

# **Summit Corps 2011**

## **Key Information Prior to Arrival**

This document contains detailed information, including required forms and waivers that must be obtained and printed prior to arrival. Youth, under the age of 18, must have a parent or guardian signature on the forms.

**Read through the entirety of this document to be prepared for your arrival at SummitCorps.**

### **Arrival and Departure Information**

Please plan to arrive at the National Guard Armory before 3:00 pm on Sunday of your SummitCorps week. All participants will be directed to park their cars in the Armory lot and proceed directly to registration. The first meal will be dinner on Sunday.

Participants should depart by 10:00 a.m. on Saturday of the SummitCorps week. The last meal will be breakfast on Saturday. Participants are expected to leave their campsites in the same condition that they found them when they arrived.

### **Registration**

SummitCorps registration will take place at the Glen Jean Armory both directly in front of the armory and in the auditorium. After arriving at the Armory, all contingents should proceed directly to registration in order to get necessary information, training, medical checks, and camp ground assignments. Registration will be open from 10:00 am to 5:00 pm on Sunday.

All participants are required to bring a completed Annual Health and Medical Record (Form #680-001) and Recreation waiver. See medical section of this Contingent Leaders Guide for more details. These forms can be found on the OA Registration website or at:

**Medical Form:** [http://www.scouting.org/filestore/pdf/34605\\_Letter.pdf](http://www.scouting.org/filestore/pdf/34605_Letter.pdf)

**Recreation Waiver:**

[http://event.oa-bsa.org/events/summitcorps2011/resources/combined\\_release.pdf](http://event.oa-bsa.org/events/summitcorps2011/resources/combined_release.pdf)

### **Housing/Camping**

SummitCorps participants and staff members will be camping on the Glen Jean National Guard Armory grounds and will need to bring **their own tent and sleeping gear**. The Order of the Arrow will arrange for bathroom and shower facilities for all participants.

### **Food Service and Dietary Needs**

Meals will be served cafeteria style with participants responsible for bussing their own dishes to the scullery area when their meal is complete. Meal hours will be posted in the dining hall and participants will eat in shifts. Since cafeteria style will be used for serving, participants are individually responsible for grace in accordance with the personal religious beliefs.

Special dietary needs must be identified before coming to camp and should be noted on each participant's registration form. If presented upon arrival at camp, there is no guarantee these special needs can be met. The food service contractor can store special food for you in coolers if requested.

### **Trading Post**

All participants, staff and non-participants will be required to pre-order their SummitCorps merchandise through the Trading Post Portal at <http://www.oa-bsa.org>. All items will be available for pick-up by participants or shipped to non-participants during the SummitCorps program (July 3 – 30, 2011). After placing an order, Scouts and Scouters should print a copy of their order.

A limited amount of merchandise and sundries will be available at SummitCorps. It is recommended that everyone carry money in travelers' checks. The trading post will accept cash, travelers' checks, and MasterCard, Visa, American Express, and Discover credit/debit cards.

### **Emergency Contact**

**The emergency phone number for parents to reach participants while at SummitCorps is 304-201-3286.** This number is to be used for **emergencies ONLY!** Anyone that may have to use the emergency phone number should be ready to give his or her name, lodge number, and council headquarters city for rapid identification.

### **Code of Conduct**

All participants will be required to adhere to the Code of Conduct.

The general welfare of any group depends on the conduct of each individual member. This will ensure the success of SummitCorps and provide maximum benefit to every participant. As an Arrowman, I understand this and support the reasonable demands of conduct expected of me.

**As a member of the Order of the Arrow, I will:**

- 1) Observe the Scout Oath, Scout Law, Order of the Arrow Obligation and strive to live the Boy Scout Outdoor Code.
- 2) Attend all planned training and general sessions.
- 3) Respect those in leadership positions.
- 4) Wear my official BSA uniform or work clothes as required.
- 5) Respect all safety procedures and learn to use equipment properly.
- 6) Be personally responsible for breakage, damage, or loss of property.
- 7) Observe quiet hours.
- 8) Keep my quarters clean and orderly and dispose of trash in proper receptacle.
- 9) Have no contact (use or possession) with illegal drugs, including marijuana, and understand that the purchase, possession or consumption of illegal drugs will result in immediate dismissal.
- 10) Refrain from using or being under the influence of alcoholic beverages on SummitCorps project sites or in uniform anywhere; refrain from drinking and driving, and will not assist or encourage any staff or participant to obtain alcoholic beverages.
- 11) Comply with all federal, state and city laws, including those that prohibit the use of fireworks, firearms, and gambling. Infractions of these laws will be cause for immediate dismissal.
- 12) Follow the BSA's policy on smoking and observe all host facility and local NO-SMOKING restrictions.
- 13) Confine trading and swapping to free periods and designated areas.
- 14) Not be authorized to sell items at SummitCorps or the project site(s). I understand that the official trading post is the only source for purchasing items at the project site.
- 15) At all times, be the considerate guest of the National Park Service and West Virginia Army National Guard, our project site host.

