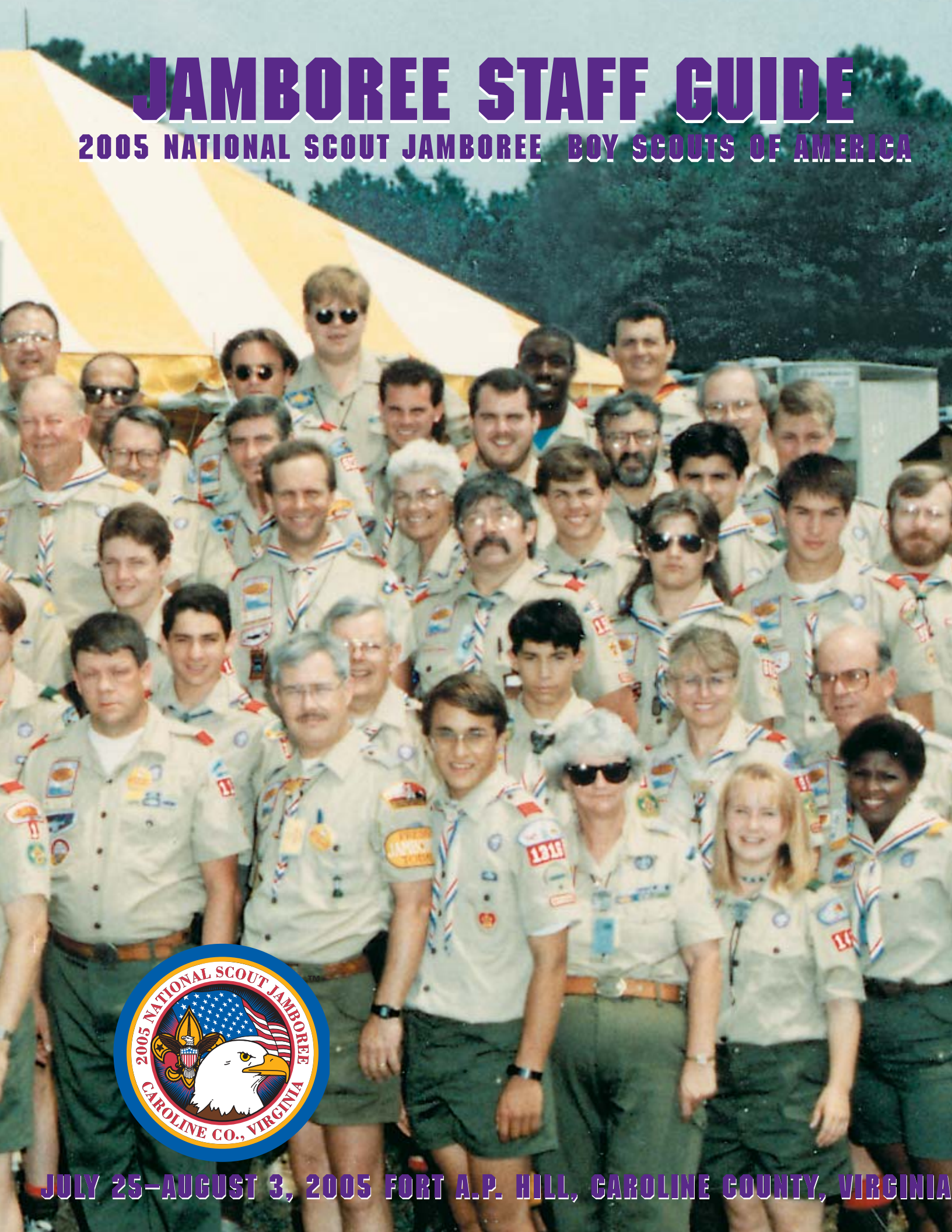
JAMBOREE STAFF GUIDE

2005 NATIONAL SCOUT JAMBOREE BOY SCOUTS OF AMERICA



JULY 25–AUGUST 3, 2005 FORT A.P. HILL, CAROLINE COUNTY, VIRGINIA

BOY SCOUTS OF AMERICA

National Office
1325 West Walnut Hill Lane
P.O. Box 152079, Irving, Texas 75015-2079
972-580-2000

Message From the Jamboree Chairman

Dear Scouters:

It is my pleasure to welcome you as a jamboree staff member of the 2005 National Scout Jamboree.

This *Jamboree Staff Guide* will assist you in your preparation for a safe, secure, and successful experience at Fort A.P. Hill. Our mission is **"to provide a diverse group of Scouts and Scouters a meaningful and memorable experience that will reinforce the lasting values of the Boy Scouts of America, and our highest priority will be to conduct the jamboree in a safe and secure environment."**

Your acceptance of your jamboree position will mean that you will be part of an outstanding team that ensures over 40,000 Scouts and adult leaders will have a quality and safe experience. I also know that the values of citizenship training, character development, and personal fitness will be strengthened in many ways and will reinforce our theme of On My Honor—Timeless Values. The 2005 National Scout Jamboree links the heritage of 15 past jamborees over the last 68 years and will bring to life the true spirit of Scouting for the jamboree participants.

Thank you for joining our 2005 National Scout Jamboree team and your continuing support of the Boy Scouts of America.

Sincerely yours,

Fran Olmstead
Jamboree Chairman

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I. Introduction

Jamboree Committee Mission Statement

The mission of the jamboree is to provide a diverse group of Scouts and Scouters a meaningful and memorable experience that will instill the lasting values and traditions of Scouting in America, and our highest priority will be to conduct the jamboree in a safe and secure environment.

Purpose of the Jamboree

The 2005 National Scout Jamboree provides many unique opportunities for the youth and leaders who will participate. As you plan and give leadership to this great event, keep in mind the objectives of the jamboree.

- Bring youth and leaders to a clear understanding of and a deeper sense of commitment to the ideals of Scouting.
- Build—for those who attend and for those who remain at home—a deep pride in belonging to one of the free world's great youth movements.
- Show the citizens of the United States of America and the world a model of democratic action as conducted by a great youth movement in a free society.
- Give youth a rich and genuine Scouting experience of which they can truly say, "This is Scouting at its best."
- Establish the importance of physical fitness.
- Emphasize the need for conservation of our natural resources in today's world.
- Impress upon the youth of America the need to "Be Prepared" for the challenges of the future.
- Help youth know and love America by learning more about the principles and history of our democracy, by living and sharing with youth from all parts of the nation, and by seeing America en route to and from the jamboree.
- Provide an opportunity to meet and camp with brother Scouts from many parts of the world.
- Inspire every participant to return to their home, unit, chartered organization, and community telling the story of the freedom that is ours and the greatness of the United States of America.

Dates and Location

The 2005 National Scout Jamboree will be held Monday, July 25, through Wednesday, August 3, 2005, at Fort A.P. Hill, in Caroline County, Virginia, which is in the historic area of Washington, D.C., and Williamsburg, Yorktown, Richmond, and Norfolk, Virginia. The opening day will be Tuesday, July 26, and the closing day will be Tuesday, August 2. The jamboree troop arrival day will be Monday, July 25. All troops must be on site by dinner time. Departure day will be Wednesday, August 3.

Attendance

The jamboree is being planned for 32,000 to 34,000 Boy Scouts and unit leaders, plus over 7,500 national, regional, and subcamp staff members. The plan calls for 800 to 850 provisional units, with 36 Boy Scouts* and four unit leaders in each unit. Regions will allocate council quotas, subject to acceptance by the council.

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

II. Administration Group

Planning for the 2005 National Scout Jamboree actually began at the conclusion of the 2001 jamboree with a review of after-action reports submitted by the various subcamps, regional headquarters, and service groups. A plan of action or business plan was developed by the Jamboree Division based on input from the U.S. Army, Project 2005 Report, an internal audit, and a customer survey conducted during the 2001 jamboree.

During the summer of 2002, the jamboree executive committee was selected, consisting of a chairman, vice chairman, and seven group chairmen representing the Physical Arrangements, Food Service, Subcamp Operations, Program, Procurement/Food Service, Public Safety, City Services, and Relationships/Media Services groups. A list of jamboree executive committee members follows:

Chairman
Francis H. Olmstead Jr.
Knoxville, Tennessee

Vice chairman
William F. Cronk
Oakland, California

Chairman, Procurement/Food Service
Jose Niño
Washington, DC

Chairman, Subcamp Operations
Francis R. McAllister
Columbus, Montana

Chairman, City Services
George F. Francis III
Detroit, Michigan

Chairman, Physical Arrangements
Donald D. Belcher
Menasha, Wisconsin

Chairman, Program
Nathan Rosenberg
Laguna Beach, California

Chairman, Relationships/Media
Michael D. Harris
Indian Wells, California

Chairman, Public Safety
George L. Allen, M.D.
Rochester, Minnesota

Director
Donald R. Wilson
Irving, Texas

Administrator
George Randall
Irving, Texas

Director, Procurement/Food Service
John Alline
Irving, Texas

Director, Subcamp Operations
Charles Holmes
Irving, Texas

Director, City Services
Lisa Young
Irving, Texas

Director, Physical Arrangements
Haynes Harbaugh
Irving, Texas

Director, Program
George Trosko
Irving, Texas

Director, Relationships/Media
Stephen Medlicott
Irving, Texas

Director, Public Safety
Alan Westberg
Irving, Texas

National office group directors began meeting in September 2002, and the executive committee began its meetings in October 2002 to coordinate this major national event conducted by the Boy Scouts of America.

The jamboree executive committee and regions (both volunteer and professional) selected the key staff for the jamboree—about 240 individuals who are responsible for subcamp operations, action center program, and jamboree central staff functions.

A "critical path" was developed shortly after the 2001 jamboree identifying major areas of concentration to ensure a successful 2005 jamboree. As an example, it is vital that all areas of the jamboree are fully staffed in a timely manner to ensure proper planning before the jamboree and execution during the event. To facilitate the selection of close to 7,500 volunteers, a computer program called Automated Staff Applications Process (ASAP) was developed. This system has allowed very quick and efficient staff selection, ensuring that most staff members are given positions based on preference.

A vital function of the Administration Group is the overall administration of the event through a headquarters at Heth. This headquarters operates 24/7 throughout the jamboree and is available for emergency calls. The accounting branch gives oversight to all facets of the multimillion-dollar jamboree budget. Project 2010 analyzes in real time the planning for future jamborees by monitoring events during 2005. The Administration and other jamboree groups exist to support the regional encampments, subcamps, action centers, and central staff during the jamboree.

The relationship between the Administration Group and all other groups of the jamboree is vital to support the regional action centers and the 20 subcamps that house Scouts, leaders, and staff.

To facilitate communications during the jamboree, daily meetings take place to resolve problems and issues that directly affect Scouts, leaders, staff, and visitors to the jamboree.

During the 2005 jamboree, a participant survey will be distributed to a representative sampling of Scouts, leaders, and staff to determine reaction to program and services provided at the jamboree.

