

**WOODRUFF WOODRUFF WOODRUFF WOODRUFF WOODRUFF WOODRUFF**

**Robert W. Woodruff  
Scout Reservation  
2011 Boy Scout Summer Camp  
*Scouting's Southern Paradise***



*All trails lead to Woodruff!*



**ATLANTA AREA COUNCIL**  
BOY SCOUTS OF AMERICA.

**Version 122110**

Blank Page

# TABLE OF CONTENTS

## Table of Contents

<b>Table of Contents .....</b>	<b>3</b>
<b>The Atlanta Area Council Welcomes You.....</b>	<b>7</b>
<b>Camp Overview.....</b>	<b>8</b>
<b>Something for Everyone! .....</b>	<b>8</b>
Program .....	8
Facilities .....	8
Value = Woodruff.....	8
Important Notes for Camp Leaders .....	9
Program Notes and Changes for 2011 .....	10
<b>CONTACT INFORMATION.....</b>	<b>11</b>
Atlanta Area Council – Phone .....	11
Summer Camp Website (Online Program Reservations & Information) .....	11
Online User Guide – Downloadable.....	11
Atlanta Area Council – Council Website.....	11
Atlanta Area Council - Camp Reservations & Camp Information .....	11
Atlanta Area Council – Director of Camping .....	11
Woodruff Camp Leadership - 2011 .....	11
Camp Mail Information (During Camp) Change for 2011!.....	12
Camp Emergency Phone (Program Office).....	12
Camp Fax Number.....	12
Camp Dates - Woodruff 2011.....	12
<b>WOODRUFF PROGRAM.....</b>	<b>13</b>
<b>MOUNTAIN MAN - FIRST YEAR CAMPER PROGRAM.....</b>	<b>13</b>
The Program: .....	13
Mountain Man T-Shirts and Patches: .....	13
Mountain Man Equipment Needs:.....	13
<b>MERIT BADGES .....</b>	<b>14</b>
Overview .....	14
Scout Preparation For Merit Badges.....	14
Merit Badges Sessions.....	14
Merit Badge Completion Reports .....	15
Camp Advancement Policy .....	15
CPR Requirement for Merit Badges .....	15
Outdoor Skills - Merit Badges.....	15
Handicraft / Fine Arts - Merit Badges .....	15
Aquatics - Merit Badges .....	16
Shooting Sports - Merit Badges.....	16
Field Sports - Merit Badges.....	17
Climbing - Merit Badge.....	17
Adventure Zone – Merit Badges.....	17
Nature - Merit Badges .....	17
<b>ADVENTURE ZONE – OLDER SCOUT PROGRAM.....</b>	<b>18</b>
Ultimate Zone (Off Site).....	18
Whitewater Challenge (Off Site) .....	18
<b>TROOP / INDIVIDUAL ACTIVITIES AT CAMP .....</b>	<b>19</b>
Climbing & Rappelling.....	19
C.O.P.E.....	19
Low C.O.P.E. – Team Building.....	19
Troop River Trips (Whitewater Rafting) .....	19

Aquatics Activities .....	20
Canoe Overnighter.....	20
Nature & Conservation Activities.....	20
Mountain Boarding.....	20
Mountain Biking.....	20
Woodruff Hiker .....	20
Field Sports.....	21
Shooting Sports.....	21
Orienteering Course.....	21
Davis Inn Programs .....	21
National Wild Turkey Federation “Conservation Challenge” Program.....	21
“Spoof” Merit Badges.....	21
Polar Bear Plunge .....	21
DISC Golf.....	22
Note on troop activity periods .....	22
<b>OTHER ACTIVITIES AT CAMP .....</b>	<b>22</b>
Chaplain’s Aide And Soar With Eagles Program.....	22
Order Of The Arrow Activities.....	22
Flag Retirement Ceremony.....	22
Astronomy Club .....	22
Parent’s Night At Camp.....	22
Life to Eagle Seminar .....	22
<b>CAMP AWARDS.....</b>	<b>23</b>
Honor Troop Award .....	23
Scouting Traditions Challenge.....	23
Scoutmaster Merit Badge .....	23
Unit Participation Ribbons .....	23
Camp Ranger’s Award .....	23
<b>ADULT PROGRAMS/ACTIVITIES .....</b>	<b>23</b>
BSA Lifeguard.....	24
Red Cross Certification Programs – Adult .....	24
Climb On Safely .....	24
Trek Safely .....	24
Safe Swim Defense.....	24
Safety Afloat.....	24
C.O.P.E. Instructor Training.....	24
BSA Aquatics Supervision: Swimming & Water Rescue.....	25
BSA Aquatics Supervision: Paddle Craft Safety .....	25
Scoutmaster Lounge .....	25
Internet Access .....	25
Ultimate Zone & Whitewater Challenge - Adult .....	25
Nicholson Cabin Renovation Project and Camp Good Turn.....	25
Help Wanted! Camp Good Turn Projects.....	25
Leader Cook-off .....	26
Daily Leader Meetings .....	26
Program Assistance .....	26
<b>SUMMER CAMP - ADULT TRAINING.....</b>	<b>26</b>
Overview .....	26
Scoutmaster Training Package.....	26
Additional Training Sessions Offered .....	27
<b>FOOD SERVICE .....</b>	<b>27</b>
Dining Hall .....	27
Saturday Morning Breakfast.....	27
Scoutmaster Mess.....	28
Scoutmaster Steak Dinner.....	28
Scoutmaster Brunch.....	28
Visitor Meals .....	28
Special Dietary Concerns .....	28

Lunches for Horseback & Whitewater Rafting Participants.....	28
Unit Cooking In-Site.....	28
Troop Cracker Barrel.....	28
Friday Evening BBQ Dinner .....	29
Coffee And Pbj Anyone?.....	29
<b>CAMP FEES.....</b>	<b>29</b>
2011 Summer Camp Fees – Woodruff Scout Reservation .....	29
2011 Woodruff Scout Fee Chart.....	29
2011 Woodruff Scout Leader Fee Chart.....	30
Free Leaders: .....	30
Payment Schedule: .....	31
No-Show Scouts: .....	31
Rotating / Partial Week Leaders: .....	31
Camperships .....	31
<b>GENERAL INFORMATION.....</b>	<b>32</b>
Campsite Accomodations .....	32
Campsite Assignments.....	32
Damage to Camp Equipment.....	32
Requests For Electricity.....	32
Early And Late Arrivals.....	33
Woodruff Orientation Guide.....	33
Troop Trailers In Campsites .....	33
GPS Navigation - Getting to Woodruff Using your GPS .....	33
Traveling to Camp By Bus .....	34
Provisional Campers - No Troop.. No Problem! .....	34
Camp Leader Guide Updates, Forms, Other Information & Materials.....	34
Wanted – Dedicated & Spirited Staff Applicants .....	34
Rizor Trading Post.....	35
Camp T-Shirts for Your Troop .....	35
Troop Pictures.....	35
Troop Gateways.....	35
<b>POLICIES .....</b>	<b>35</b>
General Policies .....	35
Youth Protection Guidelines.....	36
Two-Deep Leadership .....	36
Uniforms .....	36
Identification Wristbands.....	36
No Vehicular Traffic In Camp – Except For Move-In And Move-Out.....	36
Prohibited Vehicles/Items.....	37
Vehicle Identification/Improperly Parked Veichles .....	37
Underage / Non-Registered Youth .....	37
Discipline And Adult Supervision.....	37
Fireworks .....	37
Drug, Alcohol, and Tobacco Use and Abuse.....	37
Early Release From Camp .....	37
Skates, Skateboards, Mtn. Boards are not Allowed / Personal Bikes – Limited Use .....	38
Talent Release / Consent Given.....	38
<b>HEALTH AND SAFETY.....</b>	<b>38</b>
Health Lodge .....	38
Annual Health and Medical Record – Required (Form 34605).....	39
Accident and Sickness Insurance - Required.....	39
Prescription Medication Dosing Form - Required.....	40
Pre-Camp Health Staus Questionnaire - Required.....	40
Emergency Alarm.....	41
Flammability Warning.....	41
<b>GETTING READY FOR CAMP .....</b>	<b>42</b>
<b>Unit Reservations for Camp .....</b>	<b>42</b>
<b>Online Merit Badge/Activity Registration.....</b>	<b>42</b>

**Online User Guide – Downloadable**..... 42

**Closing Date - Online Merit Badge/Activity Registration**..... 43

**Prior to Arrival at Camp** ..... 43

    Annual Health and Medical Record – Required (Form 34605)..... 43

    Prescription Medication Dosing Form - Required..... 43

    Pre-Camp Health Staus Questionaire - Required..... 43

    Pre-Camp Swim Checks..... 44

    Permission Slips – Whitewater Express: ..... 44

    Early Arrivals ..... 44

    Campsite Assignments..... 44

    Online Program and Activity Registration ..... 44

    Bus Arrivals - Traveling to Camp By Tour Bus..... 44

**Items Required / Provided at Check-In**..... 45

    Unit Rosters ..... 45

    Proof of Insurance ..... 45

    Annual Health and Medical Record – Required (Form 34605)..... 45

    Campership Forms (AAC)..... 45


    Pre-Camp Health Staus Questionaire - Required..... 45

    Woodruff Orientation Guide..... 45

    Vehicle Identification ..... 45

    Sunday Schedule & Check-in Procedure..... 46

**Appendix**..... 47

<b>Ver. 122110</b>	<b>Updates to Woodruff Leader Guide</b>
Date chg 	

# THE ATLANTA AREA COUNCIL WELCOMES YOU

## Robert W. Woodruff Scout Reservation

Dear Summer Camp Leader:

Thank you for deciding to join us at the Robert W. Woodruff Scout Reservation for summer camp. You have chosen the premier summer camp in the Boy Scouts of America. We have a program that is second to none. We look forward to making your summer camp experience one that is both pleasant and memorable. This year, in 2011, we celebrate our 32nd Summer Camp Season at Woodruff.

Whether you are coming as a first-time, eleven-year-old Scout or returning as an experienced camper, our program will deliver this promise: your troop will become much stronger for having spent a week at the Robert W. Woodruff Scout Reservation Summer Camp. Our goal is to provide a variety of activities and programs that will fit the needs and interests of your Scouts and Leaders.

The success of any program depends on the quality of the staff. Our camp staff has been selected based on their experience, training, ability to teach, love of Scouting, and a desire to make a lasting impression on your units. A great staff will deliver a great camp experience. Woodruff staff is second to none!

A week of Summer Camp at Robert W. Woodruff is the best value for your Scouts and you. Our outlook on fees is very different from most camps; we charge a little more money for our basic camp fee vs. charging lots of incremental activity/class fees once you get to camp. You can participate in virtually every class/activity at Woodruff, ranging from high adventure, rifle, shotgun, water-skiing, motor boating, COPE/Climbing, archery, white water rafting and horseback, without any added fees. At Woodruff, the only classes that charge additional fees at camp are in the handicraft area and space exploration. Even then, we sell those kits through our Trading Post "at near cost".

As you read through this Leaders' Guide, you will quickly see why we are so proud of our camp. Please take your time and familiarize yourself with our program offerings. We also encourage you to become familiar with our camp policies and practices so that together we can be sure our Scouts remain safe and healthy as they enjoy their activities.

Summer will be here before you know it. And before long you and your Scouts will be enjoying the sights, sounds and smells of camp. We look forward to your visit.

**The Spirit of Scouting is calling....**

Bion D. Jones  
Director of Camping



*Scouting's Southern Paradise*

# CAMP OVERVIEW

## SOMETHING FOR EVERYONE!

### PROGRAM

At Woodruff Scout Reservation, Scouts of all ages and experience can enjoy an outstanding summer camp program. From the spectacular first-year camper program, Mountain Man, to our Merit Badge program, through the challenging High Adventure programs, Scouts of all ages experience fun and adventure while maximizing their advancement opportunities. Robert W. Woodruff is a nationally accredited camp by the Boy Scouts of America. Our staff consists of over 170 program & support staff members. Troops and patrols can also participate in a wide variety of activities including:

Rifle	Canoeing	Nature/Ecology	Outdoor Skills
Swimming	Pioneering	C.O.P.E.	Mountain Biking
Archery	Conservation	Climbing & Rappelling	Whitewater Rafting
Rowing	Mountain Boarding	Hiking	Field Sports

Woodruff has focused its efforts to improve the summer camp program by increasing the age, experience, and competence of our staff. Also of note are the 10 to 1 Scouts to staff ratio for the Mountain Man First Year Camper programs.

### FACILITIES

Woodruff is a classic Scout camp designed to support the delivery of a quality program. Two full-time and one part-time Ranger are working year round to maintain the camp. We continue to do many program, property and facility improvements. Woodruff covers 1575 acres of the North Georgia Mountains complete with wooded hills, creeks and lakes that are home to abundant wildlife including deer, wild turkeys, raccoons, opossums, beavers, geese, crows, tree frogs, and red-tailed hawks. The lake has many species of fish including bream, crappie, and bass. The dining hall at Woodruff will seat many hungry campers. Our program and camp facilities are second to none!

### VALUE = WOODRUFF

Our outlook on fees is very different from most camps; we charge a little more money for our basic camp fee vs. charging lots of incremental activity/class fees once you get to camp.

