leave the jamboree site in accordance with the prearranged schedule developed by the transportation service and given to the subcamp transportation director.

#### **JAMBOREE TRANSPORTATION (ONSITE)**

One of the first concerns will be obtaining vehicles for subcamp and action center staff that are designated and authorized to drive GM vehicles during the jamboree.

All vehicles are stored in a motor pool on the east side of A.P. Hill Drive between the Visitors center and the main gate of the garrison. The regional coordinator should work out a detailed schedule to have subcamp personnel transported to the motor pool operated by BSA driver training/vehicle management employees and GM personnel. This may require a bus provided by transportation services to pick up subcamp drivers and regional headquarters personnel.

Each person must provide a valid driver's license and watch the driver's ed video as well as read the Driver's Education Instruction Booklet if not completed prior to the jamboree. The military police and public safety officers from Fort A.P. Hill will rigidly enforce both vehicular and pedestrian traffic rules and regulations.

Vehicles will have a windshield permit affixed to the GM vehicle that allows access to either internal or perimeter roadways at the jamboree. They are holographic and luminous at night but will self-destruct if removed from the windshield.

There is an entire protocol for filling out insurance information and documentation in the event of a vehicular accident onsite at the jamboree. This will be located in the vehicle.

Gasoline for vehicles is obtained at a BSA filling station located at the intersection of Engineer Road and Lee Drive. **PLEASE DO NOT PUT DIESEL FUEL INTO ANY GENERAL MOTORS VEHICLE.**

### **INTERNAL BUS TRANSPORTATION**

Prior to Sunday, July 24, and Monday, July 25 (troop arrival day), most jamboree buses will be used to move arriving subcamp and action staff to their respective staff tent housing. Regional coordinators will work with their subcamp directors and transportation service to move staff back and forth to dining facilities until dinner on July 20, where applicable. Preference will be given to the Northeast Region for buses because they will be assigned to the Wilcox dining facility from July 18 until lunch on July 20, 2005.

**Regional coordinators are responsible to coordinating bus transportation with BSA transportation service between July 18 and lunch on July 20, 2005.**

The jamboree transportation service operates a fleet of approximately 80 buses to provide internal transportation between the four regional encampments, 20 subcamps, major program venues, and support areas at the jamboree site. In 2005, buses will run at hours that support subcamp troops, subcamp staff, and action center staff. Bus stops will be clearly marked and identified for riders' convenience.

### **SUBCAMP AND ACTION CENTER START-UP**

To conduct staff training and to set up action centers and subcamps, regional coordinators, subcamp directors, and action center directors will advise in writing the date you must arrive at Fort A.P. Hill. More specific information on training will be available for onsite staff training in this manual.

It is vital that staff adhere to their arrival date and time so transportation (internal/external), registration, food service, medical, housing, and security/fire services personnel are all ready and in place to process your arrival. **No exceptions.**

## **SUBCAMP AND ACTION CENTER SHUTDOWN**

At the conclusion of the jamboree on Wednesday, August 3, all equipment and supplies for the action centers and subcamps must be returned to their respective trailers or storage containers to be inventoried and accounted for by the subcamp equipment officer and/or action center personnel responsible for inventory. Representatives from both banking service and warehouse and procurement must be present to verify final inventory.

## **JAMBOREE MEDICAL FACILITIES**

Each subcamp has a fully staffed medical facility to take care of 24-hour medical emergencies during the course of the jamboree. These medical facilities are adjacent to each subcamp headquarters tent.

For medical services, regional, subcamp, and action center staff should use the medical center in their respective subcamp.

The U.S. Army provides a complete 50-bed military hospital at Wilcox Camp and ambulance/medevac service. In addition, agreements are in place with area hospitals in Fredericksburg, Richmond, and Washington, D.C.

## **FIRST AID**

All medical care beyond minor cuts and scratches should be referred to the medical center within your subcamp. Whenever possible, jamboree staff members should advise their staff leader whenever they are feeling ill. If an injury or illness occurs on the jamboree grounds away from your subcamp or action center, it should be reported to any one of the other medical centers identified with the star of life symbol.

Each medical center will be staffed 24 hours a day with a physician and a medical team. A ward tent is next to the clinic tent for those who may need to be observed for a short period or who need a short rest.

Life-support teams and ambulances are available on the jamboree grounds, in case a life-threatening injury or incident occurs. Calling the emergency number or alerting the nearest medical center will alert them.



## FOOD SERVICE GROUP

### THE SUBCAMP DINING STAFF

#### THE TEAM

Each subcamp has both a commissary staff, consisting of 16 people, and a dining staff, consisting of 9-11 people. These two teams, along with their counterparts in the other 19 subcamps, are responsible for feeding the 35,000 Scouts and leaders via the commissary and lunch kiosk issue. The dining crew will feed 2,800-3,000 subcamp and action center staff who will provide the program and support for the jamboree. The Food Service Group staff wants to establish a positive working relationship with all subcamp dining and commissary staff. The dining officer section has been completely rewritten to meet your needs for the 2005 National Scout Jamboree.

#### THE TASK

You will be providing meals beginning with supper on Friday, July 22, and ending with brunch on Wednesday, August 3. This is a total of 35 meals: one brunch, 11 breakfasts, 11 lunches, and 12 evening meals. The draft menus for these meals are a part of this manual. Please note that your menus are NOT always identical to those of the troops. The container size will not always match that issued to troops; you will receive quantities that are considered restaurant pack in No. 10 cans or other bulk pack sizes. We will alert you of these changes prior to the evening delivery. Please realize that these are draft menus. They could and probably will change to some degree as gift-in-kind, and other food sources are finalized.

On Saturday evening, July 23, we plan to have The Compass Group (the caterer for the jamboree) serve a barbecue dinner at the arena show just prior to the staff/soldier show. Ice cream will be provided by Edys at no charge. In the event of inclement weather, food service staff will deliver the menu items by 1 P.M. to your subcamp commissary tents so that dinner may be prepared in your kitchen.

#### BACKGROUND

At previous jamborees, there has always been some uncertainty about the number of people in each subcamp dining area, especially during the first two or three days. This has always made the food delivery difficult. Upgrades in the jamboree registration system should make accurate counts available beginning on Friday evening, July 22.

The Food Service Group will make the initial food delivery on July 20. Each subcamp should have between 160 and 170 staff members. Each of the four regions will have a HQ staff size from 13 to 15 members. Each regional coordinator will notify the Food Service Group at which subcamp the regional staff will be eating by June 15, 2005.

### **ADJUSTING THE HEAD COUNT**

The Food Service Group will check the jamboree registration database on July 19 to obtain updated staff numbers, and will adjust the deliveries accordingly.

By the end of the first day of the jamboree, your head count should agree with the number of paid staff in your subcamp.

### **FOOD PORTIONS**

The retorts (pans containing entrees for most of the evening meals) hold approximately 10 ounces for each person. A restaurant serving would be about 7 to 8 ounces for each person. You will be issued enough retorts to feed your subcamp staff, and action center staff, plus additional pan(s) to feed the regional staff who selected to eat at your subcamp.

### **SURPLUS FOOD ITEMS**

If you have fewer people in your subcamp than expected, please return any surplus food to your liaison (distribution) officer so it can be immediately taken to the Food Service Group warehouse. Your returned surplus will ease the pain in another subcamp, or better yet, extra portions will go to the Good Turn for America program and feed needy people in Caroline County, Virginia. **PLEASE, DO NOT HOARD.**

### **GUESTS AND WALK-INS**

While we don't encourage guests and walk-ins, we know this may occur. We are **not** in a position to supply additional quantities beyond the agreed-upon number of subcamp/action center/regional staff. The executive board of a council visiting the jamboree should request their meals through guest reception. Executive board members should be encouraged to use scheduled guest food service at Heth annex. We have mailed information to each council during the spring of 2005 giving them catering information.

On Wednesday, July 27, and Sunday, July 31, four military marching bands (approximately 40 persons per band) will be fed on the early shift at subcamps 2 and 19. Those subcamps will automatically receive food products on the previous evenings for food delivery. Please welcome our military people warmly!

### **SPECIAL MEALS**

We know that many of you will have a special meal or meals planned during the jamboree. For those meals, you will purchase or have us purchase steaks, etc. That is no problem; however, if you have excess of the normal food issue that you will not use, kindly return that surplus to the liaison (distribution) officer.

### **FOOD ITEMS**

On July 19, 2005, our food vendor will make a delivery. On that truck your kitchen should receive the following staples:

Catsup	Mustard	Mayonnaise	Peanut butter
Jelly	Cooking oil	Coffee, regular	Coffee, decaf
Tea bags	Cocoa	Creamer	Sugar
Sugar substitute	Salt/pepper	Salad dressing	Barbecue sauce

### **SUPPORT ITEMS**

Aluminum foil	1 gal Ziploc® bags	Stirrers	Cold cups
Hot cups	9 inch paper plates	6 inch paper plates	Plastic knives
Plastic forks	Plastic spoons	Plastic soup spoons	Plastic wrap
Juice cups	1 qt Ziploc® bags	Plastic gloves	Sponges
Dish soap	Matches	Napkins	Paper towels

### **SALAD BAR**

If you were to eat at one of the staff dining facilities, you would be provided with a salad bar, all you can eat. Likewise, we will try to provide that same menu at the noon and evening meals to the members of the subcamp/action center staff and regional staff. The items listed will be provided on the July 19 delivery. We encourage you to provide variety in your salad bar and to be creative in recycling leftovers.

### **THE CHOICES**

The items scheduled for delivery include:

Raisins	Carrots	Green peppers	Bermuda onions
Cucumbers	Cherry peppers	Dill pickles	Sweet pickles

Bacon bits	Croutons	Crackers	Sunflower seeds
Green olives	Black olives	Pickled beets	3-bean salad
Pineapple bits	Garbanzo beans	Chili Peppers	Mushrooms
Broccoli	Cauliflower	Celery	Picante Sauce
Tomatoes	Italian dressing	1000 island dressing	French dressing
Ranch dressing	Fat-free ranch	Creamy Italian dressing	Blue cheese dressing
Cottage cheese	Cheddar cheese	Catalina dressing	Fat-free raspberry vinaigrette

### **THE COFFEE SERVICE**

Your coffee urns will be put to heavy use during the jamboree. We will issue coffee, both regular and decaf; sugar and sugar substitute; powdered creamer; tea bags; and stirrers. Additional quantities of the above items are also available. Your liaison (distribution) officer will be in daily contact with you to determine the usage rate, re-supply your facility, and project the needs throughout the jamboree.

### **MILK**

Milk usage is estimated to be of 1½ gallons per 10 people per day served during breakfast and supper. Milk is not on the menu for the luncheon meal. Again, inform you liaison (distribution) officer of your consumption pattern so adjustments can be made if necessary either up or down.

### **DONUTS AND CAKES**

Donuts, bagels, and fresh fruit items can be ordered through the subcamp commissary officer. There is a charge for these items. Likewise, special occasion cakes are also available. The order forms are in the hands of the subcamp commissary officer.

### **KOSHER MEALS**

Kosher food items will be available for those Scouts and Scouters who pre-ordered a kosher menu. Individuals who fail to pre-order may find that we do not have meals available.

Special dietary foods are not a part of the menus, nor can we supply them for each of our staff members. If you need to provide special foods or your kitchen needs items which are not a part of the normal issue, use the Special Purchase Order Form enclosed and give to your subcamp commissary officer. Allow at least 24 hours for the purchase and delivery. Our food vendor can secure steaks and many specialty food items.

Anything listed on the Special Purchases Order Form is charged to an approved account and needs official authorization by your subcamp director.

We have attached a **draft copy** of the subcamp staff dining menu. We have also enclosed the list of kitchen equipment that will be in your subcamp PODS container.

### **REFRIGERATION/ICE**

The Army has phased out many of the Army refrigeration and freezer units since the 2001 jamboree as they converted from R-12 to R-134 refrigerant to comply with EPA regulations. You will notice a change in your refrigeration equipment in the subcamps. There will be three or four Army high-temp refrigeration units and **two ice merchandisers for the storage of ice only**. There are no frozen foods on the menu and no freezer space available. Please be advised that the capacity of the merchandisers must be used **for ice only** or your subcamp will run short of ice during the day.

While some foodstuffs may say to freeze immediately, please be advised that the menu plan calls for all perishable products to go into your high-temp refrigerators.

Our ice purveyor is providing the ice merchandisers on a no charge basis. The BSA is responsible if damage occurs to these units at the jamboree. The doors are especially easy to damage. **PLEASE BE GENTLE . . . and be a good Scout!**

The ice in the merchandisers is for the use of the dining operation, the troops (issued by the commissary), and the subcamp medical and regional staff.

**PLEASE NOTE: No attempt should be made to turn the refrigeration units down trying to make them freeze. This will lead to maintenance problems and loss of refrigeration.**

### **DINING PREPARATION EQUIPMENT**

The dining equipment has been analyzed from top to bottom for the 2005 National Scout Jamboree. The subcamp dining operation has been enlarged to accommodate the action center staff that now lives in the subcamps. Since there are more staff living in the subcamps, the dining operation has grown, and we felt we needed to supply you with good preparation equipment for volume feeding.

The Food Service Group with the help of selected dining officers from around the country has purchased new equipment for your use. There are a total of nine stainless steel prep tables in the kitchen or dining area and 12 burners for tabletop preparation.

The dining tent is a 40 by 60 tent with seating for up to 240 people. This tent should have much better airflow than the smaller Army tents used at previous jamborees. You may want to use some of the stainless steel preparation tables in the dining tent.

### **CLEANING SUPPLIES**

Cleaning supplies are part of the commissary issue and on the BOM (bill of materials) to be issued by your commissary officer or designated staff. That list is in appendix of this manual.

### **IMPORTANT MEETINGS FOR DINING OFFICERS**

There are several important meetings dealing with food service which all subcamp dining officers should attend prior to the beginning of the jamboree. There is also an important meeting that covers the closedown procedures that will occur near the end of the jamboree.

On Wednesday, July 20, beginning at 9 A.M. the Heth Schoolhouse, we have asked you to join your subcamp commissary officer to receive information about the evening delivery system and the morning follow-up. Our food supplier for this jamboree, the service (receiving) representatives, liaison (distribution) officers, and the Food Service Group business manager will be in attendance.

You will be briefed on the delivery of food and staple items that will occur on July 20. The paperwork involved and the delivery procedure will be covered in detail. You will be supplied with a detailed list of what your kitchen will receive in that delivery by size and quantity.

A second meeting will be held Thursday, July 21, 9-10:30 A.M. in the Heth Schoolhouse. A United States public health officer will conduct this session from the Centers of Disease Control. When 40,000 people are being fed in a temporary setting (as at a jamboree), there are opportunities for food-borne disease outbreaks. The United States

Public Health Service is charged with advising us of potential problem areas and the means to avoid them.

On **Saturday, July 30**, at 8 P.M. will be the closedown meetings of the jamboree that will deal with any left over foods that you have in your kitchen. We will be moving as much food as possible to our food service warehouse on Monday, August 1. This meeting is important so you know exactly what to do to shut down your operation. We will meet at the Heth Schoolhouse. Perishable foods will be donated to local area food banks. Unopened nonperishable products will be returned to the vendor for credit. Please help us in our fiduciary responsibility to keep jamboree expenses in check.

### **YOU MIGHT WANT TO BRING TO THE JAMBOREE KITCHEN SITE. . . .**

The following is a list of items your kitchen may need:

- Paper, both lined and unlined (you need to leave notes for the next shift!)
- Pencils, pens, markers
- Straight edge/ruler – to assist in drawing lines and making forms
- General office supplies, including Post-It notes
- Self-adhesive labels
- Paper clips
- String/cord
- Rubber bands
- Stapler/staples
- Tape (Scotch, masking, and duct)

### **FINAL TIPS**

**We have included draft menus and a list of kitchen equipment for your review.**

Many food products will be in institutional packs to help you and your staff in minimal preparation time in opening containers and serving each meal.

Both subcamp and action center staff will pick up their luncheon meals at lunch kiosk adjacent to the action centers. Kiosk meals begin on Monday, July 25, for all staff, Scouts, and leaders.

In order to make sure action center staff get to their job site on time, they should be scheduled for breakfast in a first shift and at dinner in the last shift.