All staff members will be encouraged to offer their input via an after-action report, which is analyzed by the Jamboree Division after the jamboree. Each staff member is to complete a one-page after-action report as a requirement to receive a jamboree staff patch.

The participant survey, Project 2010 Analysis, BSA after-action report, and a similar U.S. Army after-action report will become the catalyst to develop a plan of action for the 2010 National Scout Jamboree.

Jamboree Start-Up

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 will be available by October 2004.

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. Key staff will make that decision no later than October 31, 2004.

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.

Jamboree Shutdown

At the conclusion of the jamboree on Wednesday, August 3, all equipment and supplies for program, support, action centers, and subcamps must be returned to their respective storage containers to be inventoried and accounted for by the staff members responsible for inventory and received by warehouse and procurement.

Measurements of Success for the 2005 Jamboree

Did attendees learn, share, and improve

- Leadership skills?
- Planning and organization skills?
- Teamwork and implementation skills?

- Initiative and self-reliance?

Did attendees leave the jamboree

- With renewed commitment to Scouting values?
- Having had a fun and safe experience?
- As healthy and eager as when they arrived?

Did the total experience of the 2005 jamboree

- Provide value to the Scout, his community, and nation?
- Strengthen the individual, council, and BSA?
- Provide a positive national image of the BSA?

Subcamp Operations Group

The Subcamp Operations Group's responsibilities are to

- Allocate quotas for Scout and adult leader participation.
- Promote attendance.
- Recruit region, subcamp, and action center personnel.
- Implement prejamboree training.
- Provide on-site leader orientation.
- Provide support services to troop and subcamp via a commissioner staff.

Program Group

The Program Group is responsible for developing and implementing all programs and activities for the 2005 National Scout Jamboree. The objectives of the Program Group are to

- Achieve the overall jamboree mission of giving Scouts a rich and genuine Scouting experience.
- Emphasize outdoor skills.
- Encourage Scouts to develop new skills in a variety of areas.
- Enhance physical fitness, citizenship, and duty to God.
- Help prepare our youth for the future.
- Ensure that every boy has a safe, fun, and exciting experience.
- Work in cooperation with all jamboree groups and services to achieve these objectives.

City Services Group

The City Services Group's responsibilities are to

- Receive, acknowledge, record, and clear with regions and councils all jamboree personnel appointment requests and applications for jamboree staff positions.
- Recommend the most qualified applicants and serve as a resource for personnel records and status of appointments and fee payments.
- Supervise the registration and fee payment system for all participants.
- Coordinate the functions of headquarters staff housing and lost and found.
- Coordinate and assign all youth staff housing services.
- Through the Professional Recruiting Service, present professional Scouting as a career choice for Scouts and Scouters.
- Administer related personnel functions during the jamboree for volunteers and professionals in attendance.
- Coordinate personnel functions with all jamboree groups and services.
- Arrange for banking services for the jamboree and provide staff and day-to-day supervision.
- Set up and operate full mail services in cooperation with the U.S. Postal Service, and provide copy machine services.
- Arrange for all transportation requirements for the jamboree, including pre- and post-jamboree staff travel and on-site jamboree bus service.
- Provide for all trading post services, including daily operation of three trading posts and concession stands and ordering of all inventory.
- Manage all staff vehicles and develop driver's education program.

Physical Arrangements Group

The Physical Arrangements Group's responsibilities are to

- Develop and implement all physical arrangements.

- Provide office services as needed for all jamboree business activities, including word and data processing, clerical, and secretarial.

Public Safety Group

The Public Safety Group's responsibilities are to

- Provide all required health and safety services, including the setup and operation of the jamboree hospital and all first aid for the staff and participants.
- Provide full insurance coverage for all jamboree participants and jamboree activities to ensure full protection for all parties involved.
- Provide security service for the jamboree as required, including parking, selected facilities, storage and inventory, and others as needed.
- Provide fire protection service.
- Provide emergency medical technicians and ambulance service at the jamboree.

Procurement/Food Service Group

The Procurement/Food Service Group's responsibilities are to

- Procure, receive, inventory, issue, and store all equipment and support needs for the jamboree.
- Plan well-balanced meals that are appealing and nutritious.
- Operate seven dining facilities to feed central staff and guests.
- Order food and food-related supplies for subcamps and troops.
- Distribute food and related supplies to subcamps for further distribution to troops.
- Arrange for and distribute special meals such as kosher, etc.
- Provide ice service throughout the jamboree site.
- Negotiate contracts for food service and services through contract bids, keeping within well-established budgets.

Relationships/Media Group

The responsibilities of the Relationships/Media Group are to

- Promote visitation by top leaders from business, industry, and government, and other selected individuals.
- Arrange and coordinate participation of international contingents to foster international interaction.
- Provide for the reception and hosting of the general public and special guests, including representatives of government, business, and chartered organizations, and international visitors.
- Recruit and direct a chaplain corps to provide representative religious services for all participants.
- Plan, supervise, administer, and control all internal and external communications prior to, during, and after the jamboree.
- Use the national forum of the jamboree to share with the public, as well as with high-profile supporters, the values instilled in youth members through the Scouting program.

Staff Information

A concentrated effort has been made to have position descriptions for every job at the jamboree. The position descriptions should be distributed by your staff leader no later than the spring of 2005 to all staff. To ensure a smooth operating jamboree, each staff member should have a job description and know exactly what is expected by your staff supervisor. Region group/service directors have in place a plan for briefings, meetings, bulletins, and training sessions prior to the 2005 jamboree.

Staff Qualifications

Jamboree staff positions are open to adult men and women who meet required qualifications.

Adult staff members must have been born before July 25, 1984. Youth staff members must have been born between August 3, 1984, and July 25, 1989, and be registered members of the Boy Scouts of America.

To better facilitate jamboree staff selection, once your council has approved an application, it must be sent directly to the Jamboree Division at the national office. After processing, we will

electronically transmit application information to your regional office for the region's approval.

Youth Staff Opportunities

Youth staff members (under age 21) have the opportunity to serve in numerous job assignments at the jamboree.

Youth staff will be needed in many of the jamboree groups and services listed on the staff application, such as jamboree band (daily ceremonies), trading posts, and Brownsea Island.

Participant Statement of Understanding

The participant Statement of Understanding and Code of Conduct for the 2005 National Scout Jamboree will accompany applications for all participants.

Youth and adult staff members will receive a copy of the staff Statement of Understanding and Code of Conduct on their staff letter of appointment when they are selected to serve.

In all instances, the signature by participants, parents or guardian, and staff on either the participant application or staff letter of appointment dictates agreement to abide by the Code of Conduct and Statement of Understanding.

Staff Understanding

In applying for a leadership assignment at the 2005 National Scout Jamboree, staff members agree to

- Meet their responsibilities throughout the entire jamboree.
- Conduct themselves in accordance with the Scout Oath and Law, the Venturing Code, the regulations of the BSA, and Staff Statement of Understanding and Code of Conduct in the appendix.
- Participate in such preliminary prejamboree training as may be required.
- Carry out assignments given to them.
- Wear the official Boy Scout jamboree uniform. Venturing staff may wear the official Venturing uniform.
- Understand that any departure from jamboree rules will constitute grounds for dismissal from the staff.

In consideration of the benefits to be derived from participation in the 2005 National Scout Jamboree, any and all claims against the Boy Scouts of America or its local councils, or the United States of America, or any of the officers, employees, agents, or representatives of any of them, or any other persons working under their direction or engaged in the conduct of their affairs arising out of any accidents, illness, injury, damage, or other loss or harm to or incurred by the staff member or to his or her property in connection with or incidental to the 2005 National Scout Jamboree, including preliminary training and travel, are waived upon acceptance of staff position.

The staff application includes the applicant's request for personal accident and sickness insurance to be purchased on their behalf. The cost of this insurance is included in the jamboree fee. It is understood that payment of claims by the insurance company or companies is contingent upon prompt reporting of claims, if any, by the participant.

Each staff member understands that the jamboree will be covered by news media, filmmakers, and broadcast companies, and therefore consents to the use of their voice and likeness in the news coverage, filmmaking, or similar projects approved by the Boy Scouts of America.

Each staff member agrees to complete the 60-minute Youth Protection training or the online Web-based version of the training. Each staff member who will operate a jamboree motor vehicle agrees to complete the online Web-based driver's education training.

Each staff member agrees to submit evidence of fitness to participate in the jamboree by using the official health form signed by a licensed health-care practitioner, and by obtaining the required immunizations.

Staff Letter of Appointment

- Confirms that an applicant has been selected to serve on the jamboree staff.
- Gives the position title and service.
- Gives the arrival and departure dates for the jamboree. A tentative specific time for arrival will be sent in October 2004.

- Requests information for communication purposes.
- Confirms the agreement between the applicant and the Jamboree Committee.
- Gives the applicant's jamboree staff troop number.

Staff Training

The decision as to when, where, and how to train must be made by each group, service, or functional manager or director.

Training will be conducted before the Scouts and their leaders arrive at the jamboree. Upon arrival, the participants set up the jamboree city and begin to take part in the program. Therefore, all staff members must be trained and ready to serve these participants through their assignment at the jamboree.

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

- **Personal Information.** Health, safety, personal equipment, special skills, Scouting ideals, leadership responsibilities, specific job assignments, and living arrangements
- **Camp Operations.** Organization, camp equipment, program, commissary operations, medical facilities, transportation, trading posts, postal service, telephone communications, sanitation, jamboree regulations, and Order of the Arrow Service Corps
- **Jamboree Program.** Opportunities for program participation, methods of participation, program schedule, and special activities

Fee and Payment Schedule

The staff participation fee for the jamboree is based on site facilities, food, supplies, program development, materials, quarters, and accident and sickness insurance. The adult staff participation fee is $595. The youth staff participation fee is $295.

A Staff Letter of Appointment is mailed to each person when they are selected to serve on the jamboree staff. Transmittal forms will be provided for the purpose of payment of fees. Jamboree staff members will pay their own transportation to and from the jamboree. The cost of staff training prior to arrival at the jamboree site will be the responsibility of the jamboree staff member.

Adult and Youth Staff Fee

Adult Staff Fee

- $100 reservation fee ($50 of which is nonrefundable) before February 1, 2004, payable to the BSA
- $250 additional before August 1, 2004
- $245 before February 1, 2005

Youth Staff Fee

- $50 reservation fee (nonrefundable) before February 1, 2004, payable to the BSA
- $125 additional before August 1, 2004
- $120 before February 1, 2005

Staff Registration Transmittal

- Use the Staff Registration Transmittal form, No. 67-106, to transmit your jamboree staff fee. You may download it from the jamboree Web site. One should be used for each scheduled payment of the jamboree fee. Send payments to Jamboree Registration Service, S203, at the national office. **Do not send payments through the local council.**
- Maintain a copy of the payment for your records.
- You may pay by credit card (Visa, MasterCard, or Discover) using the online Staff Registration Transmittal form.

Staff Refund Policy

Half the reservation fee or $50 is nonrefundable.

Before March 1, 2005, refunds will be made to approved staff applicants upon receipt of written notice of cancellation for any fees paid minus the $50 nonrefundable reservation fee.