#### *“Woodruff A GREAT value for your Scouting Dollar”*

➤ Water Sports MB	NO Fee / Free	➤ Archery MB	NO Fee / Free
➤ COPE Participant	NO Fee / Free	➤ On Camp – High Adventure	NO Fee / Free
➤ Rifle MB and Open Shoot	NO Fee / Free	➤ Art/Pottery/Sculpture MB	NO Fee / Free
➤ Shotgun MB and Open Shoot	NO Fee / Free	➤ Motor Boating MB	NO Fee / Free
➤ Climbing/Rappelling	NO Fee / Free	➤ Horsemanship MB –Youth -no ww	NO Fee / Free
➤ COPE Instructor Training	NO Fee / Free	➤ Climbing Instructor Training	NO Fee / Free
➤ Ultimate Zone - youth	NO Fee / Free	➤ Davis Inn Programs	NO Fee / Free
➤ Aquatics Superv –Swim/Water Re	NO Fee / Free	➤ Aquatics Superv. – Paddle/Craft S	NO Fee / Free
➤ Troop Early Arrival (w/approval)	NO Fee / Free	➤ Safe Swim Defense/Safety Afloat	NO Fee / Free
➤ Horsemanship Merit Badge- Youth if not doing Troop Whitewater	NO Fee / Free	➤ Trek Safely, Climb On Safely	NO Fee / Free



## IMPORTANT NOTES FOR CAMP LEADERS

- The online system is used extensively for merit badge registrations, troop activity periods and resource balancing at camp. Please try to enter as much information as you can. Note: Sign-up date information is located in the “Getting Ready for Camp/Online Registration” section of this guide.
- The general program format at Woodruff is to have merit badge classes in the mornings with afternoons available for activities and additional merit badge work. Friday afternoons are reserved for troop and camp-wide activities.
- Each youth participating at Woodruff has, included in their camp fee, one offsite activity. That offsite activity could be either rafting the Nantahala or the Ocoee River, or Horsemanship Merit Badge. Any youth that desires an additional offsite activity will pay an additional fee.
- Many of the merit badges in Nature require extensive fieldwork and written reports. Scouts should plan on at least two afternoons to complete these merit badges at camp.
- Woodruff offers a lot of programs, but don’t feel that you have to schedule something every period of every day. Please leave some free time for a troop hike, troop game, fishing or just sitting around the campsite.
- Please make sure that scouts that sign up for academic type merit badges are old enough to understand and comprehend the material, so that they will have a positive experience at camp.
- Woodruff offers two unique and exciting week-long programs for older scouts. These are held off camp, starting on Sunday evening thru Friday (after noon):
  - Ultimate Zone (off camp)
  - Whitewater Challenge (off camp)

Note: These programs are also available for individual scouts to come as provisional campers, without their troops. Details on these are in the guide.

- Please plan to check in at camp no earlier than 12:45 p.m. on Sunday. There are no accommodations for troops that arrive early on Sundays, and no vehicles will be allowed past the camp main gate until 12:45 p.m. Troops that used the pre-camp swim check and mailed their health form copies early in the past have found the Sunday check-in a very smooth process. Details on these are contained in the leader guide.
- Most troops at Woodruff will share a campsite with another troop. This means sharing the site pavilion and site cleanup duties. Many troops like to use this opportunity to share scouting information and learn about another troop’s history and traditions.
- Troops will be expected to assist the staff in general camp clean up, including shower houses. A sign-up schedule will be coordinated through the Camp Commissioner.

## **PROGRAM NOTES AND CHANGES FOR 2011**

### **Notes for River Trips, Horse Trips, Horsemanship MB - Ride**

- A few scouts meet immediately after dinner, the evening before trip, in dining hall, to make sandwiches
- Meet at 12:30 in the main pavilion the day of the trip – bring limited gear
- Adults will need to purchase a wrist band from camp office in order to participate
- Permission Slips/Waivers required for every participant

### **Rifle Range / Archery Range / Shotgun**

- Rifle and Archery are ‘open shoot’ in the afternoon - periods A & B
- Rifle and Archery are MERIT BADGE ONLY in the evening – Period C
- Shotgun is merit badge only all times

### **Mile Swim**

- Attend 3 out of 4 practice days – M,Tu,W,Th at 2:00; 3:30; or 7:00 pm
- Mile Swim is Friday at 3:00 pm

**CPR for Merit Badges** – Mon OR Tue at 7:00 pm in main pavilion. Every scout taking an aquatic merit badge, or First Aid merit badge, should attend one of these two days to pass off this requirement

**Polar Bear Plunge** is Thursday morning 6:00 a.m. at the waterfront– Patches are \$2 in Trading Post

**Campwide Game** is Friday afternoon at 3:30 - activity field

### **Vespers Services** during the week

- Sunday - 7:00 pm - Catholic – Nature Lodge
- Sunday - 7:45 pm - Protestant – Chapel
- Wednesday - 8:15 pm - Interfaith – Chapel

### **Duty to God / Chaplains Aide Training**

- Starts Monday morning during breakfast on the Rizor porch

### **Flag Retirement Ceremony**

- Wednesday – 9:00 pm. Meet at flagpole at camp entrance

### **Life to Eagle Session**

- Thursday evening. 8:15 PM Nature Lodge

## CONTACT INFORMATION



### ATLANTA AREA COUNCIL – PHONE

(770) 989-8820

### SUMMER CAMP WEBSITE (ONLINE PROGRAM RESERVATIONS & INFORMATION)

[www.atlantabsacamp.org](http://www.atlantabsacamp.org)

Website provides most current information and documentation to help you prepare for camp. Program registration opens **on the dates listed below**, to **registered** units that are **current** with their February 1 payments.

In order to minimize website congestion we will stagger the start of program sign-up. This should make the registration process go smoothly. **You cannot post users, troop info, or participants prior to your start date. You will not be able to log in to the site prior to your start date.**

<u>If you are scheduled for:</u>	<u>Then start program registration at 8:00 AM on:</u>
Weeks 1 - 4	April 1, 2011
Weeks 5 - 8	April 2, 2011

### ONLINE USER GUIDE – DOWNLOADABLE

There is a downloadable user's guide available on the camp website. This manual will provide information and helpful tips that will assist you when registering your Scouts and Leaders for activities/classes.

### ATLANTA AREA COUNCIL – COUNCIL WEBSITE

[www.atlantabsa.org](http://www.atlantabsa.org) Additional info on Camp & the Atlanta Area Council. - look under Camping / Summer Camp

### ATLANTA AREA COUNCIL - CAMP RESERVATIONS & CAMP INFORMATION

Donna Horne / Program Center Assistant

Email: [DHorne@AtlantaBSA.org](mailto:DHorne@AtlantaBSA.org) (preferred contact method)

Phone: (770) 989-8821 ext. 2003 / Fax: (770) 956-5980

### ATLANTA AREA COUNCIL – DIRECTOR OF CAMPING

Bion D. Jones / Director of Camping

Email: [BJones@AtlantaBSA.org](mailto:BJones@AtlantaBSA.org) (preferred contact method)

Phone: (770) 956-3175

### WOODRUFF CAMP LEADERSHIP - 2011

<b>Position:</b>	<b>Name:</b>	<b>Email:</b>
Camp Director	Bion Jones	<a href="mailto:BJones@atlantabsa.org">BJones@atlantabsa.org</a>
Program Director	Fred Gates	<a href="mailto:FHGates@aol.com">FHGates@aol.com</a>
Program Director	Jon Ingram	
Commissioner	Sam Aumann	
Service Director	John Jenkins	<a href="mailto:jenkinsjoh@gmail.com">jenkinsjoh@gmail.com</a>
Asst Camp Direct	David Abercrombie	<a href="mailto:DAbercrombie@atlantabsa.org">DAbercrombie@atlantabsa.org</a>
Asst Camp Direct	Burch Glover	<a href="mailto:BGlover@atlantabsa.org">BGlover@atlantabsa.org</a>

## Contact Information – May 28<sup>st</sup> through July 31<sup>th</sup>, 2011

### CAMP MAIL INFORMATION (DURING CAMP) CHANGE FOR 2011!

Your scouts may receive mail at the following address during summer camp:

**Woodruff Scout Reservation**

“Scout’s Name”

Unit # \_\_\_\_\_ Week # \_\_\_\_\_

**31 Woodruff Drive**

**Blairsville, GA 30512**

### CAMP EMERGENCY PHONE (PROGRAM OFFICE)

The following phone number is for *emergency contact only*, after hours this phone goes to a recording that will be checked the next morning:

**(706) 745-2700.**

### CAMP FAX NUMBER

The following fax number (located in the Camp Program Office) is for *summer camp business use only*:  
(706) 835-2823

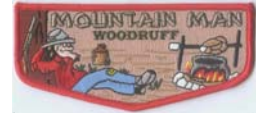
### CAMP DATES - WOODRUFF 2011

Camp Week	Camp Dates	Type Camp
Staff Week	May 28 – June 4	Camp Staff Week
Week #1	June 5 – 11	Boy Scout Resident
Week #2	June 12 - 20	Boy Scout Resident
Week #3	June 21 - 25	Boy Scout Resident
Week #4	June 26 – July 2	Boy Scout Resident
Week #5	July 3 - 9	Boy Scout Resident
Week #6**	July 10 - 16	Boy Scout Resident
Week #7	July 17 - 23	Boy Scout Resident
Week #8	July 24 - 30	Boy Scout Resident

\*\* Week #6 (2 sessions) Venturing Extreme is off camp @ Ocoee Outpost, Boy Scout Week #6 is onsite at Woodruff (see separate Participant Guide for Venturing Extreme)

# WOODRUFF PROGRAM

## MOUNTAIN MAN - FIRST YEAR CAMPER PROGRAM



### OVERVIEW:

The Mountain Man Program is designed for those Scouts who have either just crossed over from Webelos or have limited camping experience. As new rank requirements are adopted, the Mountain Man Program is constantly under review and revision to meet those requirements. In addition, feedback from Scoutmasters and other Scout leaders is utilized to retain those portions of the program that have proven to be effective and change those areas in need of improvement. Basic Scout skills for the inexperienced Scout form the basis of the program.

### THE PROGRAM:

Mountain Man is a two-hour program held every morning all week. There are two sessions every day. The remainder of the day, scouts can work on merit badges that may interest them, or participate in troop activity periods.

Scouts are instructed in the following skill areas: woods tools, meal preparation and cooking, pioneering, knots, orienteering, nature, first aid, and outdoor citizenship. In addition, scouts can participate in a five-mile hike, on Monday, Tuesday or Wednesday evenings.

### MOUNTAIN MAN T-SHIRTS AND PATCHES:

All Mountain Man participants will receive a "Mountain Man" t-shirt and a special patch to commemorate their week at camp. This t-shirt and patch are given out to those Scouts completing the program at **graduation** on Friday.

### MOUNTAIN MAN ADULT SCOUT LEADER PARTICIPATION:

Since the Scouts participating in the Mountain Man Program are new and inexperienced, it is mandatory that each unit assign one or more adults to actively work with their Scouts in this program. This includes observation, assistance with safety, discipline and active participation in the five-mile hike and orienteering course. This is an excellent opportunity for adult leaders to become acquainted with their new Scouts and forge a bond with them that will last throughout the Scouts' career and life.

### MOUNTAIN MAN LEADER ORIENTATION MEETING:

There will be a Mountain Man Orientation Meeting on Sunday night at 7:00 PM for troop leaders involved with this program. Location: Mtn. Man Pavilion

### MOUNTAIN MAN EQUIPMENT NEEDS:

Participants in the Mountain Man Program should bring following items for program purposes:

#### SCOUT SKILL INSTRUCTION:

Scout Handbook	Compass (if you have one)
Notebook with plenty of paper	Pen and pencil
Cup or water bottle	Pocketknife (subject to Leader approval)

### 5-MILE HIKE:

Water Bottle

Rain Coat/Poncho

Flashlight

Day Pack

Snacks

Personal Items - such as first aid kit, insect repellent,

## MERIT BADGES



### OVERVIEW

At camp, the staff is committed to delivering quality merit badge sessions where Scouts complete the requirements as stated. Our goal is that Scouts have fun and learn at the same time. We offer numerous merit badge and certification programs.

This guide should help you plan your Scout's advancement schedule for camp. It also includes information about additional equipment and supplies a Scout may need, any additional costs involved, and any requirements that cannot be completed while at camp.

Scoutmasters please remember: Merit Badges are age specific. Younger Scouts should not enroll in Merit Badge sessions until they are academically and physically ready to succeed in completing them. Some examples are Environmental Science, Shotgun, Astronomy, Water Sports, or the Citizenship merit badges.

Please allow your scouts to have an enjoyable week by encouraging them to sign up for age appropriate merit badges that they can complete.

### SCOUT PREPARATION FOR MERIT BADGES

Learning and retention of information and probability of successfully completing a Merit Badge is significantly improved if scouts prepare prior to camp as follows:

- 1) Obtain the Merit Badge Pamphlet and bring it with you to camp. We do maintain a library of MB Pamphlets that you can borrow from.
- 2) Scan the pamphlet for key concepts and to see what's in it
- 3) Read in detail, taking notes on the things to be remembered. At camp, the material will be discussed, questions answered, and skills practiced. Proper preparation will result in more fun time at camp and foster good study habits for your scouts.