## **FOOD SERVICE PRIOR TO DINNER, FRIDAY, JULY 22**

Upon check-in at your respective subcamp headquarters, all subcamp, regional headquarters, and action center staff will be issued a meal pass for breakfast, lunch, or dinner.

Transportation to and from dining facilities at Mosby Road (Mahone) staff, Wilcox camp staff, Longstreet staff, Lee Drive Diner, Thomas Road staff prior to dinner on July 22 will be provided by transportation service for many subcamps. On Saturday evening, July 23, we are inviting all staff to the opening staff/soldier show at the arena.

## **JAMBOREE FEEDING**

During the jamboree, be smart as you prep food for your staff. Check trends on the number of people eating breakfast, lunch, and dinner and adjust accordingly.

Don't put up roadblocks . . . take them down following our mission statement -- "To exceed our customers' food-related needs, thereby enhancing the overall jamboree experience."

## **SUBCAMP COMMISSARY STAFF**

### **THE TEAM**

Each subcamp has both a commissary staff, consisting of 16 people, and a dining staff, consisting of 9 to 11 people. These two teams, along with their counterparts in the other 19 subcamps, are responsible for feeding the 35,320 Scouts and leaders as well as the 3,000 staff members who will provide the program and support for the jamboree. The Food Service Group staff wants to establish a positive working relationship with all subcamp dining and commissary staff.

### **THE TASK**

Beginning with lunch on Monday, July 25, and ending with issuing a take along brunch on Wednesday, August 3, we will feed 35,000-plus Scouts and leaders, who will consume nearly 953,000 meals.

The commissary staff has the responsibility of making sure that the 883 troops receive their breakfast, lunch, and dinner on time. While breakfast and dinner will be distributed



to troops identical to 2001, we need your support and manpower to again distribute fresh-food lunches from strategically located kiosk at the 2005 National Scout Jamboree.

## STAFF SCHEDULING – DUTY ROSTER

### THE STAFF

The subcamp commissary team is composed of 16 volunteers who understand that these positions require difficult, physical, and mental work, some of which is performed at night. In recognition of this, the subcamp commissary officers at previous jamborees devised ways to permit their staff time to participate in the jamboree activities and to rest.

### STRUCTURE

In the past, most of the subcamp commissary staffs were organized into three teams or crews of five persons, each with one of those persons designated as the team or crew leader or assistant commissary officer. The subcamp commissary officer was free to handle other duties, but was also available to fill in for team members when necessary. In 2005, the subcamp commissary officer needs to also coordinate with a luncheon kiosk manager to make sure adequate commissary staff are in place to distribute lunches each day.

### ROTATION SCHEDULES

At previous jamborees, there were three different work rotation arrangements that have been used. Everyone worked during set-up on the days prior to troop arrival. These are the schedules that have worked in the past. You can select one of these or create your own as long as you have sufficient staff with five persons at your lunch kiosk on a daily basis. The two schedules follow:

<b>SCHEDULE 1</b>	This arrangement uses a 12-hour-on 24-hour-off schedule for each team.							
		Mon	Tue	Wed	Thu	Fri	Sat	Sun
	10 P.M. - 10 A.M.	A	C	B	A	C	B	A
	10 A.M. – 10 P.M.	B	A	C	B	A	C	B
OFF	C	B	A	C	B	A	C	

<b>SCHEDULE 2</b>	Another arrangement requires one team to work two non-consecutive, 8-hour shifts in one day, one 8-hour shift the next day and then take 24 hours off.							
		Mon	Tue	Wed	Thu	Fri	Sat	Sun
	7 A.M. – 3 P.M.	A	B	C	A	B	C	
	3 P.M. - 11 P.M.	C	A	B	C	A	B	
	11 P.M. - 7 A.M.	C	A	B	C	A	B	C

\*Team A consists of members 1-5; team B consists of 6-10; team C is 11-15

**SCHEDULES/SHIFTS/AND KIOSK WORKERS**

Most of the shifts used by the commissary staff at past jamborees can still be used in conjunction with the lunch kiosk operations. The commissary staffs (usually about 16) at past jamborees have been split into two teams.

The shifts usually begin and end in the midmorning to early afternoon. Each team that has a shift beginning or ending during the time period will need to have five members work at the lunch kiosk. For instance, Team A gets off at 10 A.M. and Team B starts at 10 A.M. Team B needs to have five members work the kiosk from 11 A.M. to 2 P.M. for a total of five workers from each subcamp.

**THE INITIAL HEAD COUNT**

**BACKGROUND**

At the previous jamborees, there has always been some uncertainty about the number of people in each subcamp, especially during the first two or three days. This has always made determining the food distribution difficult. Upgrades in the jamboree registration system will make accurate counts available beginning on the opening day, July 25, 2005.

The Food Service Group will make the initial food delivery on July 19 for subcamp staff feeding. Each subcamp should have between 140 and 160 staff members and about 40 troops or 160 patrols. Each of the four regions will have a staff size from 13 to 15 members. Each regional coordinator will need to notify the Food Service Group at which subcamp the regional staff will be eating by June 15, 2005.

## **FOOD PORTIONS**

The retorts (pans containing entrees for the evening meal) hold approximately 10 ounces for each person. A restaurant serving would be about 7-8 ounces for each person. You will be issued enough retorts to feed your subcamp. All other products are either packed in 10 or 20 counts for easy distribution to patrols and troops.

## **GUESTS AND WALK-INS**

While we don't encourage guests and walk-ins, we know they occur. We are **not** in a position to supply additional quantities beyond that which is a result of full payment of the jamboree fee. Executive board members should be encouraged to use the Scheduled Guest food service at the Heth annex. Information on this is available on our Web site, [www.scouting.org/jamboree](http://www.scouting.org/jamboree).

## **SPECIAL MEALS**

We know that many of your subcamp dining rooms will have a special meal or meals during the jamboree. For that meal(s), you will purchase or have us purchase steaks, etc. That is no problem; however, if you have excess of the normal food issue that you will not use, kindly return that surplus to the liaison (distribution) officer.

## **BACKGROUND**

The 20 subcamps of the 2005 National Scout Jamboree will consume over \$4 million worth of food.

## **COST TO JAMBOREE**

The food represents a substantial cost to the jamboree budget. Keeping track of the food delivered is an important part of the subcamp commissary operation. The BSA is charged for all items listed on the invoice as delivered.

## **CHECKING ORDERS**

Major deliveries will occur daily, usually between midnight and 2 A.M. The subcamp commissary officer and your troop food group service (receiving) representative are responsible for checking all orders received in the subcamp commissary as the trucks are unloaded. It is important to check all items or pallets against the invoice and to note any differences. Give a corrected invoice to your subcamp food liaison (distribution) officer who visits the subcamp commissary each morning.

The service (receiving) representative or liaison (distribution) officer will take corrective action. The errors may be in the total case count or in the number of case contents. If you wait too long to discover and report differences, there will probably not be sufficient time to solve the problem to everyone's satisfaction and fulfill our mission statement.

### **THE PAPER TRAIL**

In order to resolve the problems, there must be a paper trail. This means the documents that support the errors and transfers must be available for the business managers and accountants on the day following the delivery. Usually, overages received at one subcamp are needed to fill shortages in another subcamp's delivery. In any case, sign for only what is actually received, and document any transfer of food with your service (receiving) representative or liaison (distribution) officer.

### **MORE DETAILS**

More detailed instructions on handling the invoices will be given at the Food Service Group meeting to be held during staff week at the Heth Schoolhouse.

## **INITIAL ISSUE**

### **ONE-TIME ISSUES**

For this jamboree, there are two one-time issues to commissaries. The first issue includes the items packed in the subcamp equipment PODS. The second issue is the delivery made by our food service company.

### **PODS STORAGE UNITS**

The PODS storage units include a portable halogen floodlight to be used to illuminate the area between your commissary tent and the road while receiving night food deliveries, thermometers for your subcamp refrigerators and ice machines, cleaning supplies, kitchen preparation equipment, and other necessary items.

### **INITIAL FOOD DELIVERY**

This initial delivery includes staples to be issued to the troops on Sunday, July 24, or Monday, July 25. For the Scout troops, to be issued on a patrol basis:

Salt	Pepper	Peanut butter	Jelly
Sugar	Napkins	Matches	Dish soap

The Scout troops must bring their own cooking kits and eating utensils plus extras as needed. On July 19, 2005, our food service company will make a delivery. On that truck your commissary will receive the following staples:

**FOOD ITEMS:**

Catsup	Mustard	Mayonnaise	Peanut butter
Jelly	Cooking oil	Coffee, regular	Coffee, decaf
Tea bags	Cocoa	Creamer	Sugar
Sugar substitute	Salt/pepper	Salad dressing	Barbecue sauce

**CONDIMENTS**

Aluminum foil	1 gal Ziploc® bags	Stirrers	Cold cups
Hot cups	9 inch paper plates	6 inch paper plates	Plastic knives
Plastic forks	Plastic spoons	Plastic soup spoons	Plastic wrap
Juice cups	1 qt Ziploc® bags	Plastic gloves	Sponges
Dish soap	Matches	Napkins	Paper towels

**SALAD BAR**

If you were to eat at one of the staff dining facilities, you would be provided with a salad bar, all you can eat. Likewise, we will provide that same menu at the noon and evening meals to the members of the subcamp/action center staff and regional staff. The items listed will be provided on the July 19 delivery. We encourage you to provide variety in your salad bar and to be creative in recycling leftovers.

**THE CHOICES**

The items scheduled for delivery include:

Raisins	Carrots	Green peppers	Bermuda onions
Cucumbers	Cherry peppers	Dill pickles	Sweet pickles
Bacon bits	Croutons	Crackers	Sunflower seeds
Green olives	Black olives	Pickled beets	3-bean salad
Pineapple bits	Garbanzo beans	Chili peppers	Mushrooms
Broccoli	Cauliflower	Celery	Picante sauce
Tomatoes	Italian dressing	1000 island dressing	French dressing
Ranch dressing	Fat-free ranch	Creamy Italian dressing	Blue cheese dressing
Cottage cheese	Cheddar cheese	Catalina dressing	Fat-free faspberry Vinaigrette

## **FOR STAFF FOOD PREPARATION**

Please try to keep an eye on the rate at which consumables are being used by the Scout troops, your subcamp kitchen, and your own subcamp commissary. When it appears that an initial issue consumable item is running low, please notify your liaison (distribution) officer when he or she picks up the delivery invoices in the morning. The item can be replenished on the following delivery from our food service company. If the subcamp dining officer has a favorite recipe, handle the request through special purchase order form which will be delivered to our purchasing section.

## **FOOD DELIVERY SERVICE**

### **MAJOR FOOD DELIVERIES**

The Compass Group delivers all food items including milk, but not including birthday cakes or ice. Their deliveries will be made between midnight and 2 A.M. If the delivery time must be changed, such as arena show nights, you will be notified the day before the delivery. The trucks will be met by the service (receiving) representative assigned to your subcamp.

### **CAKE DELIVERIES**

The jamboree Food Service Group has made arrangements with our food service company to have All Occasion cakes available. All cake deliveries will be made to subcamp commissaries only by 6 A.M. on the date requested. Cakes will NOT be delivered to other locations.

### **ICE DELIVERIES**

Ice deliveries are made by the ice company during the same hours as the grocery deliveries. The Food Service Group will be scheduling ice deliveries to the subcamps. If you do not receive ice by 2 A.M., you should contact the Food Service Group by telephone. If you have a need for additional ice during the day, you should contact your liaison (distribution) officer or the Food Service Group office by phone.

### **CHECK ALL DELIVERIES**

Immediately check the delivery and report any breakage, shortages, or overages to your service (receiving) representative. They are in radio contact with the Food Service Group Headquarters and can best solve the problem. If you wait until issue to discover and report deficiencies, it is less likely that the problem can be solved to everyone's

satisfaction. Your shortage or overage may balance out another subcamp's overage or shortage. Please cooperate in the spirit of Scouting.

### **CRITICAL PROBLEMS**

If a breakfast item is involved, call the Food Service Group headquarters. If you are short, please do not automatically short your subcamp dining officer since the subcamp food issue is packed in institutional sizes and the patrols require the smaller packing. The Food Service Group will work to see that no one goes hungry.

### **LIAISON (DISTRIBUTION) OFFICER RESPONSIBILITIES**

If a shortage or overage is discovered at a later time, report it to the liaison (distribution) officer assigned to visit your subcamp each morning, even if you have called the Food Service Group. He or she can arrange for the return of surplus food, hunt for the missing item(s), and make adjustments in the quantity of food delivered. The liaison (distribution) officer will also pick up the signed copy of the invoices for food and ice delivered the previous night.

### **LUNCH KIOSK OPERATION**

After extensive field testing in 1999 and 2000, it was determined that fresh food lunches served from kiosks (tent distribution points with refrigerated trucks) were feasible for the 2001 jamboree. It was a huge success with great reviews from Scouts, leaders and staff! Your help in making this happen is vital to successfully fulfilling our overall mission.

These fresh food lunches will be packed nightly at two canteen corporation culinary centers and delivered to 11 sites that are strategically located near subcamps, action centers, and other program areas.

On Monday, July 25, the 11 trucks will be spotted either at their existing kiosk location or closer to subcamps for troops arriving at Fort A.P. Hill and requiring lunches. Lunches for July 25 only will be packed in units of 40 for quick distribution to the assistant Scoutmaster in charge of supplies.

You will need five commissary personnel from your subcamp to man a specified truck and/or kiosk on this day between 10:30 A.M. and 2 P.M.

Beginning Tuesday, July 26, your crew assigned between early A.M. and P.M. (refer to suggested duty roster) needs to be at their assigned kiosk. Due to the location of some kiosks in relationship to subcamp location, a van operated by the Food Service Group (special food service) will pick up and drop off your commissary staff. Commissary staff that will receive transportation will be notified in advance. (Refer to the appendix for assignments.)

## **MILK**

### **BACKGROUND**

Milk has been a source of surplus food and waste during previous jamborees, according to a number of subcamp commissary officers.

Naturally, milk consumption seems to drop on days when the temperature is in the high 80s, and some patrols just don't drink much milk. Furthermore, on days when dry cereal is on the menu, milk consumption will increase.

### **CONTAINER SIZES**

For all meals other than the departing brunch, milk will be distributed in half-gallon containers. Milk for the last breakfast on Wednesday, August 3, will be issued as part of the brunch package for each Scout, leader and staff member.

### **RULES**

The patrols are instructed in the *Patrol Cooking Manual* to pick up their milk just before they are ready to sit down to eat. This avoids having milk sit out either in a tote box or in a patrol site in 85° weather.

Each patrol preparation sheet instructs that only one container of milk be open at a time and that patrols not using all their issued milk should only take one of the half-gallons. Some subcamp commissary staffs only issue one container and asked the patrols to come back for a second container when cereal was not on the menu or when high temperatures were expected. Use your own good judgment.



## **ISSUING MILK**

We suggest that one member of the subcamp commissary staff be assigned at the milk refrigerator to issue milk just prior to mealtime. If a record is kept, we can get a better handle on consumption and adjust the issue.

One subcamp at the 1993 jamboree devised a method of monitoring consumption that worked very well and is described later in this section under the title "ILK INVENTORY." That particular subcamp had excellent milk control.

## **CHECKING CONSUMPTION**

In order to reduce the time involved in adjusting the milk issue to consumption, the liaison (distribution) officers will make a quick check at each of their subcamps and report the results to the Food Service Group before the cutoff time for the next food delivery. (See Milk Inventory form in appendix)

## **MILK POLICY**

The dairy cannot accept returned milk, so it is important to track milk consumption carefully. Opened, surplus milk containers should be dumped in the deep sinks located in the subcamp lavatory tents. Consult your liaison (distribution) officer before disposing of any unopened surplus milk. We can help the needy by returning unopened milk containers to local food banks in Caroline County.

## **HEALTH REQUIREMENTS**

As you know, milk containers are dated. If you have unopened milk left over after the supper issue, make sure it is returned and stacked near the front of the refrigerator and issued first out at breakfast the next day. You should never have milk that is more than one day old in your refrigerator.

Public health officials will not allow **any** opened milk containers from the patrols to be reissued. However, we encourage you to ask the patrols to return their unused milk to you for disposal for two reasons. First, it will encourage removal of milk from the patrol sites, where a Scout may try to save milk to drink later. Second, it will let you know who isn't using all of their milk and perhaps allow you to cut back on the milk issue to that patrol/troop.

