

College of Commissioner Science Sam Houston Area Council Boy Scouts of America

**Thesis for completion of
Doctor of Commissioner Science**

Managing Registration at a Large Council Event

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Managing Registration for a Large Council Event

In October of 2011, Sam Houston Area Council held a large Jamboree style event (SHAC Jam) to celebrate the 100th anniversary of Boy Scouts of America. The event had over 27,000 participants. The event included day activities for all Scouts, as well as camping, entertainment, ceremonies and religious services for Boy Scouts, Varsity Scouts, Venturers and Explorers. These guidelines for Managing Registration for a Large Event are a result of the procedures and learning opportunities from that event.

Planning for the event registration should start 12-14 months prior to the event. At that time, milestones and initial needs should be developed.

Expected registration for SHAC Jam: 20,000-23,000

Boy Scouts, Varsity Scouts, Venturers, Sea Scouts, Explorers and adult leaders: 10,000

Cub Scouts and families: 10,000

Staff: 3,000

Goal: Successfully and easily register all participants, and get them into the event as quickly as possible. A pleasant, fast registration and check-in process will make the first positive impression and give the people more time to enjoy the event.

Initial needs:

1. **Set milestones with help of management staff.** (See *Registration Milestones*, attachment 1.)
2. **Develop a computer program for registering all participants and staff, which can be used with the council data base.** Due to lack of technical knowledge, and council security, it was agreed for our event that the council would contract with an outside firm to write a program for the event registration.
3. **Determine what information will be needed on the registration forms.** Prior to working with the programmers, we developed a “needs matrix” for our registrations. (See *Needs Matrix*, attachment 2.)
4. **Manage registration system in order to produce reports for staff use and for check in of participants.** For SHAC Jam, reports were generated every week, or as needed. These reports were in a simple Excel format, and had to be crunched each week to get appropriate numbers to report to the Key Staff.
5. **Coordinate with other key staff on such items as T-shirt orders, patch orders, etc.** For SHAC Jam, we had a separate site to where participants could order shirts, memorabilia and souvenirs. If these items are on your registration forms, you will need to maintain counts for ordering purposes.
6. **Recruit key leaders who will manage each of the registration areas. These key leaders will in turn recruit staff for each of the areas.** For SHAC Jam, we had six key leaders: Boy Scout, Cub Scout, Vendors and Special Guests, Staff, Technical Support, and Administration. (See *Registration Team Job Descriptions*, attachment 3.)
7. **Provide check in areas for staff, vendors, guests, Boy Scouts, Varsity Scouts, Venturers, Sea Scouts, Explorers and Cub Scout families.** At the event, there were check in tables for staff, two gates for vendors, and one gate for participants to enter. At one of the vendor gates, unit

trailers were also allowed to enter the camping area, and special guests checked in at the other vendor gate. Staff also entered through the special guests' gate.

8. **Research methods to speed check in procedures.** Possible solution: bar code scanners. Due to costs and availability, we were unable to use a bar coding system for check-in at SHAC Jam. It was determined that we would mail wristbands to the registered participants, resulting in no check-in needed at the gates.
9. **Organize and train registration staff to greet and check in participants, etc.** A staff of 55 volunteers and 5 professionals was assembled for SHAC Jam. They assisted with the mailings of wristbands and confirmations, as well as staffing the various entry gates at the event. All were trained in procedures, as well as given a procedures check sheet. Some of the staff worked away from the gate, greeting and helping with any problems from the participants. Six team leaders were in place to work with the various areas as well as doing administrative duties and computer help. (See *SHAC Jam Check In Procedures*, attachment 4, and *SHAC Jam Staff Check-In Procedures*, attachment 5.)
10. **Preliminary registration system needs to be ready six to eight months before the event.** Due to programming delays with the outside vendor, we were unable to complete the registration process when originally expected. A paper registration for staff was developed by that date. The paper registration was used until the on-line registration forms were put in place.
11. **Design a FAQs worksheet to be added to the council website. Update as needed.** FAQs developed and updated periodically. (See *SHAC Jam Registration Frequently Asked Questions (FAQs)*, attachment 6.)
12. **Write an information letter to participants to explain check in procedures, traffic issues, and “what to expect.”** A registration information letter was developed before the first wristbands and packets were mailed to the participants. (See attachment 7.)
13. **Write “Leader’s Guide” and “Family Guide” for participants, providing pertinent information for check in, equipment needs, program, security issues, traffic issues, health and safety issues, etc.** On line leader’s guide and family guide posted on website, and updated periodically. (See *SHAC Jam Guide for Cub Scout Family Participation*, attachment 8 and *SHAC Jam Troop, Team, Crew, Ship, Post Leader’s Guide*, attachment 9.)
14. **Handle registration problems as they arise.** Registration challenges occurred from the beginning. Various programming errors arose. It became apparent that the programming company did not understand the needs of the Boy Scouts, or the information needed to register for this event. We made lists of various corrections needed. We also had some errors that never were corrected, and we had to find ways to work around those issues. We worked closely with the IT department and the key event leaders to determine the best solutions for the challenges. Constant contact with the IT director was critical.
15. **Work with council professional advisor to obtain supplies for event.** Various supplies were needed for the event. A list was made and sent to the professional staff and updated as needed. (See *SHAC Jam Registration Needs*, attachment 10.)
16. **Work closely with other committees to monitor number of people for each program area.** Registration recaps were developed each week, and reported to each of the key leaders. (See *Registration Recap*, attachment 11.)

Potential problems:

1. **Find volunteer who can program registration system. Work within council data base, or coordinate our registration system to fit their data base.** It was determined that we would be unable to develop a program ourselves, and this duty was contracted to a programming company out of council.
2. **Check into using bar coding on tickets to easily check-in all participants with scanners.** Bar coders and scanning devices were too costly for our event, so could not be used.
3. **Determine how many registration staffers will be needed.** Initial estimates were to have 50 staff. Ultimately, we had 61 volunteers and professionals working with registration.
4. **Determine where we will have check-in areas.** Four check-in areas were used: Vendors and special guests, vendors and campers needing vehicle access, staff, and all other participants.
5. **Determine when participants will be arriving.** A schedule was developed using the times developed by the key leadership committee. Times were incorporated into the check-in procedures. (See *Boy Scout Work Schedule*, attachment 12.)
6. **Determine what security is provided at each check-in area.** The security team included council volunteer, as well as peace officers. We had uniformed officers collecting the cash boxes at various times throughout the day. We also had security fencing around the area where money was being collected, and locking cash boxes.
7. **Determine what special guests will be arriving, and where they will enter the site.** This responsibility fell on the Special Guests committee for SHAC Jam. The hours for the registration people at the special guest entrance covered the times needed by the Special Guests committee.

Resources:

1. Council professional staff, including IT department
2. Volunteers familiar with computer programming
3. Key staff
4. Other councils who have held large events

Mailing procedures:

Four mailings were scheduled at the council service center. For the first three mailings, we had a volunteer staff of approximately 20 people. Address labels for each unit leader and each family were printed in advance. The staff advisor also printed return address labels. We had print outs of the registration numbers sorted by unit number for the campers, and by name for the families. Supplies need for the mailings were envelopes, wristbands, letters to participants, parking passes, and campsite assignments. (See *Registration Packet*, attachment 13.) At the third stuffing session, we also helped the Staff Support volunteers stuff the staff packets. The fourth mailing was done by two volunteers.

Stuffing consisted of placing the appropriate number of wristbands in each packet, marking the sheet with the proper number and putting it in the packet, putting an address label and return address label on the envelop, and sealing the envelopes. Campers' packets also included the campsite assignment, a parking pass, and pass to get the Senior Patrol Leader into the flag ceremony during closing. For subsequent mailings (units that added campers after their initial registration), we mailed the additional wristbands without the campsite assignments, parking pass, etc.

On the registration form, we advised people that they would not be guaranteed getting wristbands and confirmation in the mail, unless they registered by a certain date (two weeks prior to the event). Although we were able to mail after that day, the cut-off date insured that the majority of the registrations were received prior to that date. This reduced the number of people who registered during the last two weeks of the event.

After the second mailing, we started receiving phone calls and emails stating that people had not gotten their packets. After extensive research by the professionals, it was discovered that the post office experienced a break in, and mail was stolen. Based on the number of calls, we assumed that many of the packets from our second mailing were in the stolen mail. We were able to remail packets to those units and families, and get them to the participants before the event.

The fourth mailing was done one week prior to the event. All information was mailed to everyone who has registered at least one week prior to the event.

Any registrations received after the cut-off date had two options: they could pick up their packets at the council office, or check-in at the on-site registration booth.