After March 1, 2005, refunds will be made to approved staff applicants upon receipt of written notice of cancellation on any fees paid minus the $50 nonrefundable fee, and also minus other expenses related to contractual agreements made on behalf of staff applicants.

There will be no refund or rebate following the jamboree.

III. Program

At the 2005 National Scout Jamboree, we want to "amaze and delight" the Scouts with programs, activities, and attractions that will focus on the activities of Boy Scouting. Daily activities will be many and varied and promise to challenge the unbounded energy of our nation's youth. The 2005 National Scout Jamboree daily program schedule is in the appendix of this book.

Special Events

Arena Shows

The arena shows are scheduled for Wednesday, July 27, and Sunday, July 31, 2005. In the event of a show needing to be rescheduled, the backup date is the following evening. A special staff show will be held on Sunday, July 24, 2005. A grand official opening of the jamboree will be held in the giant arena on Wednesday. That show will be built around patriotism and a lot of flag waving. Both shows will be packed full of entertainment.

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. It is located on A.P. Hill Drive by Mahone Area.

12^3: Character Not Only Counts, It Multiplies—OA Special Venue

The Order of the Arrow's live theatrical production at the 2005 National Scout Jamboree is entitled *12^3 (12 Cubed)*. It is the successor to the OA's 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.

12^3 represents the value obtained by applying to one's life both the 12 points of the Scout Law and the three promises of the Scout Oath: a multiplication, if you will, which has an exponential effect upon that life.

12^3 is a formula for values, an equation for life. And it will be presented live at the 2005 National Scout Jamboree.

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. In addition, our official Jamboree Scout Band composed of youth staff members will provide lively music throughout the jamboree.

Mountain Boarding

A new program using modern technology will be introduced at an area along Thomas Road. Details will appear at a later date on the BSA Web site.

Exhibits and Displays

Merit Badge Midway

The Merit Badge Midway is located along Thomas Road and occupies the east end of the parking area. Close to a hundred 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. Scouts may meet some of the requirements of the badge at the jamboree and then complete the requirements at home. The Merit Badge Midway is under the direction of the Program Group and, more specifically, the Merit Badge Midway chairman and director. They are responsible for securing organizations to participate as exhibitors and implementing a counselor program by filling their booths with qualified personnel assigned by participating organizations.

National Exhibits

Near the visitors' parking lot, large tents and several outdoor areas will be set up for national 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 also participate.

Boys' Life

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 the traditional patrol flag contest in which each patrol designs its own flag.

Daily Activities

Located near the Heth and Mahone Areas.

Arts and Science Expo

More than a thousand Scout participant 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. Arts and Science is located by Trading Post A on A.P. Hill Drive.

Brownsea Island Camp

This 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 also will be involved in the Brownsea Island experience. It is located on A.P. Hill Drive across from Mahone Drive.

American Indian Village

Experience life in an American Indian setting. See the daily routines, children's games, food preparation, and homes representing the customs/culture of our native Americans. It is located by the Merit Badge Midway.

disAbilities Awareness (Scouts With Disabilities) Challenge

Hands-on activities from the Disabilities Awareness merit badge will be offered in and around the Heth area. This daily activity can greatly improve understanding of the challenges and opportunities people with disabilities face. The disAbilities Awareness Challenge is located by Trading Post A.

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.

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. For more information, contact the amateur radio coordinator at the national office, 972-580-2595.

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 Lake George in New York state beginning in 1913.

Subcamp Activities

A highlight of subcamp activities will be a 5K run. Equipment for activities 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 6:00 A.M. in the cool of the morning on Friday, July 29, 2005. The events are fun runs/walks; Scouts and Scouters are encouraged to participate, and everyone who completes the course will receive a 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.

Action Centers

Regional Action Centers

Because A.P. Hill is such a big jamboree site, there are four action centers—one at each regional site. Each action center offers identical program events and activities, which are listed on the next page.

The regional action center chairman supervises the day-to-day operations. The chairman also supervises the on-site construction schedule to ensure all events are completed and inspected for health and safety by the opening of the jamboree. The action center chairman recruits two assistants, one to head physical activities and the other to head field sports. Each event has a chairman and staff to ensure proper operation. The action center chairman and the regional coordinator work with the Program Group action center procurement and training chairman to maintain proper operation of the action centers. The Program Group sets the standards and policy regarding the action centers and also provides training with the help of a specialized staff.

Action center staffs for 2005 will 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 site.

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.

The four action centers will offer the following activities:

Air-Rifle Shooting

This activity will be operated as a standard 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 to 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 in each action center.

Action Alley

Action alley is a full obstacle course. 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.

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.

Bikathlon

In the bikathlon, competitors ride specially geared mountain bikes cross-country. At designated stations, Scouts will be required to target-shoot air rifles. As in the modern Olympic bikathlon, success in the bikathlon is measured in riding times and shooting scores.

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.

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.

Motocross

In bicycle motocross, one of the fastest growing sports in the 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 a motocross will be instructed in proper methods.

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 will use slip hooks, quick links, and shackling to complete the tasks. This is a hands-on area.

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 climbing wall.

Trapshooting

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

Outback center activities include fishing, aquatics, canoeing, scuba, kayaking, rafting, snorkeling, and sailing. Boating activities, snorkeling, and some exhibits require close staff supervision and limited access; therefore, a ticket system is used.

Each subcamp will have a subcamp scheduler who will serve as a liaison between each troop and the jamboree scheduling group. This will be the first avenue of help should any scheduling problems arise. The subcamp scheduler also will set up a system for Scoutmasters to exchange or obtain tickets (as available) for use by Scouts. Using tickets allows for maximum participation while keeping the number of people manageable. Ticketing also helps Scoutmasters know who is participating in the activities so they can encourage Scouts to participate. These tickets are used as the bus pass to visit the aquatics area on Travis Lake Road.

Conservation

Scouts 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. Nearly 25 government and private agencies support this program.

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 from 5:30 A.M. to 9 P.M. beginning July 26, 2005, every day except Sunday. On Sunday it will open at 1 P.M. On July 29, 2005, it will open after the completion of the 5K run.

Aquatics

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

- Canoe Slalom. A two-Scout crew will run through slalom gates using canoeing skills over a timed course
- Canoe Sprint. A two-Scout crew will race a canoe through a set of buoys over a timed course, testing maneuvering and speed.
- Discover Scuba. Scouts have an opportunity to enjoy the underwater world, led by experienced instructors from the Professional Association of Diving Instructors.
- Kayak Fun. Participants will learn basic kayak-handling skills and run a set course for time.
- Racing Shell Fun. Two Scout crews in sleek, lightweight racing shells will race each other down Upper Travis Lake.
- Raft Encounter. Two Scouts per raft meet in a multiraft challenge, in a splash-and-dash hand-paddle experience where everyone gets wet.
- Snorkel Search. Following a short instruction on the use of snorkeling equipment, participants will find souvenirs in a clear-water pool.

Free Time

While most staff will be very busy with their own responsibilities, we hope you will find the time to see all the program areas at the jamboree when you have time off. A fully staffed jamboree allows all Scouters to enjoy some free time at the jamboree. If you have the chance, help recruit other dedicated Scouts and Scouters from your council or district for jamboree staff positions following established guidelines and approvals. It is important to operate the jamboree with a full staff to allow for free-time opportunities.

IV. Subcamp Operations

The mission for the Subcamp Operations Group is to provide a quality living and program experience in a healthy and safe environment. There are three major categories that the Subcamp Operations Group wants to be successful in: attendance goals, action centers, and the efficient operation of each subcamp and regional headquarters.

The first category is attendance goals. The local council is charged with filling its contingents with youth representative of the council as a whole. Just as important as recruiting youth is recruiting staff for the subcamps and action centers. If the Subcamp Operations Group is successful, it will have exceeded the expectations of the Scouts and leaders who attend the 2005 National Scout Jamboree.

Regional Staff Mission

The mission of the regional staff is to

- Promote attendance.
- Recruit key subcamp leadership.
- Provide liaison between jamboree and subcamp staff.
- Operate a hospitality center for special guests.
- Carry out organization functions as designated by the operations chairman and director.

For an organization chart of the regional staff, see the appendix.

Subcamp Staff Mission

Support. *The mission of the support service is to*

- Provide distribution of food for daily meals.
- Provide equipment and maintenance for the support of program and physical facilities.
- Operate a dining facility for the subcamp staff.
- Enforce public health standards within the subcamp.

Administration. *The mission of the administration service is to*

- Provide a hospitality center and maintain subcamp records.
- Provide a service for the distribution and collection of mail.
- Provide a transportation service for the arrival and departure of participants.
- Supervise a youth staff as a service corps.
- Provide intercamp communications as a liaison between the regional camp and the commissioner service. Also provide liaison between Scout press representatives and the jamboree Hometown News service.

Medical Centers. *The mission of the subcamp medical center is to*

- Provide medical assistance to jamboree participants and visitors.
- Transfer major medical needs to the jamboree camp hospital.

Commissioner. *The mission of the commissioner service is to*

- Communicate the resources available to participants in troops.
- Determine the needs of participants.
- Secure the assistance of the supporting services to meet the needs of participants.
- Ensure quality program and personal health and safety.

For an organization chart of the subcamp staff, see the appendix.

Subcamp Operations Action Center Responsibilities

The mission of the action centers is to work with the Program Group to operate four quality action centers with trained activity managers, allowing Scouts to enjoy the following activities:

- Air-rifle shooting
- Action alley
- Archery
- Bikathlon
- Buckskin games
- Confidence course
- Motocross
- Pioneering
- Rappelling
- Trapshooting

Subcamp Overview

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 where their action centers are located. For the 2005 National Scout Jamboree to be a success, the subcamp and action center staff must "amaze and delight" the participants.

Within the subcamps, the two people responsible for the overall operation 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. A subcamp table of organization is in the appendix.

V. 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 subcamp operations. Here is a thumbnail sketch of each of these services and how they operate in support of staff in action centers and subcamps.

It shall be the mission of the City Services Group to support both the youth participants and the adult volunteers in living out the jamboree 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.

Registration Services

Tracking all staff members and participants, Registration Services is conveniently located at the Welcome Center on Fort A.P. Hill Drive. The new facility is designed with multiple walk-up windows and a large parking lot to facilitate your check-in and provide an immediate onsite orientation for all staff members. All arriving staff members need to make it their first stop as they arrive at the jamboree site. This is where you will present your medicals and receive your housing assignment, meal passes, and your jamboree identification. Regional, subcamp, and action center staff arriving via bus or van shuttles need to transfer at this point to our internal bus line system. In turn, check-in will happen at the 20 subcamp headquarters tents on the jamboree site.

Postal Services

In conjunction with the U.S. Postal Service, the jamboree has its own internal service which delivers and sends out mail. All incoming express mail will be handled by the campwide 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 B on Thomas Road.