## **RECYCLING CONTAINERS**

Empty milk containers are to be recycled. They must be rinsed and placed in the proper container at the subcamp commissary.

## **SPECIAL FOOD ITEMS – KOSHER, CAKES, ETC.**

### **KOSHER DIETS**

The Food Service Group, through our special food service, will distribute kosher food items if they were pre-ordered. You will be given a list of the recipients and their troop numbers. You will also be supplied with kosher menu and issue amounts just as you are supplied with the normal menu and issue amounts.

### **DIETARY FOODS**

Scouts and staff members with special dietary needs other than kosher have been encouraged to bring a supply of nonperishable food products with them. Due to the number of participants at a jamboree, custom feeding is just not possible, as has been stated in both the staff and troop leaders' guide books.

If they need help obtaining additional food products, the Food Service Group special purchase officers will try to obtain the needed food. Arrangements must be made through the subcamp commissary officer and paid for in advance.

### **SWEETS**

Many jamboree staff areas may desire to have quality baked goods delivered to their area each morning. The Donuts, Muffins and Bagels order form included in this manual is to be used for placing such orders. Duplicate it if needed. The subcamp commissary will not have to process the order or handle these items. The responsibility for ordering is in the hands of the area wanting sweets. The special purchase officers will make the deliveries.

### **ALL OCCASION CAKES**

All occasion cakes are a very special food item. Scouts, their parents, and jamboree Scoutmasters were strongly encouraged to order cakes before coming to the jamboree. A cake order form was included in the May issue of the monthly *Jamboree Bulletin* available on the jamboree Web site. A copy of the form is included in this manual for your use.

You will receive a list of the cakes pre-ordered for your subcamp including the day of delivery. All occasion cakes will be delivered to your subcamp commissary by the subcamp food service staff by 6 A.M. The subcamp commissary has the responsibility to see that the all occasion cake gets to the proper jamboree troop, as the recipient often does not know that the cake has been ordered. (Parents like to surprise sons.)

### **CAKE PLATES AND UTENSILS**

Paper plates and plastic eating utensils for use with the all occasion cake *will* be supplied by the Food Service Group. This is so troops that choose to eat their cakes later in the evening will not have to wash another set of dishes and utensils.

### **ICE CREAM**

Ice cream will not be purchased or supplied by the Food Service Group. Proper refrigeration for storage and delivery is not available.

### **ORDERING CAKES**

Cakes not pre-ordered and other special food items may be ordered through your subcamp commissary. Prepayment is required either in the form of check, or cash, or by jamboree account number. Your subcamp may have a purchase order number set up to handle special purchases. Items ordered and charged to a jamboree account must be approved by the subcamp director.

Your liaison officer has a receipt book and may accept cash payments for cakes or other special items. Change and a receipt will be returned to you with the special items by the special purchase officers. Cake orders should be accompanied by the exact amount of money. Cakes must be ordered by 8 A.M. at least two days before the delivery day to ensure timely arrival. Use the "Cake" special order form; one is included in this manual.

## **SURPLUS FOOD – TRACKING CONSUMPTION**

### **REASONS FOR SURPLUS**

Surplus food occurs for a variety of reasons. Among them are:

1. The Food Service Group may miscalculate the quantities required to serve a particular supcamp.

2. An item may not appeal to the taste of the troops in a subcamp.
3. A change in the weather may affect consumption.

### **REPORTING SURPLUS**

It is important that you inform your liaison (distribution) officer on a daily basis of any surplus food in your commissary. Your storage space is limited, especially in the refrigerators. A supply of surplus food may take up space required for incoming supplies.

The liaison (distribution) officer will arrange for the collection of any surplus food. Sometimes, one subcamp's surplus is used to make up another subcamp's shortage, so it is important that you do not hoard food. If a subcamp is continually issued the wrong quantity of rations, the liaison (distribution) officer can have the quantity changed.

Surplus food kept in a subcamp until the end of the jamboree tends to deprive local food banks of usable food. This is especially true of produce, baked goods, and other limited shelf-stable items.

### **FOOD COMPANY POLICY**

The Compass Group will accept surplus quantities of their own food in case lots. The Food Service Group warehouse consolidates surplus food to be returned to the vendor. When returning surplus food, return it in the case carton in which it came. Your liaison officer will be happy to bring the case cartons back to Food Service Group's warehouse.

### **AFTER-JAMBOREE SURPLUS STORAGE**

At the close of the jamboree, any surplus food remaining is returned to the Food Service Group warehouse (TISA) by the liaison (distribution) officers and receiving staff. Items are assembled in case lots using the carefully opened case cartons.

### **PROPER TEMPERATURES**

Refrigerators must be kept at or below 45° F. They should not be run below 35° F. The walk-in units have been set to maintain 35° to 40° F.

### **TEMPERATURE READING AND RECORDING**

Thermometers for each refrigerator will be delivered to your commissary. The Food Service Group provides charts for recording the temperature of each refrigeration unit by the subcamp commissary persons.

## **KEEP THE DOORS CLOSED**

The temperature reading in a unit will be greatly affected by the number of times the door has been opened; the temperature reading after a number of door openings does not necessarily reflect the temperature of the goods. A more accurate temperature reading is obtained after the unit has been closed for at least one hour.

The doors of these units must be kept closed at all times except when products are being loaded into them or distributed from them. Maintaining proper temperature is difficult in July.

## **FORKLIFTS**

The Food Service Group will be using forklifts to unload the trucks at the subcamps. The food service staff has been trained to OSHA standards to use the forklifts.

Once the food has been unloaded in the subcamps, then the forklifts will be locked until the next evening. Forklifts are not to be used by the subcamp staff.

In 2001, we found that we could unload the pallet loads of food with forklifts in 1/3 the time required by using lift gates and placing on hand trucks.

## **TOTE BOXES**

Tote boxes are open top containers in which food is issued to the patrols in the troops. They measure 21<sup>3</sup>/<sub>4</sub> inches by 15<sup>1</sup>/<sub>4</sub> inches at the top and taper down to 17<sup>7</sup>/<sub>8</sub> by 12<sup>1</sup>/<sub>2</sub> at the bottom, which makes them easy to stack when empty. They are 12 11/16 inches deep. The Food Service Group will supply two per patrol to each subcamp commissary, with one in blue and one in red.

## **TOTE USE**

The intent is that two of the food runners from each troop will take their empty tote boxes to the subcamp commissary at food issue time and trade them for full ones. If you find that one tote box doesn't hold one patrol's issue, you may wish to require the empty totes to be returned right after breakfast and/or supper at the same time that unused milk is returned.

Experience has indicated that each tote should be labeled with the troop number and patrol name. If one box of each color is labeled for each patrol, you can tell at a glance which is missing a tote box or the tote boxes issued to your commissary.

### **IMPORTANT MEETINGS FOR COMMISSARY OFFICERS**

On **Wednesday, July 20**, 9 A.M., the subcamp commissary officer and dining officer will receive information about the evening delivery system and the morning follow-up. Virginia Foods, our food supplier for this jamboree; the service (receiving) representatives, liaison (distribution) officers, and the Food Service Group business manager will be in attendance.

You will be briefed on the Virginia Foods delivery of food and staple items that will occur the afternoon of July 21. The paperwork involved and the delivery procedure will be covered in detail. You will be supplied with a detailed list of what your kitchen will receive in that delivery by size and quantity.

A second meeting will be held from 9 to 10:30 A.M. on **Thursday, July 21**, at the Heth Schoolhouse. A United States public health officer will conduct this session from the Centers of Disease Control. When 40,000 people are being fed in a temporary setting (as at a jamboree), there are opportunities for food-borne disease outbreaks. The United States Public Health Service is charged with advising us of potential problem areas and the means to avoid them.

### **TRAINING FRIDAY, JULY 22, 9 A.M.**

Commissary staff who are assigned to work at the kiosks should be in attendance at Heth Schoolhouse for this important training. The kiosk lunch distribution process will be presented in detail and questions answered.

**Saturday, July 24**, 9:30 A.M. in Heth Schoolhouse will be the detailed lunch kiosk training for the commissary staff. Scouts and leaders across the country are excited about the fresh lunches. The commissary staff and Food Service Group must work closely together to make sure the kiosk operates smoothly.

On **Saturday, July 30**, at 8 P.M. will be the closedown meetings of the jamboree and will deal with any leftover foods you have in your commissary. We will be moving as much food as possible to our food service warehouse on Monday, August 1. This meeting is

important so you know exactly what to do to shut down your operation. We will again meet at the Heth Schoolhouse. Perishable foods will be donated to local area food banks. Unopened nonperishable products will be returned to the vendor for credit. Please help us in our fiduciary responsibility to keep jamboree expenses in check.

You probably know that while menus have been designed for Scouts/leaders in troop sites the menus are good to go for your subcamp/action center staff as well at the 2005 National Scout Jamboree.

Many food products will be in institutional packs to help you and your staff in minimal preparation time in opening containers and serving each meal.

Action center staff will pick up their luncheon meals at lunch kiosks adjacent to their action centers. If you attempt to try to cater to their luncheon needs, you will jeopardize your pre-planned quantities established for subcamp staff at noon.

In order to make sure action center staff get to their job site on time, they should be scheduled for breakfast in a first shift and at dinner in the last shift.

## **FINAL TIPS**

**We have included draft menus and a listing of kitchen equipment for your review.**

## **PROCUREMENT/WAREHOUSING**

### **Procurement and Warehousing Operations**

The Procurement Service is charged with purchasing supplies and equipment, warehousing, and distributing to the various subcamps, action centers, and services at the jamboree. To facilitate this activity for 2005, the staging of most supplies and materials for the jamboree will take place at the material staging area at Fort A.P. Hill. Supplies and equipment will be shipped to the jamboree site, where cross-docking will take place for the final delivery of trailers and containers at specified jamboree site locations. Due to security concerns, all materials shipped directly to Fort A.P. Hill must have advance authorization by the Procurement and Warehousing service.

**Liquidation of Equipment and Supplies**

Councils will be provided the opportunity to purchase jamboree equipment and supplies prior to the jamboree. The purchased material will be shipped to the councils after a complete inventory has been conducted at the conclusion of the jamboree



## **PHYSICAL ARRANGEMENTS GROUP**

### **BACKGROUND**

The 2005 National Scout Jamboree will mark 24 years of using Fort A.P. Hill, Caroline County, Virginia, as our permanent jamboree site.

In the late 1970s the National Executive Board of the Boy Scouts of America determined through a study committee the need to locate a permanent site to conduct jamborees because of rising building costs, lack of available space, and to provide a secure setting. This 76,000-acre U.S. Army Garrison, Fort A.P. Hill was chosen as the site. The fort, originally built in the early days of World War II, while having an aged infrastructure, is a perfect location due to the close proximity of major metropolitan airports, cities, and the historical triangle of Washington, D.C., Williamsburg and Richmond, Virginia.

### **2005 PLAN**

The Physical Arrangements Group (PAG) is tasked with developing and implementing all physical arrangements, capital construction, and ongoing maintenance for each jamboree. To fulfill that mission, a number of changes have occurred between the 1997 and 2005 jamborees. Physical Arrangements headquarters serves as offices for the various services of this group, including electrical, environmental, mechanical, structural, communications, and maintenance control.

The Boy Scouts of America Engineering Service is using an upgraded CADD (computer-aided design and drafting) system for all bill of material (BOM) and site drawings. This allows electronic calculation of the BOM to ensure that all fixtures are received prior to the jamboree. PAG maintains individual layout drawings for each of the hundreds of jamboree facilities. Every item requiring procurement by PAG (such as fixtures and furnishings) appears on these drawings as a BOM item. Automated itemization and tallying of the BOM items directly from the drawing data files ensures that everything in the BOM system is procured, received, distributed, or delivered, and properly accounted for.

The logistics section of PAG will provide ongoing support throughout the jamboree through acquisition and delivery of items that were not included on the BOM.

## **ACTION CENTER STAFF**

At the conclusion of the 1997 jamboree and after reviewing after-action reports, it was decided that action center staffs would live, eat, and shower in the various subcamps. This system allows all action center staff to be close to their respective action centers and not be billeted at different locations around the jamboree. To facilitate this change, which was also endorsed by each region, a number of operational changes have taken place for the 2001 and 2005 National Scout Jamborees.

## **TENTS**

Tents at a national jamboree are supplied either by the U.S. military or by outside private contractors for subcamp and action center staff. Naturally, contingents provide all of their own tents and dining flies as part of the patrol and troop package. Fort A.P. Hill provides general-purpose (GP) medium tents as sleeping accommodations for staff. Normally eight to ten staffers sleep in each GP medium that is provided with cots only. Electrical outlets and amperage are at a minimum, so please leave your refrigerators, TVs, and laptops at home.

## **KITCHENS**

The subcamp kitchen/dining complex for 2005 consists of a covered metal garage awning for expanded food preparation and serving capabilities, plus a very large rental tent (40 x 60) for dining. Walk-in refrigerators and ice merchandisers are also provided. These facilities are fully equipped to ensure efficient and sanitary preparation of plenty of hot tasty food, to be enjoyed in a pleasant environment. Jamboree veterans will note that all this represents a *significant* improvement when compared to previous jamborees. A list of all kitchen equipment is listed in this manual.

## **COMMISSARY TENTS**

Commissary tents remain at 40 x 60 feet, and subcamp medical tents have been increased in size to 20 x 40 (800 square feet). The medical ward tent is a 10 x 10 tent. Most of the rented circus-style tents are color coded for easy identification. For example, blue and white tents in all subcamps might be the commissary tent, while a red and white tent would be a medical facility. Since Subcamp 14 (Central Region) and Subcamp 20 (Southern Region) have been expanded, their commissary tents are approximately 3,000 square feet on expanded slabs.

## **RESTROOM AND SHOWER FACILITIES**

A variety of facility types will be available for staff. Fort A.P. Hill has built a number of very nice, large, modern shower and toilet facilities, and has agreed to make them available for our use. They are located around the site of the jamboree, and the ones designated for subcamp use are located in Jackson Camp (Southern Region), Davis Camp (Central Region), and Rodes Camp (Western Region). Staff facilities will be supplemented with portable or mobile rental air-conditioned units. Cleaning of all facilities is the responsibility of the users, staff for their facilities and Scouts and leaders for theirs. Tent facilities for Scouts and leaders include flush toilets, heated water for showers, and cold-water lavatories with mirrors.

## **RECYCLING**

Our refuse contractor has developed a comprehensive waste removal and recycling program for the 2005 National Scout Jamboree. Each subcamp will have two distinct containers for recycling materials.

1. Corrugated cardboard/old newspaper
2. Commix (which includes glass, plastic, aluminum, tin and bimetal)

Each container will be clearly marked according to the materials that should go inside. Our refuse company maintains a network of locations that buy recoverable products. The proceeds from these transactions will be utilized to offset the expense of hauling and disposing of non-recyclable materials.

Non-recyclable trash will be bagged and collected in a fourth subcamp container that will be emptied regularly by our refuse company and disposed at a landfill.

Dishwater and wet kitchen waste should be collected in pails and taken to the nearest grinding station for appropriate disposal by subcamp maintenance/environmental personnel. Scouts are required to do the same.

## **ELECTRIC POWER**

As stated earlier, Fort A.P. Hill has a lot of infrastructure that dates back to its earliest inception. As a result, demand on the electrical load at jamborees created brownouts at the 2001 Jamboree. A sizable investment in updating the electrical capacity at Fort A.P. Hill is not justified for just 10 days every four years. This creates the dilemma between being able to use refrigerators, TVs, and laptop computers, and overloading the electrical capacity in the subcamps. Jamboree housing services will place in each living

quarters a chart showing the approximate amperage and outlets available in each of these facilities. It is your responsibility to adhere to the electrical load available.

In 2003, the electrical requirements and support for Fort A.P. Hill were turned over to the Rappahannock Electric Co-Op, which is a public utility company (PUC). They have enforcement power and dictate who may make final secondary hookups.

**No attempt should be made by any individual to rewire any area or facility at Fort A.P. Hill.**

### **MAINTENANCE CONTROL**

In order for the Physical Arrangements Group to provide emergency and routine repairs within the subcamps and action centers, a maintenance control center has been established. Please contact your equipment/maintenance officer if there is a request that must be dealt with during the course of the jamboree. All calls for maintenance should be routed through the maintenance control center so they can be assigned a number, logged, and tracked. Otherwise, there is no way of following up on your maintenance request.