Keys to Success

1. From the beginning of the registration process, it was agreed that we would not accept paper registrations. This decision helped eliminate lost paper, as well as eliminating some of the errors in manual entry, interpreting handwriting, lost paper registrations, backlogs, and man hours needed to enter paper registrations.
2. Mailing the confirmation and wristbands to the participants was the major key to success. This procedure allowed participants to enter without waiting in line, and reduced the number of people who had to be personally helped.
3. Greeters set the tone for happy participants. We had numerous people in the crowd offering help, directions, and assistance. They were friendly and upbeat, setting the tone for a successful day.
4. One of the key factors to making the registration run smoothly was the addition of a paid staff helper at the council office. This person reviewed the registrations daily, made phone calls for missing information, answered phone calls, and helped people registering on line at the office. Council computers were made available for anyone who did not have access to a computer, or needed assistance with the registration process.
5. On the night before the event, the professional advisor downloaded the current registrations, and several of the registration staff stuffed the final packets. These packets, as well as any returned in the mail, were sorted alphabetically for families, and by unit number for campers. Those packets were available at the registration check-in booth as the units arrived.
6. As the participants arrived, we had people in the crowd giving advice and answering questions. Anyone who had completed the registration process and received their packets was instructed to proceed directly through the gates and to their campsite or program area. People who needed assistance were directed to the check-in booth for further help. We had nine people available to help those people. Some participants added campers, and we were able to take the additional monies and provide the additional wristbands immediately. At no time during the check in process

did we have more than two people standing in any line. Comments throughout the crowd were favorable. The first evening, we checked in all units who needed help, and were able to get everyone through the gates by 10:00.

7. The morning of the second day, we anticipated long lines. The Cub Scout families were arriving and checking in during a one-hour window. In anticipation of this backlog, we had more people stationed in the crowd to direct traffic. The fee for Cub Scouts was per family, not per person. Based on this idea, we issued additional wristbands to those families who did not have all their wristbands, or who added people after they registered. We also asked people to bring confirmation of their registration, and were able to quickly provide wristbands and move the people through the lines. We were able to keep track of the numbers by pre-counting the number of wristbands, then subtracting what was left after the event. Again, we were able to assist all the families, and never had more than two people in line. Comments were favorable, and everyone praised the registration process.
8. Families who had not registered were checked in, the fees collected, and the wristband issued. Since the fee was per family, it was very easy to collect the money and provide the appropriate number of wristbands very quickly. As a result, the families could quickly move to the program area, and enjoy the activities.

After Event Observations and Evaluation

Results:

Final registration numbers: Cub Scouts: Families: 2857, people: 16326. Boy Scouts: Units: 372, people: 9270. Staff: 836. Vendors: 250. Special Guests: 50. Other: 442. Total attendance at the event: 27,174.

Council staff, participants and volunteers all agreed that the registration process was a success.

Challenges:

The registration system had numerous problems.

1. Any changes made to a registration resulted in duplicate entries on our reports, so had to be manual added to the prior entries. This resulted in many hours required to manually crunch the registration numbers.
2. The program did not generate user friendly reports. The reports were simply a printout of all the entries. I had volunteers help with the reports each week, so we could get the numbers to the staff. As the registration reports became lengthier each week, it was difficult to get the reports as early as we needed them.
3. At one point, the computer program started eliminating names from the registration system. We were unable to determine why this happened. It made our reports inaccurate each week. We had retained the registration reports from prior weeks, so we were able to manually correct these numbers.
4. The computer system did not have defaults in many of the fields. Therefore, participants could register without completing all the required information. It made mailings more difficult. This was resolved by manually calling or emailing the participants to get the accurate information. This process would not have been possible without the council employee hired specifically to do this job.

She was able to complete most of the needed information, as well as register additional people from the office. Her assistance made the registration process easier for many people. She and I kept in constant contact making corrections to the system.

5. Some corrections made on the system did not show on subsequent reports, which required duplicate entries to correct.
6. Prior to the registration program being written, we supplied a "needs matrix" for registration. These needs were not taken into account when the program was written. This resulted in many items being unusable. Many additional programming hours and dollars were spent correcting a system to make it usable for the registration process. For future events, someone who understands the needs of the system should be consulted before programming starts.

After the event, I was asked by council to evaluate the registration system. As the council had invested money in making this system acceptable, they asked if it was possible to use it again in the future. My conclusion is that it should be retained for registering events, but not if the event requires selection of classes or different areas of registration. Events such as council and district camporees, day camps, Webelos campouts, Tiger events, some trainings and Order of the Arrow events could use this registration system. The system has many quirks which still created problems, but is still a usable system. Since most council events are not as large as this one was, it would not be as difficult to monitor the changes or create the reports.

Another registration system is currently being used by the council for events requiring class selection (College of Commissioner Science, University of Scouting and Cub Leader Pow Wow. This system would not accommodate units registering as a group, but does well for individual registrations. As such, it should be retained and used for these events.

Attachment 1

Registration Milestones

Rough draft of all registration forms for CMT approval—February CCT meeting

Estimates of staff needs—February CCT meeting

Meet with Council IT people for ideas on on-site registration—early February

On-line registration—March

Proposed information letters to participants—March CCT meeting

Registration reports—all subsequent CCT meetings

All registration staff visit TWC—by May CCT meeting

All registration staff in place—July CCT meeting

Registration Team
Job Descriptions

Boy Scout Registration

- Coordinate with Registration Technical Coordinator and Facilities Traffic Management to design optimized onsite check-in process
- Recruit team members through normal approval process (all potential staff members must be approved through Staff Support)
- Design BS Registration Team to execute onsite check-in process
- Plan check in process, and determine staff needs for each day of the event
- Determine staffing needs for any pre-event duties
- Coordinate with CS & DV Registration for optimal use of staff resources during event
- Ensure that units onsite check-in experience is a positive event
- Develop contingency plans for check-in to deal with weather, traffic peaks, failure of any technology solutions, etc

Cub Scout Registration

- Coordinate with Registration Technical Coordinator and Facilities Traffic Management to design optimized onsite check-in process
- Recruit team members through normal approval process (all potential staff members must be approved through Staff Support)
- Design CS Registration Team to execute onsite check-in process
- Plan check in process, and determine staff needs for each day of the event
- Determine staffing needs for any pre-event duties
- Coordinate with BS & DV Registration for optimal use of staff resources during event
- Ensure that Cub Families and Units onsite check-in experience is a positive event
- Develop contingency plans for check-in to deal with weather, traffic peaks, failure of any technology solutions, etc

Day Visitors / Vendor Registration

- Coordinate with Registration Technical Coordinator, Guest Services, Expo/Vendors, and Facilities Traffic Management to design optimized onsite check-in process
- Design Day Visitor / Vendor Registration Team to execute onsite check-in process
- Plan check in process, and determine staff needs for each day of the event
- Determine staffing needs for any pre-event duties
- Recruit team members through normal approval process (all potential staff members must be approved through Staff Support)
- Coordinate with CS & BS Registration for optimal use of staff resources during event
- Ensure that visitors and vendors onsite check-in experience is a positive event
- Develop contingency plans for check-in to deal with weather, traffic peaks, failure of any technology solutions, etc

Staff Registration

- Coordinate with Registration Technical Coordinator, Staff Support, and Facilities Traffic Management to design optimized onsite check-in process
- Plan check in process, and determine staff needs for each day of the event
- Determine staffing needs for any pre-event duties
- Recruit team members through normal approval process (all potential staff members must be approved through Staff Support)
- Design Staff Registration Team to execute onsite check-in process
- Coordinate with other registration team for optimal use of staff during event

Information Management / Communications

- Recruit team members through normal approval process (all potential staff members must be approved through Staff Support)
- Provide periodic reports to management team on registration progress
- Provide camping reports to Facilities for campsite allocations
- Provide information packets (primarily links to information) for units
- Coordinate with Registration Technical Coordinator for timely reporting
- Develop information packet to be distributed to units and individuals after registration
- Communicate with units on a timely basis after registration

SHAC Jam Check In Procedures

Boy Scouts, Venturing, Varsity, Explorers

- Registration will open Friday at 12:00 PM and close at 11:00 PM. Registration will be open Saturday at 7:00 AM and close at noon.
- Troop trailers will enter via the south entrance. Transportation staff will be posted at the entrance, and will direct the units to the appropriate sub-camp. Vehicles will then drive to the sub-camp designated parking area.
- Other Scouts vehicles will enter via the north entrance. Transportation staff will be posted at the entrance, where they will direct the vehicles to the general parking area.
- Troops who have their registration packets can bypass the registration area and proceed through the tunnel to the sub-camp area.
- Units who have questions can assemble at a designated gathering area and send one adult to the questions and information area at the registration tables.
- Units who pre-registered, but did not receive their packets, will check-in at the “questions and information” area. A staffer will check registration reports, check that the unit has been issued credentials, and provide the unit with the patches, wristbands and pass for the flag parade.
- Units who need to add campers can proceed to the “questions and information” area and will pay the fee (\$35 per person). The staffer will issue a receipt (with the name of the individual, unit number, number of adults, Scouts and Webelos, and amount collected), wristbands and patches.
- Units who have not registered will send one adult to the “on-site registration” area, pay the fee (\$35 per person). The staffer will issue a receipt (with the name of the individual, unit number, number of adults, Scouts and Webelos, and amount collected), wristbands and patches.
- Units then walk (as a unit) through the tunnel to the sub-camp area.
- Late arriving Scouts will enter via the north entrance.
- Scouts arriving on Saturday will enter via the north entrance, park, and proceed as above.
- Anyone with questions can go to the information table, located next to the registration tables.

