



# WOODRUFF

## SCOUT CAMP



BOY SCOUT  
SUMMER CAMP | **2016**  
**LEADER'S GUIDE**

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# 2016 Leader's Guide

Boy Scout Summer Camp  
Robert W. Woodruff Scout Camp

**Version 120115**

This **Leader Guide** contains general camp information, fees, policies, reservation info, health & safety info, food service, travel info, etc. for Woodruff. Supplemental information will be made available prior to March 1<sup>st</sup>.

For information on Woodruff Programs, please refer to the **Program Guide** for information on Woodruff Programs. It is supplemented by forms specific to: program schedules, class/activity descriptions, award forms, release forms, etc. that are released and posted at a later date.


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Ver.	Updates to Woodruff Leader Guide
	





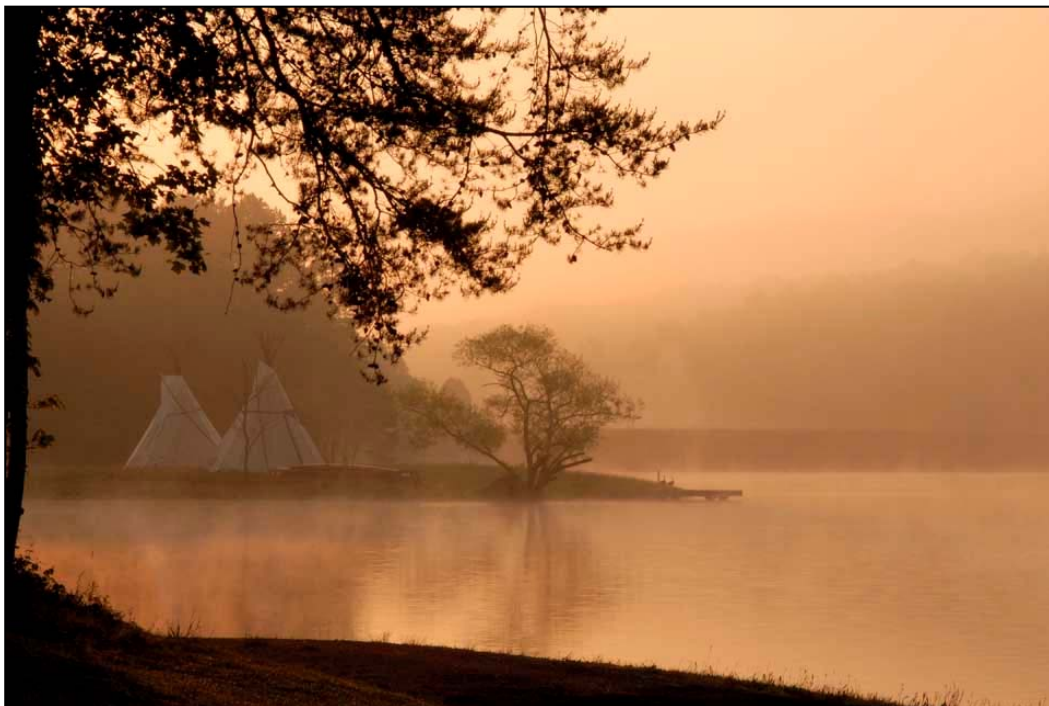
## USING THIS LEADER GUIDE

We hope that you and your fellow youth and adult leaders will take the opportunity to study this guide. It contains valuable information that will allow you and your Scouts to maximize your experience during your week at Woodruff.

### Legend:

At many points throughout this guide there will be notes/keys following references to classes, forms, additional information, etc. Please use the following table to acquire this information.

Reference in Guide	Remarks
<u><b>“Downloadable Form”</b></u>	<b>Forms are available for viewing/download at the Council Website: <a href="http://CampWoodruff.org">CampWoodruff.org</a> All of these forms are available after March 1<sup>st</sup>. Additional copies are available at camp.</b>
<u><b>“Online Registration”</b></u>	<b>This activity/class must be pre-registered for using the (<a href="http://www.AtlantaBSAcamp.org">www.AtlantaBSAcamp.org</a>) website. Follow the path to Woodruff. This website will open in early April. Specific login information will be provided at a later date.</b>
<u><b>“At-Camp Sign-up”</b></u>	<b>You will register/sign-up for this activity after your arrival at camp. Information as to when/how will be provided at camp.</b>



# THE ATLANTA AREA COUNCIL WELCOMES YOU

## Robert W. Woodruff Scout Camp

Dear Summer Camp Leader:

This Leader's Guide is designed to provide the information you will need to plan the best possible summer camp experience for your troop.

We feel confident that you will be impressed with Woodruff's incredible facilities, located in one of the most beautiful, natural settings, along with a summer camp program that is second to none.