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)
(Applicable for action center and subcamp staff)
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)

Transportation Service

Transportation for the 2005 National Scout Jamboree is really broken into three specific areas: staff arrival and departure, Scout troop arrival and departure, and internal transportation during the jamboree.

Staff Arrival/Departure

Arrival and departure dates for jamboree staff members will be found in the Staff Letter of Appointment; however, your staff leader or supervisor will give you a more specific date and time for arrival based on your specific job. Most staff members will fly in and out of Washington Dulles, National (Reagan) Airport, or Richmond, Virginia, prior to and after the jamboree. You will be sent a transportation advisory request to fill out with your specific flight information in April 2005—about 90 days before the jamboree. Buses and vans will run

on a regular schedule between these airports and the jamboree site prior to and after the jamboree. This service will operate 8 A.M.–6 P.M. from July 18 and continue through Sunday, July 24. It is imperative that as you buy your airline ticket, you consider those hours of transportation. If your flight is cancelled or delayed and you arrive after 6 P.M., you may want to either find a commercial shuttle or stay overnight in a hotel or motel. All three airports will have jamboree lobby information booths operating between those hours. Jamboree bus/van transportation will again be available beginning at 7 A.M. on August 3 and continuing through 6 P.M. on August 4, 2005. More information on schedules and cost of transportation will be included in the transportation advisory notice. All staff members need to help in the orderly breakdown of their operations on Wednesday, August 3, with departure prior to noon.

Private Vehicles

Due to increased security, you must submit a transportation arrival advisory for your personal vehicle. You must adhere to your schedule and not arrive earlier. At the time of release of this guidebook, not all security information has been made available to the BSA. You will be notified at a later date as information becomes available.

If you are planning on driving to Fort A.P. Hill, you should plan on arriving at the time and date agreed upon by your staff leader or supervisor. **There are no exceptions to this rule** due to an intricate system of gearing up with housing, food service, medical services, etc. You may drive your personal vehicle to your housing area and unload personal gear and equipment up to noon on Sunday, July 24. Immediately after unloading your gear, your car must be driven to the staff parking lot at Archer Camp, which is patrolled. Bus transportation to and from staff areas and Archer will run from 8 A.M. until 10 P.M. beginning on July 18 and concluding at 6 P.M. on August 3. This free shuttle service is provided as a courtesy to our staffers, and there is no charge for parking during the jamboree. **Private vehicles parked illegally at the jamboree site will be subject to towing at the owner's expense because of security precautions.**

Participant and staff personnel bicycles, skateboards, roller skates, in-line skates, and power scooters will not be permitted at the jamboree. Golf carts, ATVs, and gators are also not allowed on *any* jamboree roadway or in subcamps and program areas.

Internal Transportation

The jamboree transportation service operates a fleet of approximately 60 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.

Staff Drivers' Training and Vehicle Management

All staff members who will be required to drive jamboree motor vehicles on-site must complete a driver training course. The course will be available on the Internet in the spring of 2005. To support our city of 40,000 people, a fleet of over 600 automobiles, passenger vans, pickup trucks, and heavier equipment is used to provide safety, program, and support services to our Scouts, leaders, and staff.

Both vehicular and pedestrian traffic rules and regulations will be rigidly enforced by the military police, public safety officers from Fort A.P. Hill, and our own security service. The Institute of Traffic Safety Engineers has performed a study of the roadways and bus routes for the 2005 jamboree and has made recommendations regarding routing, signage, and other safety issues.

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 pizza will be available at the concession stands by the trading posts.

Photo Service. Film, flashbulbs, and other photographic supplies will be on sale. Developing and printing will be a special service in this department.

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

A fully stocked Scout shop will be near Trading Post B. Uniforms, camp equipment, and many Supply Division items will be available.

For your shopping convenience, Trading Post A, near Heth, and Trading Post B, near the Army Action Area, will open on July 19, and the Scout Mart will open on July 19. Trading Post C, at the intersection of Thomas Road and Lee Drive, opens July 21. The Scouts on Stamps Society Trading Post, next to Trading Post B, opens on July 19.

The hours of operation will be 10 A.M. to 10 P.M. on July 23, 24, 26, 27, 28, 30, and 31. On arena show days—Sunday, July 24 (staff show); 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

Central Staff Facilities

The central staff will be quartered in Army barracks or circus-style tents. No personal private tents are allowed. The tents will have electricity. Married couples cannot be housed together. Steel cots and cotton mattresses will be provided in the barracks. The tents will have military folding cots. The Army barracks will have a bathroom and shower facility. For those staff members quartered in tents, air-conditioned trailers with latrines, shower facilities, and washstands will be provided nearby.

The working area for the central staff also will be a combination of buildings and tents. Each will be equipped with necessary tables, chairs, desks, storage, telephones, and other needed equipment. **Staff members will be held accountable for returning all equipment loaned to them at the jamboree in good condition.**

For medical or dental services, headquarters staff should use the medical centers at Longstreet, Heth, and Wilcox. (Do not go to the base hospital. Jambo General is for referrals only.)

Regional Camp and Subcamp Facilities

Regional and subcamp staff will be quartered in general purpose, U.S. Army medium tents (16 feet x 32 feet). These tents will have electricity. There will be eight adults quartered in each tent. Cots will be provided. Air-conditioned trailers, latrines, shower facilities, and washstands will be provided nearby. There are five large restroom/shower buildings located at Archer, Davis, Jackson, Mahone, and Rodes campsite areas available for staff to supplement trailers.

The working area for the regional and subcamp staff will be in tents. Each will be equipped with necessary tables, chairs, desks, storage, telephones, and other needed equipment. **Staff members will be held accountable for returning all equipment loaned to them at the jamboree in good condition.**

For medical services, regional and subcamp staff should use the medical center in their respective subcamp. These medical centers are staffed with physicians, medical technicians, and orderlies.

Banking

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.

Supply

Personal Equipment

The national jamboree committee is anxious to reduce excessive expenditure for jamboree uniforms. Those specified here are the same as are used by the participants in regular unit activities. Special jamboree troop numbers are optional.

Staff Uniform

Official national jamboree uniform:
Scout shorts
Scout visored cap or jamboree cap
Scout shirts, short-sleeve casual*
Scout khaki web or leather belt
Scout socks (official red top)
Jamboree neckerchief
Jamboree neckerchief slide

Activities Uniform

The activities uniform for youth and leaders will be a jamboree T-shirt, Scout shorts, Scout socks, and Scout visored cap or jamboree cap.

Proper Uniforming

Absolutely no variations in the official uniforms are to be made.

Absolutely no hats, helmets, or caps other than those listed as the official national uniform shall be worn at the jamboree.

T-shirts may also be worn in troop areas, but are not proper wear at special functions.

Everyone is fully uniformed for the evening meal.

Official Neckerchiefs and Emblems

Two jamboree emblems and one neckerchief will be issued to approved staff members. The first emblem for each individual will be sent to the staff member upon receipt of the $100 (adult staff) or $50 (youth staff) reservation fee. They may be worn on the uniform immediately. The second emblem will be sent to the staff member upon receipt of the final national payment, which is due before February 1, 2005. The neckerchief and cap will be distributed at the jamboree. Additional quantities of the emblem can be ordered in advance from the Supply Division in 2005 but **will not** be available at the jamboree trading posts.

Recommended Personal Camping Equipment

1 footlocker
1 duffel bag—for carrying and storage of bulky items
Blankets and/or 1 sleeping bag
Sheets
Poncho or rainsuit
Extra uniform parts (in addition to those parts of official uniform listed)
Underwear
Socks
Laundry bag, recommended for use in duffel bag to hold soiled clothing
Pajamas
Boots or rubber-soled shoes
Toilet kit containing soap in container, comb, toothbrush, metal mirror, washcloth, toothpaste, and shaving gear
Plastic washbasin
Laundry materials (detergent in plastic bag)
Hand towels
Bath towels
Sewing kit containing needles, thread, safety pins, buttons
Flashlight (No flame-type lights will be permitted.)
Scout knife
Canteen or plastic water bottle
Sunscreen
Insect repellent

Optional Personal Equipment

Bible, Testament, or prayer book, according to faith
Watch
Notebook, pen, pencil
Camera, film
Musical instrument
Shoelaces, extra pair
Air pillow (small)
Boy Scout Handbook
Duffel bag lock
Sunglasses
Swimming trunks or swimsuit
Insect and mosquito bar or screen

* Staff members wear the shoulder loops of their registered positions in their local councils.

VI. Physical Arrangements

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 installation, 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 its proximity to major metropolitan airports, cities, and the historical triangle of Washington, D.C., and Williamsburg and Richmond, Virginia.

2005 Plan

The Physical Arrangements Group 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 2001 and 2005 jamborees. Physical Arrangements headquarters serves as the office for the various sections of this group, including electrical, environmental, mechanical, structural, communications, and maintenance control.

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 dispersed around the site of the jamboree, and the ones designated for subcamp use are in Jackson Camp (Southern Region), Davis Camp (Central Region), Rodes Camp (Western and Northeast regions), Mahone area, and Archer Camp. For other areas where these locations are not convenient, temporary jamboree facilities are provided in air-conditioned trailers for staff and include flush toilets, heated water for showers, and heated-water sinks with mirrors. Cleaning of all tent facilities is the responsibility of the Physical Arrangements Group. Staff are strongly encouraged to monitor these facilities and help with cleaning if cleaning crews are not available.

Recycling

The BSA has developed a comprehensive waste removal and recycling program for the 2005 National Scout Jamboree. Each subcamp will have three distinct containers for recycling materials:

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

Each container will be clearly marked according to the materials that should go inside. Our disposal 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 which will be emptied regularly by the disposal company and disposed of at a landfill.

Dishwater and wet kitchen waste should be collected in pails and taken to the nearest grinding station for appropriate disposal by maintenance/environmental personnel in subcamps.

Electric Power

As stated earlier, Fort A.P. Hill has a lot of infrastructure that dates back to its earliest inception. As a result, 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 a dilemma between being able to use refrigerators, TVs, and laptop computers, and overloading the electrical capacity in your staff and housing area. 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 available electrical load.

No attempt should be made by any individual to rewire any area or facility at Fort A.P. Hill. Electrical primary and secondary distribution can be handled *only* by the Rappahannock Electrical Co-op, which is the only electrical contractor allowed by Fort A.P. Hill private contract.

Maintenance Control

For the Physical Arrangements Group to provide emergency and routine repairs within the jamboree site, 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 jamboree. All calls for maintenance should be routed through the Maintenance Control Center so it can be assigned a number, logged, and tracked. Otherwise, there is no way of following up on your maintenance request.

Communications

Handheld radios will be the backbone of communications at the jamboree for supporting central staff, subcamp, and action center operations. The radio system has been upgraded since the 2001 jamboree.

Due to very limited capacity, overlapping coverage areas, and varying cost, you are strongly advised to leave your cellular phones and laptop computers at home. There will be plenty of pay telephones around the jamboree site for personal phone calls.

VII. 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: Police, Security, Fire, EMT, and Medical Service. This group has been created to interface with the public safety directorate of Fort A.P. Hill.