Cub Scouts

- Registration will be open on Saturday from 7:00 AM until noon.
- All Cub Scouts and their families will enter via the north entrance and park in the designated parking area.
- After parking, the families with wristbands will proceed through the tunnel to the program area.
- Families who need to add family members will proceed to the “questions and information” area and receive additional wristbands and patches for the participants. Staffers will keep a log of additional wristbands issued, the unit number and the number of adults, Scouts and siblings.
- All Cub Scouts and their families who have not pre-registered will proceed to the on-site registration table. Staffers will issue a receipt for the fee (\$15 per family), and write the name, unit number, and number of adults, Scouts and siblings on the receipt. They will issue the appropriate number of wristbands and patches to the family.
- Anyone with questions can go to the information table, located next to the registration tables.

Vendors

- Registration will be open at noon and close at 11:00 PM
- Vendor trailers will enter via the south entrance. Vehicles will then drive to the designated vendor parking area.
- Vendors without trailers will enter via the north entrance.
- Vendors will proceed to the north gate vendor check in area, where they will check-in and receive their wristbands.
- Vendors then proceed through the tunnel to the designated vendor area.

Staff

- Staff will enter via the north entrance and be directed to the staff parking area.
- Staff will enter through the north tunnel.
- Staff will proceed to the staff check-in area, where they will get their wristbands and camping area assignments.

SHAC Jam STAFF CHECK-IN PROCEDURES

Staff check-in will begin at 1:00 pm on Wednesday, October 6 and will continue through noon on Saturday, October 9. Only those registered as Staff will check in as follows. All Staff who have registered with their unit or as a family will have received their wrist bands already and will report to their area at the appropriate time.

Upon arrival at the SHAC Jam site located at the Texas World Speedway, all SHAC Jam Staff will enter the track area through the north tunnel and will be instructed by Security how to reach the Staff camp site. At that time you will be given a Staff Parking Permit by Security to place on your dashboard. Be sure to write your cell phone number on it in case your car needs to be moved during the event. Follow the signs and upon arrival at the Staff site, you will be directed where to park to check-in.

After parking, Staff will report to the Staff Headquarters to sign in. **All registered Staff will be processed at the Staff Sign-in tables at the Staff Camp Site Headquarters.**

Staff who have completed registration on-line and have paid in advance will have a faster check-in process. The check-in process will include a review of your medical form to be handed in on-site, a quick verification of payment, and Staff registration/commitment information.

Staff who have not pre-registered or have incomplete information will be processed separately at Staff Headquarters.

Upon completion of the check-in process, Staff packets will be handed out. These packets include your Staff ID, pocket pouch with lanyard, meal wristband (for all meals except Saturday lunch), lunch coupon for Saturday lunch, Staff patch, SHAC Jam patch segment, maps, and general schedule. You will then pick up your Staff shirt if you ordered one prior to September 17.

Staff will then be assigned a camp site area by the Staff Camp Commissioners who will also direct you to your camping area where you can unload your gear.

After unloading your gear, Staffers will be directed to the Staff parking lot. The Staff parking permit should be left on the dashboard of the car. Staffers should then return to the Staff site using the North Tunnel to set up their camp site – tents, etc. Golf carts with drivers will be available for those who have difficulty walking.

STAFF CHECK-IN PROCEDURE NOTES:

A COMPLETED MEDICAL FORM (Parts A and C of the current Form No. 34605,) IS REQUIRED FOR ALL SHAC Jam Staff. NO EXCEPTIONS! Please turn in copies not the originals. Staff members will **not** be allowed to set up their camp site or report to their work assignment unless a completed medical form is received, a registration/commitment form is on file, and **ALL** payments have been made.

SHAC Jam fees should have been previously paid, however, any outstanding SHAC Jam fees are due upon arrival and must be paid at check-in.

We will be processing 600-plus Staff in a very tight window. PLEASE BE PATIENT!! We need to exemplify the tenants of being Cheerful and Friendly during our whole SHAC Jam experience. Having all necessary paperwork completed and being registered on line will have a dramatic impact on the time it takes to check each Staffer in. **Absolutely no one will be allowed to unload and set up their camp site until all paperwork and financials are in order.**

SHAC Jam
Registration
Frequently Asked Questions (FAQs)

General

- G-1. Q: How do I register?
A: Go to www.shacjam.org and click on the "Register here" link. You will be asked to first create a user name and password. This user name and password is permanent and can be used to register for various upcoming SHAC events. Once you receive the confirmation of your user name and password, you can register for SHAC Jam at the same site.
- G-2. Q: What does it cost?
A: If you register by August 31 the cost is \$15 per Cub Scout family, \$28 for Boy Scout/Venturer/Sea Scout/Varsity Scout/Explorer/ Adult Leader. After August 31 the cost increases to \$35 for Boy Scout/Venturer/Sea Scout/Varsity Scout/Explorer/ Adult Leader.
- G-3. Q: Who can register?
A: Any registered Cub Scout and his family, Boy Scout, Varsity Scout, Venturer, Sea Scout, or Explorer and their leaders.
- G-4. Q: Can I register in person?
A: Yes. You can register at the Service Center. There are computers at the Scout service center which you can use and staff that will help you through the process.
- G-5. Q: We do not know exactly what scouts will attend. If we register 50 then have an additional 10 can we add them at a later date? If so, what is the fee structure for the additional 10?
A: Yes. You can register additional attendees up to the time that registration closes (date to be announced). Any additional registrations will be processed at the published rate at that time.
- G-6. Q: What is the refund policy?
Refunds will be processed in compliance with the council refund policy found at http://www.samhoustonbsa.org/welcome/council_refund_policy
- G-7. Q: What will be used to identify registered participants at the event?
A: In order to enter the Texas World Speedway property, each registered participant will be required to wear a color coded wristband (which will be mailed to the Cub Family or Troop/Team/Crew/Post/Ship unit leader prior to the event). These wristbands are required to be worn the entire weekend. Security will not allow anyone without proper credentials into the site.
- G-8. Q: Will there be religious services offered?
A: Yes! There will be twelve different types of religious services. Jewish services will be offered on Friday and Saturday evening. All other services will be on Sunday. Cub Scout families are encouraged to stay for Saturday evening's Jewish service, or return on Sunday to attend the service of their choice. Anyone returning to the site will be required to wear their wristband.
- G-9. Q: Are there any specific computer requirements to register for SHAC Jam?
A: Yes. The SHAC Jam registration system is not compatible with EarthLink. If you have an EarthLink account, you must set up a different account. Yahoo and Gmail are both free accounts, and are compatible with the registration system. Also, you must have Internet Explorer version 7.0 or newer to access the registration system. The download of the newer updates are free. You will know you have the older version if you do not see any writing in the blue bar on the "Event Management" page of the registration system.
- G-10. Q: Where do I mail my check for payment?
A: Mail payments to: Sam Houston Area Council, BSA, P.O. Box 924528, Houston, TX 77292
- G-11. Q: Is there a deadline for registering?

A. Although there is not a deadline to register, we cannot mail wristbands to anyone who registers after September 22. People who register after that date will have to wait in line to check-in at the site. Please register before September 22!