**PERSONAL NEEDS LIST**

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All SummitCorps participants should bring the following items with them to West Virginia:

**Recommended items:**

Sleeping bag	Tent & ground cloth
Three one-liter bottles	first aid kit, minor
Foam or Thermarest pad	Fanny pack
Light weight pair of shoes	Working/hiking boots (broken in)
Work socks	Windbreaker, jacket or fleece
Scout uniform shirt	Cap, baseball type
Scout shorts or trousers	Trousers, long (required at worksite)
Scout socks and belt	Shirt, long sleeve (required at worksite)
Scout T-shirt	Rain suit or poncho
Underwear for the week	Leather work gloves (required at worksite)
Swim suit	OA Sash
Flashlight and batteries	Bandana
Cup, plastic	Insect repellent & Sun screen (non-aerosol)
Bath towel/hand towel	Soap (bio-degradable liquid preferred)
Pencil/pen/notepad	Spending money
Personal medications	Watch
Tooth brush & paste	Lip balm
Toilet paper, partial roll	
Physical/medical form ( <b>required for participation – no exceptions</b> )	

**Other items to consider:**

Camera, film and batteries	Foot powder
Sun glasses	Pillow

## **PROGRAM AND RECREATION**

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### **Gatherings**

There will be two gatherings at SummitCorps. On Sunday night, participants will enjoy an opening gathering that will serve to kickoff the week. A closing gathering, that is not to be missed, will be held on Friday evening. These gatherings will be held in the Armory auditorium.

### **Evening Recreation**

Each evening, the Order of the Arrow will provide program and activities in base camp. Participants will also have access to a variety games and sporting equipment.

### **Friday Recreation Activities**

All SummitCorps participants and staff will have an opportunity on Friday of the week to participate in a recreation activity. Each participant must choose one recreation activity when completing the registration form. There will be limited opportunity to make changes once at SummitCorps. Below is a summary of the recreation activities:

### **Whitewater Rafting**

Take a whitewater rafting trip on the New River Gorge – America’s Best Whitewater – one of the most beautiful and exciting rafting trips in the country.

### **Rock Climbing**

Spend an entire day learning to climb or improve your climbing skills with over 4,000 unique rock climbing routes and expert AMGA certified climbing guides. All skill levels are easily addressed so that anyone can give this sport a try.

### **Summersville Lake Adventure**

Spend the day kayaking, climbing, and swimming at nearby Summersville Lake taking in the beauty and mystique of Appalachia. Very relaxing!

### **Canopy Tour**

Experience one of the largest canopy tours with its combination of ten zip lines, five cable bridges, and stationary platforms put together using natural surroundings.

### **Mountain Biking**

Take an exciting biking trip to see the sights, sounds and serenity of the New River Gorge and the inner beauty the Appalachian Mountains.

For more information visit: <http://adventurewestvirginia.com/> or <http://www.aceraft.com/>.

### **Recreation Waiver**

*All participants and staff, both youth and adult, must complete a recreation waiver.*

This can be found at: [http://event.oa-bsa.org/events/summitcorps2011/resources/combined\\_release.pdf](http://event.oa-bsa.org/events/summitcorps2011/resources/combined_release.pdf). All participants and staff must bring a copy of this waiver to SummitCorps. For those under the age of 18, the waiver will require a parent or guardian signature.

### **TRANSPORTATION**

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The Order of the Arrow can provide everyone with transportation to/from the Glen Jean National Guard Armory, Summit Corps Headquarters and, if requested, from Charleston, WV Yeager Airport (CRW).

The cost will be \$40.00 for a round trip from CRW airport to the Armory per person. The Order will not be able to provide any other pick-up or drop off points along the way. If you wish only a one-way trip the cost will still be the same at \$40. This fee will be due

and payable in advance to the National Office or at registration check-in (cash or check only).

***You will need to request these services thru the online OA Registration System for SummitCorps. Because different participants within a council contingent may have different travel plans, please make sure each request is properly completed before submitting.***

If for any reason your travel plans should change **after you enter the itinerary** and before you leave, please update your lodge contingent travel information as-soon-as-possible (ASAP) in the registration system.