Health and Safety

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.

Physical Examination. All staff 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) Staff 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 and Lyme disease (for persons 15 years of age and older) 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

In order 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 staff 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.

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 your 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 (Jambo General) 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 closest to your location. 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 program area, subcamp, housing, 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.

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. This important group is manned by the Rappahannock Emergency Services Council (REMS) and is a vital part of our Public Safety Group.

Security/Parking

Fort A.P. Hill is a military installation and is under the jurisdiction of military police (MP). 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 staff leader or supervisor 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.

Fire Protection

The jamboree will be a tent city of more than 40,000 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:

- Regular checking of stoves to ensure that they are off
- Knowing the location of subcamp firefighting equipment and how to use it
- 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 sure 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. A bucket brigade, carrying water in fire buckets and cooking pots, should be able to extinguish the fire.

Policy on Smoking, Alcohol, and Drugs

Whenever a member of the Boy Scouts of America appears before the public, especially in uniform, that member is literally on parade before the people of America. This will be especially true while young people and their leaders are headed for the jamboree, at the jamboree, or returning home. All of us must make sure that the conduct of each youth and adult is above reproach. This places a great responsibility on all leaders—youth and adults alike.

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. **The use of tobacco products is illegal and will not be allowed for any individual under the age of 18.**

All Scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants.

The use of alcoholic beverages and controlled substances *will not be permitted at the jamboree, or while en route to and from the jamboree.*

Council jamboree committees should discuss this with their leaders so that everybody understands the conduct that is expected.

Lost and Found

When more than 40,000 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 by the lost and found.

Youth Services

As staff arrive on site, they will need to check in and register. Youth staff who work in subcamps and action centers 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. Regional coordinators must give director oversight to youth staff housing via their subcamp directors.

All other youth staff will be housed and supervised by appropriate staff from their overall jamboree group, service, or troop. Jamboree group and service directors *must* give direct oversight to youth staff housing via their functional managers.

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.

Youth Protection

Completion of the BSA's Youth Protection training for adult leaders is required of each jamboree staff member, including those in subcamps and action centers.

You are responsible for taking this training in your local council or through the Internet before coming to the jamboree. Staff must provide proof of current certification. 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.

At the jamboree you must report all cases of suspected abuse to your staff leader or supervisor. 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.

As a jamboree staff member, participants may tell you about abuse that happened to them. It is your responsibility to believe any Scout who tells you of sexual molestation or abuse of any kind. They will tell you this only if they feel they have

your trust, and you must respect that trust. To comply with BSA Youth Protection policies, you must report any disclosures of abuse to your staff leader or supervisor. The director or supervisor will follow up with the individual and with the appropriate child protection agencies to ensure the safety of the victim.

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 a form is not available, write down the information on a sheet of paper. Your staff leader or supervisor 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. (See form in the appendix.)

Risk Management

Insurance

The National Boy Scouts of America headquarters has arranged for Accident & Sickness Insurance coverage for every participant of the 2005 National Jamboree. This coverage is above and beyond any council- or unit-purchased coverage that may be in force for your Scouts and leaders. The cost of this insurance is included as part of the national jamboree fee.

Coverage for registered members of the BSA will be effective beginning with their travel from their homes to the jamboree site, from the jamboree site back home, and during their stay at the jamboree. Scouts and leaders also are covered under this program during the time of their pre-jamboree training.

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

Note: Scouts (including those from international Scout associations) will be covered under this insurance plan only when they are traveling to and from the jamboree in the United States and are participating in the jamboree as a group under the supervision of their contingent leaders.

Benefits for Accidental Death, Dismemberment, Heart Failure, Loss of Sight, and Paralysis

Accidental death—$10,000.

Loss of one hand or foot, arm or leg—Up to $5,000.

Loss of thumb and index finger of the same hand—Up to $2,500.

Loss of Two or more Hand(s) or Feet, Arm(s) or Leg(s)—Up to $20,000.

Heart failure—$10,000.

Loss of sight—$5,000

Paralysis (paraplegia or hemiplegia)—Up to $10,000.

Quadriplegia—Up to $20,000.

If multiple losses or death occur, only one Benefit Amount, the largest, will be paid for all losses due to the same accident.

Benefits for Medical Expenses, Dental Treatment, and Ambulance Services

Medical Expense Benefits: The benefits under this section are payable on a "Primary $300.00/Excess Basis." This means the first $300.00 of any eligible claim will be paid regardless of whether the insured person has other collectable insurance. After the first $300.00 has been paid, the coverage becomes "Excess," meaning benefits will be paid for those eligible expenses not covered by the insured's primary, or main, group or individual health insurance plan or prepaid health program. The goal of the national jamboree insurance coverage is that all eligible expenses are paid by the combination of insurances and there are no out-of-pocket expenses incurred by the insured or his parents. In the event the insured does not have primary health insurance, the national jamboree policy will become primary.

Medical expenses benefits are per injury or sickness, and benefits are payable for medical emergency care expenses incurred within 72 hours of a covered accident, medical or surgical treatment, prescription drugs, hospitalization, durable medical equipment, or the exclusive services of a private duty nurse that begin within 60 days from the

date of the accident. Benefits will be paid for services or treatment performed and supplies furnished within 52 weeks of the date of the covered accident up to the usual and customary charges normally made within the geographic area where the treatment is performed.

Accidental Medical Expense Benefits: Up to $15,000.

Specified Injury Expense Benefits: Up to $35,000. Maximum benefits of up to $35,000 will be paid for medically necessary treatment due to the following specified injuries: (a) loss of sight in both eyes, (b) dismemberment, (c) paralysis, (d) irreversible coma, (e) entire loss of speech, or (f) loss of hearing in both ears.

Sickness Medical Expense Benefits: Up to $7,500.

Dental Treatment Benefits: Up to $5,000. Dental benefits pays for dental injuries up to $5,000 for treatment and/or replacement, including dental x-rays for the repair, of each injured tooth that is whole, sound and a natural tooth. If within the 52-week period your attending dentist certifies that dental treatment and/or replacement must be deferred beyond the 52-week period, this benefit will pay the estimated cost for Covered Expenses incurred for such treatment. This benefit will be in addition to any other benefit payable under the policy.

Ambulance Service Benefits: Up to $6,000. Benefits will pay up to $6,000 for ground transportation from the emergency site to the hospital (included is an air ambulance when, in the judgment of a duly authorized medical authority or senior representative of the camp or activity, such service is required to facilitate treatment of injuries and no other ambulance service is available). This benefit will be in addition to any other benefit payable under the policy.

Return Transportation Expense Benefit: Up to $1,500. Benefits will pay up to $1,500 incurred if, as a result of a Covered Accident, the insured's doctor requires him or her to return home from the jamboree. This benefit includes the cost of one person to accompany the insured on the trip. Benefits will not be payable unless it is authorized in writing or by an authorized electronic or telephonic means all expenses, in advance.

Weekly Disability Indemnity Benefits: All registered adult leaders 21 years of age or older (18 if an assistant Scoutmaster) are eligible for this benefit.

When covered injuries result in total disability beginning within seven days after the date of an accident, benefits will be paid for one day or more during such total disability at the rate of $200 for each full week, not to exceed 52 weeks for any one accident.

Total disability means that period of time during which you receive medical treatment, are wholly and continuously disabled, and are completely unable to engage in your occupation.

Exclusions: This policy does not cover (a) the cost of medical or surgical treatment or nursing service rendered by any person employed or retained by the Boy Scouts of America or Learning for Life; (b) suicide or any attempted suicide; (c) intentionally self-inflicted injuries; (d) eye refractions or the replacement or fitting of eyeglasses, contact lenses, or hearing aids; (e) loss caused by an act of declared or undeclared war; or (f) dental treatment or dental x-rays, except for injuries to sound, natural teeth.

Benefits are not payable for any injuries covered under workers' compensation or employer's liability laws or similar occupational benefits.

Claims: Prompt notice of any claim for benefits is necessary. Report all accidents and injuries to Health and Safety Services or council Scout executive as soon as possible. For your convenience, a claims representative will be on the jamboree site and may be contacted through the Health and Safety Service.

For claims made after the jamboree, contact Insurance and Risk Management, S402, at the national office.

VIII. Procurement/Food Service

The Procurement/Food Service Group is divided into four major areas. The first is subcamp feeding. The subcamps, where the Scouts, leaders, subcamp staff, and action center staff live during the jamboree, are served by 20 commissaries. Each commissary is active 24 hours a day to ensure that jamboree participants and staff are properly fed. The Subcamp Food Service Group works with the commissaries through a service staff. Major food deliveries are made between midnight and 2 A.M. Forklifts will be used in all commissaries in 2005 to speed the delivery process. Although all four areas of the Procurement/Food Service Group are important, most of our customers are in the subcamps. The Subcamp Food Service is responsible for the proper and timely delivery of grocery items to the subcamps. The subcamp service is also responsible for making corrections for commissaries during the daylight hours through the liaison staff. The Subcamp Food Service has developed a new menu that has been approved by a certified dietitian.

The second area of the Food Service Group is Staff Food Service. Staff at the jamboree (with the exception of subcamps and action centers) will eat in a dining facility operated by a contract catering company. The Staff Food Service works with the catering company to manage these dining facilities.

The third area of the Food Service Group is Special Food Service, which takes care of ice operations, cakes, kosher food, remote feeding, special food purchases, and kiosk lunches.

The fourth is the Procurement Service of the jamboree. This service is responsible for ordering, warehousing, distribution before the jamboree, and inventory recovery after the jamboree. The Procurement Service will order only items specifically needed to conduct the day-to-day operations during the jamboree. Items need to be requested by the various jamboree groups/services by May 2004.

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 advanced 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.

Subcamp and Action Center Staff

As was begun in 2001, more staff members will eat in the subcamps because the action center staff live and eat in the subcamps near where they work during the day.

The menu is again being revised to use more institutional-sized products to help in preparing for the larger group. The cooking facilities will be supplemented in 2005 by additional cooking burners, preparation tables, storage facilities, and all new equipment. Dining tents will be 40' x 60' tents that will seat over 200 people.

The subcamp menu and kitchen equipment needs have been reviewed and suggestions made by a group of dining officers from all four regions to get maximum improvement. Kiosk lunches will be served to all staff during the actual jamboree.

Staff Dining Halls

Staff members not housed in a subcamp will eat in one of five dining halls located at Longstreet Dining Hall, Lee Drive Dining Hall, Wilcox Dining Hall, Mahone Dining Hall, and Thomas Road Dining Hall. Assignments will be determined by the staff member's housing location.

Special Food Service

Ice Distribution

Ice is managed by the Special Food Service and will be delivered to the program and support venues at the jamboree. In an effort to cut down on vehicle traffic during the day, the Special Food Service is establishing additional ice distribution points around the jamboree, such as the action centers. The action center staff will then be able to pick up the ice at the distribution point and take it to their respective areas. The ice company will restock the distribution points at night. Other headquarters staff areas will have a central pickup point or delivery service.