### MERIT BADGES SESSIONS

Merit badge sessions are primarily held during 4 morning periods at 8:30, 9:30, 10:30 & 11:30. Some sessions require 2 back-to-back periods (typically 1 & 2 or 3 & 4). Session sizes vary based on safety requirements and the effective size for the skills to be learned. See website for actual class times.

In addition to the morning sessions, several merit badges in the Nature area will require afternoon fieldwork sessions and the Shooting Sports merit badges will require afternoon time for target qualification. Scouts taking these badges should plan on one or more afternoons, depending on their skill level.

There are several merit badges offered in the afternoon, in Outdoor Skills and Handicraft. These sessions are Periods A and B on either Monday-Tuesday or Wednesday-Thursday. This allows Scouts to take another merit badge class while still participating in other afternoon activities.

The **online camp registration system is used for class signups and rosters**. This is the best way to get your scouts signed up for the merit badges that they want to take. Camp management will be using this system, and making schedule adjustments where necessary.

### **MERIT BADGE COMPLETION REPORTS**

At the end of your camp week, Woodruff will provide your unit with a printed, individual summary report of all merit badge classes attended and the status of completion. Participants in Mountain Man will receive a checklist of items accomplished during the week. **We do not issue “MB-Blue Cards”**.

### **CAMP ADVANCEMENT POLICY**

Woodruff camp staff members are responsible for skill instruction as well as verification that a scout has demonstrated a skill, completed a merit badge or fulfilled an advancement requirement. Camp staff do not sign off on any advancement or merit badge requirements, rather they report the achievement to the unit leader via the end of camp advancement reports. It is the responsibility of the unit leader to actually award credit for completing advancement or merit badge requirements.

### **CPR REQUIREMENT FOR MERIT BADGES**

CPR knowledge is required for the completion of some merit badges. We will be offering this CPR check-off session during the evening activity period on two nights during the week. CPR requirements are not being covered during regular class time to allow for additional instruction of the other Merit Badge skills. This session is not a CPR Certification Course. (CPR Certification will not be offered to Scouts) This session will offer the CPR check-off that is required for these Merit Badges.

The 2 requirements that that will be completed with this class are:

- Identify the conditions that must exist before performing CPR on a person.
- Demonstrate proper technique in performing CPR using a training device approved by your counselor.

### **OUTDOOR SKILLS - MERIT BADGES**

Merit badges are all held during the 4 morning session periods. Sessions are 1 period, with the exception of Pioneering and Cooking – which are 2 period classes. Some merit badges are also offered during the afternoon periods.

Camping	Wilderness Survival	Cooking
Orienteering	Pioneering	Communications
Citizenship in the World	Citizenship in the Nation	First Aid
Emergency Preparedness		

#### **Notes:**

- Wilderness Survival - The overnigher will be Tuesday night, and is required to complete the badge.
- The Communications and Citizenship badges are academic; please make sure scouts taking these badges can understand the material.

### **HANDICRAFT / FINE ARTS - MERIT BADGES**

The Handicraft / Fine Arts merit badges, which require mostly independent work by the Scout, are taught in formal sessions during the morning instruction as well as the afternoon sessions.

Basketry*	Leatherwork*	Woodcarving*	Sculpture	
Art	Fingerprinting	Pottery	Photography*	Indian Lore*

**Notes:**

- Many of the merit badges require an additional fee for kits and supplies (indicated by \*), these kits are available at the Trading Post. Since the Basketry, Leatherwork, Photography and Woodcarving merit badge supply kits are pre-assembled; exchanges or substitution of kit components will not be possible. Additional kit parts (such as a different neckerchief slide, leather wallet or stool) will be available in the Trading Post.
- The photography merit badge requires a participant to take a series of photos. The photography merit badge fee includes the purchase of a single use analog camera and film processing. This kit is available at the Trading Post.
- See the merit badge overview sheet for fee details.
- Fingerprinting, Basketry and Art Merit Badges are one day only badges taught during the afternoon periods.

**Handicraft Kit Fees:** Please come prepared to purchase your handicraft kits at camp from the Rizer Trading Post. **We do not accept advance purchases or payments for any kits as a part of your camp fee.**

**AQUATICS - MERIT BADGES**

Aquatics merit badges and summer camp go hand-in-hand. Water Sports and Motor Boating are 1 period; all other badges are 2 periods in length. The camp provides all equipment.

Swimming	Lifesaving	Small-Boat Sailing	Water Sports
Whitewater (fee)	Rowing (afternoon only)	Canoeing	Motor Boating
BSA Lifeguard (not a Merit Badge)		Swim Lessons (not a Merit Badge)	

**Notes:**

- All aquatic merit badges require scouts to pass the BSA Swim test
- Water Sports may require afternoon qualification time, depending on the skill level of the scout
- BSA Lifeguard is an all day, full week program. Scouts must be 15 years old to participate. There will also be a prerequisite requirement to swim 550 yards (about a third of a mile) continuously, followed by treading water for two minutes.
- Scouts taking Whitewater MB must have earned the Canoeing MB or the Kayak BSA award **before** taking this badge. Scouts will need to bring a leader's note or other proof of completion to camp.

**SHOOTING SPORTS - MERIT BADGES**

The Woodruff shooting sports program is directed by experienced adults who have been certified by the Boy Scouts of America's National Camping School. All instructors in the shooting sports program are certified according to BSA and NRA standards. Woodruff offers instruction in archery, rifle, and shotgun merit badges. Badges are taught during the morning sessions, which are all 1 period in length. Scouts must plan additional time in their afternoon and/or evening sessions to complete the shooting qualification requirements. In addition, during one of the afternoon sessions, scouts must provide time to either clean a rifle for the rifle merit badge or make a bowstring for the archery merit badge. The camp provides all equipment and supplies.

Archery	Rifle Shooting	Shotgun Shooting (13+)
---------	----------------	------------------------

**Notes:**



- All shooting sports merit badge participants must attend afternoon and/or evening shooting qualification sessions in order to provide adequate time to earn the merit badge.
- Rifle merit badge requires scouts to clean a rifle. Rifle cleaning opportunity is provided during the Monday through Thursday afternoon sessions from 2:00 until 4:15. It takes around thirty minutes to clean a rifle.
- Archery merit badge requires scouts to make a bowstring. Opportunity to make a bowstring is provided during the Monday through Thursday afternoon sessions from 2:00 until 4:00. It takes about one hour to make a bowstring.
- Shotgun merit badge participants should be 13 or older and physically capable of safely holding and firing a shotgun. The Shotgun Director has the final say on the scout's capability.
- All shooting sports equipment will be provided by the camp. Please do not bring personal firearms or archery gear to camp.

## **FIELD SPORTS - MERIT BADGES**

Merit Badges are all 1 period in length

Athletics

Personal Fitness

Sports

### **Notes:**

- Field Sports merit badges all have requirements that cannot be completed at camp

## **CLIMBING - MERIT BADGE**

Merit badge is 2 periods in length.

Climbing (Best suited for older scouts – 13+)

C.O.P.E. (Not a merit badge)

## **ADVENTURE ZONE – MERIT BADGES**

### **Horsemanship**

Horsemanship Merit Badge is a two-day merit badge. One day of class is taught at Woodruff as an afternoon session and the other day is conducted offsite at the Ocoee Base Camp. On the “offsite” day, the class leaves at 12:30 pm from the main pavilion. Each scout gets one offsite activity included in their camp fees: either horsemanship or a river trip. Refer to the fee page for the cost of this activity.

After the instruction at the offsite location, a short trail ride is included. A limited number of adults are permitted to watch the offsite instruction, but will not do the trail ride. Adults wishing to ride a horse during the trail ride must pay a fee for the ride. Refer to the fee page for the cost of this activity.

## **NATURE - MERIT BADGES**

The Donnell & Goldman Nature Areas at Woodruff are state of the art facilities and we offer sessions in most of the nature, environmental, and conservation merit badges. Many Nature Merit Badges are academic and instruction is based on the scout having completed a specified level at school. The Merit badge Prerequisite Chart at the end of this guide specifies the prerequisites for each Merit Badge.

Archaeology

Astronomy

Bird Study

Mammal Study

Fishing (**see note**)

Environmental Science

Geology

Forestry

Soil & Water Conservation

Reptiles & Amphibians

Space Exploration

Weather

Plant Science

Fish and Wildlife Mgmt.

## Notes on Nature:

- Most Nature merit badges require extensive field work and projects. Scouts should plan to spend at least two afternoons to complete these badges, in addition to the morning class time.
- Astronomy Merit Badge, taught during the morning periods, will require some evening observation time. Please ensure your scouts are committed to the time requirements of this badge.
- Fishing Merit Badge – Fishing equipment WILL NOT be provided. Those wishing to fish must bring their own fishing equipment and tackle (including bait). Cane Poles will be available for sale at the Trading Post.
- The BSA and the National Wild Turkey Federation have created a new Conservation Challenge Program. More information can be found in the Troop Activities section.

## ADVENTURE ZONE – OLDER SCOUT PROGRAM



Woodruff offers two (2) great programs designed for older scouts: Ultimate Zone and Whitewater Challenge. The focus of these programs is high adventure. Scouts may have opportunities to cover certain merit badge requirements as they participate in these programs, but there will be no formal reports.

### ULTIMATE ZONE (OFF SITE)

The Ultimate Zone program is for experienced Scouts who desire additional outdoor challenges, both physically and mentally. This offsite program is designed to provide Scouts a challenging, action-packed wilderness experience that will further enhance personal growth and develop leadership skills. Participants will leave Sunday evening and return in time for the Friday evening campfire.

Activities for this weeklong adventure will include activities such as: rafting the Nantahala and Ocoee rivers, backpacking, horseback riding, rock climbing, rappelling, swimming and mountain biking. A separate permission slip is required for this program. Scouts must bring their own backpacking gear, please refer to the “program overview” for details. Staffing is provided by both Woodruff and Whitewater Express. There is an additional fee for adults wishing to participate – please refer to the fee page for details. **Participants must be at least 13, and have graduated the 8<sup>th</sup> grade, prior to arriving at camp. All Ultimate Zone Participants must have a valid Annual Health and Medical Record Form and MUST meet the height/weight requirements. Waiver forms (WWE) are required for this “off camp” activity. **Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>. Additional copies are available at camp.****

### WHITEWATER CHALLENGE (OFF SITE)

The Woodruff Whitewater Challenge Program takes you offsite for 5 exciting days of whitewater activities. This may include rafting, canoeing and kayaking on the Ocoee, Little Tennessee, Nantahala, Tuckaseegee and Toccoa Rivers. Participants will get instruction in reading and scouting a river, canoe handling skills, and paddling skills – such as side slips, eddy turns and peel outs. Housing will be in cabin tents at the Nantahala Outpost from Sunday through Friday afternoon. There is an additional fee for this activity (refer to the Camp Fee Chart). **Participants must have already earned the Swimming Merit Badge. Participants must be at least 13, and have graduated the 8<sup>th</sup> grade, prior to arriving at camp.** This adventure is open to a limited number of adults. Staffing is provided by both Woodruff and Whitewater Express. **All Whitewater Challenge Participants must have a valid Annual Health**

**and Medical Record Form and MUST meet the height/weight requirements.** Waiver forms (WWE) are required for this “off camp” activity. **Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>. Additional copies are available at camp.**

## **TROOP / INDIVIDUAL ACTIVITIES AT CAMP**

### **FUN & ADVENTURE FOR TROOPS AND PATROLS**

In addition to merit badges, Woodruff offers afternoon and evening troop activity periods. Troops can sign up for the following:

#### **CLIMBING & RAPPELLING**

This activity is offered during each of the afternoon and evening activity periods. It includes tower wall & climbing chimneys, rappelling and zip-line. For all climbing activities, shoes must be capable of being tied securely. **No waivers are required for this “on camp” activity.**

#### **C.O.P.E.**

Project C.O.P.E. is an acronym for Challenging Outdoor Personal Experience. It consists of different challenges for groups of scouts that involve teamwork and problem solving, with tests of agility and individual skills. Participants start with low COPE exercises, building towards high COPE work on the climbing tower, zip line, and other challenges using off the ground elements.

#### **LOW C.O.P.E. – TEAM BUILDING.**

Ideal for your Troop’s Patrol Leaders Council, a group of adult leaders, Crew Leadership, or combination. This is offered daily. Pre-registration is required. Minimum number of participants is 6.

#### **TROOP RIVER TRIPS (WHITEWATER RAFTING)**

Your camp fee includes one offsite activity (either horsemanship merit badge or a whitewater raft trip). You will have the option of choosing the day that you would like to go rafting. We will have trips on the Nantahala River Monday through Thursday, while trips on the Ocoee River are only available on Mondays and Thursdays. (The TVA does NOT run water in the Ocoee on Tuesday and Wednesday.) Note: All whitewater participants must pass the BSA Swim Test.

**Nantahala River** trip is better suited for the younger members (first and second year scouts) of your troop. It consists of a river float combined with category II-III rapids and provides a young scout a wonderful introduction to the excitement of whitewater rafting. **Waiver forms (WWE) are required for this “off camp” activity.**

**The Ocoee River** trip is a more advanced whitewater experience consisting of category III-IV rapids. Camp Woodruff guidelines require that only youth 13 and older with two previous trips on the Nantahala or a similar river participate due to the more physically and mentally strenuous demands of the trip. **Waiver forms (WWE) are required for this “off camp” activity.**

**Note:** Due to the overwhelming demand for Ocoee River trips, each unit is limited to a **maximum of two (2) adults** on the Ocoee each week. There is no limit on the number of adults on the Nantahala.