### **COMMUNICATIONS**

The backbone of communications for the jamboree to support the central staff, subcamp and action center operations will be handheld radios or telephones. Due to a very limited capacity, overlapping coverage areas, and varying cost, **you are strongly advised to leave your cellular phones at home.** Enough pay telephones are available throughout the subcamp areas to accommodate Scouts, leaders, and staff calling home.

### **SUBCAMP PHYSICAL PLANT**

A training course conducted by the Physical Arrangements Group is scheduled for Wednesday, July 20, 1:30 to 3:30 P.M. for all key subcamp personnel prior to the opening of the jamboree.

The following areas will be discussed in detail in order that subcamp staff will be fully knowledgeable about their subcamp:

- **Environmental Services**
  - Chemical toilets
  - Solid waste

- Janitorial services
- Other stuff we handle
- Problems
- **Maintenance Control**
  - Who do you call?
  - What will happen?
  - What do you need to know?
  
- **Propane**
  - How it works
  - Guidelines (dos & don'ts)
  - Who to call with problems
  
- **Communications**
  - Telephones
  - Radios
  - Cell phones
  - Computers
  
- **Plumbing and Electrical**
  - Who do you call?
  - What happens?



## PROGRAM GROUP

At the 2005 National Scout Jamboree, the program will focus on the activities of Boy Scouting and the universal spirit of brotherhood. The full breadth of the program encompasses four major areas: special events, action centers, the outback centers, and displays and activities. Combined, the program area will be varied and promises to challenge the unbounded energy of our nation's youth. To guarantee a fun-filled, exciting, and rewarding experience, jamboree youth will participate as individuals, in patrols, or as a troop.

The various activities will stimulate teamwork, thereby molding the citizens of tomorrow. The many program events requiring good physical fitness cannot help but contribute to a healthier generation of American youth. See appendix for the Jamboree daily program.

Other special activities will offer the opportunity for friendship and fellowship. Scouts will have the opportunity to exchange tokens of friendship, souvenir items, patches, and cultural understanding with others from all over the United States and many parts of the world. Spectacular arena shows will be emotional experiences that Scouts will remember for the rest of their lives.

Displays and Activities. The displays and activities that are a special feature of the jamboree include the Merit Badge Midway (merit badge requirement demonstrations), Arts and Science Expo, national exhibits, a replica of the 1907 Brownsea Island camp, American Indian village, America's first Scout camp, and The Outdoor Adventure Place (TOAP). Displays and activities will be open daily, Tuesday, July 26, through Tuesday, August 2, from 9 A.M. to 5 P.M. On Monday, July 25, and Sunday, July 31, the activities will be open from noon to 4 P.M.

America's First Scout Camp. Drop by this unique campsite along Thomas Road adjacent to jamboree headquarters at Heth. Here you will find the first Scout camp in America, which was operated at Silver Bay in New York state beginning in 1910.

K2BSA Amateur (Ham) Radio Operators. Amateur radio can be an excellent source of communication during emergencies. You might not need a ham radio operator's services, but it is good to have them available just in case. Information on specific frequencies will be announced later so operators can prepare their equipment for the jamboree.

Arts and Science Expo. More than a thousand entries are expected in the Arts and Science Expo. Art categories include photography, sculpture, crafts, painting,

printmaking, computer graphics, drawing, and literature. Science entries may be based on any merit badge subject that is science related. All exhibits will be judged by experts, and appropriate ribbons will be awarded. Special recognition will be given to category winners.

Brownsea Island Camp. The historical re-creation of the first Boy Scout camp, conducted by Baden-Powell in 1907 on Brownsea Island off the coast of England, will feature demonstrations, games, and activities conducted by a select group of Scouts dressed in the costume of the time. British and Canadian Scouts will also be involved in the Brownsea Island experience.

disAbilities Awareness (Scouts With disAbilities) Trail. Hands-on activities from the disAbilities Awareness merit badge will be offered in and around the midway. This daily activity can greatly improve understanding of the challenges and opportunities people with disabilities face.

Order of the Arrow American Indian Village. American Indian-style dance performances and demonstrations will be presented during mornings of the jamboree. In the afternoons, the staff will demonstrate and teach various crafts such as beadwork and porcupine quillwork, and teach Indian games. At the Indian village, Scouts will have the opportunity to work on the Indian Lore merit badge. Evening powwows will take place on different occasions. Scouts who are dancers are invited to bring their dance outfits and join the dance circle. Everyone is invited to sit under the arbor and watch the vivid colors and skilled movements of the different styles of American Indian dancing.

Merit Badge Midway. Close to 100 booths will fill the Merit Badge Midway. The midway will feature many exciting hands-on activities for Scouts. It is designed to stimulate their interest in a wide variety of merit badges, including Auto Mechanics, Skiing, Communications, Energy, Aviation, and Computers. Scouts will have an opportunity to practice many skills related to the merit badges. They may meet some of the requirements of the badge at the jamboree and then complete the requirements at home.

National Exhibits. Near the visitors' parking lot, large tents and several outdoor areas will be set up with the following national exhibits: International Division, Relationships Division, National Park Service, Cub Scout Division, Boy Scout Division, National Eagle Scout Association, High Adventure, National Scouting Museum, Venturing, Sea Scouting, and The Outdoor Adventure Place exhibits.



Other exhibits to be located in the Merit Badge Midway area include Air Force F-16 flight simulator, America Racing Pigeon Union, Can Manufacturers Institute with Troop Recycling program, U.S. Coast Guard, U.S. Department of Energy, Navy recruiting and Navy flight simulator, and NASA space shuttle exhibits.

Most divisions of the BSA's national organization will be represented. Several national associations, national chartered organizations, the armed services, and federal agencies will participate.

*Boys' Life* plans to pack several tents with displays, as well as skill and activity events related to *Boys' Life* articles, including codemaster, whittling, lamination, Drugs: A Deadly Game, and the infamous Pedro, the *Boys' Life* mailburro. *Boys' Life* will also sponsor a patrol flag contest.

The Outdoor Adventure Place (TOAP). Scouts will be given the opportunity to test their camping and outdoor skills. The latest BSA camping equipment also will be on display.

Subcamp Activities. Subcamp activities will consist of jamboball, a 5K run, and other activities. Equipment can be checked out from the subcamp activities area. These activities should be informal, pickup-type events with no winners or losers. Interaction within and between patrols and troops should be encouraged.

5K Fun Run. Four 5K runs will be conducted simultaneously, one in each region, at 6 A.M. on Friday, July 29. In the event of inclement weather, the alternate day is Tuesday, August 2, at 6 A.M. The events are fun runs/walks; Scouts and Scouters are encouraged to participate, and everyone who completes the course will receive the 5K segment as recognition. Water and first aid will be available on each course, and the course will be free of moving vehicles. No special recognition will be given for the best times. Scouts who normally do not run should be cautioned not to overexert themselves.

Boys' Life Patrol Flag Contest. The Patrol Flag Contest is a tradition at jamborees. Each patrol designs its own flag.

Jamboball. Jamboball is similar to volleyball, except all four patrols in a troop play at once and against each other. The games will be conducted in each subcamp's activity area. The event requires teamwork and will challenge the patrols' ability to work together.

Action Centers. Because Fort A.P. Hill is such a big jamboree site, there will be four action centers, one at each regional site. Each action center will offer identical program events. The four action centers will offer the following activities:

1. **Action Alley.** Action alley is a full obstacle course with a zip line. Although most Scouts will be able to complete the course successfully, only those who are more physically fit will be able to post the best times.
2. **Air-Rifle Shooting.** This activity will be operated as a standard target rifle range following National Rifle Association and BSA requirements. Target shooting will take place on the range, and safety techniques will be taught in the waiting area. Participants will receive an orientation in target-shooting safety and the proper care and maintenance of target-shooting rifles. A 15-foot air-rifle shooting range with NRA-approved targets will be used in each action center.
3. **Archery.** Jamboree participants who visit the archery range will enjoy shooting with the latest in target-shooting equipment. Participants also will receive instruction in safety techniques for this exciting sport. The archery ranges are designed to accommodate 40 archers at one time.
4. **Bikathlon.** In the bikathlon, competitors ride specially geared mountain bikes cross-country. At designated stations, the Scout will be required to target-shoot air rifles. As in the modern Olympic biathlon, success in the bikathlon is measured in riding times and shooting scores.
5. **Buckskin Games.** The buckskin games are a set of competitive activities that men participated in during the early 19th century. The games feature instruction in and firing of muzzle-loading guns, a tomahawk throw, a knife throw, a bucking bronco event, bullwhip cracking, and branding.
6. **Confidence Course.** The confidence course is designed to promote and reinforce the participants' confidence, physical and mental awareness, endurance, fun, and competition. The course includes a series of "low course" COPE activities. This is a team event participants should plan to attend as a patrol of six to eight members.
7. **Motocross.** In bicycle motocross, one of the fastest growing sports in this country, jamboree participants can test their skill at riding bikes along a motocross course with a series of obstacles. The course is designed to the specifications of the National Bicycle Motocross Association. Those who have never participated in motocross will be instructed in proper motocross methods.
8. **Mountain Boarding.** Cruising down a hill or dirt road, mountain boarding feels like a cross between snowboarding and wakeboarding. Mountain boards come in

all shapes, sizes, and weights and are designed to be matched up with riders based on weight. Smaller riders generally have smaller boards, and bigger riders have bigger boards. With pads on and helmet strapped, participants will be ready to tackle the grassy hill of Fort A.P. Hill. This event is brought to the jamboree by the action centers administration. It will be available only on Thomas Road.

9. **Pioneering.** In this activity, the patrol will work as a team using simple tools and practical pioneering skills to move objects, build structures, and play games. Participants will learn the use of pulleys and the block and tackle, and use slip hooks, quick links, and shackling to complete the tasks. This is a hands-on area.
10. **Rappelling Tower.** This artificial mountain will allow participants to rappel (descend using ropes) a vertical wall. Special mini-towers will aid in the instruction. While waiting to ascend the tower, Scouts can practice on a horizontal (bouldering) climbing wall.
11. **Trap Shooting.** Many Scouts will handle a shotgun for the first time at the trapshooting range. Before trying to shoot the fast-moving clay "pigeons," they will be instructed in the proper shooting techniques and safety.

## **OUTBACK CENTERS**

**Conservation.** Participants will be offered a wide range of hands-on opportunities to experience the latest in environmental developments and to become involved in conserving our world's natural resources.

**Fishing.** More than 20,000 bass, channel catfish, bluegills, and other fish are stocked in Fishhook Lake. Assisted by experts, participants may fish here throughout the jamboree. Fishhook Lake will be open daily from 5:30 A.M. to 9 P.M. beginning Tuesday, July 26, with two exceptions: during the 5K run when it will open at 9 A.M. and on Sunday, July 31, when it will be open noon to 4 P.M. due to worship services and the arena show.

**Aquatics.** The aquatics center will provide opportunities for participants to row, canoe, kayak, snorkel, and scuba dive. Aquatics activities include the following:

1. **Canoe Slalom.** A two-Scout crew will run through slalom gates using canoeing skills over a timed course.
2. **Canoe Sprint.** A two-Scout crew will race a canoe through a set of buoys over a timed course, testing maneuvering and speed.
3. **Discover Scuba.** Scouts have an opportunity to enjoy the underwater world, led by experienced instructors from the Professional Association of Diving Instructors.

4. Kayak Fun. Participants will learn basic kayak-handling skills and run a set course for time.
5. Racing Shell Fun. Two Scout crews in sleek, lightweight racing shells will race each other down Upper Travis Lake.
6. Raft Encounter. Two Scouts per raft meet in a multi-raft challenge, in a splash-and-dash hand-paddle experience where everyone gets wet.
7. Snorkel Search. Following a short instruction on the use of snorkeling equipment, participants will find souvenirs in a clear-water pool.

**Buddy Tags for Aquatic Activities.** Each participant in jamboree aquatic activities must be classified for swimming ability before coming to the jamboree. The classifications are non-swimmer, beginner, and swimmer. Jamboree troop leaders are responsible for swim classification checks and completing the buddy tags. Scoutmasters are to bring the buddy tags to the jamboree for distribution to their members on site at the start of the jamboree. Each tag will be marked with the Scout's name and swim classification. Correct classification by leaders is a serious trust, since a life could depend on it. A single buddy tag is issued by the troop leader to each participant. This tag will be used for the supervised aquatic activities and must be presented by the Scout on arrival at the waterfront area. Scouts who do not have buddy tags will be treated as non-swimmers. A safety pin would be useful for pinning the buddy tag to the swimsuit. Buddy tags should be kept by troop leaders following the pre-jamboree training and brought to the jamboree.

## **SPECIAL EVENTS**

Arena Shows. A grand official opening of the jamboree will be held in the giant arena on Wednesday, July 27. Opening ceremonies will be built around patriotism with a lot of flag waving. The evening will include professional entertainment. This event's backup date is Thursday, July 28. A second show will be on Sunday, July 31, with a high-energy, fast-paced musical experience that is sure to please everyone. A good bit of the talent will be drawn from the Scouts and Scouters performing on the daily stage. This show will end with the largest fireworks extravaganza ever presented at a jamboree. This event's backup date is Monday, August 1.

The traditional Mobilization of the Troops will be organized by each region for the march to the arena on all nights of the arena shows. Subcamps will meet at their region headquarters for a lowering of the colors prior to their parade to the arena. See appendix for more details.

Daily Stage Shows. Daily nonstop entertainment will feature rock, country, and bluegrass bands; military drill teams; shows; Scouts from other nations; and many other surprises. In cooperation with the arena shows staff, Scouts and Scouters are invited to perform on the daily stage. The best acts will be highlighted during the closing arena show.

12 Cubed 3—Character Not Only Counts, It Multiplies. A live theatrical production at the 2005 National Scout Jamboree is entitled 12 Cubed 3. It is the successor to prior jamboree productions (Odyssey of the Law and Scoutopia), and will explore with the jamboree audience the ingredients and essential elements of character. Together Scouts will come to realize that the term "values" has application not just in mathematical equations, but ethical ones as well.

Daily Ceremonies and Scout Band. Daily Ceremonies is responsible for raising and lowering the flags at the national jamboree headquarters' Court of Flags each day during the jamboree. Selected subcamps will be asked to provide 115 Scouts to lower and raise the flags at the Court of Flags. Troops interested in raising and lowering the flags should make their request through their subcamp and regional headquarters. Our official jamboree Scout band will provide lively music throughout the jamboree. Scoutmasters should be aware that the Scout band is composed of youth staff members, not participants. Boy Scouts must apply to be members of the band by sending a recommendation letter from their band directors along with their jamboree staff application.

Activity Patch Segments. Here's a chance for Scouts to enhance their jamboree experience and receive recognition too. By participating in a variety of events, participants can earn segments to go around the jamboree patch. They can:

- Complete the 5K run/walk and earn a 5K segment.
- Participate in eight of 10 events at their region's action center and receive an action center segment.
- Participate in four of nine outback center activities and receive an outback segment.
- Participate in five of nine activities in the exhibits and displays program section and receive an activities segment. Activities include the Brownsea Island camp, America's first Scout camp, K2BSA, the Arts and Science Expo, disAbilities

awareness, the Merit Badge Midway, national exhibits, The Outdoor Adventure Place (TOAP), and the American Indian village.

Duty to God Segment. Scouts can do the following to qualify for the Duty to God segment:

- Attend a service of their faith.
- With their tent mate or patrol members, take part in at least three devotionals.
- Visit the religious relationships exhibit of their faith tradition, located in the jamboree area.
- Lead in saying grace before a meal in their patrol site.
- Meet their subcamp chaplain.

When Scouts have completed these requirements, a chaplain will present the segment to them. Scouts should have the Scout Guidebook stamped as they complete events. Once they have collected the required stamps, their Scoutmaster will present their segment to them. The 5K segment will be given to participants at the completion of the 5K run/walk.

### **Program Scheduling**

Identification Cards. Each region having its own action center makes it possible to keep event schedules simple. Registered jamboree participants will be issued a special identification card. These cards will be required for a Scout to participate in any event or activity at the jamboree and color coded by region. A Scout with the appropriately colored card can participate in activities only within his region's action center.