Kosher and Special Diets

Kosher meals requested in advance of the jamboree will be available at dining facilities or subcamp commissaries for Scouts, leaders, and staff. A Jewish rabbi will serve as the kosher meals manager/mashgiach. **The jamboree Food Service Group does not have the capability of satisfying all of the many special dietary needs of those attending the jamboree. If there are special food needs because of medical reasons, you should first advise the jamboree medical officer of your situation and ascertain that you are eligible to attend the jamboree.** After medical permission is granted, or if your dietary needs are of a religious nature other than kosher, you should make your own arrangements to meet that need. You can do this by bringing nonperishable food with you, much as you would medications. You can also buy food at local supermarkets in Bowling Green or Fredericksburg.

All Occasion Cakes

All occasion cakes are a very special food item. Scouts, leaders, and staff are encouraged to order cakes before coming to the jamboree. A cake order form will be inserted on the Web site in the spring of 2005. All cakes will be a standard design available in either a full sheet or half sheet.

Kiosk Lunch Program

The 2001 kiosk lunch program was a tremendous success. Due to popular request, all lunches will be kiosk bag lunches in 2005. In addition to the 11 kiosk locations, the lunches will be available at the five staff dining halls and in the staff subcamp areas.

IX. Relationships/Media

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

International Scouts

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.

Councils wishing to host international Scouts in their jamboree troops have contacted their regional coordinators in writing. International Scouts who are assigned to councils will be placed on the troop roster.

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.

World Friendship Fund

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 subcamp to give and to help their region place number one in giving. The highest average gift by region will be published in the Sunday jamboree newspaper. A collection bag will be given to each troop in your subcamp by the subcamp program officials prior to the collection.

Tuesday, August 2, 2005, the final night of the 2005 National Scout Jamboree, has been designated International Night. Troops will be given suggested programs and resources to conduct a jamboree troop program on the final evening. The theme for International Night is "World Brotherhood."

Religious Observance

Chaplains representing many faiths will be at the jamboree to conduct services, visit the sick, and provide personal counseling. Participants and staff also are encouraged to visit the Relationships exhibit tents in the exhibit area.

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.

There will be an official daily devotional booklet available for individual use. A special award may be earned by Scouts who meet certain religious requirements; these 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.

Jamboree Media

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 a jamboree troop will represent their community, council, and state in a Scouting exhibition of the highest caliber.

During the entire jamboree, news media representatives 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.

National Council Support

The National Council will make contact with the nation's key media outlets, including the wire services, radio and television networks, national newspapers and magazines, and selected specialty outlets.

Invitations will be sent to the news media in the greater Virginia-Washington, D.C., area, as well as to other selected outlets. Facilities at Longstreet will serve media needs.

Questions about media relations at the jamboree should be referred directly to the Marketing & Communications Division at the national office, S228.

Leaders Update

This one-page newsletter is designed to highlight information relevant to the next day's events. A team including a director, chairman, editor, copy editor, graphics editor, and distribution manager all work together to deliver the update on time to key locations throughout the jamboree site.

Jamboree Today

Another important source of on-site information is the jamboree newspaper, *Jamboree Today*. The paper will be full of news, special features, photos, and announcements. *Jamboree Today* has a team of reporters who may visit your subcamp or catch you enjoying one of the many activities around the jamboree. The paper will be delivered to key locations around the jamboree site for staff and participants to pick up.

QBSA

The jamboree radio station, QBSA, will be an excellent source of information and entertainment for the jamboree. The station will also offer Scouts the chance to be radio reporters covering events on-site. Scouts can also take a crack at being a DJ on a live broadcast. Scouts can sign up at the radio station and receive training prior to their on-air time. When Scouts take the controls, the station will tape the broadcast and present it to the Scouts as they leave. Scouts are encouraged to bring small radios, but not boom boxes. The experience will allow the Scouts to complete some merit badge requirements. QBSA will also be used as the official jamboree emergency information radio station.

Jamboree Web Site

Information, news, and pictures will be available on the Internet nearly as fast as events happen. The information will be linked to the BSA's main Web site at www.scouting.org/jamboree. The Web site team will be working with the other jamboree media to bring the jamboree to life for people all over the world.

Locating Friends and Relatives

The Public Reception Service will help visitors locate Scouts, leaders, and staff.

An alphabetical directory of all jamboree participants and staff will be available through the Public Reception Service, along with a listing of each person's troop number, subcamp, regional camp, or jamboree group/service. Each subcamp and regional camp headquarters also will maintain a roster of its boy and adult leader jamboree participants, as well as subcamp and action center staff.

Reception of Guests

Several thousand visitors will receive a lasting impression of Scouting from their visit to the jamboree. In view of this, every Scout, leader, and staff member must exemplify Scouting's highest ideals and traditions at all times.

Visitors

Every day, beginning Wednesday, July 27, and continuing through Monday, August 1, the jamboree will be open to visitors. Hours are from 9 A.M. to 5 P.M. Visitors will be permitted to stay until 11 P.M. only to attend the arena show on either Wednesday, July 27, or Sunday, July 31. There are no accommodations on site for visitors, including RV, tentage, or fixed housing.

On entering the jamboree site, guests will be directed to the public information tent in the main parking lot. Here they will receive directions to regions, subcamps, or activity areas.

Visitors' Housing

Motels and hotels are available near the jamboree site for family visitors. Light meals will be available at the trading posts. There is no family camping at the jamboree.

International Visitors

Scouts and leaders from other Scout associations around the world will participate in the jamboree. The international Scouts will be assimilated into council jamboree units, while international leaders may be used to supplement unit, subcamp, or regional staff members.