In addition, you and your Scouts will meet and have the opportunity to work with our highly qualified, well trained and enthusiastic camp staff. They are dedicated to helping make your week at Woodruff all that you and your Scouts are hoping and planning for.

The parents of the Scouts in your troop have put their trust in you and the other leaders in your troop to take their sons away for a week to Scout camp. There are expectations of a fun, safe experience that will provide the opportunity for accomplishment and growth. Thanks for putting your trust in the Atlanta Area Council and the Woodruff Staff to deliver on those expectations.

See you at camp!

Sincerely Yours in Scouting,

*Steve*

Steve Gerber  
Camp Director

*Bion*

Bion Jones  
Director of Camping





# CAMP OVERVIEW

## SOMETHING FOR EVERYONE!

### PROGRAM

At Woodruff Scout Camp, 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 165 program & support staff members. Troops and patrols can also participate in a wide variety of activities including:

Rifle	Canoeing/Kayak	Nature/Ecology/STEM	Outdoor Skills
Swimming	Pioneering	Davis Inn Programs	Mountain Biking
Archery	Good Turn Projects	Climbing & Rappelling	Troop 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 nearly 1600 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. What you as a Leader get is the opportunity for your Scouts to select the classes they need or desire without having to worry about a class fee (\$\$\$) getting in the way!

#### ***“WOODRUFF A GREAT VALUE FOR YOUR SCOUTING DOLLAR”***

➤ Water Sports MB	NO Fee / Free	➤ Archery MB & Field Archery	NO Fee / Free
➤ COPE Participant	NO Fee / Free	➤ Mountain Man (1 <sup>st</sup> Year Camper)	NO Fee / Free
➤ Rifle MB and Open Shoot	NO Fee / Free	➤ Art/Pottery/Sculpture MB	NO Fee / Free
➤ Shotgun MB	NO Fee / Free	➤ Motor Boating MB	NO Fee / Free
➤ Climbing & Rappelling	NO Fee / Free	➤ STEM & Welding Merit Badge(s)	NO Fee / Free
➤ COPE/Climbing Inst. Training	NO Fee / Free	➤ Kayaking, Paddle Boards, Sailing	NO Fee / Free
➤ Mountain Board/Mountain Biking	NO Fee / Free	➤ Davis Inn Programs	NO Fee / Free
➤ Slackline & Bouldering	NO Fee / Free	➤ Laurel Mountain Heritage Program	NO Fee / Free
➤ Horsemanship Merit Badge- Youth if not doing Troop Whitewater	NO Fee / Free	➤ Aquatics Super. – Paddle/Craft Safety & Swim/Water Rescue	NO Fee / Free

## IMPORTANT NOTES FOR CAMP LEADERS

- 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.
- 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.



## CONTACT INFORMATION



### ATLANTA AREA COUNCIL – PHONE

(770) 989-8820, ask to speak to the Veronica or Program Center

### COUNCIL WEBSITE (PROGRAM INFORMATION & FORMS)

[CampWoodruff.org](http://CampWoodruff.org)

These pages on the council website provides most current information and documentation to help you prepare for camp. In this Leader Guide we reference this website as; [“Downloadable Form”](#)

### SUMMER CAMP WEBSITE (ONLINE PROGRAM/ACTIVITY RESERVATIONS)

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

#### Follow path to Woodruff

This website will only be used for Program & Activity Registration and all special requests. Note: Camp management is under no obligation to honor special requests that have not been input to the online system! All other information and forms will be hosted on the Council Website. Program registration opens **on the dates listed below**, to **registered** units that are **current** with their Nov 1<sup>st</sup> & February 1st 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 - 2	April 4, 2016
Weeks 3 - 4	April 5, 2016
Weeks 5 – 8	April 6, 2016

In this Leader Guide we reference this website as; [“Online Registration”](#)

### ONLINE USER GUIDE

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

[“Downloadable Form”](#)

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

Veronica Bramlett / Executive Assistant (Camping & Program)

Email: [Veronica.Bramlett@Scouting.org](mailto:Veronica.Bramlett@Scouting.org) (preferred contact method)

Phone: (770) 956-5687 / 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 - 2016

Position:	Name:	Email:
Camp Director	Steve Gerber	stevegerber68@gmail.com
Program Chief	Fred Gates	FHGates@aol.com
Program Director #1	Ben Dell'Orto	bend353@yahoo.com
Service Director/Asst. Camp Director	John Jenkins	gatorjjj@gmail.com
Reservation Director	Bion Jones	bjones@atlantabsa.org

### Contact Information – May 28th through July 30th, 2016

#### CAMP MAIL INFORMATION (DURING CAMP)

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

**Woodruff Scout Camp**

**"Scout's Name"**

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

**31 Woodruff Drive**

**Blairsville, GA 30512**

#### CAMP EMERGENCY PHONE (DURING CAMP - 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**.

Alternate Contact after hours is Camp Duty Phones (During Camp):