Ticketed Activities. Boating activities, the Order of the Arrow's 123 show, and some special exhibits will also require a ticket. Tickets for these activities will be issued to troops at the jamboree site. The ticket also serves as a bus pass when using intercamp buses on Travis Lake Road. Most boating activities are located along Travis Lake Road with one boating spot on Engineer Road. Ticketing will allow maximum participation while keeping the number of people manageable for the staffs of areas involved. Ticketing also helps Scoutmasters know who is participating in the activities so they can encourage Scouts to participate.

## **PUBLIC SAFETY**

At the end of the 2001 National Scout Jamboree, it was determined that a Public Safety Group was needed to coordinate among several different groups: security/parking, fire protection, emergency medical service, and health and safety. This group was created to interface closely with the public safety directorate of Fort A.P. Hill.

### **Security/Parking Service**

Fort A.P. Hill is a military installation and is under the jurisdiction of military police and public safety officers. Military police exercise the same jurisdiction as U.S. marshals. All adult leaders, staff members, youth participants, and visitors must obey military police instructions about traffic, safety, crowd control, parking, and directions. Do not argue or have a confrontation with the military police. If you have a complaint or concern about actions or directions given by the military police or public safety personnel, you should inform your subcamp headquarters or subcamp commissioner as soon as possible after the incident.

Observe all speed limits, and always be very careful of pedestrian traffic everywhere within the boundaries of Fort A.P. Hill. The military police and public safety personnel are performing their assigned duty in support of the jamboree. Many of them are BSA volunteers and were youth members in Scouting programs. Remember, a Scout is courteous.

### **Vehicle Towing Policy**

All staff exhibitor's, contractor's, or private motor vehicles (POV) must be removed from the jamboree site proper (the egg or oval) by noon on Saturday, July 23, 2005, and/or parked at the Archer Camp parking lot. Staff driving private vehicles will be able to gain access to the oval prior to the jamboree (beginning July 18) as long as they have either the yellow staff windshield sticker or equipment truck placard (color designated by the region).

If a vehicle is parked illegally, it will be towed to the Archer Camp security compound. A \$25 towing fee will be assessed to the registered owner or driver of that vehicle. Any GM vehicle parked illegally will be assessed the same towing fee to the assigned driver.

If an exhibitor or visitor to the jamboree site is parked illegally or parked after hours, the vehicle will also be towed to the Archer Camp security compound. A \$25 towing fee will be assessed to the registered owner or driver of that vehicle.

### **Fire Protection Service**

The jamboree will be a tent city of more than 42,000 inhabitants, with many of the fire hazards that afflict any community. Therefore, each troop will need a fire prevention plan and a fire guard responsible for enforcing and carrying out the plan. The fire guard, consisting of the senior patrol leader as chief and the fire warden from each patrol, will have the following duties:

1. Regular checking of stoves to ensure that they are off
2. Knowing the location of subcamp firefighting equipment and how to use it
3. Instructing troop members on what to do in case of fire

We are using propane for cooking in the campsite. Extreme care must be taken to prevent injury. Troop leaders must know how to operate stoves properly. Under no circumstances are stoves powered by liquid fuels (gasoline or kerosene) permitted. Also, no liquid or compressed-fuel lanterns are permitted in the campsite. All propane connections will be checked by jamboree officials.

Open flames of any kind can be especially dangerous inside tents, where fire or asphyxiation are a likely result. No open flames of any kind are permitted in the tents. Only battery-operated lanterns are permitted. If a tent catches fire, or if a fire starts dangerously near a tent, drop the tent immediately.

### **Health and Safety Service**

Troop leaders must encourage their Scouts to observe all jamboree health and safety regulations. Medical service, sanitation supervision, safety protection, and traffic control service will be provided for all jamboree participants.

### **Medical Requirements**

It is very hot at the jamboree, and the activities are very strenuous. Therefore, it is very important you drink plenty of water. Scouts and leaders are required to bring a personal water container (sports bottle, canteen, etc.).



It is also very important that Scouts observe a very strict standard of personal hygiene, washing their hands before eating and after every bathroom break as a minimum.

### **Physical Examination**

All participants must submit certification of physical fitness on the official form—Personal Health and Medical Record Form, No. 67-34412-05. Maintenance of good health in a jamboree camp is of utmost importance, and it is with this objective in mind that the following must be enforced: (1) Participants will be expected to get a complete examination by a licensed health-care practitioner. (2) It is recommended that the examination take place not less than 15 days or more than six months before departure for the jamboree. (3) Participants will go through a medical screening upon arrival. In the event a staff member is found medically unfit at this time, 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 (since 1995). 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); and (4) chicken pox. It is recommended, but not required, that immunizations for hepatitis B be considered.

Exceptions to Immunization on Medical Grounds. If there is a medical reason why you should not comply with vaccination requirements, obtain a statement to that effect from a physician. That statement must include specific reasons so it can be given full consideration by the jamboree medical staff.

### **Medical Alert**

A national jamboree can be an exhausting experience. Many activities are physically strenuous and may result in special medical support consideration. Therefore, it is necessary that the medical staff be aware of participants who have certain physical conditions that may require special consideration. Conditions requiring a medical alert are:

1. Cardiac history
2. Diastolic blood pressure of 100 mmHg
3. Diabetes mellitus under treatment (with insulin or oral medication)

4. Marked obesity
5. Acute or severe bronchial asthma under treatment anytime during the past 24 months
6. Sickle-cell anemia, hemophilia, leukemia, or severe blood dyscrasia
7. HIV infection
8. Epileptic seizures having occurred within the past 12 months
9. Psychiatric illness under current treatment
10. Physical disability
11. Sleep apnea

To plan for, prepare for, and support the participants having 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 as a staff member may be denied.

Any person with a severe physical disability, one of the conditions listed above, or with a reason to believe they may be medically unfit for jamboree participation must submit a request for a medical alert. Use a photocopy of both sides of the Personal Health and Medical Record Form, No. 67-34412-05, signed by a licensed health-care practitioner and send the copy to Jamboree Medical Officer, S212, Boy Scouts of America, 1325 West Walnut Hill Lane, P.O. Box 152079, Irving, TX 75015-2079. Requests must be submitted by April 1, 2005.

Any special accommodations you may require must be made known directly to the jamboree chief medical officer as specified on the appropriate jamboree application (i.e., youth, troop leader). Be aware that weather, terrain, lack of electricity in troop sites, and the strenuous activities at the jamboree may create very difficult situations for persons with certain disabilities. In this regard, prudence must be exercised by those with disabilities when planning to attend the jamboree.

### **Medical Services**

Each subcamp has a fully staffed medical facility to take care of 24-hour medical emergencies during the course of the jamboree. These medical facilities are adjacent to each subcamp headquarters tent.

For medical services, regional, subcamp, and action center staff should use the medical center in their respective subcamp. There are six additional medical facilities at Wilcox, Heth, Trading Post A adjacent to Heth, the main parking lot, Longstreet Camp, and at the aquatics headquarters on Lower Travis Lake Road.

The military provides a complete 50-bed military hospital at Wilcox Camp and ambulance/medevac service. In addition, agreements are in place with area hospitals in Fredericksburg, Richmond, and Washington, D.C.

### **Emergency Medical Services**

Life-support teams and ambulances are available on the jamboree grounds, in case a life-threatening injury or incident occurs. They may be alerted by calling the emergency number or alerting the nearest medical center.

The U.S. Disaster Medical Assistance Team, U.S. Army, U.S. Public Health Service, State of Virginia Health Department, Virginia State Police, Rappahannock Emergency Medical Services Council, and local firefighting groups are among the groups that have agreed to offer assistance. Medical emergencies will be handled by the hospital of the U.S. Army at Fort A.P. Hill, and persons requiring more than temporary care will be taken to a nearby civilian hospital in Fredericksburg, Virginia.

### **First Aid**

All medical care beyond minor cuts and scratches should be referred to the medical center within your subcamp. Whenever possible, jamboree participants should advise their troop leader whenever they are feeling ill. If an injury or illness occurs on the jamboree grounds away from the individual's base subcamp, it should be reported to any one of the other medical centers identified with the star of life symbol. Each medical center will be staffed 24 hours a day with a physician and a medical team. A ward tent is next to the clinic tent for those who may need to be observed for a short period or who need a short rest.

### **Personal Care and Cleanliness**

Shower facilities will be located in each subcamp, and leaders should see that participants use them daily.

## **Foot Care**

The jamboree can be a miserable experience for anyone with sore or injured feet. Here are some ways that leaders can help prevent the occurrence of foot problems.

1. Make sure that everyone has the proper footwear. New shoes that are not broken in; shoes that fit too tightly or have wrinkled linings; and socks that are too tight, wrinkled, have holes, or are unclean should not be worn.
2. Include a check on foot conditions during your daily inspection, and send anyone to the subcamp medical center at the first sign of a blister or scratch.
3. Regularly instruct Scouts to bathe their feet daily, dry them thoroughly between the toes, keep toenails trimmed straight across, cover tender spots with adhesive or other dressing, and use foot powder.
4. Teach your Scouts to wear shoes at all times at the jamboree, except when they are in their tents or in the shower. A foot injury can ruin a jamboree experience.

## **Sunburn**

Encourage Scouts to wear headgear and to use a sunscreen lotion with a sun protection factor rating of 15 or more on the face, ears, nose, knees, and backs of knees. Apply sunscreen two or three times a day. Report cases of sunburn to the subcamp medical center, and treat mild sunburn with an appropriate lotion or cream, obtainable from any of the jamboree trading posts.

## **Ticks, Spiders, and Other "Critters"**

Ticks, often associated with wooded areas and camping, can be a problem at the jamboree. It is possible that ticks in Virginia could be carriers of Rocky Mountain spotted fever or Lyme disease. These diseases are transmitted when a tick attaches itself to and feeds on its victim. Ticks frequently imbed themselves in hair or around the belt line or ankles; they are visible, crablike insects. Should a tick be discovered imbedded in a person, a physician at a medical center must remove it and treat the bite. A regular daily examination for ticks on the body is required for all participants. Spiders, poisonous and nonpoisonous, as well as other insects might be present at the jamboree site. It is recommended that campers use DEET, Permanone, or similar repellents to which they are not allergic.

## **Liquid Intake**

Scouts and adults must drink a large amount of water during the jamboree because of the heat, humidity, and physical exertion. This is very important in combating heat

exhaustion or possible heat stroke. It is particularly important that each person carry water during the day and to the arena on show nights. Availability of water at the arena site is very limited.

### **Campsite Health and Safety**

Troop adult and junior leaders are expected to inspect their campsite areas daily in order to maintain high standards of camping and safety. Experienced leaders on the subcamp staff will conduct their own daily inspections of the troop site areas, and can be a big help to leaders in the maintenance of quality campcraft.

### **Latrines**

Flush toilets designed to accommodate several troops, with hand-washing facilities in or near the area, will be available. Here are a few helpful hints on latrine use.

1. Keep the facilities clean at all times. Assign a service patrol to do this daily.
2. Encourage all participants to check the latrine throughout the day, keeping it neat and clean.
3. Make it clear to everyone that the latrine is theirs. This will help offset misuse of the facilities, such as the dumping of refuse into it.
4. Each troop is provided a hand-washing facility in its campsite for use after returning from the toilet.

Use either soap and water or sanitizing hand disinfectant after using facilities.

Chemical toilets will also be available throughout the jamboree grounds, such as in jamboree headquarters, trading posts, and other locations on the site, for use by participants and the general public.

### **Bedding**

A good camper never lets a sleeping bag get wet. In the morning, as soon as he gets up, he hangs it outside to air, weather permitting. Before leaving camp for the day's activities, the sleeping bag is rolled and placed in a waterproof bag. It stays there until the camper is ready to "hit the sack." Protect bedding from ground moisture by using waterproof groundcloths.

### **Rest**

Be sure to allow for daily rest periods and undisturbed sleep at night, since the jamboree program is an active one.

## **Bad Weather**

It is not unusual in the summer to have a thunderstorm or some other weather disturbance. When you have 10 days of camping, you should expect and prepare for inclement weather. Here are some ideas to help you prepare. First, expect to have some bad weather. Put the tent up correctly. Tent pegs should be driven to the proper depth. When you leave the campsite, close all flaps. Wind and rain can enter an open flap and cause damage. Keep your sleeping bag rolled in a waterproof bag or trash bag during the day. If it starts to rain at night, put your sleeping bag inside a waterproof bag and crawl in. This should protect you from tent leaks.

When bad weather comes, help others. Make sure other tents are secure. If another troop's tents are down, offer to help repitch them.

## **Risk Management Service**

Injury prevention at the jamboree is everyone's business. The following simple precautions can be taken by Scouts and leaders to help make our jamboree the safest ever.

## **Sharp-Edged Tools**

Prior to their arrival at the jamboree, participants should be taught the proper way to use and maintain knives. Your council pre-jamboree training program will undoubtedly cover this, and tips can be obtained from the *Boy Scout Handbook*.

## **Troop Equipment Safety**

Troops will arrive at the jamboree with numerous exhibits and other equipment to be used in some phase of the program, all of which must be checked beforehand for adherence to safety standards. Firearms, live or blank cartridges, and explosives of any kind are not permitted at the jamboree.

## **Policy on Traffic Safety**

It is essential that motor vehicles be used to transport materials, supplies, and certain personnel through the jamboree site. The Boy Scouts of America has established common safety guidelines over the years; it is in the best interests of all jamboree participants to follow these guidelines. Participants' personal bicycles, skateboards, roller skates, in-line skates, and power scooters will not be permitted at the jamboree.

## **Pedestrians**

- Walk on the left shoulder of the road facing traffic and carry a flashlight at night.
- Stay off the roadway, except to cross.
- Cross roadways only at established crossings.
- Give emergency vehicles (with flashing lights) the right-of-way.

## **Bicyclists**

(Riding in performance of a troop job. Hometown News troop youth reporters are allowed to check out bicycles from the Hometown News office.)

- Must wear a helmet at all times.
- Ride bicycles on the right side of the roadway, the same as a motor vehicle.
- Always give right-of-way to pedestrians in a crosswalk.
- Always obey traffic signs.
- Refrain from riding bicycles on walking trails.

## **Motor Vehicles**

- Use of motor vehicles on the jamboree site is by approval only.
- Always buckle up your seat belt; **insist passengers do likewise!**
- Travel slower than the posted speed limits, as this is a highly congested area.
- Truck beds must not be used for transporting passengers.
- Give the right-of-way to all pedestrians and bicycles.
- Give the right-of-way to emergency vehicles with flashing lights (restricted to ambulances, fire trucks, and security service vehicles).
- Both vehicular and pedestrian traffic rules will be rigidly enforced by the military police, public safety officers from Fort A.P. Hill, and our own security service.

## **Reporting Emergencies at the Jamboree**

In case of any emergency, such as fire, injury, or a lost person, call the regional headquarters and say, "I want to report an emergency." The region will set in motion prearranged plans for dealing with the particular problem. A telephone in your subcamp may be found in the medical center or headquarters tent.

## **Reporting Military Explosives**

In case a Scout or leader should find any military cartridges or device, the devices should be treated as potentially dangerous and are not to be touched. Report all information you can provide (including what and where) to the nearest medical center.

## **Policing of Grounds**

One of the big problems in connection with an operation the scope of the jamboree is the maintenance of orderly and neat conditions in heavily used areas. The cooperation of all Scouts and leaders is requested to see that all trash is deposited in the containers provided. Constant leadership in this regard will be helpful in preventing a major problem. Every Scout and leader should make it a practice and a tradition that no one passes by trash—pick it up and put it in the proper container.

## **Policy on Smoking, Alcohol, and Drugs**

**The Boy Scouts of America prohibits the use of alcoholic beverages and controlled substances 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.** Adult leaders should support the attitude that young adults are better off without tobacco 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.

## **Jamboree Youth Protection Policies**

**Completion of the BSA's *Youth Protection Training for Volunteer Leaders* is required of each jamboree adult member.** You are responsible for taking this training in your local council before coming to the jamboree. This training helps prepare you to fulfill the youth protection responsibilities of your jamboree position. It contains information to enable you to identify and report suspected child abuse. It also sets forth in detail the BSA's Youth Protection policies. Adult Youth Protection training is available through a course offered by your local council or possibly on your council Web site.

It is recommended that all youth are required to view the video *A Time to Tell* in a session conducted by an adult following the material in the Youth Protection Meeting Guide before attending the jamboree. The guide describes situations in which sexual



abuse could occur and emphasizes the "three R's"—Recognize, Resist, and Report—of Youth Protection.