Cub Scout

- C-1. Q. Do Cub Scouts register as a pack, den or family?
A. *As this is a family event, Cub Scouts should register as a family.*
- C-2. Q: Must each Cub Scout attending SHAC Jam be accompanied by a parent or guardian?
A: *Yes. The rules of the Cub Scout program dictate that a parent or guardian accompany the Cub Scout.*
- C-3. Q: May a pack or den register as a unit and attend with just the unit leadership (i.e. without a parent or guardian for each Cub Scout)? If so, what is the required leader/Cub Scout ratio?
A: *No. The rules of the Cub Scout program dictate that a parent or guardian accompany the Cub, thus the leader/Cub Scout ratio question is not applicable.*
- C-4. Q: What are the limits on the size of the "Cub Family" that pays \$15?
A: *This is limited to your immediate family members (parents/guardians and siblings).*
- C-5. Q: Our son just joined Cub Scouts, can we still attend?
A: *Yes. You can use the online registration (see G-1) or at the Council Service Center.*
- C-6. Q: We are staying at Bovay how do we register for this and pay our fee? Can we pay all at once?
A: *No. The registration for SHAC Jam and Bovay are handled through different processes. To register for Bovay you must use Camping Services and coordinate with the Pack as you must register for Bovay as a Pack, not as a family. All families camping at Bovay Scout Ranch will be required to file a tour permit with the Council Service Center prior to attending the event. Tour permits may be filed online through www.myscouting.org.*
- C-7. Q: Will siblings of Cub Scouts be allowed to participate in the activities?
A: *Siblings will be allowed to participate in age appropriate activities as space and materials allow.*
- C-8. Q: Our Webelos plan to camp with a troop. How do they register?
A: *Webelos must be invited by a host troop. The host troop will register the Webelos and their adult partner with the troop. Once they are at SHAC Jam, they can choose to participate in any age-appropriate activity.*
- C-9. Q: What food service will be available for Cub Scout families, or do we need to bring our own?
A: *There will be a food service available for purchase onsite. This will likely consist of hamburgers, hot dogs, etc. Alternatively, a family can bring their lunch, but will be responsible for keeping track of it. There will not be any facility provided for storage of lunches or for cooking.*
- C-10. Q: We plan to camp at Bovay. What camp services will be available at Bovay?
A: *There will be no services available at Bovay other than restroom facilities. All campers will be responsible for their own meals. The camp will be managed by a team of SHAC Jam Commissioners who will be there to provide information and provide oversight of the camp on Saturday while everyone is enjoying SHAC Jam.*
- C-11. Q: Must Cub Scout aged youth be accompanied by an adult at all times, or may they visit SHAC Jam activities independent of their parents or guardian?
A: *The Cub Scout aged youth must be accompanied by an adult at all times. The facility is very large and large numbers of attendees are expected. Cub Scouts found wandering alone will be delivered to Site Security and taken to Lost & Found to wait for their parent or guardian. Proper identification will be required to retrieve youth from Lost & Found.*
- C-12. Q I do not know my leader's name, but the registration asks for the leader's information. What should I do?
A: *You can put your own information in the area that asks for leader's information.*

Boy Scout

- B-1. Q: Is there any advantage to registering early? Am I not better off waiting until August 31 to register?

A: *The camping assignments will be made on a first-come, first-served basis, the best camping spots (closest to the program area) will be assigned as units register. In addition, troop trailer parking near the camping area will also be allocated on first-come, first-served basis.*

- B-2. Q: My Scout is coming on Saturday because of football. Can he pay just for Saturday and Sunday?
A: *The fee for all Boy Scouts/Varsity Scouts/Venturers/Sea Scouts/Explorers and leaders is \$28 through August 31, \$35 after August 31. It includes the costs associated with the location and activities that will be delivered throughout the event. There is no reduction of fees for late arrival or early departure.*
- B-3. Q: I have 5 additional last minute Scouts. Can they come? If so, how do I register them?
A: *You can register them through the online system until registration closes (date to be announced).*
- B-4. Q: I paid for 30 attendees but have 25 can we get a refund?
A: *See Question G-5 above.*
- B-5. Q: Is there a day rate for Boy Scouts/Venturer/Varsity Scout/Sea Scouts/Explorers/Adult Leaders who only want to come for the day on Saturday?
A: *No. See item B-2 above.*
- B-6. Q: If I bring a troop trailer, where can I park it? Will it be near the camping area?
A: *There will be troop trailer parking available near the camping area. Access to this trailer parking area will be via parking tags provided upon registration. Space is available on a first-come, first-served basis. All other troop vehicles will be parked in the front parking areas of TWS.*
- B-7. Q. Will ice be available for the units?
A. *No. Units will need to anticipate their ice needs for the weekend and bring it with them.*
- B-8. Q. Will the unit need a tour permit to attend SHAC Jam?
A. *Yes. All units attending SHAC Jam will be required to file a tour permit with the Council office prior to attending the event. Tour permits may be filed online through www.myscouting.org*
- B-9. Q. Do units need to provide a unit roster?
A. *Yes. You will be required to turn in a unit roster to the camp commissioner on arrival Friday evening.*

Staff

- S-1. Q: How does a Staff member register? What does it cost?
A: *You can submit a staff application using the form at www.shacjam.org The staff fee is \$28 for the weekend.*
- S-2. Q: If I am camping with my Troop, but will also serve on staff during the weekend, how do I register?
A: *If you will be eating with your troop, then you should register as a member of the troop.*
- S-3. Q: I am going to be on Staff and I will bring my own food. Can I pay less?
A: *No. Staff fees are inclusive of food and we do not have a separate designation for non-eating staffers. The staff food service will be outstanding!!!*
- S-4. Q: The parent(s) of a 16+ year old Eagle Scout will be on staff. The Scout would like to be a full time staff member as well. How would the Scout register?
A: *The Scout would register as a Staff member.*
- S-5. Q: I am registered with my (Pack, Troop, Crew, Team, etc) and am also a staff member. Do I pay an additional fee?
A: *No, there is no additional fee if you have already paid to register with your unit. If you are helping out but staying/eating with your unit, you maintain your unit registration. If you are planning on eating and staying with the staff, you will need to register as a staff member.*
- S-6. Q: I am registered with my (Pack, Troop, Crew, Team, etc) and have been asked to help with an activity. Do I pay an additional fee?
A: *See Answer S-5 Above*
- S-7. Q: Will staff receive their wristbands by mail?
A: *No. Staff will check-in on site, turn in their health forms, and receive their wristbands and other information.*

Attachment 7

Thank you for registering for SHAC Jam! This will be an historic event, and we are excited about your arrival! We are enclosing your wristbands, which will allow you and your group to enter the event area. Everyone in your group needs to wear their wristbands the entire time they are on the SHAC Jam site. Cub Scout Families returning on Sunday for religious services must wear their wristbands to re-enter the event area.

FOR CUB SCOUT FAMILIES:

_____ **ROYAL BLUE** wristbands for your family members

Other important items to bring:

Water bottles for each member of your family

Snacks, lunch, or money to purchase food on site

Portable chairs

Comfortable walking shoes

Other items and helpful tips can be found in the Cub Scout Family Participants Guide on the SHAC Jam website

www.shacjam.org

FOR UNITS CAMPING AT SHAC JAM:

_____ Unit number

_____ **RED** wristbands for Scouts, leaders and Webelos ADULTS camping with your unit

_____ **ORANGE** wristbands for Webelos SCOUTS camping with your unit

_____ Campsite number

Your parking pass for your unit equipment vehicle/trailer is also enclosed (one for 40 or less campers, two for 41+.)

Other important items to bring:

Medical forms

Tour permit

Unit roster

Unit confirmation form

Other items and helpful tips can be found in the Unit Leaders Guide on the SHAC Jam website www.shacjam.org

When you arrive at the SHAC Jam site, you will probably encounter long lines of traffic. Please be patient! We are working to make this process as easy as possible, but it will be similar to attending a game at Reliant Stadium—there will be traffic. However, with your wristband, you do not need to check-in. You will be directed to parking, please obey directions provided by the parking staff. Proceed through the tunnel, and on to the fun and excitement! We will have a registration booth near the entrance tunnel if you need help or have questions.

Before you arrive, please refer to the website at www.shacjam.org for important information. Be sure to read the Unit Leader's Guide or the Cub Scout Family Participation Guide. You will want to print maps and schedules for your use at the event. Additional information can be found in: Helpful Tips – Plan & Prepare for SHAC Jam, Parking FAQs, Gate Open/Close Times, and Security Policies. Remember to check the Trading Post site at www.shacjamgear.com to order your SHAC Jam memorabilia!

Please drive safely on your trip to SHAC Jam! We will see you there.

SHAC Jam
It's on—Be there!

SHAC Jam Guide for Cub Scout Family Participation

Updates and Latest Information – This Leaders Guide is current as of September 28, 2010. For updates, changes, and last-minute information, please refer to the web site at <http://www.samhoustonbsa.org>.



Dear Scouts and Scouters,

Welcome to **SHAC Jam** – Sam Houston Area Council’s grand finale to the 100th Anniversary year of the Boy Scouts of America.

For over a year, it has been a great adventure for the staff of SHAC Jam to get ready for this spectacular event that will bring together 20,000 Scouts, leaders and family members for a fun-filled “Happy Birthday, BSA!” party. Volunteers and professionals are working hand-in-hand to make this a once-in-a-lifetime experience, something Scouts will tell their grandchildren about: “When I was a young Scout, we had this amazing **SHAC Jam** event...”. After all, a Scouting birthday this big won’t happen again for 100 years!

The website and this Leader Guide will assist you in preparing for a safe and wonderful experience. I encourage you to visit our website often as it is a “work in progress” and new details and information will be added frequently. There are email addresses on the **SHAC Jam** home page that will go to team members who can answer questions that are not addressed in this Leader Guide.

SHAC Jam will be a showcase of quality Scouting in the Houston area. The staff is phenomenal, and the resources being assembled are amazing. Our guidelines are Scouting values, safety and fun!