- **678-910-6255** - Camp Director or Designee
- **678-910-6443** - Duty Commissioner

#### CAMP FAX NUMBER

The following e-fax number is for *summer camp business use only*: **(844-223-1950)**



Look for additional information about Woodruff on our FB page:  
**[www.facebook.com/WoodruffSR](http://www.facebook.com/WoodruffSR)**

#### CAMP DATES - WOODRUFF 2016

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 - 18	Boy Scout Resident
Week #3	June 19 - 25	Boy Scout Resident
Week #4	June 26 – July 2	Boy Scout Resident
Week #5	July 3 – July 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 Venturing Resident Camp

## ADULT PROGRAMS/ACTIVITIES

Woodruff offers a number of opportunities for adult leaders while in camp including training, teaching, challenges and fun! Additional info is in the Program Guide.

### **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 internet access (via DSL). We provide several Ethernet drops and two email workstations along with WIFI. 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.

### **CELL PHONE/LAPTOP CHARGING STATIONS & LOCKERS**

We provide charging stations (leave items at your own risk) in the Scoutmaster Lounge, on the Rizer porch, and in other selected locations around camp. There are limited “locker” type secure storage bins provided for short-term use (hours, not days). You may bring your own lock or purchase one at the Trading Post.



### **CELL PHONE SERVICE**

Woodruff has excellent coverage with AT&T and good coverage with Verizon. T-Mobile coverage is almost non-existent.

### **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 the Director of Camping 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.

### **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.

## 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.

### ***“WELCOME TO CAMP” SNACK***

As a part of your dining hall orientation, we will provide a light snack at the Dining Hall during orientation.



### ***SATURDAY MORNING BREAKFAST***

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

### ***SCOUTMASTER MESS***

The camp will continue to 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 \$6.00 per meal. Please notify the Business Manager 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. A dining hall staff member will be available to assist in reviewing menu books, alternate foods, etc. **Note: Please utilize the website to indicate any restrictions that you may have. Please contact the Operations Director, during the Dining Hall Orientation, to insure that they are aware of your special needs.** [“Online Registration”](#)

**Gluten Free** and **Vegetarian** needs can generally be met. The variety of offerings is limited and you may choose to supplement with your own food.

**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 store and 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.**

**Menu/Menu Details:** We will post to the camp website the current year menu along with a document that includes the ingredient labels from the most commonly served camp foods. This document is based on the “close of camp” info from the previous camp year, and is provided only as a reference. Many items/ingredients could change, so the only true way to determine actual ingredients is to check with the Dining Hall once you get to camp.

### ***LUNCHES 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 by May 15 so that these arrangements can be made. With advance notice, we will adjust the fee of “paid Scout participants” for those units cooking “in-site”.

**Note:** Units cooking in site will be permitted to borrow camp stoves (2 max) and camp chuck boxes (2 max) to use in their campsites. Unit must provide a 20 lb. propane fuel bottle for each stove. Units should plan to store all of their food items in their campsite, the camp will not be able to store them.

### **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/unit 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 at your campsite.





### **COFFEE & 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.



### **PORTIONS**

The tray of food you receive is not considered the whole meal. Be sure your Scouts visit the salad bar, grab some fruit, make a “PBJ sandwich”, get cereal or juice in the AM, and come back for seconds if they need more food. Please be sure to let us know if they need more!

### **ICE SERVICE**

Woodruff offers bag ice on a limited basis for troop use. Ice bins are located on the Dining Hall porch and at a location adjacent to Shower #2 (Outer Loop). Bag ice service operates on an “honor” system payable at check-out. Cost is **\$.75 per bag** used. **Note:** we cannot guarantee 24 hour-a-day availability of ice. Please consider your fellow campers when retrieving ice. Take just what you need.

## CAMP FEES

### 2016 SUMMER CAMP FEES – WOODRUFF SCOUT CAMP

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 troop whitewater rafting, shooting sports, water-skiing, motor boating, and horseback, without any added fees. At Woodruff, the only classes that charge additional fees at camp are some in the handicraft area and space exploration. Even then, we sell those kits through our Trading Post “at near cost”. We also charge an additional fee for those participating in Whitewater Merit Badge, our popular Whitewater Challenge (weeklong) and our other offsite program Woodruff Xtreme (weeklong).