**At the jamboree you must report all cases of suspected abuse to your subcamp director.** The BSA Youth Protection training you receive will provide information about signs that could indicate the abuse of children. If you observe these signs, you must make a report. The sample form contained in the appendix contains the information necessary to report suspected child abuse. Having a written record of factual information helps investigative agencies follow up on reported child abuse. If you need to make a report of suspected child abuse, try to provide as much information as possible. If the form is not available, write down the information on a sheet of paper. Your subcamp director needs to receive these written reports from you shortly after you tell them of your suspicions. Child abuse is against the law. The Boy Scouts of America does not tolerate any form of child abuse

Youth protection training will be provide on site.



## **CITY SERVICES**

The City Services Group provides a number of vital services during the jamboree, such as registration, postal services, transportation, vehicle management, trading posts, housing, and banking. It takes nearly 725 Scouters to manage these services on behalf of the troop operations.

It shall be the mission of the City Services Group to support both the youth participants and the adult volunteers in living out the theme, On My Honor—Timeless Values, by doing the following:

- Exhibiting the highest degree of readiness in matters relating to housing and resources, professional recruitment, registration, staff selection, and youth services.
- Responding aggressively to issues in a way that adult leaders and youth maximize their jamboree experience.
- Setting the example for customer satisfaction.

Here is a thumbnail sketch of each of these services and how they operate in support of Scouts and leaders in their subcamps.

### **Banking Services**

All check-cashing services for staff members will be performed at the trading posts during the operating hours indicated in this guide under "Trading Posts." Two forms of identification (an official jamboree identification card and another piece of personal identification) will be required when cashing personal traveler's checks at trading posts. Reports of lost traveler's checks will be processed at the jamboree accounting office in building 215-Heth. Replacement will depend on the policy of the company issuing the traveler's checks. Automated teller machines will be conveniently located next to Trading Posts A, B, and C.

### **Money Wire Service**

In cooperation with the jamboree, Western Union will offer service that allows emergency money to be wired to people at the jamboree. Those sending the money can use one of two methods: Go to Western Union and use cash, a money order, or a cashier's check to pay for the wired money; or, call 1-800-325-4176 to transmit funds by charging to a Visa or MasterCard. To receive wired money, jamboree participants must present two forms of identification (see "Banking Services," above). The wired funds can be picked up and cashed at the jamboree accounting office in building 215.

### **Traveler's Checks, Credit Cards**

It is recommended that everyone carry their jamboree money in traveler's checks. There will be locations to cash them along the way on your tour and at the jamboree.

The trading posts will accept traveler's checks and Visa, MasterCard, Discover, and American Express credit cards.

### **Trading Posts**

Three jamboree trading posts will be operated in convenient locations. 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 to the folks back home.

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

**Snacks.** Soft drinks, candy, and hamburgers and pizzas will be available.

**Photo Service.** Film, flashbulbs, and other photographic supplies will be on sale.

Developing and printing will be a special service in this department.

For your shopping convenience, trading posts and concession stands will be open throughout your troop's stay at the jamboree. The hours of operation will be 10 A.M. to 10 P.M. on July 25, 26, 28, 29, and 30, and August 1 and 2. On arena show days—Wednesday, July 27, and Sunday, July 31—trading posts will close at 6 P.M. Due to religious services on Sunday, July 31, trading posts will open at noon.

### **Housing Services**

Primarily tasked with staff housing, this service does interface with your troop and subcamp through the lost and found.

### **Lost and Found**

A lost-and-found department will be located near the jamboree headquarters and in each subcamp headquarters. Persons seeking lost articles should report to the lost-and-found area and fill out an identification card describing the missing item. A check will then be made to determine whether the missing material has been turned in to the subcamp lost-and-found stations or the jamboree headquarters location.

To guard against the loss of valuables, everyone should:

1. Mark uniforms and personal equipment with name, home address, and jamboree troop number.
2. Store equipment in a locked footlocker or personal duffel bag when not in use (especially when leaving camp).

**Care of Valuables**

Each troop should make arrangements for the safe storage of members' valuables. Do not wear or carry any more valuables than necessary with you while out on jamboree activities. Leave them in your campsite in a safe storage place.



## RELATIONSHIPS/MEDIA

The Relationships/Media Group at the jamboree is responsible for three major areas that affect subcamp operations. The first area is international. Some troops will host Scouts from other countries. The second area is jamboree media. This includes services such as *Jamboree Today*, *Leaders Update*, QBSA radio, the Web site, and Hometown News. The third area is relationships, which provides church services, chaplaincy services, chartered organizations conference, and quest services.

Good jamboree public relations can be a great benefit to the Scouting movement. Scouting's ability to grow and serve youth is largely dependent on the level of understanding that people have of the program. The image of Scouting in the community affects the recruiting of volunteers, the organizing of troops, and the financial support Scouting receives. Because of the size of the encampment, the jamboree will provide an outstanding opportunity for good public relations. Members of the jamboree troop will represent their community, the council, and the state in a Scouting exhibition of the highest caliber.

### **International Jamboree Flavor**

An invitation has been extended to all national Scout organizations, inviting them to send patrols of eight Scouts and one leader to the 2005 National Scout Jamboree. The International Division of the National Council will assign international contingents to the regions, and the regions will assign them to the councils. No more than eight international Scouts will be assigned to any one troop, and those should be dispersed among the four patrols

### **Communications**

Stop a sharp-looking jamboree troop. Ask a few questions. The odds are that each member is fully informed about the jamboree and can relate this to the public. Leaders should keep their troop well-informed but also should have an ear tuned to feedback. Troop morale and esprit de corps play a major factor in public relations, and two-way communication goes a long way toward establishing a favorable climate. The use of mail, telephone, direct contact, troop meetings, or other means of communication will keep the stream of information flowing. Corrective action should be taken to resolve any conflicts that turn up in the feedback process. During the entire jamboree, news media representatives will be on site and will turn up at the most unexpected times and places.

Scouts and leaders need to be well-informed and maintain a neat appearance at all times.

### **QBSA Radio Station**

The jamboree radio station, QBSA, will be an excellent source of information and entertainment for the subcamps. The station will also offer Scouts the chance to be radio operators covering events on site. In the event of an emergency such as inclement weather, Scouts should tune into QBSA to receive important instructions.

### ***Jamboree Today Newspaper***

A daily newspaper will be distributed for all participants at the jamboree. The newspaper will be full of news, special features, photos, and announcements.

### **Hometown News Correspondents**

Scouts can share their jamboree adventure with everyone back home by becoming a Hometown News correspondent. The idea is to get as much positive local and regional publicity as possible and provide an educational experience for Scouts.

### **On-Site Media Office**

National office public relations professionals will staff an around-the-clock media relations operation at the jamboree site. These professionals are available for any public relations or media questions you may have. You are the eyes and ears of the jamboree, and your observations can help the public relations staff discover publicity opportunities at the jamboree. Volunteers and staff at the media tent will coordinate most media activities during the jamboree, but it is possible that some media may visit the site without the office's knowledge. All visiting media are required to have jamboree media credentials, which are distributed by national news/media staff. This same staff is available to help you share your positive jamboree and Scouting experiences with media representatives both during and after the jamboree.

### **In Case of Emergency**

Please immediately report any emergencies to the public relations on-site office. One of the national office public relations staff members will act as the national spokesperson in dealing with the media in the event of any accident, emergency, or death.



## **Relationships and Religious Services**

Chaplains representing many faiths will be at the jamboree to conduct services, visit the sick, and provide personal counseling. Religious observances and chaplain services for Scouts, leaders, and staff of all faiths will be coordinated by a chaplain for each faith. Daily religious services are held in each subcamp during the jamboree as arranged by chaplains. Religious services and observances will provide an opportunity for youth to grow in their faiths. Chaplains will be available in each subcamp. Compass will be the official daily devotional booklet available for individual use. A special award may be earned by Scouts who meet certain religious requirements, which will be listed in the devotional booklet.

## **Schedule of Weekend Services**

- **Catholic** - Sunday morning
- **Protestant** - Sunday morning
- **Jewish** - Friday evening and Saturday morning
- **The Church of Jesus Christ of Latter-day Saints** - Sunday morning

Check the daily jamboree newspaper and subcamp bulletin board daily for other information on religious observances. Relationships service also administers the activity patch segment for the Duty to God segment highlighted in the Program section of this guide.

## APPENDIX

## APPENDIX A

### Suggested SUBCAMP/ACTION CENTER SCHEDULE

<b>Monday July 18</b>	Only a few key subcamp and action center staff will arrive. You should spend the day orienting key personnel to Fort A.P. Hill.
<b>Tuesday July 19</b>	<ul style="list-style-type: none"> <li>• Prepare to meet with key personnel on-site.</li> <li>• Begin moving vehicles into subcamp from GM motor pool.</li> <li>• Coordinators should conduct meeting with subcamp chiefs and directors.</li> </ul>
<b>Wednesday July 20</b>	<ul style="list-style-type: none"> <li>• Begin check-in process of both subcamp trailers/containers and action center trailers/containers.</li> <li>• This will be done in concert with procurement and warehousing staff. <b><u>DO NOT</u></b> attempt to open any container prior to this date.</li> <li>• Distribute to areas only if staff is present to provide security.</li> <li>• Staff check-in begins at 8 A.M. until 8 P.M.</li> </ul>
<b>Thursday July 21</b>	<ul style="list-style-type: none"> <li>• Continue check-in process of both subcamp trailers/containers and action center trailers/containers.</li> <li>• This will be done in concert with procurement and warehousing staff.</li> <li>• Continue distribution to areas only if staff is present to provide security.</li> <li>• Staff check-in: 8 A.M. until 8 P.M.</li> </ul>
<b>Friday July 22</b>	<ul style="list-style-type: none"> <li>• Subcamp/action center setup of areas continues.</li> <li>• Regional gateway and subcamp gateways</li> <li>• Staff training</li> <li>• Staff check-in: 8 A.M. until 8 P.M.</li> <li>• First meal served in subcamps on Friday, dinner</li> </ul>
<b>Saturday July 23</b>	<ul style="list-style-type: none"> <li>• Subcamp/action center setup of area continues.</li> <li>• Staff training</li> <li>• Staff check-in: 8 A.M. until 8 P.M.</li> <li>• Staff/Soldier barbecue and show, main arena (no dinner served in subcamp)</li> </ul>
<b>Sunday July 24</b>	<ul style="list-style-type: none"> <li>• Sunday church service</li> <li>• Subcamp/action center setup of areas continues</li> <li>• Staff training concludes</li> <li>• Staff check-in 8 A.M. until 8 P.M.</li> <li>• Selected units in Northeast, Southern, and Western Region will arrive between noon and 5 P.M.</li> <li>• Pre-assigned subcamp personnel bused to entrance gates to assist in routing troops to subcamp for check-in and site assignment for the early arrival troops</li> </ul>
<b>Monday July 25</b>	<ul style="list-style-type: none"> <li>• Early breakfast in all subcamps</li> <li>• Pre-assigned subcamp personnel bused to entrance gates to assist in routing troops to subcamp for check-in and site assignment</li> <li>• Scoutmasters meeting to orient them to subcamp operations</li> <li>• Share last minute information and review code of conduct, Youth Protection, emergency evacuation, and arena show etiquette.</li> </ul>

## **APPENDIX A**

## APPENDIX B

### 2005 JAMBOREE ARENA SHOW MOBILIZATION PLAN

#### OPENING ARENA SHOW – WEDNESDAY, JULY 25, 2005

##### **SOUTHERN REGION:**

Marching band eats at Subcamp 17 on July 25 and Subcamp 19 on July 29 and at 5:00 P.M. the march starts.

**March Route: (See map)**

**Travis Lake Road (South) to A.P. Hill Drive (SW) to  
Thomas Road (SE) past *Boys' Life* exhibits to  
arena entrance #2**

Total estimated march time is 2.5 hours based on 2001 actual.

##### **CENTRAL REGION:**

Marching band eats at Subcamp 14 on both July 27 and July 31, and at 6 P.M. the march starts.

**March Route: (See map)**

**Early Drive (NE) to A.P. Hill Drive (SE) to  
Access Road through Subcamp 13 (E) to Thomas Road (SE) to  
arena entrance #1**

Total estimated march time is 1.5 hours based on 2001 actual.

##### **WESTERN REGION:**

Marching band eats at Subcamp 9 on both July 27 and July 31, and at 6:30 P.M. the march starts.

**March Route: (See map)**

**Lee Drive (SW) to Thomas Road (W)  
past national exhibit area to  
arena entrance #3**

Total estimated march time is one hour based on 2001 actual.

##### **NORTHEAST REGION:**

Marching band eats at Subcamp 2 on both July 27 and July 31 and at 6:30 P.M.; the march begins for subcamps 1, 2, 3; At 6:30 P.M., the march begins for subcamps 4, and 5.

**March Route: (See map)**

**Subcamp 1, 2, 3 take Service Road through Subcamp 2 (West) to  
Travis Lake Road.**

**Subcamps 4 and 5 take Lee Drive (West) to Travis Lake Road (NW) to  
meeting point with Subcamps 1, 2, and 3.**

**Proceed (SE) on Service Road to  
arena entrance #4.**

Total estimated march time is one hour based on 2001 actual.

## **APPENDIX B**

### **CLOSING ARENA SHOW – SUNDAY, JULY 31, 2005**

- **Marching bands will report to the same subcamps as for the opening show (except Southern Region will report to Subcamp 19).**
- **Regions will use the same march routes as for the opening show.**
- **March start times for each region are as follows:**

<b>Southern Region</b>	<b>5 P.M.</b>
<b>Central Region</b>	<b>5 P.M.</b>
<b>Western Region</b>	<b>6 P.M.</b>
<b>Northeast Region</b>	<b>6 P.M. for Subcamps 1, 2, and 3</b> <b>6 P.M. for Subcamps 4, and 5</b>

