



Atlanta Area Council – Boy Scouts of America Unit Guide – Requests for Camping/Activity Facilities (Pack, Troop, Team, Crew, Post, Ship, Group)



Overview:

The key points of this process are:

- ❖ Establish specific guidelines for the Short Term Camp/Activity Requests
- ❖ Establish specific time frames for Council, District, and Unit Leaders to submit requests for facilities. This time frame will reduce the potential for conflicts. The time frames are listed below:
 - ✓ Council Activities (Sign-up April 1st through May 31st)
 - ✓ District Activities (Sign-up June 1st through August 15th)
 - ✓ Unit Activities (Sign-up August 15th through April 30th)
- ❖ This process applies to all Atlanta Area Council Camps and Facilities:
 - ✓ Bert Adams (includes Camp(s)Emerson, Jamison, Cub World and Gorman)
 - ✓ Woodruff Scout Reservation and the Allatoona Camp or Allatoona Aquatics Base
- ❖ Information on the reservation fee (deposit) for units. This reservation fee is “refundable” if the guidelines are followed. This fee does not apply to units attending a district or council activity.
- ❖ Requirement to submit all requests, in writing to the Program Center, no less than 4 weeks prior to your outing/activity.

Unit Programs and Our Camps

Unit Programs are important to us. Our camps are growing and changing and we needed a process to help make sure that these facilities are better utilized. Each year we have significantly more unit, district and council activities competing for our facilities. The best units’ plan and we want you as leaders to be able to count on the Program Center to help support those plans. The Council Program Center needs to be the single focal point for requests for Council Camps. This will enable other entities such as the volunteer Campmasters and the Rangers to better perform their jobs and serve our members. We want to help you, as scout leaders, to be successful.

When Can Units Camp or Conduct Activities at Council Properties?

Units can conduct camps or activities on council properties between August 15th and May 31st. (Example: 8/15/2006 to 5/31/2007). Council camps are closed on the following holidays. These holidays are Labor Day Weekend, Thanksgiving Weekend, Christmas to New Years (this entire week), Easter Weekend, Memorial Day Weekend, the last week in July and the first two weeks of August.

When Should Units Submit Requests for These Camping/Activities?

Units can submit the request form and deposit for camps or activities between August 15th and April 30th of the following year. (Example: 8/15/2006 to 4/30/2007) Exceptions: For those units desiring camp/activity dates between August 15th and September 15th those requests (only) should be submitted 4 weeks ahead. A unit may not request a camp/activity date beyond May 30th. Units must wait until the next request cycle begins on August 15th.



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How Can Units Obtain the Request Forms:

Forms can be obtained from the VSC - Program Center, from the annual Program Planning CD, or downloaded from the Council Website (www.atlantabsa.org). Your unit should maintain an inventory of the following forms:

- Unit Short Term Camp/Activity Request Forms
- Local Tour Permits
- Camping/Activity Participant Roster

Campsite/Facility Restrictions:

- **Camp Jamison** – The main purpose of Camp Jamison is to support district and council weekend activities. Units may sign up for Camp Jamison only if there are no district or council activities scheduled.
- **Camp Allatoona** - Sites 1-4 are not available for camping/activities during the Aquatics Base Activities Season (April 1 – October 31)
- **Camp Allatoona** – Cub Scout Packs/Dens are not permitted to camp overnight at Allatoona. Webelos Dens, Troops, Posts, Crews, Teams, and Ships may camp at established times.
- **Bert Adams-Woodruff-Allatoona** – The following sites are non-reservable:
 - Woodruff sites: 1-4
 - Allatoona sites: 5-7
 - Bert Adams Sites: Osceola, Sioux, Chippewa, Cherokee
 - At all camps – for safety and security – any site that is in or near a construction area.
- If you request to camp, your group may be requested to “share” campsites or facilities.
- **Note - Required Training** - Units wishing to camp overnight at AAC facilities must have at least (1) one leader that has completed BALOO or Introduction to Outdoor Skills training. Units filing a Tour Permit (or using camping facilities) must have at last (1) leader that has completed Youth Protection Training within the 2 years preceding the activity.

Local Tour Permits:

Units, traveling less than 500 miles away from their normal meeting location are required to complete a Local Tour Permit. Units must complete and submit a Local Tour Permit if they requesting unit camping/activities at our facilities. A Tour Permit is not required if that activity is in conjunction with a District or Council activity that the unit has pre-registered for.