#### **“WOODRUFF A GREAT VALUE FOR YOUR SCOUTING DOLLAR”**

➤ Water Sports MB	NO Fee / Free	➤ Archery MB & Field Archery	NO Fee / Free
➤ COPE Participant	NO Fee / Free	➤ Mountain Man (1 <sup>st</sup> Year Camper)	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	➤ STEM & Welding Merit Badge(s)	NO Fee / Free
➤ COPE/Climbing Inst. Training	NO Fee / Free	➤ Kayaking, Paddle Boards, Sailing	NO Fee / Free
➤ Mountain Board/Mountain Biking	NO Fee / Free	➤ Davis Inn Programs	NO Fee / Free
➤ Slackline & Bouldering	NO Fee / Free	➤ Laurel Mountain Heritage Program	NO Fee / Free
➤ Horsemanship Merit Badge- Youth if not doing Troop Whitewater	NO Fee / Free	➤ Aquatics Super. – Paddle/Craft Safety & Swim/Water Rescue	NO Fee / Free

#### 2016 WOODRUFF - SCOUT FEE CHART

**Special Note:** For 2016, we will introduce a 2-tiered pricing structure for Scouts attending Woodruff. REGULAR weeks (Weeks: 1, 2, 3, 4, 5, 6) and DISCOUNT weeks (Weeks: 7, 8). All weeks (Regular & Discount) have the same classes/activities offered, and the same high quality of service/support you expect of Woodruff. We are just trying to discount weeks in order to fill the ones that don't get to capacity!

	In-Council Scout (Base fee)	Out of Council Scout (Base fee)	Troop Whitewater or Horseback (1 trip included in base fee) (This is also the Whitewater Merit Badge if taking)	Woodruff Xtreme (offsite- weeklong)	Whitewater Challenge (offsite- weeklong)
<b>Youth Fee – REGULAR week</b> (wks. 1, 2, 3, 4, 5, 6)	<b>\$325</b>	<b>\$340</b>	<b>Included</b>	<b>Plus \$50</b>	<b>Plus \$50</b>
<b>Youth Fee – DISCOUNT week</b> (wks. 7, 8)	<b>\$310</b>	<b>\$325</b>	<b>Included</b>	<b>Plus \$50</b>	<b>Plus \$50</b>
<b>Additional Youth Fees</b>			<b>\$35 for each additional</b>		

**Youth Fees:** The following merit badges classes/activities will have additional fees; Basketry, Indian Lore, Leatherwork, Woodcarving, Space Exploration, Whitewater MB, Whitewater Challenge (offsite) and Woodruff Xtreme (offsite), BSA Lifeguard (the CPR-Pro Portion). 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 Rizor 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 ½ day offsite activity could be either Troop Rafting the Nantahala, Troop Rafting the Ocoee, Whitewater MB or Horsemanship Merit Badge. Any youth that desires an additional offsite ½ day activity will pay a \$35.00 additional fee. Youth participating in the Whitewater Challenge (offsite/weeklong) have a \$50 additional fee and youth participating in Woodruff Xtreme (offsite/weeklong) will have an added fee of \$50.

## 2016 WOODRUFF - SCOUT LEADER FEE CHART

Special Note: There are no DISCOUNT weeks for leaders, only for Scouts

	<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>Woodruff Xtreme (offsite-weeklong) Adult Fee **</b>	<b>Whitewater Challenge (offsite-weeklong) Adult Fee **</b>
<b>Fee</b>	<b>\$160</b>	<b>\$190</b>	<b>\$35</b>	<b>Plus \$100</b>	<b>Plus \$100</b>

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

### Leader Fees – Calculating:

#### 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 to 74 Scouts Attending      7 free leaders (total of)
- 75 or greater Scouts Attending      8 free leaders (total of)

### Notes on 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.
- Additional leaders are \$160 (Atlanta Area Leaders) or \$190 (Out of Council Units), plus any offsite activity or training fees.
- 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 ½ day offsite activity (troop whitewater trip or horse ride).
- Offsite Adventures (weeklong): Leaders participating in Woodruff Xtreme will pay a \$100 fee and Whitewater Challenge will pay a \$100 fee in addition to the adult leader fee.
- Note: An “adult offsite adventure” wrist band/ticket for the ½ day river/horse trips must be pre-purchased prior to getting on the bus and surrendered at the offsite activity.
- For Leaders, The following classes or activities will have additional fees; Whitewater Challenge, Woodruff Xtreme, BSA Lifeguard (the CPR portion), CPR/AED Certification, CPR-Pro Certification, Wilderness/Remote 1<sup>st</sup> Aid (WRFA), Selected Adult Training Classes.

**\*\*** 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, each partial week leader will pay a per day rate of \$40, which will cover your meals and camp overhead. You will not receive a camp mug or patch.
- If attending more than 3 days, you must pay the full week leader fee. You will receive a camp mug and patch.

#### **PAYMENT SCHEDULE:**

- Summer Camp Unit Reservation Deposit of non-refundable \$250.00
- Scout/Adult Fees:
  - November 1, 2015 - \$20 per registered Scout
    - **Note:** for 2016. Pay based on your estimated #'s. We will adjust your “registered Scout/Leader #'s (if there are questions, pls. contact us). Looking for a financial commitment to ensure you are coming to camp beyond the deposit you initially paid)
    - **Note:** Units not making their November 1<sup>st</sup> payment, will risk being dropped from camp
  - February 1, 2016 – additional \$100 per scout / no adult fees due
  - May 1, 2016 – additional \$150 per scout / \$75 per adult beyond “free leaders”
  - 10 Working days prior to your Sunday arrival date, balance of all fees due.