**Whitewater Photos:** Photos (on CD) of each week’s Ocoee trips will be available for purchase approximately 3-4 weeks after camp. Look for the order form online at [atlantabsacamp.org](http://atlantabsacamp.org). Nantahala

photos should be available, for purchase, at: [www.myriverphotos.com](http://www.myriverphotos.com) (Note: we do not control the Nantahala photos, this is best info available)

**Waiver Forms/Permission Slips: Whitewater, Horseback, Ultimate Zone and Whitewater Challenge Programs require a permission slip be completed by the Scout's parents (if under 18) or the individual participant (if over 18) prior to arrival at camp. Please don't forget to download and complete these important forms.**

**Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>. Additional copies are available at camp.**

### **AQUATICS ACTIVITIES**

With the equipment and facilities at Woodruff, Scouts can participate in many aquatics activities that otherwise might not be available through their regular troop program. Activities are Swimming, Canoeing, Mile Swim and Boating.

### **CANOE OVERNIGHTER**

This is a troop activity. Participants will canoe across the lake, during the evening activity period, to an outpost camp and spend the night – returning in the morning. This is a non-staffed activity. Troops should ensure they have enough adult leadership in place. The camp will provide tents & Dutch ovens for cobbler. There's a fee for the cobbler supplies. This activity must be run under the BSA Safety Afloat guidelines.

### **NATURE & CONSERVATION ACTIVITIES**

Visit the Nature Lodge to learn about the environment and wildlife around the camp. On display are many species that live on the camp property. Go fishing in the lake, observe the constellations on a clear night away from the city lights or attend a reptile show. Your Scouts can complete a Conservation Good Turn Project (See the Nature Lodge staff for details). Check with the Program Director for any way the nature staff could assist you with your troop program.

### **MOUNTAIN BOARDING**

Mountain boarding is an exciting afternoon activity for scouts who want to experience the thrills of zooming down a trail on a board with wheels. Mountain boarding looks like snow boarding on wheels, or maybe it's better described as "wilderness skateboarding". Open during the afternoon and evening activity periods. **No waivers are required for this "on camp" activity.**

### **MOUNTAIN BIKING**

Woodruff has an established Mountain Bike Trail. Bikes are available for troop or patrol bike hikes during the afternoon and evening periods, riding under staff supervision. **No waivers are required for this "on camp" activity.**

### **WOODRUFF HIKER**

Troops or patrols that are interested in hiking the perimeter trail, or hiking to interesting landmarks, can stop by the camp office to pick up a map. Trails are clearly marked. This is a non-staffed activity. Upon successful completion and with your leader's approval, those who have completed the hikes may purchase a Woodruff Hiker patch in the Rizer Trading Post.

## FIELD SPORTS

Field sports equipment will be available to check out during the afternoon and evening periods. This is a non-staffed activity. Equipment includes soccer balls, horseshoes, volleyballs, softball equipment, footballs and Frisbees®.

## SHOOTING SPORTS

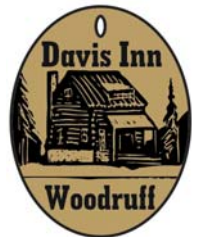
Summer Camp may be the only opportunity many Scouts ever have to learn firearm safety and try to shoot a bulls-eye. Sign up for a troop activity at the archery or rifle ranges. Our certified range staff will provide instruction and all necessary equipment.

## ORIENTEERING COURSE

Woodruff maintains a one-mile orienteering course that will satisfy the 1<sup>st</sup> class orienteering requirement. This is a non-staffed event. Pick up a course sheet at the camp office.

## DAVIS INN PROGRAMS

The Davis Inn Outpost is always a popular place to visit at Woodruff. This turn of the century cabin in the Woodruff backcountry shouldn't be missed. The Woodruff Staff has planned special activities and programs to allow our campers to participate. Gold panning, blacksmithing, woods tools, gardening, candle making, sling shots and many more activities are offered. Look for more info as camp gets closer.



## NATIONAL WILD TURKEY FEDERATION “CONSERVATION CHALLENGE” PROGRAM

Woodruff Scouts can attempt to earn the NWTF Conservation Challenge Badge. But you'll have to achieve a high level of outdoors skills proficiency to do it. You must complete four core requirements, plus successfully pass a Hunter Education Course.

The BSA/NWTF “Conservation Challenge” patch can be earned at Woodruff Summer Camp by scouts who:

- Complete all merit badge requirements in shotgun, rifle, archery and fish & wildlife management.
- Complete a Hunter Education course taught by a certified hunter education instructor on the hunter education elements not covered by these merit badges.
- \*\* Pass a Hunter Education Exam.



\*\* Note: The Hunter education certification patch requirement can also be earned by scouts who complete an online hunter education course prior to camp followed by successful completion of the hunter education exam.

## “SPOOF” MERIT BADGES

Back by popular demand, Woodruff will offer several “spooof” merit badge classes. You can never be sure just what badges will be offered and what the requirements to earn them might be, but at least 2 programs will be offered this year.



## POLAR BEAR PLUNGE

Brave souls with plenty of warm blood flowing should meet at the waterfront on Thursday mornings at 6 AM for a refreshing (and frigid) plunge into the Woodruff Lake. After thawing out, individual participants can purchase a special patch at the Rizor Trading Post.

## **DISC GOLF**

Woodruff has a *DISC* golf course available for use by our campers. This is a non-staffed event. Pick up needed supplies from the Field Sports Staff or the Quartermaster.

## **NOTE ON TROOP ACTIVITY PERIODS**

While adults are welcome to participate in almost every camp activity, please understand that we are a youth oriented scout camp, and we will give preference to youth, especially scouts working on merit badges. For example, our rifle range is available for open shoot during the troop activity periods. There are a limited number of shooting stations. At times, our range director may limit shooting to youth only, so that all scouts have an opportunity to shoot.

## **OTHER ACTIVITIES AT CAMP**



### **CHAPLAIN'S AIDE AND SOAR WITH EAGLES PROGRAM**

Each week the camp chaplain conducts chaplain's aide training for all boys who are interested. Classes are scheduled so as not to conflict with merit badge classes or activities.

In addition to the chaplain's aide program, Scouts can participate in the *Soar With Eagles* program. The chaplain can provide details on the requirements as well as information on the patch that can be purchased upon completion of the requirements.

### **ORDER OF THE ARROW ACTIVITIES**

Our Order of the Arrow Lodge - Egwa Tawa Dee, holds events throughout the week. All Arrowmen should bring their OA Sash to wear. Atlanta Area Council - Ordeal members can seal their membership by participating in the Brotherhood Trail while at camp (dependent on Staff availability).

### **FLAG RETIREMENT CEREMONY**

The flag retirement ceremony is held Wednesday evening in the amphitheatre, immediately following the camp vesper service. Based on previous years, this is a "don't miss" activity.

### **ASTRONOMY CLUB**

On clear sky Thursdays, astronomers from the Atlanta Astronomy Club visit the camp. The astronomers direct their telescopes on planets and deep space objects for your viewing. Open to all!

### **PARENT'S NIGHT AT CAMP**

Friends and family are invited to visit their Scouts on Friday afternoon to enjoy camp fellowship. Parents are encouraged to stay for supper, which begins at 6:00 PM. For those desiring to eat scrumptious camp food at Woodruff, a \$5.00 meal fee will be charged for all guests and they will eat with their respective units. **Tickets for the meals must be prepaid by noon on Wednesday** to assure that there will be sufficient food available. After supper, everyone is invited to stay for the final campfire and a farewell until next summer

### **LIFE TO EAGLE SEMINAR**

The Council Advancement committee will be hosting a Life to Eagle transition seminar at the Troop Service Building (TSB) after the Scoutmasters Dinner on Thursday. Please encourage your older scouts and leaders to attend.



## CAMP AWARDS



### HONOR TROOP AWARD

Troops can qualify for a special recognition award at Woodruff. The Honor Troop Award is presented to troops that complete the requirements that include campsite inspections, camp improvement project (see Commissioner), being on time to meals and assemblies and other participation items. **Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>. Additional copies are available at camp.**

### SCOUTING TRADITIONS CHALLENGE

Is your troop the best of the best? Then this is the challenge for you! This honor is designed to recognize those Troops whose members epitomize the ideals of Scouting. It is a strenuous and demanding challenge that will only be successfully completed by the very best troops. **Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>. Additional copies are available at camp.**

### SCOUTMASTER MERIT BADGE

Why let your Scouts have all of the fun and recognition? All adult volunteers are encouraged to get involved in the activities at Woodruff Scout Reservation and earn the Scoutmaster Merit Badge. **Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>. Additional copies are available at camp.**

### UNIT PARTICIPATION RIBBONS

All units attending camp will receive a participation ribbon for their unit flag.

### CAMP RANGER'S AWARD

This is a special award presented by our Woodruff Camp Rangers to those units accomplishing significant work projects in areas designated by the Rangers. Projects must be requested no later than noon Wednesday. (This is different from the conservation or improvement project required for the Honor Troop award.) Each unit completing this project will receive a ribbon for their flag.

### LEADER COFFEE MUG

All camp registered/paid adult leaders (full week leaders) on camp will receive a Woodruff Leader Mug to add to their collection. This mug is normally given out on Thursday evening. Mugs are purchased prior to camp based on leader registrations; therefore extra mugs will not be available. Also, please be aware that extra camp patches and leader mugs will not be available for multiple leaders sharing the same leader slot.

## ADULT PROGRAMS/ACTIVITIES



Woodruff offers a number of opportunities for adult leaders while in camp including training, teaching, challenges and fun!

## **BSA LIFEGUARD**

BSA Lifeguard is a three-year training designation awarded to Boy Scouts and adults who meet prescribed requirements in aquatics skills, Safe Swim Defense, Safety Afloat, first aid, and emergency action. It is designed for those individuals that will have professional related lifeguard duties (resident summer camp, recreational pool work, etc.). The requirements were changed in 2009 to reflect this new focus. As such, scouts and leaders should plan a full week/all day commitment. Minimum age to start the program is 15, and participants will be required to pass a strong swim test before beginning. Participants will also be required to take a C-Pro (CPR for Professional Rescuer) Course for an additional fee of \$40. [Online Sign-up](#)

## **RED CROSS CERTIFICATION PROGRAMS – ADULT**

Woodruff offers 2 different programs in CPR Certification:

- **Red Cross CPR W/AED & Standard First Aid** - Upon completion of this course, attendees will be Red Cross Certified in Cardiopulmonary Resuscitation (CPR) for one [1] year and Standard First Aid Certification is [3] years. The certification fee is estimated to be **\$20.00 per participant**. This fee will be collected at camp. **Pre-registration is required, use the online system**. This is taught on Tuesday and Wednesday afternoon, you must attend both sessions. [Online Sign-up](#)
- **CPR for Professional Rescuer (C-Pro)** – Participants in the new BSA Lifeguard Course must attend this class. Fee is estimated to be **\$40.00 per participant**. If the lifeguard class does not fill all slots, the class is open to adults. The class is taught over 3 evenings (Mon, Tues, Wed) from 6 – 9 PM. [At-Camp Sign-up](#)
- **Wilderness and Remote First Aid (WFA)** – For 2011 we are planning to deliver the American Red Cross “Wilderness and Remote 1<sup>st</sup> Aid Course. Fees and schedule will be communicated at a later date. [Online Sign-up](#)

## **CLIMB ON SAFELY**

Climb On Safely is the required procedure for organizing climbing and rappelling activities as part of the scouting program. It is designed to help adult leaders organize a climbing and rappelling program for their unit, similar to Safe Swim Defense. [At-Camp Sign-up](#)

## **TREK SAFELY**

Trek Safely is the Boy Scouts of America's recommended procedure for organizing and carrying out outdoor treks that involve Boy Scouts, Varsity Scouts, and Venturers. Trek Safely applies to all types of outdoor experiences that involve trekking, including hiking, backpacking, canoeing, horseback riding, caving, rafting, kayaking, sailing, ski touring, mountain climbing, and mountain biking. [At-Camp Sign-up](#)

## **SAFE SWIM DEFENSE**

Safe Swim Defense is the BSA required training for running a swimming activity. [At-Camp Sign-up](#)

## **SAFETY AFLOAT**

Safety Afloat includes the BSA procedures to hold a unit boating event. [At-Camp Sign-up](#)

## **C.O.P.E. INSTRUCTOR TRAINING**

Participants become certified as a C.O.P.E. Instructor. This requires working at the C.O.P.E. / Climbing area all mornings and evenings for 5 days. Similar in time commitment to the BSA Lifeguard Training also allows you be part of the Atlanta Area Council C.O.P.E. Team. This may also qualify you to assist your home council's COPE Team. [Online Sign-up](#)



## **BSA AQUATICS SUPERVISION: SWIMMING & WATER RESCUE**

Swimming & Water Rescue provides BSA leaders with information and skills to prevent, recognize, and respond to swimming emergencies during unit swimming activities. It expands the awareness instruction provided by Safe Swim Defense training to include basic water rescue skills. The class will be two days at the aquatics area. Participants must attend both days. [Online Sign-up](#)

## **BSA AQUATICS SUPERVISION: PADDLE CRAFT SAFETY**

Paddle Craft Safety expands on Safety Afloat training to include the basic skills and knowledge needed for a unit leader to confidently assess his or her ability to supervise float trips using canoes or kayaks. The class will be two days at the boating area. Participants must attend both days. [Online Sign-up](#)

## **SCOUTMASTER LOUNGE**

Woodruff offers a dedicated lounge area for our unit leaders. There is always a pot of coffee on, newspapers & other reading materials available, as well as lots of good fellowship or just a place to “kick-back” for a few minutes. A dedicated phone line is available. You will need a calling card for long-distance calls. “Come sun yourself on the deck.” The Scoutmaster Lounge is located in the Troop Services Building.