Thank you for joining us. I look forward to seeing you at

SHAC Jam!
It’s on – Be there!

Yours in Scouting,
Dan Ownby
SHAC Jam Chairman

Introduction

What is SHAC Jam and where is it? – SHAC Jam will be the second largest BSA centennial birthday celebration in the USA. It will serve the entire range of BSA programs from Cub Scouts through Venturing and will provide a fun and memorable experience to thousands of youth involved in the Scouting movement. A quality program of activities, which will involve all ages of youth and adults, will be provided over a single weekend. SHAC Jam will be held October 8 - 10, 2010 at the Texas World Speedway five miles south of Bryan/College Station at 17529 Highway 6. Cub Scout activities will be during the day on Saturday, October 9, 2010.

General Program Information

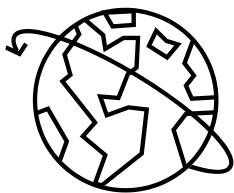
Cub Scouts at SHAC Jam



SHAC Jam will be an outdoor adventure for Scouts of all ages. While older Scouts may camp at SHAC Jam for the weekend, Cub Scouts and Webelos Scouts will enjoy a full day of SHAC Jam activities on **Saturday, October 9, from 8 AM through 5 PM.** (If invited by a troop, second-year Webelos Scouts, accompanied by their parent or guardian, may camp with that troop on Friday and Saturday nights– and will register with that troop.)

One highlight of the Cub Scout Day Program at SHAC Jam will be that Cub Scouts, Webelos Scouts, and their families will have the opportunity to visit all of the SHAC Jam program areas and see the older Scouts in action. In many areas, younger Scouts will participate in some of the themed neighborhood activities, learn from demonstrations, watch the Boy Scout and Venturing challenges, and witness camp-wide events. They will no longer wonder what it is like to be a Boy Scout; they will have actual memories of watching Boy Scouts at SHAC Jam!

In addition to the Cub Scout-friendly SHAC Jam program areas, Cub Scout-specific activities will be the focus of one entire program avenue at SHAC Jam. Starting in **Cub World**, Cub Scouts will find a wide variety of activities in the following fun zones:



Around the World will feature games, competitions, and projects from countries around the globe. Activities include Earthball Games, World Cup Mini-soccer, Chinese Shuttlecock games, Teeterboard Jousting, Australian Dot Painting, and “make and take” projects, including a Chinese Drum and a Samurai Hat.

Cubtastic Zone will feature a carnival atmosphere with Zany Zoomer Rockets to make launch, Backyard Bass Casting Challenge, a Giant Twister Game, Happy Birthday Catapults, Tabletop Marble Mazes, making a SHAC Jam neckerchief slide, and more.



Cub Scout Safari will be anchored by a Cub Scout Obstacle Course bouldering walls to climb. A wrist rocket range, make and take activities, including a Rattler Neckerchief Slide and a Jungle First Aid Kit, will also be part of the safari fun.

Cubology zone will feature Cub Scout Science, where visiting hands-on experiences with concoctions and experiments. The will include a square foot garden and a worm farm, recycling bottles and recycled paper, a Recycle Relay, "Oh Deer Game," and play with a "Foaminator."



chemists will provide "Go Green" activities projects with plastic and a chance to make

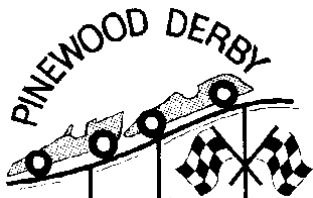


The **Cub Scout Entertainment** stage in Cub World will be located in a large tent where families can relax and enjoy performances throughout the day. This will be the place to meet the Cub Scout characters, T.C., Akela and Baloo and have a photo opportunity with them. Expect magicians, jugglers, Cub Scout Karaoke, and endless Cub Scout fun.

"**This is Cub Scouting**" will be the place to learn about all the opportunities Cub Scouting has to offer - awards and recognition to earn, camping outdoor opportunities, and what it means to be a Cub Scout in Sam Houston Area

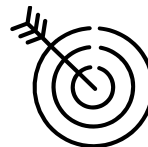


and Council.



Just beyond **Cub World**, in the **Motor Sports** neighborhood, Cub Scout-specific activities will include Pushmobile races and two types of Pinewood Derby races – bring-your-own-car races and pick-a-car races, where boys may choose from a parking lot of cars, ready to race.

Nearby, in the **Cub Scout Shooting** Webelos Scouts will enjoy their own activities at the archery



Sports zone Cub Scouts and range and the BB shooting range.



The **Cub Scout Scavenger Hunt** will challenge families to find Cub Scout images throughout the SHAC Jam program areas. While enjoying the wide variety of SHAC Jam neighborhoods, Cub Scouts may look for the Scavenger Hunt clues and decode a special message to be turned in for a Scavenger Hunt prize.



Cub Scout packs may participate in the **SHAC Jam World-Record Rocket Launch** scheduled to take place on Saturday, October 9. Sam Houston Area Council Scouts will attempt to break a Guinness World Record by simultaneously launching over 2,010 model rockets. Information and unit registration for the rocket launch can be found on the SHAC Jam pages of the council website. **Register early. Only 3,200 rockets will be sold!**



The grand finale for the Cub Scout Day Program will be the **Cub Scout Closing**. Assembly for the Cub Scout Closing will begin at 3:00 pm when Cub Scouts and their families will be part of the excitement of **Hoopla**, a special **Cub Scout Parade**, and the big event, the **Cub Scout Show: 100 Years of Scouting**.

The Cub Scout Day Program day ends From there, all Cub Scout families will their vehicles and exit Texas World Speedway.



with the Cub Scout Closing. return to the parking lot and

Saturday SHAC Jam Schedule For Cub Scout & Webelos Scout Families

7:00 AM - Gates open for Cub Scout & Webelos Scout families

8:00 AM - SHAC Jam program areas open
Cub Scout activity areas open

3:00 PM - Cub Scout program areas close; Assembly for closing event, Hoopla and Cub Scout Parade

4:00 PM - Cub Scout Show: 100 Years of Scouting

5:00 PM - Head home... or back to Bovay Scout Ranch

Registration

Online Registration – To register, go to www.shacjam.org, and click on the “Registration” link. You will be asked to first create a user name and password. This user name and password is permanent and can be used to register for various upcoming SHAC events. Once you receive the confirmation of your user name and password, you can register for SHAC Jam at the same site.

Service Center Registration – You can also register in person at the Cockrell Scout Center. There are computers in the Program Services area that you can use. Staff will help you through the process.

Fees – The cost is \$15 per Cub Scout family. The fee includes the costs associated with the site location and the activities that will be delivered throughout the event. There is no reduction of fees for late arrival or early departure.

Cub Scout Registration – Cub Scouts should register as a family; the term "Family" is defined as and limited to the Cub Scout's immediate family members (parents/guardians, brothers, and sisters). Each Cub Scout attending SHAC Jam must be accompanied by a parent or guardian. Brand new Cub Scouts are allowed to register and attend. Siblings of Cub Scouts will be allowed to participate in age-appropriate activities at SHAC Jam, as space and materials allow.

2nd Year Webelos Scouts – with a parent or guardian -- may camp overnight at Texas World Speedway if they are invited by a host troop. The host troop will register the Webelos Scout and his parent/guardian for SHAC Jam with the troop, and the Webelos Scout and accompanying adult should plan on traveling with the troop. Once at SHAC Jam, the Webelos Scout can participate in any age-appropriate activity.

Bovay Scout Ranch Camping/Registration – Recreational family camping will be permitted at Bovay Scout Ranch on Friday and Saturday nights during SHAC Jam. Registrations will be handled on a first-come, first-served basis. Registration for camping at Bovay is handled separately from the SHAC Jam registration. Reservations for Bovay Scout Ranch must be made through the Camping Services office (Carmen.rodriquez@shac.org or 713-865-9123).

In accordance with current council policy, all units camping at Bovay Scout Ranch will be required to file a tour permit with the Council Service Center prior to attending the event. Tour permits may be filed online through www.myscouting.org. It is highly recommended that the Tour Permit be filed online, as this is a great time saver for the staff at the Council Service Center. For transportation (drivers), you can type "Parents." There is no fee for the Tour Permit, and it reinforces the appropriate planning and training needed for any event.

There will be no services available at Bovay other than restroom facilities. All campers will be responsible for their own meals. A team of SHAC Jam Commissioners will manage the camp. They will be there to give information and provide oversight of the camp on Saturday while everyone is enjoying SHAC Jam. The cost for camping at Bovay is \$2.00 per person.

Religious Services—Cub Scout families are encouraged to participate in the many religious services that will be offered. Cub Scout families may return to SHAC Jam on Sunday to attend these services. Everyone returning to the site on Sunday will be required to wear their SHAC Jam wristband.