**Note:** Your payment can be cash, check or credit card. You should plan to “settle up” all incidental charges at Thursday/Friday check-out.

#### **Special Note:**

- Units not making their November 1<sup>st</sup> payment, will risk being dropped from camp
- Your unit will not be able to access the Online Program Registration website if your November & February payment (total of \$120 per Scout) has not been made.

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

If you have “No-Show” scouts at your 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).

**Please see “Tentage” under “Campsite Accommodations” for important details. (Leader Guide)**

#### **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 the letter 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 can be submitted, approved or adjusted at camp.** [“Downloadable Form”](#)

## 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 Registration"](#) at least three weeks prior to your arrival at camp. You will receive your campsite assignment prior to your arrival at camp. Please review this carefully and notify the sending email immediately if the number of tents does not match the number of youth and leaders coming to camp.



**Note-Campsite Requests:** Woodruff will only acknowledge and attempt to honor special campsite requests that are input into the online registration system under the unit leaders info. Please input requests that have a specific reason for us to consider, like; "youth with mobility issue due to surgery". **We do not acknowledge any other requests other than through the website. ["Online Registration"](#)**

### 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. ["Downloadable Form"](#)

### REQUESTS FOR ELECTRICITY

Electric power is provided in a limited number of (but not all) troop campsites on the Woodruff Scout Camp. There is no camp obligation to provide power upon request, but we will try our best.

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. You will not be permitted to run extension cords to a campsite from any building.

Leaders requesting electricity “in advance” via the [“Online Registration”](#) only, 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.

**Portable Electrical Supply Units:** Many of our campsites (but not all) have medical equipment power available. At times, someone with an advance request for power may be placed in a campsite without permanent electrical service. If we do that, the camp will provide (limited number) “portable” power units. These units have a lead/acid type car battery and a power inverter in a movable case. These will be issued to the individual and the camp staff will assist if a “recharge” is required.

**Note: Requests for electricity should be input along with program selections on the website. This can be done after April 1st, but definitely No Later Than (2) weeks prior to your arrival at camp. [“Online Registration”](#)**

## **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. Please complete the “Early Arrival Request” form and return it to the council at least 4 weeks prior to arrival. 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. [“Downloadable Form”](#)



**EARLY ARRIVAL FEE:**

In order to cover the additional staff expense associated with early arrivals, a nominal fee of \$25 will be charged. All early arrival requests, must have a valid reason and must be approved in advance. Refer to the form for additional instruction.

**Note:** Again this year we will require units arriving early to “call ahead” approx. 60 minutes prior to their actual arrival at camp, so that we can arrange to meet your units. Details are in the Early Arrival Procedure and will be communicated with your campsite assignments.

**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.

**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. [“Downloadable Form”](#)

**CAMPSITE INSPECTION FORM**

The Campsite Inspection is a daily inspection by unit volunteers, coordinated by the Camp Commissioner. [“Downloadable Form”](#)

**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 Woodruff Xtreme, Whitewater Challenge and other older Scout programs. ["Downloadable Form"](#)



### **CAMP LEADER GUIDE UPDATES, CAMP PROGRAM GUIDE UPDATES, FORMS, LEADER UPDATES, OTHER INFORMATION**

Registered units will receive occasional email updates to program and support changes as we make them. You should also check the atlantabsa.org website for new or updated forms and notices as well as copies of the "Leader Update". 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 Council Website (www.CampWoodruff.org) as significant changes are made. ["Downloadable Form"](#)

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

If you have Scouts or Adults interested in becoming a part of the Woodruff Summer Camp Staff, ask them to apply for a position on this year's camp staff. (www.CampWoodruff.org) ["Downloadable Form"](#)

### **RIZOR TRADING POST**

Woodruff has a fully stocked Trading Post, carrying a large variety of Woodruff T-shirts and memorabilia, 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, slushy's, fountain drinks, ice cream, candy and more. The Trading Post is located at the Rizer "Heart of Camp Building" directly across from the Woodruff Dining Hall. The Rizer Trading Post is not a National Scout Shop.

**Note:** The average camper spends \$55 at the Trading Post & /Snack Bar 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. ["Downloadable Form"](#)

### **TROOP PICTURES**

You are encouraged to wear a complete field uniform to camp. Troop pictures are generally taken during arrival on Sunday. We do not provide prints, but will email you a soft copy post-camp if you request it.