## **INTERNET ACCESS**

The Scoutmaster lounge provides very limited internet access (via satellite and DSL). We provide several Ethernet drops and two email workstations. We request that you limit your connection time. Users are expected to be courteous to other users and not abuse this service by engaging in illegal or inappropriate activity.

## **ULTIMATE ZONE & WHITEWATER CHALLENGE - ADULT**

Adults can participate in the Ultimate Zone and Whitewater Challenge Programs and provide additional leadership as well as enjoy the adventures. Please understand that participation is based on availability and Scouts are given preference over leaders. There is an additional adult fee above that normally charged for camp. Please refer to the fee schedule at the front of the guide. [Online Sign-up](#)

## **NICHOLSON CABIN RENOVATION PROJECT AND CAMP GOOD TURN**

The Nicholson cabin is one of the original structures that were on the property when the Robert W. Woodruff Scout Reservation was founded over 30 years ago. Unlike the Davis cabin, the Nicholson cabin has the potential to be a viable residential structure. The Nicholson cabin is in need of a serious facelift. This year’s good turn will focus on restoring the Nicholson cabin. It will involve several hours of work on one designated day during the week. The work will range from cleanup and simple demolition to rebuilding and repairing. There is work for adults at all skill levels. Tools and materials will be provided so all you need to do is show up. The project will be supervised by the camp staff and a camp ranger and will continue throughout the summer.

This is an excellent opportunity to spend some time with fellow Scouters while you help improve the facilities at WSR. If you are skilled at plumbing, carpentry or are a licensed electrician and are interested in some additional work time at the cabin, please contact the program center at least three weeks prior to your arrival so we can discuss additional opportunities for service. [At-Camp Sign-up](#)

## **HELP WANTED! CAMP GOOD TURN PROJECTS**

If you are an accomplished handyman, experienced tradesman, or a “jack of all trades” and want to help the Camp Ranger with some specific camp projects, please contact us at least 2 weeks prior to your arrival. We’ll see if we can find a great “Good Turn” project for you to do while at camp.

## LEADER COOK-OFF

Bring a sample of your best cooked desert to the Outdoor Skills area at 2 pm on Friday for the leader's cook off competition. Winner announced on Friday night.

## DAILY LEADER MEETINGS

Each morning (Mon – Fri) there is a meeting for unit leaders conducted by the camp leadership. This meeting is held immediately after breakfast on the dining hall porch. Please be sure your unit is represented at these important meetings.

## PROGRAM ASSISTANCE

Adults can participate in camp programs by assisting our staff in the following areas:

Shotgun: We need adults to help watch and score during the merit badge qualification times. Any adult that helps score during an afternoon or evening session will be invited back on Friday afternoon for a leader shoot.

Aquatics: Adults may participate in, and earn, the BSA Lifeguard patch. In addition, if you are able to help us by being one of our lookouts during an open swim session, please talk with the aquatics director when you get to camp.

Merit Badge Instruction: If you have a merit badge that you want to teach, and can supply the necessary instruction and materials, we would love to hear from you. We can add your offering to the camp online system for the week and time that you are available.

Mountain Man: Since the Scouts participating in the Mountain Man Program are new and inexperienced, it is mandatory that each unit assign one or more adults to actively work with their Scouts in this program. This includes observation, assistance with safety, discipline and active participation in the five-mile hike and orienteering course. This is an excellent opportunity for adult leaders to become acquainted with their new Scouts and forge a bond with them that will last throughout the Scouts' career and life.

## SUMMER CAMP - ADULT TRAINING



### OVERVIEW

Welcome to Camp Woodruff's Summer Adult Training Program. For your enjoyment and the benefit of the scouts, different adult training programs will be presented every day during your week here. (18 and over please). Our adult leader-training program at Woodruff is extremely popular.

### SCOUTMASTER TRAINING PACKAGE

This training includes: Fast Start, This Is Scouting, Leader Specific Training and Introduction To Outdoor Leader Skills. Each morning / Monday – Friday. See chart below.

Due to overwhelming demand and limited resources, each week of Scoutmaster Training is limited to **25 participants**. The class will be filled on a first-come, first-served basis and there is a limitation of 1 participant per unit. **All training registration forms and a separate check for \$25 must be received no later than April 1 in order to confirm a seat in the Scoutmaster Training Program.** A waiting

list will be maintained in the event of unfilled slots, cancellations or no-shows. If vacancies are still available the week of camp, additional participants from the same unit will be welcome to attend.

**Note:** The \$25 training fee becomes non-refundable two weeks before your unit's scheduled arrival at camp. This applies to cancellations or no-shows only. The seat can be reallocated to another leader in the unit without penalty up to the commencement of class.

### ADDITIONAL TRAINING SESSIONS OFFERED

- Youth Protection Training, Trek Safely, Climb on Safely, Safe Swim Defense and Safety Afloat, Leave No Trace. Registration for these classes will be at camp.
- CPR/AED with Standard First Aid, Sign up for CPR/AED via the online system.
- CPR for Professional Rescuer (C-Pro)
- Wilderness First Aid – Basic (WFA) planned/not confirmed

**Special Note:** While training is a popular and important adult activity, the primary mission of the Woodruff staff is to provide an excellent summer camp experience to the youth who attend camp. From time to time, there may not be sufficiently qualified staff to conduct training activities. Every effort will be made to offer quality adult training to the extent it doesn't diminish the focus on the youth at camp.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 12:30 PM	Scoutmaster <sup>1</sup> Training Package	Scoutmaster <sup>1</sup> Training Package	Scoutmaster <sup>1</sup> Training Package	Scoutmaster <sup>1</sup> Training Package	Scoutmaster <sup>1</sup> Training Package
Lunch					
2:00 PM – 3:30 PM	Youth Protection	Red Cross Adult CPR & First Aid <sup>2</sup>	Red Cross Adult CPR & First Aid <sup>2</sup>	Webelos to 1 <sup>st</sup> Class	
3:30 PM – 5:00 PM	Safe Swim Safety Afloat				
Dinner					
7:00 PM – 7:30 PM	C-Pro (6-9pm)	C-Pro (6-9pm)	C-Pro (6-9pm)	Life to Eagle (8:15pm)	

(1) Includes the equivalent of: Fast Start, This Is Scouting, Position Specific, Troop Committee and Introduction to Outdoor Leader Skills. Must attend all 5 days for “Trained” certification, the fee for this is \$25 and advance registration is required. In order to be fully trained and receive a trained patch on Friday, the following must be completed: Boy Scout Fast Start, This is Scouting, and Youth Protection (These may be done on line, attend class at camp, or DVD will be provided at camp. See the adult training instructor.) Scout Leader Specific training (daily morning class) Outdoor Leader skills (daily morning class)

(2) Must attend both days to receive certification. There is a \$20 fee (estimated) for this training.

## FOOD SERVICE



### DINING HALL

The Dining Hall serves cafeteria-style meals. Troops are assigned seating during the dining hall orientation on Sunday. For breakfast and dinner units are dismissed from the flag ceremony on the activity field. Lunch is first come/first served but is still enjoyed at your assigned seating. Woodruff uses a troop waiter(s) to assist in unit table setup and cleanup. Woodruff Staff does the serving.

### SATURDAY MORNING BREAKFAST

Breakfast on departure day (Saturday) is served continental style, delivered to your campsite by Woodruff Staff.

## **SCOUTMASTER MESS**

The camp will provide a supplemental food area for Scoutmasters. This area will give the opportunity to get your coffee or hot tea, and some special meal supplements that appeal to adult leaders. **The use of this area is restricted to registered adult camp leaders only!**

## **SCOUTMASTER STEAK DINNER**

The Scoutmaster dinner will be held at the Main Pavilion on Thursday evening during normal meal time (6:00 PM). This is a great opportunity for the Staff to honor our unit leaders for their support of Camp. All adults that are registered on camp are welcome.

## **SCOUTMASTER BRUNCH**

The Scoutmaster Brunch & Meeting will be held at the Dining Hall on Tuesday morning at 8:30 AM. This is a good opportunity to address any changes or issues early in the week. Come hungry!

## **VISITOR MEALS**

Meals for visitors in camp are available. The cost is \$5.00 per meal. Please notify the Camp Operations Director in advance (early during your camp week) so that enough food can be prepared.

## **SPECIAL DIETARY CONCERNS**

Camp and backpacking food is by necessity a high-carbohydrate, high-calorie diet. It is high in wheat, milk products, sugar, corn syrup, and artificial coloring/flavoring. Dinner meals contain meat. If these food products cause a problem in your diet, you need to bring appropriate substitutions with you and so advise camp personnel. We may be able to provide alternative food, but only if we are notified well in advance of your arrival. **Note: Please utilize the online system to indicate any restrictions that you may have. Please contact the Camp Operations Director, during the Dining Hall Orientation, to insure that they are aware of your special needs.**

**Important Note:** In most instances, you will be required to store and prepare any special foods that may you bring. We will suggest that you come prepared to prepare these special meals in **your campsite**. Units/individuals will not be allowed to access the camp kitchen in order to prepare special meals.

## **LUNCHESES FOR HORSEBACK & WHITEWATER RAFTING PARTICIPANTS**

Participants in these activities will **not** eat lunch at the Dining Hall. They will be provided a sack lunch on the bus during the trip to their activity. Troops going will assist in the preparation of these sack lunches the evening prior to their activity.

## **UNIT COOKING IN-SITE**

Troops have the option of cooking meals in their site. The camp will not provide food for “in-campsite” cooking; you should bring your own food with you. Please notify the Council Program Center or the Operations Director by May 15 so that these arrangements can be made. With advance notice, we will adjust the fee of “paid participants”; for those units cooking “in-site”

## **TROOP CRACKER BARREL**

Many troops enjoy the opportunity to prepare a Dutch oven cobbler or homemade ice cream for a special treat at troop or patrol cracker barrels during the week. Upon checking into camp, please purchase a “chit” at the Trading Post that will allow you to draw supplies from the camp Quartermaster. We’ll be glad to supply the equipment and supplies you’ll need. There’s no charge for the Dutch oven or ice cream freezer equipment, and only a small charge per fruit cobbler or ice cream mix for supplies. Of

course, we'll ask you to clean the equipment and return them to the Quartermaster the next morning so they will be ready to be used again by another unit.

### FRIDAY EVENING BBQ DINNER

On Friday evening, in order to support our large number of camp visitors, the meal will be a BBQ picnic meal, served in “to go” boxes from the Dining Hall porch. Note: Unit should notify the camp office of visitors that will be having dinner. Each visitor will be expected to pre-pay for the meal. There will be no seating in the dining hall, so bring a lawn chair or a blanket to dine on the lawn or your campsite.

### COFFEE AND PBJ ANYONE?

Cold cereal is available in addition to the hot breakfast that is served each morning. A salad bar is always available at lunch and supper (with the exception of Friday evening). Self serve peanut butter and jelly sandwiches are available at all meals. Coffee is available for leaders in the dining hall (Scoutmaster Mess) from just before morning assembly through supper (closes after lunch on Friday) – please enter from the Dining Hall front porch. Coffee is always available in the Scoutmaster Lounge.

## CAMP FEES



### 2011 SUMMER CAMP FEES – WOODRUFF SCOUT RESERVATION

A week of Summer Camp at Robert W. Woodruff is the best value for your Scouts and you. Our outlook on fees is very different from most camps; we charge a little more money for our basic camp fee vs. charging lots of incremental activity/class fees once you get to camp. You can participate in virtually every class/activity at Woodruff, ranging from high adventure, shooting sports, water-skiing, motor boating, troop white water rafting and horseback, without any added fees. At Woodruff, the only classes that charge additional fees at camp are in the handicraft area and space exploration. Even then, we sell those kits through our Trading Post “at near cost”. We also charge a small fee for those participating in Whitewater Merit Badge and our popular 5-day Whitewater Challenge.

### 2011 WOODRUFF SCOUT FEE CHART

	In-Council Scout (Base fee)	Out of Council Scout (Base fee)	Troop Whitewater or Horseback (1 trip included in base fee)	Ultimate Zone	Whitewater Challenge
<b>Youth Fee</b>	\$260	\$275	Included	Included	Plus \$50
<b>Additional Youth Fees</b>			\$35 for each additional		

**Youth Fees:** The following merit badges classes or activities may have additional fees; Basketry, Indian Lore, Leatherwork, Woodcarving, Space Exploration, Whitewater MB, Whitewater Challenge. BSA/ARC Lifeguard w/CPR-Pro Certification. Refer to the Merit Badge Quick Reference Chart when released.

**Handicraft Kit Fees:** Please come prepared to purchase your handicraft kits at camp from the Rizer Trading Post. We do not accept advance purchases or payments for any kits as a part of your camp fee.