## Subcamp and Action Center Arrival and Departure Dates

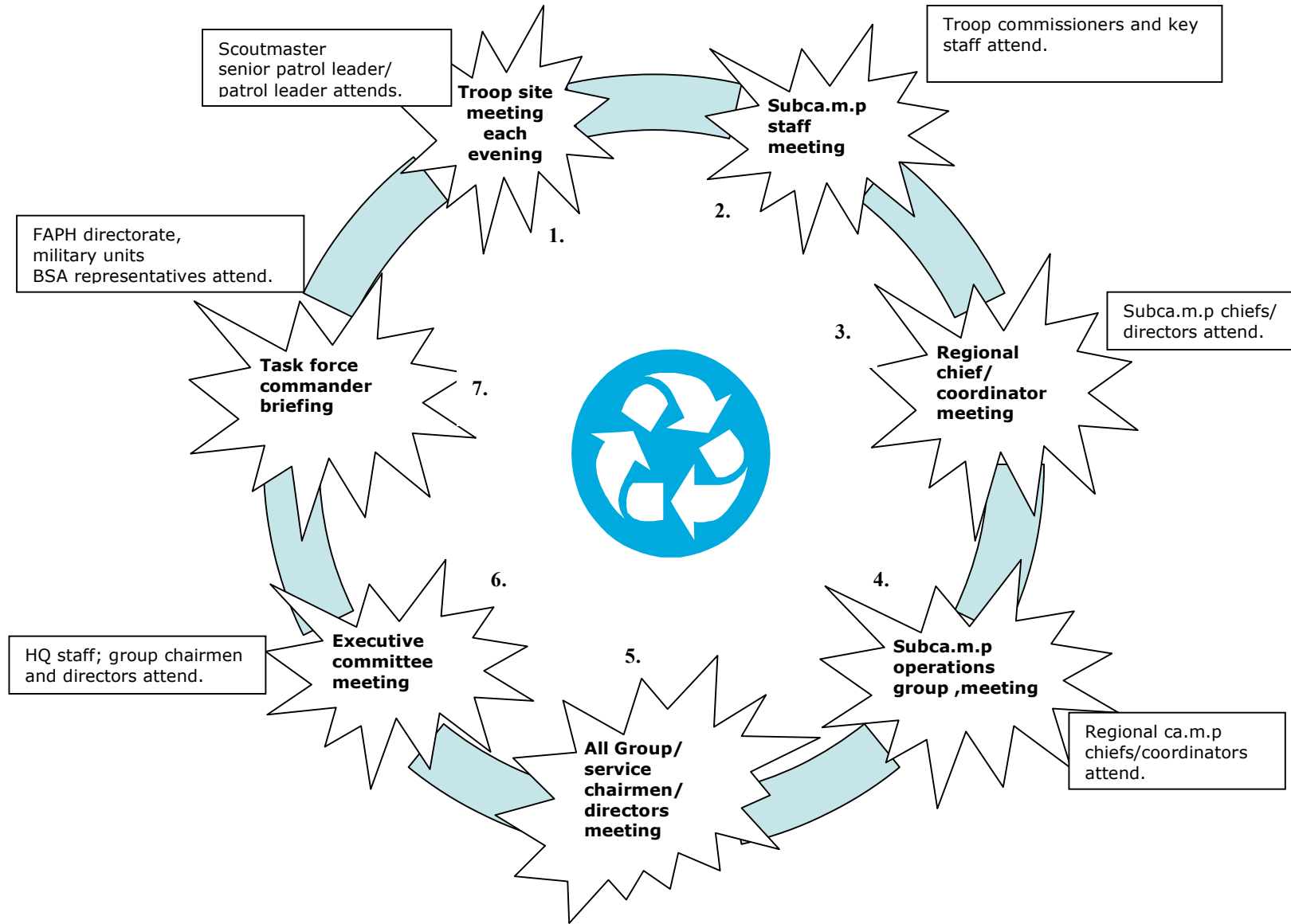
<b>Subcamp Positions</b>	<b>Arrival Date</b>	<b>Departure Date</b>
Subcamp Chief	7/19/05	8/03/05
Subcamp Director	7/19/05	8/03/05
Ass't Director/Support	7/19/05	8/03/05
Commissary Officer	7/19/05	8/03/05
Ass't Commissary Officer	7/20/05	8/03/05
Commissary Assistant(s)	7/20/05	8/03/05
Equipment and Maintenance Officer	7/19/05	8/03/05
Ass't E & M Officers	7/20/05	8/03/05
Dining Officer	7/19/05	8/03/05
Dining Assistant(s)	7/20/05	8/03/05
Public Health Officer	7/21/05	8/03/05
Environmental Officers	7/21/05	8/03/05
Ass't Director/Administration	7/19/05	8/03/05
Records and Hospitality	7/18/05	8/03/05
Postmaster	7/21/05	8/03/05
Transportation	7/21/05	8/03/05
Youth Staff Officer	7/21/05	8/03/05
Youth Staff	7/22/05	8/03/05
Communications Officer	7/21/05	8/03/05
Chaplain	7/22/05	8/03/05
Chief Physician	7/19/05	8/03/05
Ass't Physician	7/20/05	8/03/05
Medical Technicians	7/22/05	8/03/05
Orderlies	7/22/05	8/03/05
Camp Commissioner	7/19/05	8/03/05
Ass't Commissioner	7/20/05	8/03/05
Ass't Director/Program	7/19/05	8/03/05
Activities and Mobilization Officer	7/21/05	8/03/05
A&M Assistant	7/22/05	8/03/05
Program Scheduler	7/21/05	8/03/05
Registrar	7/18/05	8/03/05
Duty Officer	7/21/05	8/03/05
<b>Region Positions</b>		
Camp Chief	7/20/05	8/03/05
Camp Director	7/20/05	8/03/05
Regional Coordinator	7/16/05	8/04/05
Camp Commissioner	7/20/05	8/03/05
Int'l Commissioner	7/20/05	8/03/05
Mobilization & Activities Chairman	7/20/05	8/03/05
M&A Director	7/17/05	8/03/05
Ass't Director/Support	7/19/05	8/03/05
Hospitality Officer	7/20/05	8/03/05
Registrar	7/17/05	8/03/05
Duty Officer	7/20/05	8/03/05
Transportation Coordinator	7/20/05	8/03/05
Aides to Director	7/22/05	8/03/05
Youth Staff Aide	7/22/05	8/03/05
<b>Action Center</b>		
Chairman	7/18/05	8/04/05
Director	7/16/05	8/04/05
Action Center HQ Staff	7/19/05	8/03/05
Event Directors	7/19/05	8/03/05
Action Center Staff	7/21/05	8/03/05





APPENDIX D

# 2005 National Scout Jamboree Meeting Management Cycle — Battle Rhythm



## APPENDIX D

**2005 NATIONAL SCOUT JAMBOREE**

**Staff Statement of Understanding and Code of Conduct**

**Statement of Understanding:** All staff, youth and adult, are selected to represent their local council based on their qualifications in character, camping skills, physical and personal fitness, and leadership qualities. By signing the letter of appointment, all adult staff members as well as youth staff members and their parents or guardians agree to the conditions of 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 staff member's expense, from the jamboree. Ultimately we want each staff member to be responsible for his or her own behavior, and only when necessary will the procedure be invoked to send the staff member home from the jamboree.

**All staff members are expected to abide by the Code of Conduct as follows:**

1. The Scout Oath and Law will be my guide throughout the jamboree.
2. I will set a good example by keeping myself neatly dressed and presentable. (The official Scout uniform and jamboree identifying items are the only acceptable apparel.)
3. I will attend all scheduled programs and participate as required in cooperation with other staff members and leadership.
4. In consideration of other staff members, I agree to follow the bedtime and sleep schedule of the unit, unless otherwise directed by the jamboree program.
5. I will be responsible for keeping my quarters and personal gear labeled, clean, and neat. I will adhere to all jamboree recycling policies and regulations. I will do my share to prevent littering of the jamboree grounds.
6. I understand that the purchase, possession, or consumption of alcoholic beverages or illegal drugs by any youth member is prohibited. This standard shall apply to all who attend the jamboree.
7. Serious and/or repetitive behavior violations by youth including use of tobacco, cheating, stealing, dishonesty, swearing, fighting, and cursing may result in expulsion from the jamboree or serious disciplinary action and loss of privileges. The jamboree director must be contacted for the expulsion procedure to be invoked. There are no exceptions.
8. I understand that gambling of any form is prohibited.
9. I understand that possession of lasers of any type, and possession or detonation of fireworks are prohibited.

## APPENDIX E

10. I will demonstrate respect for U.S. Army and jamboree property and be personally responsible for any loss, breakage, or vandalism of property as a result of my actions.
11. Neither the staff leader, nor the Jamboree Division, BSA, 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.
12. While working in my staff position and other activities, I will obey the safety rules and instructions of all supervisors and staff members.
13. Staff members are prohibited from having firearms and weapons in possession, in accordance with U.S., local, and state laws.
14. Staff members will be guided by the Scout Oath and Scout Law and will obey all laws of the U.S., local, and state laws.
15. All staff members must receive Youth Protection Training through their local council and follow the guidelines therein prior to the jamboree.
16. Hazing has no place in Scouting. Nor does running the gauntlet, belt lines, or similar physical punishment. Adult staff and older youth must prevent all youth from being "initiated" into the troop with a hazing activity.
17. Adult staff members should have the good judgment to avoid trading souvenirs or patches with youth members in Scouting. Youth members may trade with youth members. Adult leaders may trade only with other adults 18 years of age or older.
18. Adult staff members must instruct youth to avoid confrontation with groups, demonstrations, or hecklers and must assume a passive reaction to name calling from individuals or groups. Units or groups must be removed from the area of potential conflict immediately.
19. Serious violation of this code may result in expulsion from the jamboree at the participant's own expense. All decisions will be final.

Military police and public safety officers have the authority and powers of a U.S. marshal; their orders and instructions are to be obeyed. Your complaints or concerns should be taken to your staff leader as soon as possible after the incident.

**INSTRUCTION FOR THE CARE AND OPERATION OF PROPANE STOVES****A. Setup and Testing**

1. Set up two stove stands in an upright position on a level surface. Put some water in a cooking pot and place on a stand shelf to determine how level the setup is. Attach “jam-boards” as illustrated in the leader’s guide.
2. Place stoves on stands, open lids to full open position, and lock windshields in place. Check once again for level by placing pots of water on stoves.
3. Before connecting hose assemblies to stoves, check to see that the valves on both the stoves and hose assemblies are turned completely “off” (fully clockwise).
4. Place 20-point propane tank alongside the stove stands. It is recommended that the tank be placed into a plastic milk crate for additional stability. Connect the individual stove and regulator assembly to the “T” adapter. Be sure fittings are tight.
5. Install a “T” adapted in the outlet of the propane tank. Tighten fittings when a wrench (old-style internal tank lefthand thread “POL” fittings) or hand-tighten connections and test again. If leaks persist, contact commissioner for assistance.
6. Check for leaks by brushing or spraying soapy water on all connections. First open valve on tank. Check connections. If no leaks are apparent, open regulator valve. Check connections again. If bubbles appear, shut off tank, tighten connections and test again. If leak persists, contact commissioner for assistance.

**B. Operation**

7. If there are still no apparent leaks, hold a lighted match at the burner (keep fingers, hand, and arm to side of burner). Slowly turn the burner knob to “ON” (counterclockwise) and adjust flame.
8. After checking all burners, close valve at the tank and allow the gas in the hose to burn out. Then turn stove valves off. **Always follow this procedure when stove use is completed after a meal.** This is necessary to prevent a buildup of pressure in the hoses during high temperature conditions. It also minimizes the buildup of wax fouling the stove orifices as a result of paraffin in the propane.
9. If the burner goes out while the stove is in use, remove the cooking pot before attempting to re-light it.

The above instructions apply to primus-type camp stoves; however, they can be adapted to other types of camp stoves as necessary.

### **C. Safety Guidelines**

10. An adult leader must be present at all times when stoves are in operation to provide proper supervision. Only adults are to disconnect or disconnect hose and "T" assemblies.
11. Check connections at least once a day with a soapy water solution to check for leaks.
12. Do not leave a lighted stove unattended.
13. Never hook up a camp stove without using a pressure regulator.
14. Camp stoves generate heat. Do not place them closer than three feet from canvas. NEVER use them inside a tent.
15. The smell of gas indicates leakage. Immediately close the valve on the tank and check for leaks with a soapy water solution.
16. The stability of the stoves should be checked within 10 feet of the stoves while in operation.
17. Water heated for washing and/or rinsing purposes must be removed from the stove during washing and rinsing activities.
18. Never attempt to move a lighted stove under any circumstances.
19. In the event of a flare-up:  
Turn off the stove at the pressure regulator or tank.  
Get others away from the immediate area.  
Let the fire burn out.  
Do not attempt to douse the fire with water.

APPENDIX G

MILK INVENTORY

DATE	7/24	7/25	7/26	7/27	7/28	7/29	7/30	7/31	8/1	8/2	8/3
Day	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED
DELIVERY											
STARTING TOTAL											
ISSUED											
Breakfast											
Inventory After Breakfast											
Supper											
Subcamp											
Total Issued											
SURPLUS/ DEFICIT											
Projected											
Actual											

DELIVERY is what is dropped off during the night.

STARTING TOTAL is the sum of milk left over from yesterday plus DELIVERY.

INVENTORY AFTER BREAKFAST is STARTING TOTAL less the breakfast issue; this is the number that your liaison (distribution) officer will want.

Projected SURPLUS/DEFICIT can be determined after breakfast, starting Tuesday, July 24, using the previous day's supper and subcamp issues and today's INVENTORY AFTER BREAKFAST. If you show a projected deficit, you may want to tell your liaison (distribution) officer to bring more milk before supper. If you show a projected surplus, you may want to reduce that night's delivery. Feel free to exercise your judgment.

## APPENDIX G



## APPENDIX H

### LIST OF KITCHEN EQUIPMENT

<u>Description</u>	<u>Quantity</u>	<u>Description</u>	<u>Quantity</u>
Stock Pot 60qt	2 ea	Gloves 5mil	1 case
Stock Pot 40qt	2 ea	Percolator 40-100 cup	2 ea
Stock Pot 20qt	2 ea	Sandwich Knife 9" Scalloped	1 ea
Stock Pot 12qt	2 ea	Pail 6 Gallon Ice Tote	1ea
Cover 60qt	2 ea	Towel Kitchen 14 x 26" Cotton	24 ea
Cover 40qt	2 ea	Cast Iron Skillet 15 1/4" x 2 1/4"	1 ea
Cover 20qt	2 ea	Roast Pan 20 7/8" x 17 3/8" x 7"	2 ea
Cover 12qt	2 ea	Nozzle Insulated For Hot Water	1 ea
Steam Broiler	1 ea	Mixing Bowl 30qt	2 ea
Fry Pan 14"	3 ea	Pastry Brush 2"	3 ea
Colander 14qt	1 ea	Food Storage Container 2qt	6 ea
Chaffer Water Pan Full Size	4 ea	Food Storage Container 4qt	3 ea
Steam Table Pan Full Size 4" Deep	6 ea	Salad Serving Spoon 1.3oz	2 ea
Cover Steam Pan Full Size	6 ea	Kitchen Shears 9 1/2"	1 ea
Chaffer 8.3qt	4 ea	Sponge Med. Cellulose Case	1 ea
Canned Heat 6 hour stem wick	5 ea	Pie Server Amer. Metal 5"	1 ea
Mixing Bowl 13qt	4 ea	Measuring Spoons 4 pc set	2 ea
Mixing Bowl 4qt	4 ea	Oven Mitt 17"	6 ea
Food Pan Plastic Full Size 4" Deep	8 ea	Thermometer -40 to 70	3 ea
Covers 1case Full Size 4" Deep	8 ea	Cutting Board 12 x 18 x 1/2	2 ea
Food Pan Plastic Full Size 6" Deep	2 ea	Dipper 1qt	3 ea
Food Pan Plastic Half Size 6" Deep	8 ea	Cook's Fork 19" Two Tine	3 ea
Food Pan Plastic 1/4 Size 6"Deep	6 ea	Cook's Fork 14" Two Tine	2 ea
Cover 1/2 Size	8 ea	Grater 4" sq x 9" high	1 ea
Cover 1/4 Size	6 ea	Can Opener Manual to 11" can	1 ea
Utility Tongs 9 1/2"	16 ea	Peeler	3 ea
Utility Tongs 12"	4 ea	Skimmer 6 5/16 base 12 3/4 handle	1 ea
Squeeze Bottle 24oz	12 ea	Utility Pan 24qt 21 3/4 diam.	2 ea
Pancake Dispenser Dripcut 32oz	1 ea	Pitcher 72oz	24 ea
Dish Box 21 3/4 x 15 x 6 3/4	4 ea	Percolator 25-55 cup	2 ea
Thermometer -58 to 302	1 ea	Decorative Tray	1 ea
Ladle 6oz 15"	4 ea	Hot Water Hose 5/8" x 50 '	1 ea
Ladle 4oz 13"	2 ea	Gloves Powder Free Serving Style	0.5 case
Measuring Cup 4qt	2 ea	Tablecloth 2ply Tissue 54 x 108	3 ea
Measuring Cup 16oz	2 ea	Chemicals Pot and Pan	1 ea
Spatula 13 1/2" Spoon Shape	1 ea	First Aid Kit	1 ea
Serving Spoon Slotted 13"	3 ea	Mop Bucket 26qt	1 ea
Serving Spoon Slotted 15"	4 ea	Mop Handle 63"	2 ea
Serving Spoon Solid 13"	6 ea	Mop Head 32oz Two cases	2 ea
Serving Spoon Solid 15"	4 ea	Toasters 4 slice	3 ea
Turner 8" x 3"	2 ea	Toasters 2 slice	3 ea
Turner 6" x 3"	2 ea	Tables Stainless 30x72	7 ea
Pie Server 4 1/2"	1 ea	Tables Stainless 30x96	2 ea
Whip Piano 14"	2 ea		
Cutlery Dispenser 21 x 12 x 4	4 ea		
Bun Pan 18 x 26 x 1	4 ea		
Cook's Knife 12"	2 ea		
Boning Knife 6"	2 ea		
Paring Knife 3 1/4" (two pack)	2 ea		
Sandwich Spreader 3 1/2"	6 ea		
Can Opener Swing-A-Way #107	1 ea		
Brush 20" Block Kitchen	2 ea		
Broom 54"	1 ea		

**SUBCAMP JANITORIAL SUPPLIES**  
**(to be placed on each bill of material – commissary issue)**

	<b>Quantity</b>
Goggles	4 each
Rubber gloves	6 pair
Buckets (5-gallon)	4 each
Scrub brush	2 each
Toilet brush	4 each
Mop	4 each
Broom	4 each
Trash totes (100-gallon)	12 each
Trash cans (30-gallon)	8 each
Plastic trash can liners	1 case for each size
Feminine napkin containers	1 each
Toilet paper	4 cases
Cleaners (disinfectant)	
Floor cleaner (institutional grade)	2 gallons
Toilet, sinks, and urinal cleaner (institutional grade)	2 gallons
Shower cleaner (institutional grade)	2 gallons
Glass cleaner (institutional grade)	1 gallon
Food grinder operation (each station)	
Buckets (5-gallon)	3 each
Gloves	4 pair
Aprons	4 each
Face shield	2 each face shields for each grinder station
50-ft. garden hose – used to clean floors and sponge own floor in showers and latrines	4 each







**ORDER DONUTS, MUFFINS & BAGELS,  
COOKIES, VEGETABLE TRAY, OR FRESH FRUIT  
FOR YOUR OFFICE!**

Deliveries will be made each morning beginning Wednesday, July 20 and ending Tuesday, Aug. 2. No variations between these assortments are possible.