## 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.

## 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 health forms 2 weeks prior to your arrival at camp. ["Downloadable Form"](#)

## WEATHER IMPACT ON PROGRAM/ACTIVITIES

Occasionally, camp program and activities will be impacted by weather events. In particular the Aquatics and Climbing areas are often the first to be impacted. Thunder & lighting in the vicinity of camp can cause us to "delay" or "cancel" these activities. We do not take camper safety lightly! Decisions to close an area are usually determined by the area director, in consultation with camp and program management.

As always, we depend on our unit leaders to be aware of any weather activity that they deem may impact the safety of their Scouts. If you as a leader determine that you need to move your Scouts from an area, or move off an activity field, we encourage you to do that and not wait for a decision from the Staff.

## POLICIES



### GENERAL POLICIES

These general rules are for the safety of all campers:

- **Troops must have two-deep leadership at all times while at camp. No exceptions!**
- No fireworks of any kind are permitted on camp property.
- No flames, fires, or fuels of any kind are permitted inside tents.
- Throwing rocks is strictly forbidden.
- No running in camp. We ask adult and youth leaders to help keep camp safe.
- Personal firearms and bows are not permitted, leave them at home.
- All vehicles 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.
  - On the river trips, if you wear sandals, they must have heel straps, Shower shoes and Croc's will not be permitted on the river trips.
- Sheath Knives – Camp policy restricts the carrying of sheath knives. Leave them at home.

- No LASER (pens/pointers) of any kind are permitted in camp.
- 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 two 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, campfires, chapel and flag retirement 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.
- **Note:** It is not the role of the staff to be the “uniform police”, that is the role of the unit leader.

### ***CLOTHING – SPECIAL NOTE***

Boy Scout Camp is not the place for gillie suits, ninja suits or any other type of attire that hides the wearer’s face or is intended primarily to make the wearer difficult to see or hide his identity. Similarly,

masks, scarves, bandanas, towels worn to hide the face are not appropriate attire for Scout camp. We will ask that you assist us in ensuring that this is not a problem at camp.

### **IDENTIFICATION WRISTBANDS**

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

### **TROOP DISCIPLINE:**

Occasionally at camp, issues may arise between Units or between Scouts of different units. We ask that the adult leaders of these units involved take an “active role” in trying to mediate/work out any differences or issues, prior to requesting assistance from the staff. The Woodruff Camp Management/Senior Staff will always be willing to assist in a resolution to the issues, but only after a reasonable attempt to resolve the issue has been made by the Leaders of those units involved.

### **VEHICLES**

#### **NO VEHICLES IN CAMPSITES – No Exceptions!!!**

Only the Camp Director or Service Director can issue a camp vehicle permit. Do not attempt to move rocks, logs, or other barriers in order to get a vehicle into a campsite or any other area.

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

The camp wide maximum speed limit is 5 mph. All roads in the Heart of Camp are closed during assemblies, meal times, and at gathering times. Pedestrians have the right of way at all times.

### **PROHIBITED VEHICLES / ITEMS AT WOODRUFF**

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

**Note:** The camp will consider allowing individuals with unique challenges, the opportunity to bring a golf cart/car. This requires advance permission and the owner and operator must sign a waiver and agree to operate under camp rules.

### **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 available in advance of arrival at camp and will be issued at Sunday check in. [“Downloadable Form”](#)

#### **PARK IN DESIGNATED AREAS ONLY**

Parking on grass, roads, next to buildings or in any area other than a designated parking space is prohibited, unless directed by a staff member. 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.

## TROOP TRAILERS

Trailers may be parked in campsites or in other areas designated by the Ranger. Trailers must be disconnected from the tow vehicle and the tow vehicle parked in a designated parking space. Trailer wheels must be chocked and the tongue must be secured on a block or stand such that the trailer is safe, secure and does not block roads or trails. We cannot allow tow vehicle to stay in campsite with trailer.

**Note:** Trailers that cannot be removed from the tow vehicle will be parked with the tow vehicle in an area designated by the Ranger.

## YOUTH PROTECTION TRAINING - DOCUMENTATION

All adults arriving at camp should be prepared to show evidence of current Youth Protection training.

## 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 day visitors on Friday. 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. This includes the use of electronic cigarettes, personal vaporizers or electronic nicotine delivery systems which simulates tobacco smoking. (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.

**[“Downloadable Form”](#)**

### **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 using a guide animal on the ([www.CampWoodruff.org](http://www.CampWoodruff.org)) website so that we can plan accordingly.

**Note: Please make sure to inform your Friday night visitors about this policy!**

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

No skateboards, inline skates, hover boards, or mountain boards are permitted. Under the following policies, personal bikes are permitted. Note: Personal bikes **can only be operated** on the mountain bike trail around the lake, not on camp roads or walking trails. The bike must be securely stored back in the unit campsite or on a vehicle in the parking lot. Staff will not be able to provide storage.

### ***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.



### **POWER GENERATORS/AIR CONDITIONERS – NOT PERMITTED**

Woodruff does not permit the operation of power generators in any campsite or program area. Please do not inconvenience fellow campers by bringing one.