Jewish religious services will be held on Saturday morning. On Sunday morning, at 9:00, all Jewish Scouts and leaders are encouraged to meet to discuss the Duty to God awards.

Shia Imami Ismaili Muslims will hold their religious services at 6:00 AM on Saturday and Sunday. Please refer to your map, or check with the camp commissioners for location.

Saturday, October 9—Activities related to the Religious Services of SHAC Jam will take place in the Duty To God tent area. Everyone is invited to attend the area, and see the display of all of the available religious and awards given to Cub Scouts and Boy Scouts. Various religious groups will have a Scout representative available to discuss these awards and how to earn them. We will also have Scout leaders and representatives available to discuss the Chaplain Training programs. Meet with the representatives from the National Boy Scouts of America and discuss the various religious topics.

Sunday, October 10—Protestant Scouts and Adult Leaders will hold worship services on Sunday morning, at 9:00, 10:00 and 10:30 a.m. at pre-designated locations identified in the SHAC Jam Master Schedule. All worship services will be on the racetrack, on the infield track area or in the small metal buildings. Religious groups participating will be Baptist, Catholic, Church of Christ, Church of Jesus Christ Latter Day Saints, Jewish, Lutheran, Zen Buddhist, Episcopalian, Muslim, United Methodist, Presbyterian, and Interfaith.

Refund policy—All refunds will be processed in compliance with the council refund policy found at http://www.samhoustonbsa.org/welcome/council_refund_policy

Traveling to SHAC Jam

Attachment 8



Cub Scout families are encouraged to share transportation (carpool) to SHAC Jam where possible. There may be other families from your pack who can share the ride with you.

Highway 6 is the main road to Texas World Speedway. Look for signs and traffic officials directing traffic to the best entrance for your vehicle.

Pack your patience. SHAC Jam traffic will be similar to that experienced when attending any large event at a stadium. Entrance into the racetrack will be controlled, and vehicle parking will be supervised. Gates will open at 7:00 AM on Saturday. Once you are inside the gates, you will be directed to the parking area.

Arrival at Texas World Speedway



Texas World Speedway is a very large facility. Once you park your vehicle, there will be a 15 minute walk from most parking areas to the SHAC Jam event grounds. In fact, you won't be able to see SHAC Jam from the parking lot! Down a gravel road and through a tunnel will be the route you will travel to the SHAC Jam grounds. There will be lots of excitement along this route.

Check-in to the grounds should go quickly for participants who have their SHAC Jam wristband. You will be able to have your wristband checked and continue to the grounds. Those without their wristbands will be assisted at the registration stations located at the check-in area.

Around SHAC Jam

It's almost impossible to imagine how large SHAC Jam will be. You should plan for at SHAC Jam as you would plan for other large outdoor events. There will be a lot walking from neighborhood to neighborhood and activity to activity. And it is entirely outdoors. BE PREPARED!



a day
of

Here is a short list of things to bring for your walking comfort:

- ✓ Good tennis shoes, walking shoes or hiking boots. Closed-toe and closed-heel shoes are required. The terrain will be gravel roads and grassy fields.
- ✓ Comfortable and appropriate clothing
- ✓ A good hat that shades you from the sun
- ✓ Sunglasses
- ✓ Water bottles for each person in your group
- ✓ Wear sunscreen, and reapply during the day
- ✓ Bug repellent



- ✓ Backpacks to carry your stuff.



- ✓ Raingear, just in case.
- ✓ A small folding camp chair for adults who may need to sit a bit.
- ✓ Snacks and/or a lunch. There will be food and drinks to purchase, but you are welcome to bring your own food. There will be no storage facilities or coolers available to store your food.
- ✓ Camera
- ✓ Spending money for trading posts and snacks

First Aid and Safety

The safety of SHAC Jam participants is the most important consideration for this event. Cub Scouts will be welcome to participate only in activities that are appropriate for their age.



Each registered Cub Scout family will be issued wristbands that will identify them as a Cub Scout family. Wristbands will be checked at all activities that are specifically for older Scouts. Participants with Cub Scout family wristbands will not be allowed to participate in those activities. Activities for older Scouts only will be clearly marked. Please do not encourage participants with Cub Scout family wristbands to get in line for these activities.

First Aid Stations staffed by health officers will be located throughout the event grounds and indicated on the SHAC Jam map.

General Information

Trading Post—The SHAC Jam Store is the only place to buy one of a kind collector items to commemorate the 100th Anniversary of Scouting Celebration in the Sam Houston Area Council. Items for purchase will include t-shirts, caps, patches, day packs, water bottles, flashlights and a variety of other inexpensive, fun and useful items. You may make your purchases now at www.shacjamgear.com. Some items will ONLY be available through pre-sales online. Don't forget to bring some spending money for a souvenir of this once in a lifetime event!

Trash—Please help us keep the SHAC Jam site clean. There will be trash receptacles around the site for your convenience. We will also have recycling bins for aluminum and plastic. Please recycle!

Food Service – There will be food service available for purchase onsite. This will likely consist of hamburgers, hot dogs, etc. Alternatively, a Cub Scout family can bring their lunch, but will be responsible for storing and keeping track of it.

Lost Cub Scouts – Cub Scout-age youth must be accompanied at all times by a parent or guardian. The facility is very large and large numbers of attendees are expected. Cub Scout-age youth found wandering alone will be delivered to Site Security and taken to Lost & Found to wait for their parent or guardian. Proper identification will be required to retrieve youth from Lost & Found.

Weather—Weather in South Texas is unpredictable! Although this event takes place in the fall, temperatures could still be very high during the day. We recommend hats and sunscreen be worn to prevent overexposure to

the sun. Because temperatures could drop in the evening, a jacket is recommended. Please require every member of your family to carry a water bottle with them at all times, and encourage them to drink water at every activity area.

Emergency Contact—For any emergencies during the event, please call our emergency line at 979-690-2500. We will also have twitter communications and updates: text 40404 follow shacjam.

Wristbands—No one will be allowed through the entrance tunnel without a wristband. Wristbands will be mailed to the family during the month of September. Wristbands must be worn by every participant for the entire time they are at the event.

Drugs – Drug laws will be strictly enforced according to the criminal code of the State of Texas. Alcohol is strictly forbidden at SHAC Jam.

Smoking— **This is a smoke free event.** Smoking is not permitted in buildings, program areas, arenas, grandstands, and unit camping areas (UCA).

Bicycles, etc.—Bicycles, tricycles, skateboards and other wheeled vehicles will not be allowed on the site. The site will be for pedestrian traffic only during the event. Please leave these items at home, bring good walking shoes, and plan to walk! Wagons and strollers are acceptable.

Firearms – Firearms and ammunition are available at SHAC Jam for use ONLY at the ranges. No other firearms are permitted on the property during the event. Do not bring your personal firearms or bows.

SHAC Jam Volunteers

We need you to be a part of the SHAC Jam Team!

SHAC Jam is a volunteer-led event. While teams of volunteers have been working on the plans for SHAC Jam for well over 18 months, the need for adult and older youth volunteers continues.

We need you NOW and we need you LATER.

NOW - there are activities to plan and prepare.

LATER - Volunteers will also be needed on SHAC Jam weekend to help staff activities and program areas.

Whether NOW, LATER or BOTH, plan to support SHAC Jam to help make this a once-in-a-lifetime experience for Scouts of all ages.

For more information about how you can volunteer go to www.samhoustonbsa.org/my_files/sj_core_team_descriptions.pdf.

Attachment 9

SHAC Jam Troop, Team, Crew, Ship, Post Leader's Guide

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Attachment 8

ATTENTION SCOUT UNITS ATTENDING SHAC JAM

MANDATORY VOLUNTEER REQUIREMENT

Each unit registered for SHAC JAM is required to provide 2 volunteers to assist with security and traffic management for the event. The volunteers will be assigned a 2-hour work period on either Friday, Saturday, or Sunday. Preferably, these volunteers are not the ones providing two-deep leadership if your unit is camping. We encourage you to seek volunteers from other assistant leaders, parents, and members of your troop committee to meet this requirement.

How Do I Email My Unit's Volunteer Names for Security? Email your volunteer's name, home phone, mobile phone, unit number, district to security@shacjam.org. If you are uniformed police officer, indicate your jurisdiction in the email. A representative from the security team will contact you.

Who Is Qualified? Any registered adult Scouter, Parent, or Troop Committee Person (minimum 18 years old).

What Will You Be Doing? Provide physical security presence to ensure that visitors and participants have a safe, secure, and pleasant experience during SHAC JAM. You will also be assisting with parking and traffic management.

How Often Will I Work? Security shifts are in 2-hour increments. Some roles require more than one 2-hour shift consecutively. You will be notified if you are on a multiple 2-hour shift.

What Are The Hours? Working in shifts, we begin 24x7 security operations on Friday, October 8th starting at 12 noon. Security operations ends on Sunday, October 10th at 2:00 p.m.

What Are The Positions?