**Important Note - Fees:** Each youth participating at Woodruff has, included in their camp fee, one offsite activity. That offsite activity could be either Troop Rafting the Nantahala, Troop Rafting the Ocoee, or Horsemanship Merit Badge. Any youth that desires an additional offsite activity will pay a \$35.00 additional fee. Youth participating in the Whitewater Challenge have a \$50 additional fee. All adult leaders participating in offsite activities will pay a \$35.00 fee for each activity, with the exception that leaders participating in Ultimate Zone will pay a \$50 fee and Whitewater Challenge will pay a \$75 fee in addition to the adult leader fee.

**2011 WOODRUFF SCOUT LEADER FEE CHART**

	<b>In-Council Adult Leader (After 2 free) <u>See note on fees below</u></b>	<b>Out of Council Adult Leader (After 2 free) <u>See note on fees below</u></b>	<b>Troop Whitewater &amp; Horseback Adult Fee</b>	<b><i>Ultimate Zone</i> Adult Fee ** in addition to leader fee</b>	<b><i>Whitewater Challenge</i> Adult Fee ** in addition to leader fee</b>	<b>Scoutmaster Training Package Fee ** (full week morning class)</b>
<b>Fee</b>	\$125	\$150	\$35	Plus \$40	Plus \$75	Plus \$25

**\*\* This fee is in addition to the Adult Leader Fee's**

**FREE LEADERS:**

For 2011 WSR will continue to discount (more free leaders) for units based on the actual number of Scouts that you have attending camp. See the “Free Leaders” chart below (next page)

**Leaders that attend free:**

- Less than 5 Scouts attending      0 free leaders
  - At least 5 Scouts attending      2 free leaders (total of)
  - 25 to 34 Scouts attending      3 free leaders (total of)
  - 35 to 44 Scouts attending      4 free leaders (total of)
  - 45 to 54 Scouts Attending      5 free leaders (total of)
  - 55 to 64 Scouts Attending      6 free leaders (total of)
  - 65 or greater Scouts      7 free leaders (total of)
- Attending

**Leader Fees:**

Leader fees (full week) are as follows:

- Each registered unit\*\* is allowed to bring up to two (2) leaders free (with no leader fee), as long as you bring a minimum of five (5) Scouts
- Units bringing less than five (5) or less paid Scouts get NO free leaders.
- All leaders/adults (including those attending at no cost) and non-registered family members will, if they attend, pay a fee of \$35.00 for their offsite activity (whitewater trip or horse ride).
- Additional leaders are \$125 (Atlanta Area Leaders) or \$150 (Out of Council Units), plus any offsite activity or training fees.
- Note: Again in 2011 an “adult offsite adventure” ticket must be pre-purchased prior to getting on the bus and surrendered at the offsite activity.
- The following classes or activities will have additional fees; Whitewater Challenge. BSA/ARC Lifeguard, CPR/AED Certification, CPR-Pro Certification, Scoutmaster Training Package.

\*\* For the purpose of camp administration, including the setting of leader fees, a unit is defined as the group of leaders and youth that register as a single “unit” to attend camp. If the “unit” is comprised of leaders and youth from multiple troops, all youth and leaders will be counted as a single “unit” and all must identify themselves with the “at camp unit number” rather than their individual troop number.

Leaders should not expect to get additional “free leaders” if the “at camp” unit is made up of multiple troops. “Free Leaders” is determined only on the number of youth attending camp.

#### **Fees for Partial Week Leaders:**

- If you are attending only part of the camp week, one to three days, you will pay a per day rate of \$25 which will cover your meals. You will not receive a camp mug or patch.
- If attending more than 3 days, you must pay the full leader fee. You will receive a camp mug and patch.

#### **PAYMENT SCHEDULE:**

- Summer Camp Unit Reservation Deposit of nonrefundable \$250.00
- Scout/Adult Fees:
  - February 1, 2011 - \$80 per scout / no adult fees due
  - May 1, 2011 – additional \$90 per scout / \$50 per adult beyond “free leaders”
  - Balance of all fees due a minimum of 10 working days prior to your Sunday arrival date
  - Note: Your payment can be cash, check or credit card.

**Special Note:** Your unit will not be able to access the Online Program Registration site if your February payment (\$80 per Scout) has not been made.

#### **NO-SHOW SCOUTS:**

If you have “No-Show” scouts at your 2011 Summer Camp Check-In, that vary significantly from your pre-registration number, the unit will be subject to a \$100 fee per “no-Show” Scout. Please keep us posted with your current participation numbers, so that your unit can avoid any additional fees.

#### **ROTATING / PARTIAL WEEK LEADERS:**

Consistent leadership throughout the full week of camp has proven to work best for the units and camp as a whole. When it is necessary, leaders may rotate in/out and share a single leader fee. All we ask is that the camp office be notified when a leadership change occurs. Also, please be aware that extra camp patches and leader mugs will not be available for multiple leaders sharing the same leader slot (rotating).

**Tentage:** The camp provides one tent per every two leaders, adjusting for male/female mix. **Leaders should plan to share tents.** Leaders wishing to have their own tent should make arrangements to bring one from home. **If the number of people you bring to camp exceeds your reserved numbers (such as a significant number of “partial week” leaders), the camp cannot guarantee sleeping quarters. Be prepared to provide your own tent.**

#### **CAMPERSHIPS**

A limited number of camperships are available each year for youth members registered in the Atlanta Area Council. Camperships may be requested for those youth that desire to attend camp but cannot afford to go. **The troop must bring the “council” approval letter to Check-in on Sunday. Consider this approval letter as cash. If you do not bring it with you, you will not receive credit for the campership.**

Important Note: Application for Camperships must be completed and submitted before May 1, in order for the Campership Committee to approve your request and send you the approval letter. **No camperships approvals can be submitted or granted at camp. Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>.**



## GENERAL INFORMATION

### CAMPSITE ACCOMODATIONS

All campers and leaders are housed in 9'x7' BSA canvas wall tents. The tents are set on permanent wood platforms with tubular steel tent frames. Each tent is equipped with two folding cots. In general, tents are arranged in groups of four with a patrol tarp and table. Campsite assignments are made on the basis of two Scouts per tent. On rare occasions, some tents will be placed on "temporary" platforms.

**Tentage:** The camp provides one tent per every two leaders, adjusting for male/female mix. **Leaders should plan to share tents.** Leaders wishing to have their own tent should make arrangements to bring one from home. **If the number of people you bring to camp exceeds your reserved numbers (such as a significant number of "partial week" leaders), the camp cannot guarantee sleeping quarters. Be prepared to provide your own tent.**

Special Note - Tentage: If a medical or other condition dictates that you require a tent of a different size or type than that provided by the camp (9' x 7"), **you will be responsible** to bring the tent and to find an open area to set it up.

**If the number of people you bring to camp exceeds your reserved numbers, the camp cannot guarantee sleeping quarters. Be prepared to provide your own tent.**

### CAMPSITE ASSIGNMENTS

Every effort is made to assign troops to campsites in a fair and impartial manner. The size and number of troops attending in any given week will have a significant bearing on campsite assignments. Requests for Scouts or Leaders with special needs should be input to the online system at least three weeks prior to your arrival at camp.

**Note-Campsite Requests:** Woodruff will only acknowledge and attempt to honor special campsite requests that are input into the online registration system. Please input requests that have a specific reason for us to consider, like "youth with mobility issue do to surgery". We do not acknowledge any other requests other than through the online system reports.

### DAMAGE TO CAMP EQUIPMENT

We are very proud of our camps, and of our equipment. If you or your Scouts damage any equipment issued to your unit, you will be expected to pay for damages. **Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>. Additional copies are available at camp.**

### REQUESTS FOR ELECTRICITY

Electric power is provided in a limited number of (but not all) troop campsites on the Woodruff Scout Reservation, nor is there any obligation to provide power upon request.

In addition there is limited access to electricity is available in the Scoutmaster lounge and most other permanent buildings in camp. Woodruff does not supply extension cords.

Leaders requesting electricity "in advance" for CPAP or other medical devices will be given consideration; however there is no guarantee that a tent near power will be available. Campsite and tent platform assignments will be made in a way that best accommodates the majority of the troops attending



summer camp. It is possible that adults requesting electricity may be assigned to a tent in a different part of camp, away from their unit. Accommodations are not available in the cabins, staff residences or other camp facilities.

It is strongly recommended that anyone needing electric power come prepared with a battery pack and charger for their specific needs. Access to power will be provided for recharging the battery pack each day.

Note: Electrical outlets in/near campsites should only be used for medical equipment. Outlets should not be used for fans, coffee pots and other personal convenience items. If units are found to be in violation of this policy, electrical service will be “turned off” for the rest of the camp week.

**Note: Requests for electricity should be input along with program selections on the Summer Camp website. This can be done after April 1<sup>st</sup>, but definitely No Later Than (2) weeks prior to your arrival at camp.**

## COMMUNICATIONS

Effective and continuous communications between camp and unit leadership is essential. Communications begins with the Scoutmaster briefing on Sunday evening and continues throughout the week with regular morning Scoutmaster meetings. It is the responsibility of each unit leader to make sure their unit is represented at each of these meetings.

## EARLY AND LATE ARRIVALS

Units requesting to arrive either before or after the normal check-in time of 12:45 – 3:00 PM Sundays place an extra burden on the camp. Early and late arrivals require advance approval at least four weeks in advance of the scheduled check-in date. We will attempt to place all early arriving units in their assigned campsite on Saturday night. Friday arrivals are not permitted and Monday arrivals are discouraged.

Refer to the Early Arrival Procedure. Early arriving units with advanced approval will receive a confirmation number from the Program Center. Any unit arriving early (Saturday), without prior written approval, will be assessed a \$100 fee. **Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>. Additional copies are available at camp.**

## WOODRUFF ORIENTATION GUIDE

Upon your Sunday arrival at Woodruff, your unit will be provided several copies of the Woodruff Orientation Guide. Please consult this guide for the latest times and locations of Sunday Activities.

## TROOP TRAILERS IN CAMPSITES

Troop trailers, if properly secured and wheels blocked, are permitted in the campsites.

## GPS NAVIGATION - GETTING TO WOODRUFF USING YOUR GPS

Drivers utilizing a GPS to plan their route to Woodruff should be cautious. Many GPS makes/models will tell you to access camp directly from Loving Road using Turner Gap Road. This road is impassible and you will not make it to camp. Other GPS units are known to tell you to access camp from Squirrel Hunter Road or Chestnut Gap Road. It is not possible to reach camp via these routes either. You will find paved roads all the way to the camp gate. If you are not on a paved road, you are not able to get to camp. Be sure to refer to the “Directions to Woodruff” map and use it for the last 15 miles into camp. **Don’t depend on your GPS!!!**

## **TRAVELING TO CAMP BY BUS**

Our roads at Woodruff are not designed to handle a bus larger than 12 passengers. All tour and school buses, upon arrival, will be directed to a special area for unloading. With prior arrangements, we will meet your unit at the bus, and provide a trailer to offload your troop gear on to. We will then transport your gear by that trailer to your campsite.

If your unit plans to travel to Woodruff via a bus larger than 12 passengers, please complete the “Arriving by Bus” form and send it in at least 4 weeks prior to your arrival at camp. This will allow us to plan for your arrival. **Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>.**

## **CAMPSITE INSPECTION FORM**

The Campsite Inspection is a daily inspection by volunteers, coordinated by the Camp Commissioner.

**Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>. Additional copies are available at camp.**

## **VALUABLES**

Please remember to guard your valuables while at camp. Use these tips to avoid unnecessary losses:

- Advise Scouts to bring as few valuables as possible.
- Before you arrive designate a Leader as responsible for valuables.
- The Leader should be able to lock valuables in a safe place. Bring a lockable foot locker or container for this use.
- Never leave one or more Scouts at the campsite alone.
- Advise your Scouts not to walk through another unit’s campsite, the staff campsite/areas or camp buildings that they have not received permission to enter.

## **PROVISIONAL CAMPERS - NO TROOP...NO PROBLEM!**

There is no reason for you to miss out on all the fun just because your troop isn’t going to summer camp, or because other summer plans mean you won’t be able to go to camp with your troop. You may even want to do an additional week of camp, just because you had such a great time. Scouts who wish to go to camp can attend as part of the Woodruff Provisional Camper Program. The Provisional program offers the traditional summer camp program as well as Ultimate Zone, Venture Base, Whitewater Challenge and other older Scout programs. **Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>. Additional copies are available at camp.**

## **CAMP LEADER GUIDE UPDATES, FORMS, OTHER INFORMATION & MATERIALS**

Registered units will receive occasional email updates to program changes as we make them. You should also check the camp website for new or updated forms and notices. It is important to let us know if your POC (Point of Contact) information changes. We will post new versions of this leader guide and forms to the Camp Websites as significant changes are made.

## **WANTED – DEDICATED & SPIRITED STAFF APPLICANTS**

If you have Scouts or Adults interested in becoming a part of the fantastic Woodruff Summer Camp Staff, ask them to apply for a position on this year’s camp staff. **Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org))**

## RIZOR TRADING POST

Woodruff has a fully stocked Trading Post, carrying a large variety of Woodruff T-shirts and memorabilia, uniform parts (limited selection), personal & camp equipment, handicrafts, gift items, Woodruff logo items, and lots of neat stuff. The Trading Post also offers a full line of snack items, fountain drinks, ice cream, candy and more. The Trading Post is located at the Rizor “Heart of Camp Building” directly across from the Woodruff Dining Hall. The Rizor Trading Post is not a National Scout Shop. The average camper spends \$50 while at Camp Woodruff.