Completing the Unit Short Term Camp/Activity Request Form:

Note: This form is not required if your unit is attending a previously scheduled district or council event.

- Complete *Unit Leader Information Section* Note: This is the leader that the confirmation form will be returned to. This should be the leader in charge of the camp/activity
- Complete the *Activity/Event Information*
 - Estimate youth and adults expected
 - List the 2nd leader for the activity. **Note: BSA Policy requires a minimum of 2-deep Leadership for all activities.**



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- **Note - Required Training** - Units wishing to camp overnight at AAC facilities must have at least (1) one leader that has completed BALOO or Introduction to Outdoor Skills training. Units filing a Tour Permit (or using camping facilities) must have at last (1) leader that has completed Youth Protection Training within the 2 years preceding the activity.
- Complete the appropriate section for the camp you are requesting
 - If specific campsite is desired, pick your 1st choice by campsite name/number. Note: We will try and honor your request. If choice is not available we will indicate what campsite that you will be assigned.
 - If you request other areas, indicate the time frame that area is desired (2-hour periods) Note: Units need to request a specific 2-hour period. This allows for more units to have access to the more popular areas.

Request Process:

- Units should complete the Unit Short Term Camp / Activity Request Form
- Make a copy of the request forms for your records.
- Attach a check made out to the AAC/BSA in the amount of \$25 for the refundable deposit.
- Forms will not be processed without reservation fee check, or if they are received inside the 4 week window.
- Attach a completed Local Tour Permit Form. A Tour Permit is not required if that activity is in conjunction with a District or Council activity that the unit has pre-registered for.
- **Forward the forms and check (by mail or in person, faxes not accepted) to the Council Program Center no later than 4 weeks prior to your outing/activity**
- **Address: Atlanta Area Council / BSA, 1800 Circle 75 Parkway SE, Atlanta, GA 30339**
- Insure that the forms arrive at the Program Center a minimum of **4 weeks** prior to you activity
- After processing your request, a “confirmation” of your reservation and a “receipt” for your deposit will be **mailed** to the leader indicated in the Unit Leader Information Section. This will be no-later-than 2 weeks prior to the planned camp/activity.
- This request acknowledgement will list what sites/facilities that you requested, but these items will not be “guaranteed”. The Ranger or Campmaster will make the final assignment.
- Please bring your copy of the “confirmed” form to camp with you.
- A copy of your request will be forwarded to the appropriate Camp Ranger.

What If Your Plans Change?

Contact the Council Program Center (not the Camp Ranger) by mail or by phone at **770-989-8820 extension: 2010/2003/2009** as soon as you determine that your previously confirmed plans have changed. Note: This could be a change in arrival date or a significant change in your arrival time (greater than 2 hours). If you are canceling your camp/activity, you must notify the Council Program Center at least 48 hours in advance of your scheduled arrival time or **forfeit your reservation fee**.



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Camping/Activity Participant Roster:

All units arriving at camp will be required to turn in a completed Camp/Activity Participant Roster of youth and adult participants in attendance to the Duty Ranger/Campmaster.

When You Arrive at Camp:

Check-in with the volunteer Campmaster or Ranger. Be prepared to provide the following:

- Your “copy” of the Request Form that was returned to you by the Program Center.
- The receipt for your reservation fee.
- A completed Camp/Activity Participant Roster

Note: If a unit is unable to provide proof of pre-reservation, that unit will be requested to pay the \$25 reservation fee at check-in.

When You Are Ready To Depart (Check-Out):

Establish a Check-out time with the Campmaster or Ranger

- Clean-up/organize your campsite/activity area
- Contact the volunteer Campmaster or Ranger for additional instructions
- Receive your reservation fee back after the Campmasters or Rangers OK

Equipment:

Units are to provide their own program equipment. There will be no equipment available for checkout.

Note: Aquatics and Range equipment are available with prior request and BSA trained leadership.

Parking Policies:

Parking is permitted in designated parking areas only. Parking is not allowed in any campsite, in front of any restroom facilities, on the shoulders of camp roads, or in any area that would prohibit access by our camp rangers, camp staffs, or emergency vehicles. **Vehicles improperly parked will be subject to being ticketed or towed.**

Reservation Fee / When Don't You Get It Back:

When don't you get it back? (**Forfeit your \$25 Reservation Fee**)

- Failure to notify Program Center of date changes for your camp/activity
- Failure to show-up at camp
- Failure to notify the Council Program Center at least 48 hours in advance of your scheduled arrival time if you are canceling your camp/activity.