### **UNIT ROSTERS (REQUIRED)**

All units are required to turn in a complete roster of all their summer camp participants (youth and adult) at check-in on Sunday. Please make sure this roster accurately reflects only those at camp with your unit.

Rosters should contain the following info: Scout and Adult names, adult phone /email address, parents phone/email address if possible.

### **PROOF OF INSURANCE**

Each “out of council” unit is required to provide proof of unit accident insurance at check-in. Please bring an extra copy of these documents to turn-in at check-in. All Atlanta Area Council units are covered by a council policy, so they are not required to provide this information.

## **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 referred to the emergency room of the local hospital. The camp has made prior arrangements for handling emergencies. (See details in Trips to the Doctor or Hospital.)

### **HEALTH AND SANITATION**

Living in a communal setting such as camp provides certain health issue. For every campers 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 680-001)**

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 Woodruff Xtreme 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.**

- All campers must have the Annual Health and Medical Record – **Parts A and B** completed prior to camp.
- Everyone staying more than 72 hours at camp must have **Part C** completed and signed.
- 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 **Woodruff Xtreme 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 newer forms (680-001) will be accepted. Our description applies to the 680-001 forms.

**[“Downloadable Form”](#)**

### **MAIL HEALTH FORMS IN, PRIOR TO CAMP!!!**

To greatly speed up your check in process, mail in a copy of all your health forms. If a few are incomplete, please send in what you have completed. Send a copy of Health Forms directly to camp at least 2 weeks prior to your arrival date. Mail to: Woodruff Scout Camp, 31 Woodruff Drive, Blairsville, GA 30512 Attn: Health Lodge

### **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. [“Downloadable Form”](#)

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® 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. [“Downloadable Form”](#)

**Note:** Leaders (to the best of their ability) will be asked to verify the Health Forms and Histories have been reviewed and all medications accurately listed. Be prepared to turn in the Pre-Camp Health Assessment upon arrival at camp.

#### **EMERGENCY PROCEDURES**

Current camp emergency procedures are distributed at check-in and discussed during the Sunday Leaders Meeting.

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 PROCEDURES IN BRIEF***

#### **A. WEATHER RELATED EMERGENCIES:**

Camp Management makes every reasonable effort to monitor weather conditions that may pose a threat to the health and safety of the camp. Unit Leaders are ultimately responsible for the safety of their Scouts, and are strongly encouraged to use good judgment when a possible threat exists. The camp is supplied with weather notification and lightning threat detection equipment. In addition we have a Camp Emergency System (CES) that broadcasts sirens, pre-recorded msgs. and voice communications.

#### **B. FIRES:**

Campers and staff should be careful with fire. Units should familiarize themselves with the *Unit Fire Guard Plan* which is distributed on Sunday evening. In the event of a fire, the Camp Emergency System will broadcast: **SIREN - ATTENTION – This is a General Alert**. Please send a representative to the designated assembly area for further information.

**An emergency drill is normally held within 24 hours of each arrival group.**

#### **C. SERIOUS INJURY OR ILLNESS:**

1. Administer First Aid as appropriate for the nature of the injury or illness.
2. Contact the Health Officer, or any staff member with a radio.
3. Keep the patient calm, and do not attempt to move or transport.
4. Notify the unit leader.

#### **D. LOST OR MISSING SCOUT:**

If a Scout is believed to be missing, unit leaders should first confirm that the Scout is not in the campsite, program or activity areas, or other common gathering places about camp. The unit should utilize the following steps; Assemble Your Troop, Check Each Tent, Check Areas, then if not found; Escalate to the Staff

#### **E. OTHER EMERGENCIES:**

1. Depending upon the nature of the emergencies, camp staff will communicate necessary information to the camp, based on the nature of the threat.

### **CAMP MESSAGING SYSTEM**

Woodruff provides a messaging system that can provide information to our onsite unit leaders. The system supports both text messaging and email. It is primarily used to provide items such as the following; last minute program changes, weather information, important camp messages, etc. You will be provided information prior to your camp week on how to sign up for this service.



### **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.

Safety Note: Units are asked to post a Troop Fireguard Chart in their campsites. WSR will provide these Water source and hose are provided in each campsite and can be used for fire-fighting per Camp Fireguard Plan. Campsite fire buckets not needed per NCAP standards, so camp is no longer providing them.





## 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. ["Downloadable Form"](#)

### **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.

**Information on the website, including login info, will be provided in March prior to the opening of the website in early April.** You cannot post users, troop info, or participants prior to your program registration start date. You will not be able to log in to the site prior to your start date.