## CAMP T-SHIRTS FOR YOUR TROOP

This year the Trading Post will be able to provide two types of “customized” Woodruff Camp Shirts inscribed with your Unit Number and Sponsor Name. Please refer to the two different order forms. These shirts will be available for pre-order only. **Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>. Additional copies are available at camp.**

## TROOP PICTURES

You are encouraged to wear a complete field uniform to camp. Troop pictures are generally taken during arrival on Sunday. They are delivered on Friday evening checkout. Camp Woodruff will give each unit **one** troop picture. It is not possible to order additional copies. **(Do we email the JPEG?)**

## TROOP GATEWAYS

Troops/Units are welcome to bring materials for gateways and other campsite improvements for use during their week at camp. The unit must take all of the materials with them when they leave. “Gifting” of unwanted materials to the camp can only be approved by one of our Camp Rangers. Please plan to take these items back home.

## POLICIES

### GENERAL POLICIES

These general rules are for the safety of all campers:

- No fireworks of any kind are permitted on camp property.
- Throwing rocks is strictly forbidden.
- No running in camp. We ask adult and youth leaders to help keep camp safe.
- **Troops must have two-deep leadership at all times while at camp. No exceptions!**
- Personal firearms and bows are not permitted.
- All cars must be parked in the designated camp parking areas. Only authorized vehicles are allowed in campsites or on the roads.
- No alcoholic beverages or illegal substances are allowed on camp property.
- Shoes must be worn at all times at camp. Shoes must not be open at the toe or sides. Sandals are allowed only at the showers. We do not allow Croc’s outside the waterfront and camp shower areas.
- On the river trips, if you wear sandals, they must have heel straps.
- No flames, fires, or fuels of any kind are permitted inside tents.
- All guests (exception of family night) are required to immediately check-in at the Camp Office.
- Refer to the Boy Scouts of America *Guide to Safe Scouting* for additional policies.



## **YOUTH PROTECTION GUIDELINES**

The following policies have been adopted to provide additional security for youth in the program. In addition, they serve to protect adult leadership from situations in which they are vulnerable to allegations of abuse. All adult leaders on any Boy Scout outing must have previously taken a Youth Protection class within the last three years.

### **TWO-DEEP LEADERSHIP**

- Two registered adult leaders or one registered adult leader and a parent of a participant Scout, one of whom must be 21 years of age or older, are required on all trips and outings. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.

### **NO ONE-ON-ONE CONTACT**

- One-on-one contact between adults and youth members is not permitted. In situations that require a personal conference, such as a Scoutmaster conference, the meeting is to be conducted in view of the other adults and youth.

### **RESPECT OF PRIVACY**

- Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp and intrude only to the extent that health and safety requires. Adults must protect their own privacy in similar situations.

### **SEPARATE ACCOMMODATIONS**

- When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian. Camp has separate shower and latrine facilities for females, or if separate facilities are not available, times for male and female use are scheduled and posted.

## **UNIFORMS**

Atlanta Area Council Summer Camp(s) recommends the following camp attire:

- During the day and most nights after dinner, the activity uniform (a.k.a. Class B) is appropriate. This is shorts or slacks and a scout related t-shirt of some type. If the scout does not have enough scout t-shirts, then any appropriate t-shirt is OK (nothing suggestive, alcohol-related, etc. would be appropriate.)
- Uniform for dinner and campfires is full field uniform (a.k.a. Class A). Scout shirt, shorts, socks, etc.
- Footwear: Shoes must be worn at all times at camp. Shoes must not be open at the toe or sides. Sandals are allowed only at the showers. We do not allow Croc's outside the waterfront and camp shower areas.
- **Note:** It is not the role of the staff to be the "uniform police", that is the role of the unit leader.

## **IDENTIFICATION WRISTBANDS**

Each camper, adult leader and visitor must wear camp issued identification (wristband). **Camp visitors will be issued identification bands when they arrive at camp.**

**NO VEHICLES IN CAMPSITES** - Only the Camp Director can authorize vehicles in Campsites ...  
**NO EXCEPTIONS!** Those authorized will be issued a parking permit.

## **NO VEHICULAR TRAFFIC IN CAMP – EXCEPT FOR MOVE-IN AND MOVE-OUT**

The camp wide maximum speed limit is 12 mph; we suggest 5 mph when campers are present.

## **PROHIBITED VEHICLES/ITEMS**

Woodruff restricts the use, or does not allow the following vehicles/items on camp.

- Golf Cars/Carts, ATVs and any other motorized vehicles.
- We do not allow the use of RV's, campers or any personal watercraft
- Bicycles, skateboards, scooters, and skates of any type are prohibited.
- No riding is permitted in the backs of trucks or cargo areas of cars (Georgia State Law and BSA Policy). Passengers may ride in designated seats with seat belts only.

## **VEHICLE IDENTIFICATION/IMPROPERLY PARKED VEICHLES**

All vehicles parked on camp property (with the exception of visitor day Friday) must display a camp vehicle registration card that will allow camp management to contact the owner/operator in the event of an emergency or other need. These registration cards will be issued at Sunday check in.

Note: If an improperly parked vehicle interferes with the safe operation of camp, camp management reserves the right to have the vehicle towed at the owners risk and expense, without prior notice.

## **UNDERAGE / NON-REGISTERED YOUTH**

No underage or non-registered youth are allowed in camp, with the exception of Family Night (Friday). Please do not bring younger siblings, or unregistered youth to camp. No female youth of any age are permitted, except as visitors. Each youth camper must be properly registered in the Boy Scouts of America as a Boy Scout.

## **DISCIPLINE AND ADULT SUPERVISION**

The role of the camp staff is to provide the summer camp program and all of the other camp infrastructure needed to ensure a safe and enjoyable stay at camp. As with any unit outing, the adult leadership of each unit is responsible for the behavior of their Scouts. Please help the staff focus on program by watching your Scouts and being available to deal with discipline issues should they develop.

## **FIREWORKS**

The Boy Scouts of America prohibits the securing, use, and display of fireworks in conjunction with programs and activities except where the fireworks display is conducted under the auspices of a certified or licensed fireworks control expert. **No unit or individual should bring fireworks to camp.**

## **DRUG, ALCOHOL, AND TOBACCO USE AND ABUSE**

The Boy Scouts of America prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members.

Adult leaders should support the attitude that young adults are better off without tobacco and may not allow the use of tobacco products at any BSA activity involving youth participants. All Scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants. (Ref.: From the Guide to Safe Scouting)

## **EARLY RELEASE FROM CAMP**

There is a specific procedure that must be followed for Early Release from Camp. **Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>. Additional copies are available at camp.**

## **PETS ARE NOT ALLOWED!**

No Pets are allowed in camp at any time except those aiding the disabled. No exceptions! Please make a note when registering the individual on the Program website so that we can plan accordingly. **Note:** **Please make sure to inform your Friday night visitors about this policy!**

## **SKATES, SKATEBOARDS, MTN. BOARDS ARE NOT ALLOWED / PERSONAL BIKES – LIMITED USE**

No skateboards, inline skates, or mountain boards are permitted. Personal bikes are permitted, but can only be operated on the mountain bike trail, not on camp roads or walking trails.

## **TALENT RELEASE / CONSENT GIVEN**

During camp, it is possible that photographs or recordings of camp participants might be taken. These photos might be used in camp promotion and report items, council publications or possibly region or national publications. No individual Scout will be identified in any of these photos.

By default, attendees at camp grant the local council and the Boy Scouts of America the right and permission to use and publish the photographs/film/videotapes/electronic representations and/or sound recordings made of me or my child by the Boy Scouts of America, and I hereby release the Boy Scouts of America from any and all liability from such use and publication.

Camp participants hereby authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage, and/or distribution of said photographs/film/videotapes/electronic representations and/or sound recordings without limitation at the discretion of the Boy Scouts of America, and they specifically waive any right to any compensation that they may have for any of the foregoing.

If you do not agree with the above paragraph, or if you desire that your Scout or a Leader not be photographed or recorded while at camp, you must request (in writing) that we refrain from this activity. Please be prepared to turn in the written request naming that individual during check in.

## **HEALTH AND SAFETY**

### **MEDICAL INFORMATION**

The medical examination is of utmost importance to the safety of Scouts and Scout leaders while at camp. Three very important sections of the medical form are:



#### **1. The Family Doctor**

They know if a Scout should have restrictions or prescribed medication while at camp.

#### **2. The Family History**

The parents must complete this section in the event a camper is injured or becomes ill during camp.

#### **3. In Case of A Medical Emergency**

This medical form should be specific about whom to contact, where they can be contacted, and accurate business, cell and home telephone numbers.

### **HEALTH LODGE**

The Health Lodge has several qualified Health Officers and medical equipment to handle all minor injuries, scrapes, bruises, etc. Any person with a serious injury or severe illness will be taken to the emergency room of the local hospital. The camp has made prior arrangements for handling emergencies.

## HEALTH AND SANITATION

Living in a communal setting such as camp provides certain health issues. For every camper's health we strongly encourage everyone to:

- Wash hands regularly
- Do not share towels
- Cover your mouth and nose when sneezing
- Practice high standards of personal hygiene
- Please insure Scouts and Leaders are healthy prior to departing home for camp.

## ANNUAL HEALTH AND MEDICAL RECORD – REQUIRED (FORM 34605)

Annual Health and Medical Records are required for all campers and leaders and **MUST** be signed by a licensed physician. For summer resident camp (which exceeds 72 hours), parts A, B and C must be completed. **All Ultimate Zone and Whitewater Challenge participants must meet the height/weight requirements.** Health forms should provide specific instructions regarding emergency contacts that can be reached, where and at what time. This is very important.

**Important Note: Anyone who does not have a current and properly signed Annual Health and Medical Record will not be permitted to remain at camp.**

In Summary

- All campers must have the Annual Health and Medical Record – Parts A and C completed prior to camp.
- Everyone staying more than 72 hours at camp must have Part B completed.
- Certified and Licensed health-care providers recognized by the BSA to perform these exams include physicians (MD, DO), nurse practitioners, and physician's assistants.
- All Ultimate Zone and Whitewater Challenge participants must meet the height/weight requirements as noted on the form.

**Special Note:** We will not accept any version of the old Annual Health and Medical Record. Only the new form (34605) will be accepted. This new form has replaced the former Class 1, 2, and 3 forms.

**Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>. Additional copies are available at camp.**

## TRIPS TO THE HOSPITAL OR DOCTOR

Campers requiring the attention of a doctor or the services of a hospital should know the following information. **It is the responsibility of the unit leadership to provide transportation for the unit member(s) requiring attention from a doctor or a hospital.** One adult leader from the unit, and one additional adult leader, will accompany the unit member(s) requiring services and is asked to carry insurance forms in for completion. He/she must obtain the Scout's health and medical form from the Health Lodge before going to the doctor or hospital. Parents or guardians will be notified by the Camp Director immediately of any serious illness or injury. If parents will not be at home while you are at camp, have them advise you how they can be contacted. The Camp Medical officer must clear all cases requiring outside medical care. This is an agreement with the local health service facilities, insurance company, and claims procedure. **Troops are responsible for providing proof of insurance upon arrival at the Hospital or Doctor's Office.**

## ACCIDENT AND SICKNESS INSURANCE - REQUIRED

Each camper and leader should have his or her personal health/accident insurance carrier, company, and policy number printed on his or her health and medical form. The Boy Scouts of America - Council



Accident and Sickness Insurance Plan provides secondary coverage for registered Scouts. **The Atlanta Area Council provides insurance for all Atlanta Area Council - BSA units.**

**NOTE: Out of Council units should plan to purchase their own coverage prior to camp, if they do not already have it. Your unit will be required to show “proof of unit insurance” at check-in.**

### **PRESCRIPTION MEDICATION DOSING FORM - REQUIRED**

Utilizing the Prescription Medication Dosing Form, each unit should complete (prior to arrival at camp) a form for each unit member taking any prescription drugs. Use one form/sheet for each camper (make copies as necessary) with a prescription. The medication, dosage, and dosage schedule should be recorded directly from the prescription. Up to 6 prescriptions can be listed. **Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>. Additional copies are available at camp.**

Each unit should be prepared to show these completed forms at check-in to the Camp Health Officer, and then keep them updated throughout your unit’s week at camp as medications are used. We will ask that you leave these completed forms (a copy will do) at camp when you depart. We will maintain them safely in the permanent camp medical files.

All medication should be in a container issued by a pharmacist with the medication name and strength, the dose and dose frequency clearly marked on the container. Generally, all medication will be dispensed in the unit area by a responsible adult leader for the unit. **Medication should be kept under “lock and key” in a locked box issued by the camp.**

Medication requiring refrigeration or injection may be kept in either the Camp Health Lodge or at the unit campsite. This medication may be dispensed by the Camp Health Officer or the unit leader. It remains the responsibility of the unit leader to assure that the scout is present at all of the appropriate times to receive his medication.