### **Travel Advisories**

While some of you are frequent flyers, others may be experiencing your first airline travel and added security precautions are in place and numerous. We would like to remind you of a few key issues while you are getting prepared to travel:

- All people in your group will need a Federal or State picture ID for identification at boarding & check-in. It is required to travel with a driver license, passport or other photo ID!
- Students 17 or less need a school ID or similar document with proper identification including your picture.
- Everyone should be traveling in their scout uniforms (per BSA National Tour Plan)
- Do not carry anything on yourself or in your carry-on bag that could be considered a threat or hazardous. *This includes knives of any type! Please pack these items in your checked luggage. Your airline's web site can define how best to pack questionable camping items.*
- *Tents & sleeping bags not attached to a backpack (securely) will likely be considered another bag.*
- Do not lock your luggage – the inspectors have the right to refuse you or break open your luggage.
- Pack your personal carry-on items in a carry-on bag, not in your clothing pockets.
- Apply the 3-1-1 rule to all “carry on” liquids and placed in a zip lock bag for easy inspection.
- No food or beverages will be allowed thru the security check points.
- Most airport check-in requirements require one hour each for security & airline ticketing.
- Reservations are subject to cancellation if not boarded at the gate at least 10 or 15 minutes before departure.
- “E-Tickets” require check-in on-line or at the ticket counter kiosk or terminal gate to receive boarding passes.
- Medications should be carried on your person or in your carry-on bag – not in your checked baggage.

- Missed connections are re-scheduled through your airline and they will re-schedule your flight ASAP.
- The latest rules & regulations are available at:  
<http://www.tsa.gov/travelers/index.shtm>.

Airlines restrict the amount of carry-on and checked baggage you can bring. Typically, you are only allowed to carry-on one bag and one personal item which cannot be over 40 pounds and they must fit under the seat or in the overhead compartment. You are allowed one or two checked bags (most airlines are now charging a fee for all bags) and should expect visual inspection as standard security measures. Each bag must have the name of the person traveling on the outside of the bag. There is a charge for any bag over the airlines' weight limits; excessively heavy bags may be rejected. Check with your airline for their specific rules and fees.

### **Yeager Regional Airport (CRW)**

The local airport is located about 65 miles from the Armory. CRW has fourteen arrival and departure gates located in one terminal spread over three concourses. The one security and screening check point has limited access and may be slow at peak times. There are limited food vendors at the terminal. The baggage pick-up area is located on the same level of the terminal. Additional information and a PDF file of the terminal are available: <http://www.yeagerairport.com/index.html>.

### **Incoming Flights & Pickup Schedules**

The participants/contingents/staff arriving on Sundays will be transported to Glen Jean Armory by the contracted vendor or OA vans. Please plan your flights to coincide with check-in hours between 10:00 a.m. and 4:00 p.m. Staff assigned arrival dates before Sunday will be transported by OA transportation vans only.

Upon your arrival at the CRW airport proceed to the baggage claim carousel where there will be a support staff or driver to meet you near the baggage area (a meet & greet table is being planned). That person(s) will be identified with OA identification and will be in uniform. There may also be poster(s) directing you to the proper pick-up area of the terminal. The van drivers will know your expected arrival time. *Please come directly to the OA transportation point so we can quickly process you for departure to the Armory in Glen Jean after claiming your baggage.*

An OA staff member will lead you to the bus or van. Once en-route you will be brought directly to the OA registration & check in area at the Armory. Contingent leaders should package all required paperwork in their carry-on luggage so it can be easily retrieved upon arrival. Please be prepared to carry your luggage from the drop off point outside to the registration luggage holding area during the registration process.

### **Incoming Flight is Delayed or Canceled**

We will try to have that information relayed to us via the arrival screens at the airport and monitored by the OA support crew. In case you need additional shuttle assistance, we will have an “Emergency Shuttle Call” number established to connect you to the transportation unit. The number will be communicated to contingent leads in a future OA update.

If you become stranded during your flight connections or are going to be late arriving to CRW (i.e. missed flight etc.) – please advise us at that number so we can make necessary arrangements for you.

**Outgoing Flights & Pickup Schedules:**

Preparations are also under way for your return trip home on Saturdays. Some of you may have early departure flights and we will be running transportation as early as necessary to get everyone to the airport on time for the 1<sup>st</sup> flights out of CRW. Please plan your itineraries for the following: 1-1/2 hours for CRW airport security check, ticketing & baggage check, and 1-1/4 hour travel time on the shuttle bus. We will publish your departure time from the Armory most likely on Thursday each week during the summit. Red Eye (early) morning departures may be traveling in the OA vans.