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. _____

Address _____

_____

Parent's name _____

Address _____

_____

Telephone No. (_____) _____

Physical indicators observed: _____

_____

Behavioral indicators observed: _____

_____

Other indicators observed/known: _____

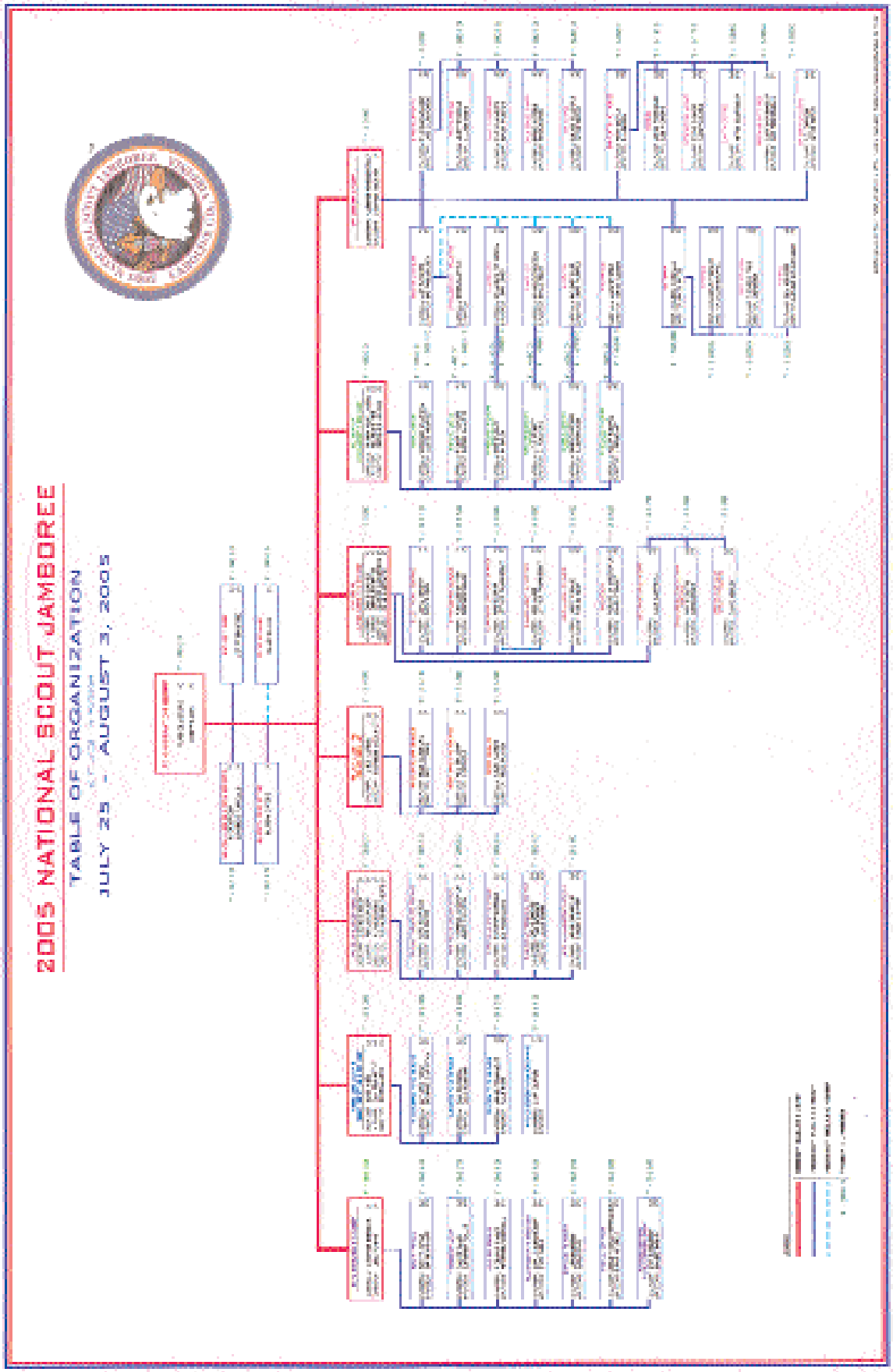
_____

Reporter's name and position _____

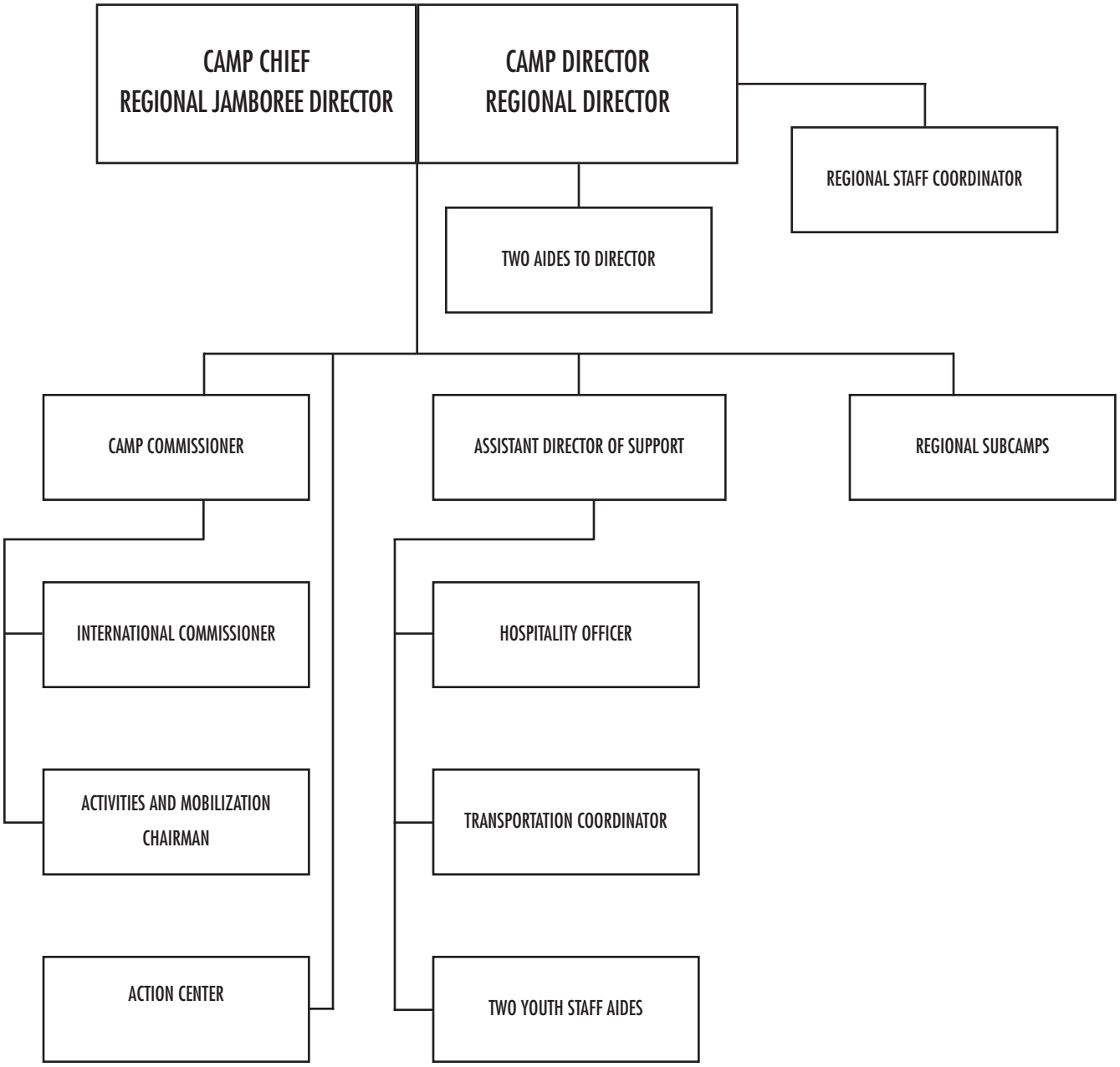
_____

Date of report _____ Signature _____

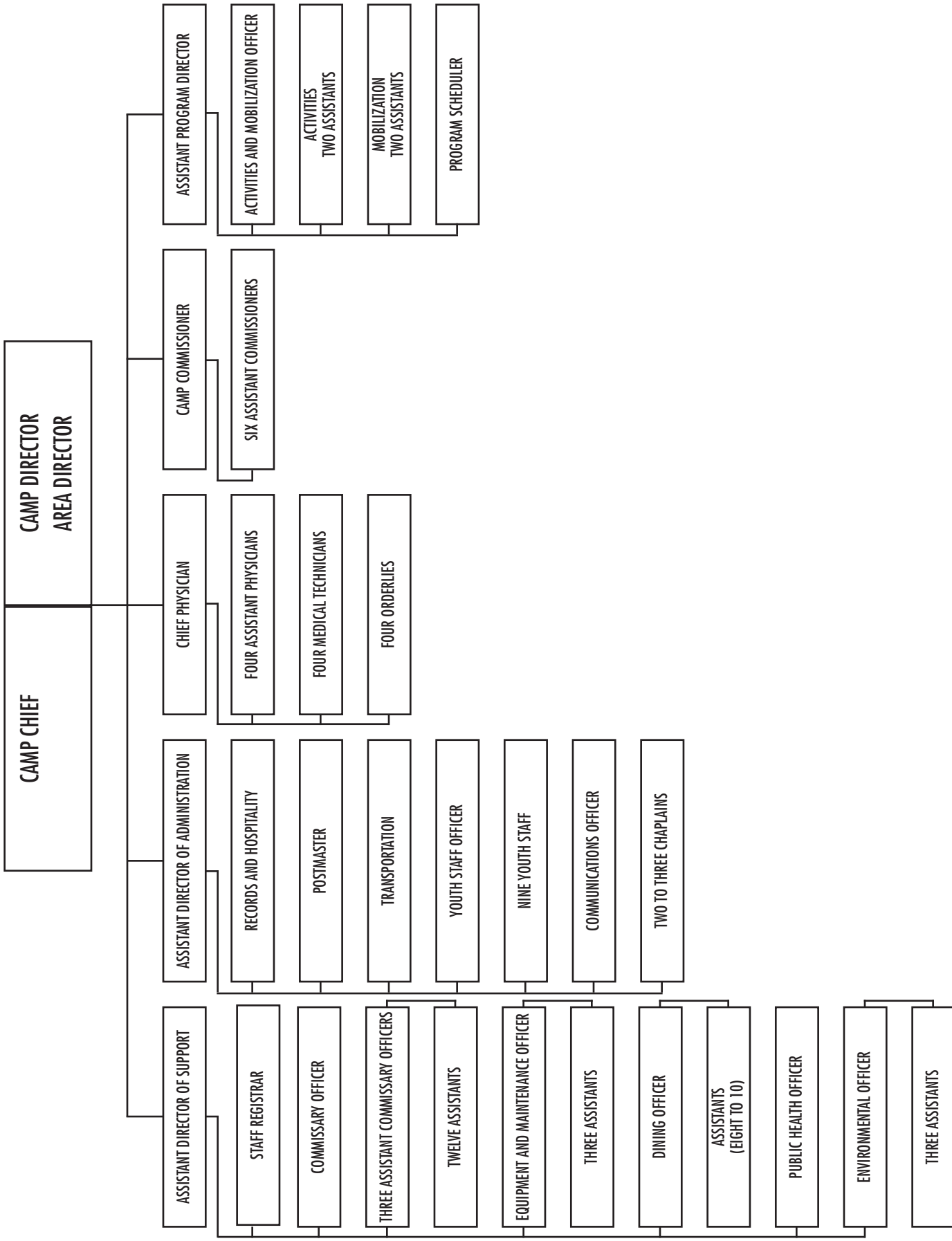
Please print clearly.