**Important Note: If a Annual Health and Medical Form indicates that an individual must have an inhaler, EpiPen<sup>®</sup> or similar medical device, the health officer must confirm that the individual has the required item(s) in their possession. If the items are not in possession of the camper or leader, they must either obtain the items indicated on the form or the individual will be required to leave camp.**

### **PRE-CAMP HEALTH STATUS QUESTIONNAIRE - REQUIRED**

Units attending our camps should download and prior to departure from your home, **Review** the questions from the Pre-Camp Health Status Questionnaire. **Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>.**

### **EMERGENCY PROCEDURES**

In any large-scale operation, there exists the possibility of “emergencies.” This procedure is to help the staff and leaders perform efficiently in any emergency and keep everyone informed.

- Do not allow rumors to start – they are worthless.
- Keep Scouts under control
- In the event of a serious situation, the Camp Director or Council Leadership are the **ONLY** individuals authorized to release information.
- In case of serious injuries, get names of witnesses, get all the facts and put it in writing immediately. Witnesses should **NOT** talk with anyone other than the proper authorities.



## **EMERGENCY ALARM**

Located next to the Troop Services Building

Alarm: Continuous sound of the siren.

Emergency Phone Numbers: Posted next to every phone in camp and on the information kiosks.

What to do in response to emergency alarm: Everyone will go to the nearest campsite/program area. Adults within the area will organize a headcount. Two runners will go to the Activity Field – Flag Poles with the headcount. The runners will receive instructions on appropriate action and then return to the site to report to the adult in-charge.

**Note:** All units will be provided the most current emergency procedures on your arrival day.

## **FLAMMABILITY WARNING**

No tent material is completely fireproof. Tent material can burn when exposed to continued, intense heat or fire. The most important safeguard is to keep flames away from canvas materials. For this reason, the following safety precautions must be adhered to: Only flashlights and electric lanterns are permitted in tents. No flames in tents is a rule that must be enforced

## GETTING READY FOR CAMP



### UNIT RESERVATIONS FOR CAMP

Use the Summer Camp Reservation form to reserve a place for your troop as soon as possible. Along with your deposit, this guarantees your troop's reservation at Woodruff. You will have the opportunity at the end of the week checkout to reserve a slot for next year. Because of the popularity of Woodruff, we strongly encourage early registration for the next year. **Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>. Additional copies are available at camp.**

### ONLINE MERIT BADGE/ACTIVITY REGISTRATION

The Online Program/Activity Registration system is the only way to register your Scouts for activities and advancement at Atlanta Area Council - Summer Camps. Limited program changes can be made once you arrive at camp. There will be no "paper" activity/advancement registration.

The Summer Camp website address is: [www.atlantabsacamp.org](http://www.atlantabsacamp.org)

- Your unit must have completed the Summer Camp Reservation Form and have it on file prior to using the site to register your Scouts for activities and advancement.
- Your unit must have made your February 1 payment
- Your units Point of Contact (POC) will receive an email and a snail-mail notification approximately one week prior to your program registration date. This note will contain unit specific logon information that you will need in order for you to access the website.

In order to minimize website congestion we will stagger the start of program sign-up. This should make the registration process go smoothly. You cannot post users, troop info, or participants prior to your start date. You will not be able to log in to the site prior to your start date.

**If you are scheduled for:**

**Weeks 1 - 4**

**Weeks 5 - 8**

**Then start program registration at 8:00 AM on:**

**April 1, 2011**

**April 2, 2011**

- Using your browser go to [www.atlantabsacamp.org](http://www.atlantabsacamp.org).
- Select your camp (Woodruff) by clicking their links located to the right of the main picture.
- Next click the "**SIGNUP**" button at the top-right of the page.  
Note: All users (including those that attended in past years, must create a new user name/password. If this is your first time using the website, follow the directions on the screen and you will be directed to create a troop profile that includes a username and password.

### ONLINE USER GUIDE – DOWNLOADABLE

There is a downloadable user's guide available on the camp website. This manual will provide information and helpful tips that will assist you when registering your Scouts and Leaders for activities/classes.

## **CLOSING DATE - ONLINE MERIT BADGE/ACTIVITY REGISTRATION**

The Online Program/Activity Registration system will be closed down on the Saturday evening **one (1) week ahead of your arrival date** (week at camp). After that date, all program changes must be made at camp at the Sunday evening Program Meeting (after campfire).

## **PRIOR TO ARRIVAL AT CAMP**

### **ANNUAL HEALTH AND MEDICAL RECORD – REQUIRED (FORM 34605)**

Annual Health and Medical Records are required for all campers and leaders and **MUST** be signed by a licensed physician. For summer resident camp (which exceeds 72 hours), parts A, B and C must be completed. **All Ultimate Zone and Whitewater Challenge participants must meet the height/weight requirements.** Health forms should provide specific instructions regarding emergency contacts that can be reached, where and at what time. This is very important.

**Important Note: Anyone who does not have a current and properly signed Annual Health and Medical Record will not be permitted to remain at camp.**

In Summary

- All campers must have the Annual Health and Medical Record – Parts A and C completed prior to camp.
- Everyone staying more than 72 hours at camp must have Part B completed.
- All Ultimate Zone and Whitewater Challenge participants must meet the height/weight requirements as noted on the form.
- Certified and Licensed health-care providers recognized by the BSA to perform these exams include physicians (MD, DO), nurse practitioners, and physician's assistants.

**Special Note:** We will not accept any version of the old Annual Health and Medical Record. Only the new form (34605) will be accepted. This new form has replaced the former Class 1, 2, and 3 forms.

**Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>. Additional copies are available at camp.**

### **PRESCRIPTION MEDICATION DOSING FORM - REQUIRED**

Utilizing the Prescription Medication Dosing Form, each unit should complete (prior to arrival at camp) a form for each unit member taking any prescription drugs. Use one form/sheet for each camper (make copies as necessary) with a prescription. The medication, dosage, and dosage schedule should be recorded directly from the prescription. Up to 6 prescriptions can be listed.

Each unit should be prepared to show these completed forms at check-in to the Camp Health Officer, and then keep them updated throughout your unit's week at camp as medications are used. We will ask that you leave these completed forms (a copy will do) at camp when you depart. We will maintain them safely in the permanent camp medical files. **Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>.**

### **PRE-CAMP HEALTH STATUS QUESTIONNAIRE - REQUIRED**

Units attending our camps should download and prior to departure from your home, **Review** the questions from the Pre-Camp Health Status Questionnaire. **Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>.**

## **PRE-CAMP SWIM CHECKS**

Woodruff allows units to perform pre-camp swim checks. The date the swim test was conducted must be within 12 months of the starting date of your unit's week at summer camp. Please submit a copy of the form and the required supporting documents along with your physical forms 2 weeks prior to your arrival at camp.

Important: You **MUST** attach a copy of the certifier's qualifications (i.e., Aquatics Instructor card, BSA Lifeguard card, etc.) to this form in order for the pre-camp swim test to be accepted. The Aquatics Director at camp may review or re-test any Scout or adult whose skills appear to be inconsistent with his classification.

**Important Note: The Camp Aquatics Director is ultimately responsible for certifying that each person entering the waterfront has taken a swimming test and is properly classified before they are issued a buddy tag. Swim checks taken prior to arrival at camp are acceptable, subject to final approval by the Aquatics Director. Units that have taken swim checks prior to arrival at camp will receive expedited buddy tag issuance during check-in, but some re-checks may be made at the discretion of the Aquatics Director.**

**ALL units must be prepared to take a swimming test when they arrive at the waterfront, whether they have gone through a pre-camp check or not. Safety is the number one priority in the aquatics program.**

**Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>. Additional copies are available at camp.**

## **PERMISSION SLIPS – WHITEWATER EXPRESS:**

Whitewater, Horseback, Ultimate Zone and Whitewater Challenge Programs require a permission slip be completed by the Scouts parents (if under 18) or the individual participant (if over 18) prior to arrival at camp. Please don't forget to download and complete these important forms. **Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>. Additional copies are available at camp.**

## **EARLY ARRIVALS**

Any units arriving prior 1:00 PM on Sunday, must complete an early arrival request, which must be approved in advance **Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>.**

## **CAMPSITE ASSIGNMENTS**

We will communicate your campsite assignment to your primary contact, via email, approximately one week prior to arrival. We will also include a list of all units in camp on that week.

## **ONLINE PROGRAM AND ACTIVITY REGISTRATION**

Use online registration to sign-up for all camp activities (see Registration & Check-In section).

## **BUS ARRIVALS - TRAVELING TO CAMP BY TOUR BUS**

Our roads at Woodruff are not designed to handle a bus larger than 12 passengers. All tour and school buses, upon arrival, will be directed to a special area for unloading. With prior arrangements, we will meet your unit at the bus, and provide a trailer to offload your troop gear on to. We will then transport your gear by that trailer to your campsite.

If your unit plans to travel to Woodruff via a bus larger than 12 passengers, please complete the “Arriving by Bus” form and send it in at least 4 weeks prior to your arrival at camp. This will allow us to plan for your arrival. **Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>. Additional copies are available at camp.**

## **ITEMS REQUIRED / PROVIDED AT CHECK-IN**

### **UNIT ROSTERS**

All units are required to turn in a complete roster of all their summer camp participants (youth and adult) at check-in on Sunday

### **PROOF OF INSURANCE**

Each “out of council” unit is required to show proof of unit accident insurance at check-in. All Atlanta Area Council units are covered by a council policy, so they are not required to provide this information.

### **ANNUAL HEALTH AND MEDICAL RECORD – REQUIRED (FORM 34605)**

Health and Medical Forms are required for all campers and leaders and **MUST** be signed by a Certified and Licensed health-care providers. Those recognized by the BSA to perform these exams include physicians (MD, DO), nurse practitioners, and physician’s assistants.

**Important Note: Anyone who does not have a current and properly signed health and medical record will not be permitted to remain at camp.**

### **CAMPERSHIP FORMS (AAC)**

If you have Scouts that have been approved for Camperships, please be prepared to turn in the original Campership Approval Letter that was sent to you at check-in.

### **PRE-CAMP HEALTH STATUS QUESTIONNAIRE - REQUIRED**

Units attending our camps should download and prior to departure from your home, **Review** the questions from the Pre-Camp Health Status Questionnaire. The Health Officers will review this form with your unit.

### **WOODRUFF ORIENTATION GUIDE**

Upon your Sunday arrival at Woodruff, your unit will be provided several copies of the Woodruff Orientation Guide. Please consult this guide for the latest times and locations of Sunday Activities.

### **VEHICLE IDENTIFICATION**

All vehicles parked on camp property (with the exception of visitor day Friday) must display a camp vehicle registration card that will allow camp management to contact the owner/operator in the event of an emergency or other need. These registration cards will be issued at Sunday check in.

## SUNDAY SCHEDULE & CHECK-IN PROCEDURE

**Note: Earliest Arrival Time at WOODRUFF (No troop will be allowed to enter camp before 12:45 PM)**

12:45 PM Check In Opens/Starts

3:00 PM Latest Arrival Time (in order to complete all check-in activities on Sunday)

### CHECK IN PROCESS

1. Arrive at Woodruff (Watch for a staff member just inside the main gate who will give you directions) Registration normally takes place at the Main pavilion.
2. Park at the Camp parking lot (Again, watch for a staff member to help direct you. Park in the spaces only.) *All vehicles must be in designated parking areas by 7:00 PM. No pop-up camper or travel trailers, RV's, personal Golf Carts, Motorcycles, or ATV's allowed at Camp.*
3. Scoutmaster checks in at the **Main Pavilion** to handle paperwork/fees. **Don't forget a unit roster, and your checkbook.** Your Troop Guide for the week will meet you there and will stay with you throughout the check in process.
4. Assistant Scoutmaster moves troop and equipment vehicle to your campsite
5. **UNLOAD & STOW GEAR ONLY!** You will have several hours later to actually setup camp. (First, we need to get you to swim checks).
6. Change into swim trunks. (SHOES REQUIRED, NO SANDALS OR OPEN TOE SHOES)
7. The Assistant Scoutmaster will cover **health checks** at the **Handicraft Pavilion**.
8. Orientation on **dining hall procedures** and table assignments are conducted at the **Dining Hall**.
9. **Swim checks** are conducted at the **waterfront**.
10. Perform **site equipment check** (Damage to or shortage of tents, cots, tarps, tables – Commissioners will deliver any needed items)
11. Move Equipment vehicle to main parking lot after dinner. Vehicles must be parked here for the duration of camp. (BSA Safety Policy)
12. Continue to setup camp

6:00 Assembly / Waiter's Call

6:15 Dinner

7:00 **Scoutmasters' Camp orientation meeting** (Handicraft Pavilion)

**Vespers** (Catholic at Nature and Interfaith at Chapel)

**Mountain Man Program orientation** (1 adult per unit that have Mountain Man participants)

\***Ultimate Zone** shakedown - bring hiking/camping gear (Main Pavilion)

\***Whitewater Challenge** shakedown - bring swimming/camping gear (Main Pavilion)

\* Note: These sessions are mandatory for anyone (youth or adult) participating

8:15 **Campfire** (assemble for opening campfire at the Activity Field)

TBD After campfire: Leader's Meeting with Area Directors for any schedule changes (Main Pavilion)

TBD Participants in Ultimate Zone and Whitewater Challenge leave camp

## **APPENDIX**

**Note: Forms are available for viewing/download in the info tab of the camp website ([www.atlantabsacamp.org](http://www.atlantabsacamp.org)) after March 1<sup>st</sup>. Additional copies are available at camp.**