- **Parking/Traffic Management Staff** – direct and manage traffic in and out of Texas World Speedway, the site for SHAC JAM. Direct cars to designated parking areas.
- **Foot-mobile Security** – walking security on the grounds of SHAC JAM.
- **Roving Patrol Security** – working in teams of two, patrol a particular sector of SHAC JAM grounds on a golf cart. *YOU MUST HAVE HAD GOLF CART TRAINING to be assigned to this team.*
- **Security Headquarters Staff** – monitor security cameras and communications inside the security headquarters building.
- **Security Logistics & Setup** – setup traffic signs and checkpoint locations. Prefer volunteers who have trucks for this. You will also assist with delivering supplies, water, radios, traffic cones, traffic barrels, etc. to various checkpoints .

Who Do I Contact if I Have Questions? Call Ron Thomas, SHAC JAM Security Director at 713.205.2425 or email security@shacjam.org.

INTRODUCTION

What is SHAC Jam and where is it? – SHAC Jam will be the second largest BSA centennial birthday celebration in the USA. It will serve the entire range of BSA programs from Cub Scouts through Venturing and will provide a fun and memorable experience to thousands of youth involved in the Scouting movement. A quality program of activities, which will involve all ages of youth and adults, will be provided over a single weekend. SHAC Jam will be held October 8 - 10, 2010 at the Texas World Speedway (TWS), five miles south of Bryan/College Station at 17529 Highway 6.

REGISTRATION

Online Registration—To register, go to www.shacjam.org, and click on the “Registration” link. You will be asked to first create a user name and password. This user name and password is permanent and can be used to register for various upcoming SHAC events. Once you receive the confirmation of your user name and password, you can register for SHAC Jam at the same site.

Service Center Registration—You can also register in person at the Cockrell Scout Center. There are computers at the Cockrell Scout Center which you can use and staff that will help you through the process.

Fees— If you register by August 31, the cost is \$15 per Cub Scout family, \$28 for Boy Scout/Venturer/Sea Scout /Varsity Scout/Explorer/Adult Leader. After August 31, the cost increases to \$35 for Boy Scout/Venturer/Sea Scout/Varsity Scout/Explorer/Adult Leader. The fee includes the costs associated with the site location and the activities that will be delivered throughout the event. There is no reduction of fees for late arrival or early departure. You may add additional participants at the rate in effect at the time of the addition. Additional Scouts can be registered through the online system until registration closes (date to be announced).

2nd Year Webelos—May stay overnight at TWS if they are invited by a host troop. The host troop will register the Webelos and their adult partner with the troop. Once they are at SHAC Jam, they can choose to participate in any age-appropriate activity.

Boy Scout Registration—Boy Scouts/Varsity Scouts/Venturers/Sea Scouts/Explorers should register as a unit. Early registration is encouraged as camping assignments will be made on a first-come, first-served basis, and the best camping spots (closest to the program area) will be assigned as units register. In addition, unit trailer parking near the camping area will also be allocated on first-come, first-served basis.

Unit Leaders—All adults staying with a unit **must** be registered with the BSA. Each unit must have two registered adult leaders at the event. One leader must be at least 21 years old and the other must be at least 18 years of age. The Boy Scouts of America requires “two deep leadership” for the safety of your Scouts. We recommend a ratio of 8 Scouts or less per leader.

Refund policy—All refunds will be processed in compliance with the council refund policy found at http://www.samhoustonbsa.org/welcome/council_refund_policy

GENERAL INFORMATION

Tour Permits—In accordance with current council policy, all units attending SHAC Jam will be required to file a tour permit with the Council Service Center prior to attending the event. Tour permits may be filed online through myscouting.org. It is highly recommended that the Tour Permit be filed online, as this is a great time saver for the staff at the Council Service Center. For transportation (drivers), you can type "Parents." There is no fee for the Tour Permit, and it reinforces the appropriate planning and training needed for any event.

Water Intake—Scouts and adults must drink a large amount of water during SHAC Jam because of the heat, humidity, and physical exertion. This is very important in combating heat exhaustion or possible heat stroke. It is particularly important that each person carry water during the day and to performances at night. There will be water coolers in the program areas, and water will be available for purchase at concession stands.

Flags—Units should bring U.S., unit and patrol flags to be posted in your campsite. Units are encouraged to build a gateway to your camping area, and display the flags there. All camping is done using the patrol method.

Vehicles in camp—One vehicle and trailer may be allowed on the campsite road to deliver camping equipment to the campsite. All other vehicles will be parked in the main parking lot. No one may ride on the outside of vehicles or in the bed of trucks. This is strictly prohibited by BSA policy. Seatbelts must be worn at all times. The camp speed limit is 10 miles per hour. Vehicles are required to yield to pedestrian traffic everywhere within the boundaries of the SHAC Jam site. Violators will be asked to leave the camp immediately.

Unit trailer parking—A trailer parking area will be available near the camping area. Access to this trailer parking area will be with a valid Unit Trailer/equipment Vehicle Pass. This pass will be mailed to the unit leader, along with the wristbands, during the month of September. Depending on the size of your unit, you will be issued either one or two equipment vehicle passes. Vehicles with unit trailers will be parked near the unit camping area in an area reserved for equipment vehicles/trailers with valid passes. Space is available on a first-come first-served basis. All other unit vehicles will be parked in the front parking areas of TWS. Vehicles and trailers may not be left in the campsite.

Open Flames Are Prohibited—Open flames of any kind are strictly prohibited (except propane stoves), including open flames in portable fire pits or on top of metal covers or plates. No open flames of any kind are permitted inside tents. No charcoal fires are allowed in the camping area.

Liquid Fuels Are Prohibited—Under no circumstances are stoves or lanterns powered by liquid fuels (gasoline or kerosene) permitted.

Propane Stoves & Lanterns—Only propane stoves and lanterns are permitted in the campsite and program areas. Extreme care must be taken to prevent injury. Unit leaders must know how to operate these devices properly. It is the responsibility of the unit leaders to properly supervise the safe operation of propane stoves and lanterns.

Emergency Contact—For any emergencies during the event, please call our emergency line at 979-690-2500. We will also have twitter communications and updates: text 40404 follow shacjam.

Camping—Our goal is to have the entire camping contingent practice low impact camping. Pack it in and pack it out! With your help, we can keep the site clean and minimize our effect on the facility. To help minimize our impact, we have the following requirements for fires, water, and sanitation.

1. **Dry Camp**—We do not have water at the campsites. There will be water coolers at the program areas and at the commissioner station in the camping area. Facilities team members will be refilling these coolers throughout the event. We will have a water tanker stationed near the camping area that we will recharge regularly. Please plan to minimize water usage. You will need to bring water for cooking and dishwashing. We will provide a grey water tank for units to dump their grey water.
2. **No ground fires**—With the number of campers we expect to have, the density of the campsites and dry conditions, all cooking will need to be done with propane stoves. Liquid fuel, charcoal or wood fires will not be permitted. Each unit is responsible for having at least one (1) fire extinguisher available in their campsite area at all times.
3. **Camp Sanitation**—We are providing over 200 portalets and will do our best to keep them clean. Please help us by letting us know if they need attention.
4. **Trash**—There will be 50 trash barrels situated around the program areas. Please help us by not overloading these barrels. We will have a team picking up trash regularly. The trash barrels are not for campsite trash. Please pack out your own campsite trash. We will be working to minimize trash, and will recycle plastic and aluminum. Please help us by placing those items in the recycle containers.

We appreciate your cooperation with these policies. Let's have a great event with a very small environmental footprint!

Food Service —There will be food service available for purchase on site. This will likely consist of hamburgers, hot dogs, ice cream, soft drinks, etc. Hours and locations will be posted on site. Boy Scouts/Varsity Scouts/Venturers/Sea Scouts/Explorers will eat with their units. Please help us keep the drink containers, papers, and trash picked up. No ice will be available. Units should anticipate their needs for the weekend, and bring ice with them to cover those needs.

Buddy System—The buddy system is in effect for all Scouts while at the event. The facility is very large and large numbers of attendees are expected. Scouts found wandering alone will be delivered to Site Security and taken to Lost & Found to wait for their parent or guardian. Proper identification will be required to retrieve youth from Lost & Found.

Cell Phones—We discourage the use of cell phones by Scouts at the event, and do not allow their use in the program areas.

Weather—Weather in South Texas is unpredictable! Although this event takes place in the fall, temperatures could still be very high during the day. We recommend hats and sunscreen be worn to prevent overexposure to the sun. Because temperatures could drop in the evening, a jacket is recommended. Please require your Scouts to carry a water bottle with them at all times, and encourage them to drink water at every activity area.

Uniforms—The official BSA Field Uniform should be worn for arrival, departure, religious services, and all ceremonies. For all other activities, Scouts and leaders should dress in an Activity Uniform in a manner that is appropriate for the activity and weather. Clothing that is inappropriate or does not adhere to the ideals of the Boy Scouts of America will not be allowed. Offenders will be required to change or leave the site.