Note: Refer to the "Contact Information" Section for more details. ["Online Registration"](#)

### **ONLINE USER GUIDE**

There is a downloadable user's guide available. This manual will provide information and helpful tips that will assist you when registering your Scouts and Leaders for activities/classes. ["Downloadable Form"](#)

### **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).

### **MAIL HEALTH FORMS IN, PRIOR TO CAMP!!!**

To greatly speed up your check in process, mail in a copy of all your health forms. If a few are incomplete, please send in what you have completed. Send a copy of Health Forms directly to camp at least 2 weeks prior to your arrival date. Mail to: Woodruff Scout Camp, 31 Woodruff Drive, Blairsville, GA 30512 Attn: Health Lodge

## PRIOR TO ARRIVAL AT CAMP/ THINGS TO DO

- **ANNUAL HEALTH AND MEDICAL RECORD – (REQUIRED) (FORM 680-001)**

Note: Refer to the "Health and Safety" section of this guide for details ["Downloadable Form"](#)

- ***PRESCRIPTION MEDICATION DOSING FORM – (REQUIRED)***  
Note: Refer to the “Health and Safety” section of this guide for details. [“Downloadable Form”](#)
- ***PRE-CAMP HEALTH STATUS QUESTIONNAIRE – (REQUIRED)***  
Note: Refer to the “Health and Safety” section of this guide for details. [“Downloadable Form”](#)
- ***PRE-CAMP SWIM CHECKS – (IF POSSIBLE TO COMPLETE)***  
Note: Refer to the “General Information” Section for more details. [“Downloadable Form”](#)
- ***PERMISSION SLIPS – WHITEWATER EXPRESS (HAVE COMPLETED)***  
Note: Refer to the “Troop/Individual Activities at Camp” Section for more details. [“Downloadable Form”](#)
- ***EARLY ARRIVALS - (IF NEEDED)***  
Note: Refer to the “General Information” Section for more details. [“Downloadable Form”](#)
- ***CAMPSITE ASSIGNMENTS***  
Note: Refer to the “General Information” Section for more details. [“Online Registration”](#)
- ***ONLINE PROGRAM AND ACTIVITY REGISTRATION “ONLINE REGISTRATION”***  
Use online registration to sign-up for all camp activities (see Registration & Check-In section).
- ***BUS ARRIVALS - TRAVELING TO CAMP BY TOUR BUS***  
Note: Refer to the “General Information” Section for more details. [“Downloadable Form”](#)
- ***CUSTOM TROOP T-SHIRTS – ORDER***  
Note: Refer to the “General Information” Section for more details. [“Downloadable Form”](#)
- ***MAIL HEALTH FORMS IN, PRIOR TO CAMP!!!***  
To greatly speed up your check in process, mail in a copy of all your health forms. If a few are incomplete, please send in what you have completed.

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

- ***UNIT ROSTERS (REQUIRED)***  
All units are required to turn in a complete roster of all their summer camp participants (youth and adult) at check-in on Sunday. Please make sure this accurately reflects only those at camp with your unit.  
Rosters should contain the following info: Scout and Adult names, adult phone /email address, parents phone/email address if possible.
- ***PROOF OF INSURANCE (REQUIRED)***  
Note: Refer to the “Policies” Section for more details.
- ***ANNUAL HEALTH AND MEDICAL RECORD – REQUIRED (FORM 680-001)***  
Note: Refer to the “Health and Safety” section of this guide for details. [“Downloadable Form”](#)

- **CAMPERSHIP FORMS (AAC) (REQUIRED)**

Note: Refer to the “Camp Fees” section of this guide for details. [“Downloadable Form”](#)

- **PRE-CAMP HEALTH STATUS QUESTIONNAIRE (REQUIRED)**

Note: Refer to the “Health and Safety” section of this guide for details. [“Downloadable Form”](#)

- **WOODRUFF ORIENTATION GUIDE (PROVIDED)**

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 (PROVIDED)**

Note: Refer to the “Policies” section of this guide for details. [“Downloadable Form”](#)

- **YOUTH PROTECTION TRAINING (REQUIRED)**

All adults arriving at camp should be prepared to show evidence of current YPT.

- **CUSTOM TROOP T-SHIRTS – (PICK-UP)**

Note: Refer to the “General Information” Section for more details. [“Downloadable Form”](#)



## 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 **New Leaders Meeting:** If your unit is new to Woodruff (1<sup>st</sup> year), this meeting is for you. (Handicraft)

7:15 **Vespers** (Catholic at Nature and Interfaith at Chapel)

7:15 **Scoutmasters' Camp orientation meeting** (Handicraft Pavilion)

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

\***Woodruff Xtreme** shakedown - bring hiking/camping gear (Main Pavilion) ready to leave

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

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

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

TBD During Campfire: Participants in Woodruff Xtreme and Whitewater Challenge leave camp

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

## **APPENDIX**

Forms are available for viewing/download at the Council Website: [CampWoodruff.org](http://CampWoodruff.org)

All of these forms are available after March 1<sup>st</sup>. Additional copies are available at camp.