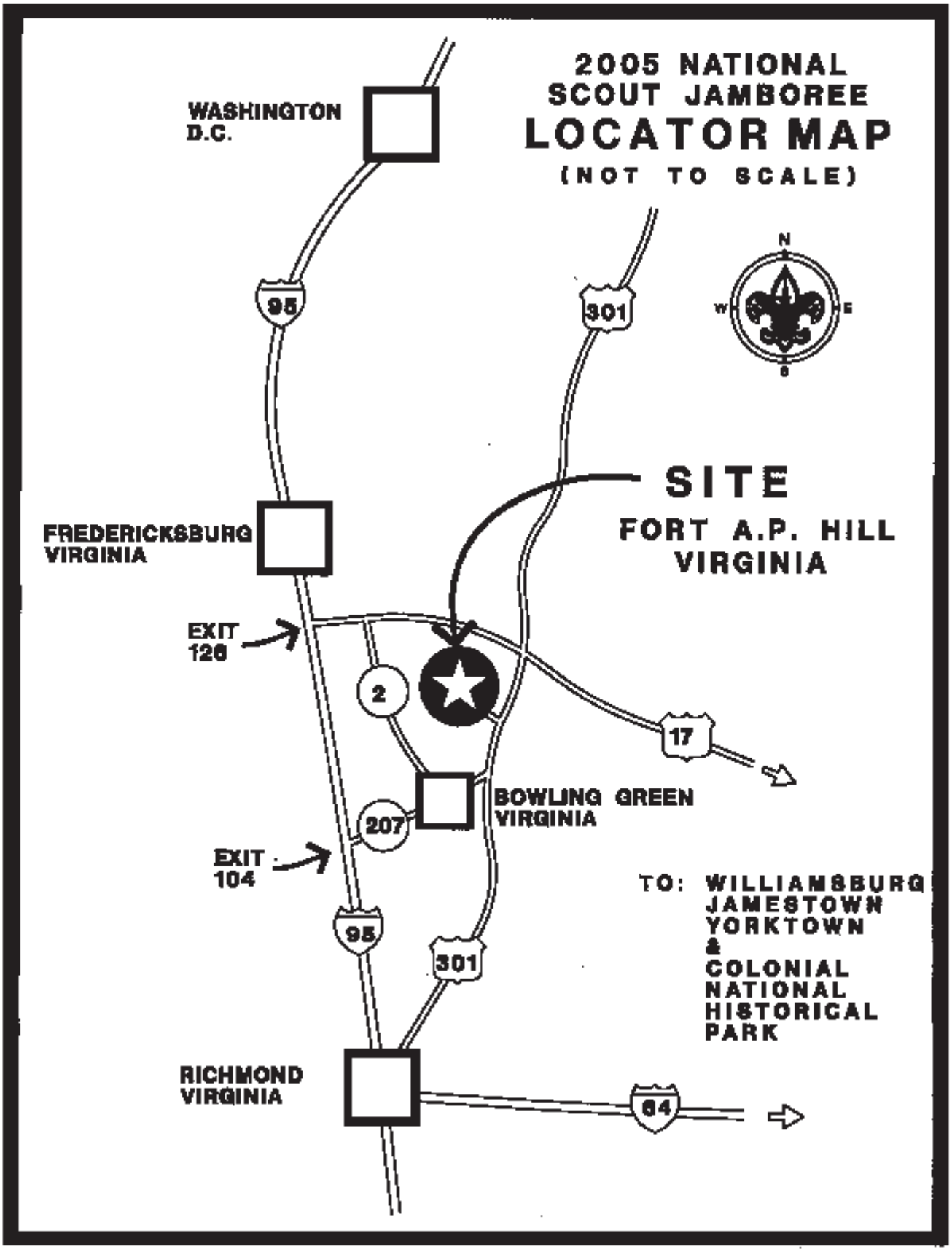

2005 NATIONAL SCOUT JAMBOREE
TABLE OF ORGANIZATION
JULY 25 - AUGUST 3, 2005

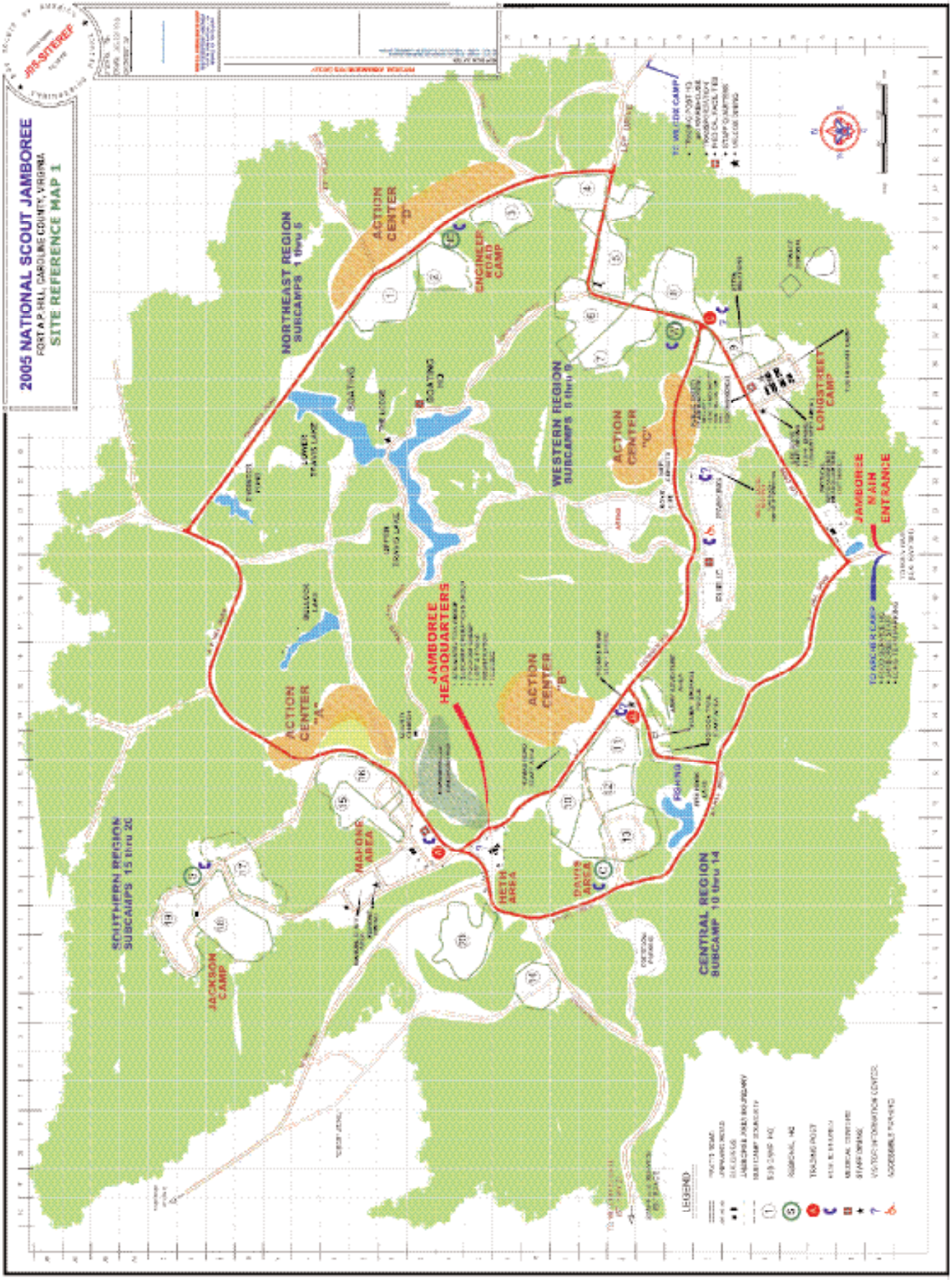
Regional Staff



Subcamp Staff




2005 NATIONAL
SCOUT JAMBOREE
LOCATOR MAP
(NOT TO SCALE)
WASHINGTON
D.C.
95
301
N
W
E
S
SITE
FORT A.P. HILL
VIRGINIA
FREDERICKSBURG
VIRGINIA
EXIT
126
2
17
BOWLING GREEN
VIRGINIA
207
EXIT
104
TO: WILLIAMSBURG
JAMESTOWN
YORKTOWN
&
COLONIAL
NATIONAL
HISTORICAL
PARK
95
301
RICHMOND
VIRGINIA
64


2005 NATIONAL SCOUT JAMBOREE
FORT A.P. HILL, CAROLINE COUNTY, VIRGINIA
SITE REFERENCE MAP 1
JRA-SITEREF
NORTHEAST REGION
SUBCAMPS 1 thru 5
ACTION CENTER "D"
ENGINEER ROAD CAMP
WESTERN REGION
SUBCAMPS 6 thru 9
ACTION CENTER "C"
LONGSTREET CAMP
JAMBOREE MAIN ENTRANCE
JAMBOREE HEADQUARTERS
ACTION CENTER "A"
ACTION CENTER "B"
SOUTHERN REGION
SUBCAMPS 15 thru 20
JACKSON CAMP
MAHONE AREA
HETH AREA
DAVIS AREA
CENTRAL REGION
SUBCAMP 10 thru 14
FISHING
LEGEND

HSR
Health Special Risk, Inc.

HSR Plaza
4001 North Josey Lane
Carrollton, TX 75007-1520
866-726-8870
Fax 972-492-4946
boyscouts@hsri.com

To be completed by BSA Leader
Council Name: _____
Address: _____
Telephone Number: _____

ACE American Insurance Company

1. PLEASE COMPLETE THIS FORM
2. ATTACH ITEMIZED BILLS
3. MAIL TO HEALTH SPECIAL RISK, INC.

PART 1 - BSA Leader's Statement

2005 National Scout Jamboree

Check One: ☐ Scout ☐ Varsity Scout ☐ Venturer ☐ Leader ☐ Jamboree Staff ☐ Other_____

Troop Number	Team Number	Crew Number	Other

1. Name of Insured (Claimant)	2. Social Security Number	3. Sex	4. Birthday
	- -	__F __M	___/___/___

5. Address of Insured
Street City State Zip

6. Parent's name, address and telephone number (include area code)

7. What date did accident happen or sickness begin?

8. Nature of injury or sickness (indicate part of body injured – such as broken arm, sprained ankle, etc.)

9. Describe how accident occurred give details

FOR DENTAL CLAIMS ONLY

10. Indicate which teeth were involved in the accident

11. Describe condition of injured teeth prior to accident
☐ Whole, sound and natural ☐ Filled ☐ Capped ☐ Artificial

12. Name of event or activity
2005 National Scout Jamboree

13. Name and title of supervisor

14. Signature of policyholder representative
X

15. Title

16. Date

PART 2 – Other Insurance Statement

Do your/spouse/parent have medical/health care coverage through your employer or other source on you? ☐ YES ☐ NO

If Yes, name of insurance company _____ Policy # _____

Is the Claimant enrolled as an individual, employee or dependent member of one of the following:
Preferred Provider Organization (PPO), Health Maintenance Organization (HMO) or similar prepaid health care plan, or any other type of accident/health/sickness plan? ☐ YES ☐ NO

If Yes, name of insurance company _____ Policy # _____

If your son/daughter has health care coverage as a dependent from your previous marriage as mandated in a divorce decree, please provide the following:

Name of Insurance Company _____ Policy # _____

IF OTHER INSURANCE OR HEALTH CARE PLANS EXIST, PLEASE SUBMIT COPIES OF THEIR EXPLANATION OF BENEFITS ALONG WITH YOUR CLAIM.

IF NO OTHER INSURANCE or HEALTH PLAN EXISTS, PLEASE READ & SIGN BELOW.
I agree that should it be determined at a later date there is insurance (or similar), to reimburse HEALTH SPECIAL RISK, INC., or the insurance company to the extent of any amount collectible.

Signature of participant or parent	Witness	Date
X		

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SUBJECTS SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES.

Authorization to pay benefits to provider

I authorize medical payments to physician or supplier for services described on any attached statements enclosed.

Signature X _____ DATE _____

Authorization for release of information

I hereby authorize any insurance company, hospital, physician or other person who has attended or examined the claimant to disclose when requested to do so, all information with respect to any injury, policy coverage, medical history, consultation, prescription or treatment, and copies of all hospital or medical records. A photostatic copy of this authorization shall be considered as effective and valid as the original.

Signature X _____ DATE _____

ATTACH ITEMIZED BILLS WITH DOCTOR'S DIAGNOSIS

HOW TO SUBMIT A CLAIM

You have been injured and you need to file a claim for consideration of benefits. How is that done? Below are basic items that need to be included in order to have your claim considered. Please keep in mind that we are not guaranteeing your claim will be paid, we are saying if all conditions are met, then this claim will be considered for payment.

There are three basic items that are required in order for a claim to be considered eligible for benefits.

1) **A Completed Claim Form**
   Please be sure to neatly and fully complete your claim form. If you do not have a claim form, please call ***HSR*** for assistance. Your claim form must have a policyholder's authorized signature. The policyholder representative is an employee or other administrator that acts on behalf of the policyholder to verify your claim. The policyholder will typically be your BSA or LFL Leader.

2) **Copies of Fully Itemized Bills**
   Please contact the providers of medical service directly for an itemized billing. An Itemized bill is usually in the HCFA-1500 or UB-92 format which means the bill should have a date of service, patient name, billing address and phone, provider tax identification number, procedural codes, and diagnosis code. If your bill does not have this information, please call the provider of service directly and request they mail it to us or call our office for assistance.

3) **Copies of Your Primary Insurance's Explanations of Benefits**
   The policy is excess to any other available source of medical benefits if the charges are greater than $300.00. This means that you must file your bills through your primary, or personal, insurance carrier prior to this policy responding. **If the total charges are less than $300.00, we will pay without the other insurance coordination.** When your primary insurance company processes the charges, they will send you an Explanation of Medical Benefits, or "EOB". You must forward a copy of the Explanation of Benefits for EACH CHARGE.

IF YOU DO NOT HAVE ANY OTHER AVAILABLE INSURANCE COVERAGE, fully complete Part 2 of the claim form as directed above, indicating "NO" in response to each insurance question, if appropriate. You ***MUST*** sign the insurance portion of the form if you have no other coverage. Please remember that this is a signed and sworn legal document.

For specific policy information, please call ***HSR*** to verify benefits. It is important to remember that policy wording or any verbal verification of benefits does not guarantee payment. It is important to remember that any statement of policy information does not guarantee the payment of any medical expense. Benefit determination can only be made once the entire claim and supporting documentation has been received and reviewed by the claims examiner.

Every policy has limitations on claim submission as well as on the benefit period, which is the period of time for which benefits are available for treatment for that injury from the date of injury. Treatment received past the benefit period is not eligible for benefits.

CONTACT INFORMATION

Health Special Risk, Inc.
4001 North Josey Lane
Carrollton, TX 75007
Toll Free Number 1-866-726-8870
Fax Number: 972-492-4946
Customer Service Email: claims@hsri.com

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 councils 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 is prohibited.

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. In accordance with U.S., local, and state laws, staff members are prohibited from having firearms and weapons in their possession.

14. Staff members will be guided by the Scout Oath and Scout Law and will obey all U.S., local, and state laws.

15. All staff members must receive Youth Protection training through their local councils and follow the guidelines therein prior to the jamboree.

16. Hazing has no place in Scouting. Nor do running the gauntlet, belt lines, or similar physical punishment. Adult staff and older youth must prevent any 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, demonstrators, 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.

20. Military police and public safety officers have the authority and powers of U.S. marshals; 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.