Payment may only be made by the use of a properly authorized jamboree account number.

- Please order the following:
- assorted donuts @ \$5.75 per dozen per day
  - assorted muffins & bagels @ \$7.20 per dozen per day
  - assorted cookies @ \$4.80 per dozen per day
  - vegetable tray @ \$18.00 per tray per day
  - whole fresh fruit (6) box @ \$6.60 per box per day

First Day of Delivery \_\_\_\_\_

Last Day of Delivery \_\_\_\_\_

Office Name \_\_\_\_\_

Location \_\_\_\_\_

Jamboree Account Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Return to Marianne Eastwood, Compensation and Benefits, S415, by June 30, 2005.



**LATRINE DUTY INSTRUCTIONS**

**Sample Rotation**

1. Troop leaders from **Subcamp 6** and **Subcamp 7** will provide coverage on Thursday, July 28, and Friday, July 29, from 7 A.M. through 10 P.M.

Troop leaders from **Subcamp 5** and **Subcamp 6** will provide coverage on Saturday, July 30, and Sunday, July 31, from 7 A.M. through 10 P.M.

Troop leaders from **Subcamp 5** and **Subcamp 7** will provide coverage on Monday, August 1 and Tuesday August 2, from 7 A.M. through 10 P.M.

Troop leaders from **Subcamp 5** will provide coverage from 10 through 11 P.M. on Saturday, Monday, and Tuesday, and from 11 P.M. through midnight on Sunday after the arena show.

2. Latrine monitors are to patrol the shower and latrine buildings in pairs and inspect the shower and toilet facilities at 10- to 15-minute intervals and investigate any suspicious sounds and/or activities immediately.
3. Any Scouts found abusing the facilities are to be asked to produce identification as to their name and troop number. A written report is to be made to the appropriate subcamp headquarters tent, giving the particulars as to the Scout's name, troop number, damage done, time, and monitors' names. If the offending individual refuses to produce identification, he is to be escorted to a subcamp headquarters.
4. The laundry facilities have been posted for adults only and are not to be used by the Scouts.

**GARBAGE GRINDING**

**HOURS:**                    **8 A.M. TO 9:30 A.M.**  
                                  **6:30 P.M. TO 8:30 P.M.**

**INSTRUCTIONS:**        **PLEASE DO NOT DUMP CONTAINERS INTO SINK.**  
Leave buckets on the deck and pick up later if the Scouts are not willing to wait. Buckets will be emptied by the staff. The operation is being hampered by the dumping of containers into the sinks causing breakdowns of the disposal units.







**SAMPLE FORM**

**SUBCAMP \_\_\_\_ COMMISSIONER DUTY ROSTER**

Hour	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tue	Wed
	25 Jul	26 Jul	27 Jul	28 Jul	29 Jul	30 Jul	31 Jul	01 Aug	02 Aug	03 Aug
8:30	A	1	2	3	1	2	3	1	2	A L L
to	L	2	3	1	2	3	1	2	3	
12:30	L	3	1	2	3	1	2	3	1	
<b>LUNCH</b>										
1:30	A									
To	L	2	3	1	2	3	1	2	3	
5:30	L									
<b>SUPPER</b>										
7:00			A				A			
to	2	3	L	2	3	1	L	3	1	
11:00			L				L			
Bed Check	2	3	1	2	3	1	2	3	1	

Team 1		
Team 2		
Team 3		







## SAMPLE FORM

<b>SUBCAMP _____ – LATRINE DUTY</b>			
<b>START</b>	<b>END</b>	<b>TROOP #</b>	<b>ADULT LEADER'S NAME</b>
7 A.M.	8 A.M.		
8 A.M.	9 A.M.		
9 A.M.	10 A.M.		
10 A.M.	11 A.M.		
11 A.M.	NOON		
NOON	1 P.M.		
1 P.M.	2 P.M.		
2 P.M.	3 P.M.		
3 P.M.	4 P.M.		
4 P.M.	5 P.M.		
5 P.M.	6 P.M.		
6 P.M.	7 P.M.		
7 P.M.	8 P.M.		
8 P.M.	9 P.M.		
9 P.M.	10 P.M.		
10 P.M.	11 P.M.		
11 P.M.	MIDNIGHT		









**SUBCAMP \_\_\_\_ CHECKOUT REQUIREMENTS**

**TROOP \_\_\_\_\_**

**COMMISSARY TOTES RETURNED \_\_\_\_\_**

**EQUIPMENT CHECKED IN \_\_\_\_\_**

**MEDICAL FORMS PICKED UP \_\_\_\_\_**

**COMMISSIONER OK TO DEPART \_\_\_\_\_**

**(Site and adjacent public areas cleaned satisfactorily)**

**HAVE A SAFE TRIP HOME!!!!**



**Suspected Child Abuse Reporting Form  
Boy Scouts of America**

The following information was provided to \_\_\_\_\_

Name of person/position \_\_\_\_\_

Telephone number/address \_\_\_\_\_

Additional witness:

Name \_\_\_\_\_

Telephone number/address \_\_\_\_\_

Name of suspected abuser \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Scouting position, if known \_\_\_\_\_

Child's name \_\_\_\_\_

Date of birth \_\_\_\_\_ Jamboree troop no. \_\_\_\_\_

Parent's name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Physical indicators observed: \_\_\_\_\_

\_\_\_\_\_

Behavioral indicators observed: \_\_\_\_\_

\_\_\_\_\_

Other indicators observed/known: \_\_\_\_\_

\_\_\_\_\_

**Please print clearly.**

Reporter's name and position \_\_\_\_\_

\_\_\_\_\_

Signature

Date



**KIOSK STAFFING**  
**2005 National Scout Jamboree**  
**Regular and Alternate Locations**

<b>KIOSK NUMBER</b>	<b>LOCATION</b>	<b>SUBCAMP STAFF</b>
<b>Kiosk 1</b>	<b><u>Bullock Road</u></b>	<b>15-16</b>
7/25 Location	Near Subcamp 16 HQ	Serving 15 and 16
<b>Kiosk 2</b>	<b><u>Jackson Road</u></b>	<b>17-18* (both)</b>
7/25 Location	Near Subcamp 18 HQ	Serving 17, 18, and 19
<b>Kiosk 3</b>	<b><u>Travis Lake Road</u></b>	<b>Kiosk Staff</b>
7/25 Location	A.P. Hill and Engineer Road	Serving 4 and 5
<b>Kiosk 4</b>	<b><u>Jeb Stuart Road</u></b>	<b>1-2</b>
7/25 Location	Stays the same	Serving 1 and 2
<b>Kiosk 5</b>	<b><u>Engineer Road</u></b>	<b>3-4</b>
7/25 Location	Stays the same	Serving 3 and 4
<b>Kiosk 6</b>	<b><u>Rodes Area</u></b>	<b>5-6</b>
7/25 Location	Stays the same	Serving 5 and 6
<b>Kiosk 7</b>	<b><u>Merit Badge Midway – North</u></b>	<b>7-8</b>
7/25 Location	Near Subcamp 8 HQ	Serving 7 and 8
<b>Kiosk 8</b>	<b><u>Thomas Road near Arena Entrance</u></b>	<b>9-10</b>
7/25 Location	Public Relation Media Area	Serving 9
<b>Kiosk 9</b>	<b><u>Gordon Trail</u></b>	<b>11-12</b>
7/25 Location	On Penlan Road	Serving 10 and 11
<b>Kiosk 10</b>	<b><u>Penlan Road</u></b>	<b>13-14* only</b>
7/25 Location	Stays the same	Serving 12 and 13
<b>Kiosk 11</b>	<b><u>12 Cubed 3</u></b>	<b>19*-20 only</b>
7/25 Location	Between Subcamps 14 and 20	Serving 14 and 20
		<b>*Staff will be shuttled by van from subcamp to kiosk by kiosk manager or assistant.</b>





## APPENDIX T

<b><u>STAFF, SCOUTS AND LEADERS</u></b>					
<b>MENU – Portions</b>					
DATE	BREAKFAST Menu	Distribution Per Patrol		SUPPER Menu	Distribution Per Patrol
Sunday <b>July 24, 2005</b>				Beef stew Salad mix Salad dressing Bread Squeeze butter spread Dessert Milk	1 tray pack 1 2# pack 1 16 oz. bottle 1 1# bag 1 whole pie/cake 3 1/2 gallons
Monday <b>July 25, 2005</b>	Eggs (pasteurized) Shredded cheese Bacon Green pepper Onion Cereal Canned fruit Milk	1 1 1 2 2 1 1 3	quart pack 8 oz. packet pound peppers onions 40 oz. bag #10 can 1/2 gallons	Hamburger (precooked) Cheese slices Buns Baked beans Salsa Lettuce Onion Relish Dessert Milk	2 10 pack 1 20 sliced block 2 10 pack 1 55 oz. can 1 head 2 onions 1 10 oz bottle 1 whole pie/cake 2 1/2 gallons
Tuesday <b>July 26, 2005</b>	Cereal Danish Hand fruit Juice drink Milk	1 1 10 1 2	40 oz. bag tray pack (10) pieces fruit 60 oz. jug 1/2 gallons	Chicken and dumplings Salad mix Salad dressing Vegetable Bread Squeeze butter spread Dessert Milk	1 tray pack 1 2# pack 1 16 oz. bottle 1 2.5# pack 1 10 pack 1 2# tray 2 1/2 gallons
Wednesday <b>July 27, 2005</b>  <b>OPENING ARENA SHOW NIGHT</b>	Cereal Muffin Hand fruit Juice drink Milk	1 1 10 1 2	40 oz. bag tray pack (20) pieces fruit 60 oz. jug 1/2 gallons	Fried chicken (precooked) Coleslaw Celery sticks Salad dressing for dipping Hot sauce for dipping Canned fruit Dessert snack bars Powdered drink mix	2 bags (1/2 case) 1 5# tub 1 5# pack 1 16 oz. bottle 1 12 oz. bottle 1 #10 can 1 20 bar box
Thursday <b>July 28, 2005</b>	Eggs (pasteurized) Sausage (precooked) Pancakes (precooked) Squeeze butter spread Syrup Juice drink Milk	1 3 2   1 2	quart pack 10-pack 10+pack   60 oz. jug 1/2 gallons	Spaghetti "pizza style" Casserole Salad mix Salad dressing Bread Squeeze butter spread Dessert Milk	1 tray pack 1 2# pack 1 16 oz. bottle 1 1# bag 1 whole pie/cake 2 1/2 gallons

## APPENDIX T

Friday <b>July 29, 2005</b>  <b>5k RUN</b>	Cereal Raisins Pastry Canned fruit Juice drink Milk	1 10 1 2 1 2	40 oz. bag mini-boxes tray pack (10) 30 oz. cans 60 oz. jug 1/2 gallons	Beef stew Salad mix Salad dressing Vegetable Canned fruit Bread  Squeeze butter spread Dessert Milk	1 1 1 1 2 1  1 2	tray pack 2# pack 16 oz. bottle 2.5# pack 30 oz. cans 20 pack  whole pie/cake 1/2 gallons
Saturday <b>July 30, 2005</b>	Eggs (pasteurized) Bacon Shredded cheese Green pepper Onion French toast (precooked) Squeeze butter spread Syrup  Juice drink Milk	1 1 1 2 2 2   1 2	quart pack pound 8 oz. packet peppers Onions 10+pack   60 oz. jug 1/2 gallons	Chili w/Beans Chips Salad mix Salad dressing Vegetable  Dessert Milk	1 1 1 1 1 1  2	tray pack 16 oz. pack 2# pack 16 oz. bottle 5# pack whole pie/cake  1/2 gallons
Sunday <b>July 31, 2005</b> <b>CLOSING</b> <b>ARENA</b> <b>SHOW</b> <b>NIGHT</b>	Cereal Canned fruit Pastry Hand fruit Juice drink Milk	1 1 1 10 1 2	40 oz. bag 55 oz. can tray pack (10) pieces fruit 60 oz. jug 1/2 gallons	Hot dogs Buns Condiments Chips Hand fruit Dessert snack bars Powdered drink mix	2 2 1 ea 1 10 1	10 packs 10 packs bottle 13.5 oz bag pieces fruit 20 bar box
Monday <b>Aug. 1, 2005</b>	Eggs (pasteurized) Cheese slices Ham slices English muffins Fruit yogurt Juice drink Milk	1 1  4 10 1 2	quart pack 20 sliced block  6 packs containers 60 oz. jug 1/2 gallons	Pork ribs in BBQ sauce Rice Salad mix Salad dressing Vegetable Bread  Squeeze butter spread Dessert Milk	1 1 1 1 1 1  1 2	tray pack box 2# pack 16 oz. bottle 2.5# pack 20+ pack  whole pie/cake 1/2 gallons
Tuesday <b>Aug. 2, 2005</b> <b>5k RUN</b> <b>BACKUP</b> <b>DATE</b>	Eggs (pasteurized) Sausage (precooked) Shredded cheese Green pepper Onion Bread  Juice drink Milk	1 2 1 2 2 1 1 2	quart pack 10-pack 8 oz. packet peppers onions 20+ slice loaf 60 oz. jug 1/2 gallons	Spaghetti and meatballs Italian cheese Salad mix Salad dressing Vegetable Bread  Dessert Milk	1 1 1 1 2 1 1 2	tray pack shaker 2# pack 16 oz. bottle 30 oz. cans 1# loaf whole pie/cake 1/2 gallons
Wednesday <b>Aug. 3, 2005</b>	<b>SCOUTS DEPART</b> <b>5 A.M.</b>					

# APPENDIX U

## 2005 NATIONAL SCOUT JAMBOREE DAILY SCHEDULE

	Monday July 25, 2005	Tuesday July 26, 2005	Wednesday July 27, 2005	International Day Thursday July 28, 2005	Friday July 29, 2005	Saturday July 30, 2005	Sunday July 31, 2005	Monday August 1, 2005	Tuesday August 2, 2005	Wednesday August 3, 2005		
5 A.M.										DEPARTURE OF TROOPS		
5:30 A.M.		Fishing Hook Lake Opens @ 5:30 A.M.			Opens @ 9 A.M.		Opens @ Noon					
6 A.M.	Troops Arrive 6 A.M. Until 4 P.M.				5K Run							
7 A.M.		REVEILLE			REVEILLE							
7:30 A.M.		BREAKFAST PERIOD										
8:45 A.M.		Raise Colors Court of Flags Heth School House										
9 A.M.								RELIGIOUS SERVICES 9-11:30 A.M.				
12:30 P.M.	KIOSK LUNCH STATIONS OPEN FROM 11 A.M. TO 2 P.M.											
	FULL PROGRAM											
5:30 P.M.		Quick Fix Supper				Quick Fix Supper						
6 P.M.	SUPPER HOUR		SUPPER HOUR				SUPPER HOUR					
7 P.M.												
7:30 P.M.	Lower Colors	Mobilization for Arena Show		Lower Colors		Mobilization for Arena Show		Lower Colors				
7:35 P.M.	Daily Stage Shows/ Subcamp Activities	Arena Show		Jewish Religious Services		Arena Show		Daily Stage Shows/ Subcamp Activities				
8:45 P.M.				Daily Stage Shows/Subcamp Activities								
9 P.M.	Troop Campfire	Arena Show		Troop Campfire		Arena Show		Troop Campfire	Last Night in Camp			
10 P.M.												
10:15 P.M.	TAPS		TAPS				TAPS					
10:30 P.M.	ALL QUIET		ALL QUIET				ALL QUIET					