Drugs — Drug laws will be strictly enforced according to the criminal code of the State of Texas. Alcohol is strictly forbidden at SHAC Jam.

Smoking— **This is a smoke free event.** Smoking is not permitted in buildings, program areas, arenas, grandstands, and unit camping areas (UCA).

Bicycles, etc.—Bicycles, tricycles, skateboards and other wheeled vehicles will not be allowed on the site. The site will be for pedestrian traffic only during the event. Please leave these items at home; bring good walking shoes, and plan to walk! Wagons are acceptable.

Firearms—Firearms and ammunition are available at SHAC Jam for use ONLY at the ranges. No other firearms are permitted on the property during the event. Do not bring your personal firearms or bows.

Pets—Other than those required for assistance, pets are not allowed at SHAC Jam.

LOST AND FOUND

Articles and Items--Scouts or leaders who find articles should turn them in to the sub-camp commissioner staff. All items will be taken to central security for safekeeping. The items will be logged in and stored until claimed. Scouts and leaders who lose items should check with the lost-and-found officer at central security. If these items are not claimed by the end of SHAC Jam, they will be returned to the council service center.

Lost Participants and Visitors—This policy covers lost Scouts, siblings and adults. When encountering a lost or disoriented person follow the Three C's :

1. CALM – Keep the lost individual calm by introducing yourself and offering assistance. Solicit the lost individual's name and parent's name if applicable or the name of the person or person(s) they were with including unit number if applicable (e.g. pack or troop). Reassure the lost individual that you are there to help them. DO NOT TAKE THE LOST INDIVIDUAL ANYWHERE. IF POSSIBLE, STAY IN YOUR CURRENT LOCATION. Typically, a parent or caregiver will back track to the location where they were last with the lost individual.
2. CONTROL – Take control of the situation. If the lost individual is in an unsafe area, move to a safe area. Solicit assistance from another Scout Leader or responsible adult in your area (2-deep leadership rule). Continue to reassure the lost individual that help is on the way. Stay with the individual until a mobile security team arrives to pick up the lost individual.
3. CALL
 - a. CALL the security hotline. Tell the security operator that you have a lost individual requiring assistance. Tell the security operator where you are located. A mobile security team will be dispatched to your location to pick up the lost individual;
 - OR
 - b. CONTACT the closest roving security patrol in your area or information booth. Send a responsible adult (the one assisting you) to get the attention of the security patrol. The roving security patrol or the information booth staff will then initiate a radio call to dispatch a mobile security team to pick up the lost individual.

All lost individuals will be taken to a pre-determined Lost Persons safe area. Further information will be obtained including name of parent/guardian and mobile number. Lost Persons staff will notify the Communications Team to make the appropriate announcements over the public address system including a brief description of the clothing the lost person is wearing. The lost person will only be released to a parent/guardian after proper identification is presented and a release form is signed.

ARRIVAL

When you arrive—When you arrive, vehicles with a valid Unit Trailer/equipment Vehicle pass will enter the South gate and be directed to the camping area. All other vehicles will enter via the North gate, and be directed to the parking area. Vehicle speed is restricted to **10 mph or less** at the SHAC Jam site. Vehicles are required to yield to pedestrian traffic everywhere within the boundaries of the SHAC Jam site. After parking, all participants will proceed through the entrance tunnel and make their way to the camping area. At the commissioner booth, they will turn in their unit rosters, and then continue to the campsite for set up. There will be a registration and help tent near the entrance to the tunnel, in case you need any assistance.

Gate times:

Thursday—1:00 PM to 9:00 PM, South gate only, troop trailer drop-off and/or setup

Friday—12:00 PM to 11:00 PM, South and North gates, unit arrival & setup

Saturday—7:00 AM to 11:00 PM, Hwy 6 North gate, open for public access

Saturday—6:00 AM to 11:00 PM, North Tunnel entrance via North gate, for vendor access/setup

Saturday—6:00 AM to 11:00 PM, South gate (Peach Creek Cut-Off Rd), access by vehicle pass only

Sunday—8:00 AM—North gate, open for inbound traffic for religious ceremonies only

Sunday—10:30am – All gates open for homebound traffic

Requirements for check-in:

- Unit Roster—to be turned in at the commissioner’s booth in the sub-camp area.
- Wristbands—No one will be allowed through the entrance tunnel without a wristband. Wristbands will be mailed to the unit leader during the month of September.
- Unit medical forms—The forms will stay in the possession of the unit leader or designated adult during the event. Each participant must have a completed (and signed) medical form, parts A and C.
- Medications—All medications should be retained by the unit leader. Medications must be in the original container, and clearly labeled with the patient’s name and unit number on the outside.
- Unit tour permit—All units attending SHAC Jam will be required to file a tour permit with the Council office prior to attending the event. Tour permits may be filed online through myscouting.org

Commissioners will be available in the commissioner’s booth to answer any questions you may have.

DIRECTIONS TO TEXAS WORLD SPEEDWAY (COLLEGE STATION)

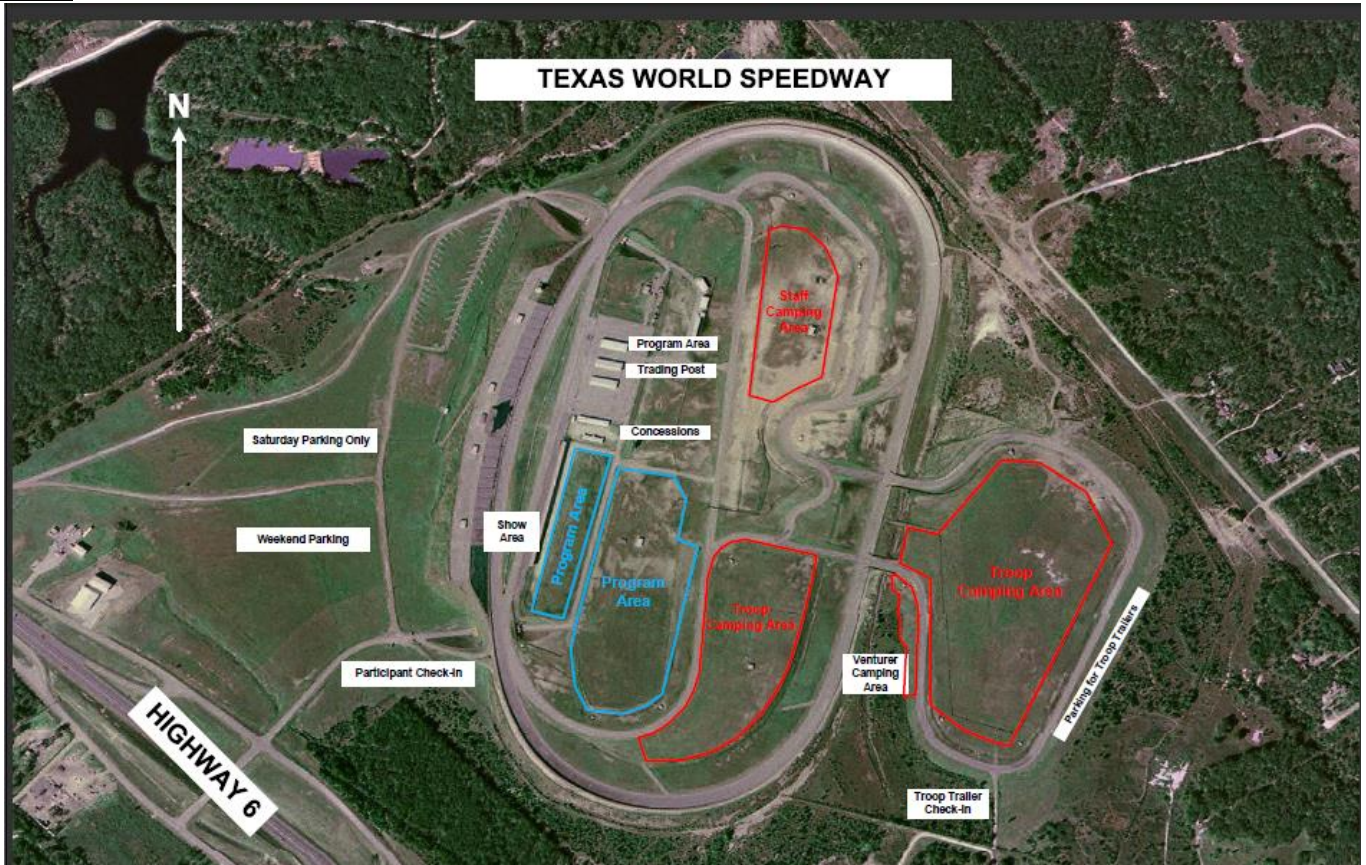
Directions from Hempstead:

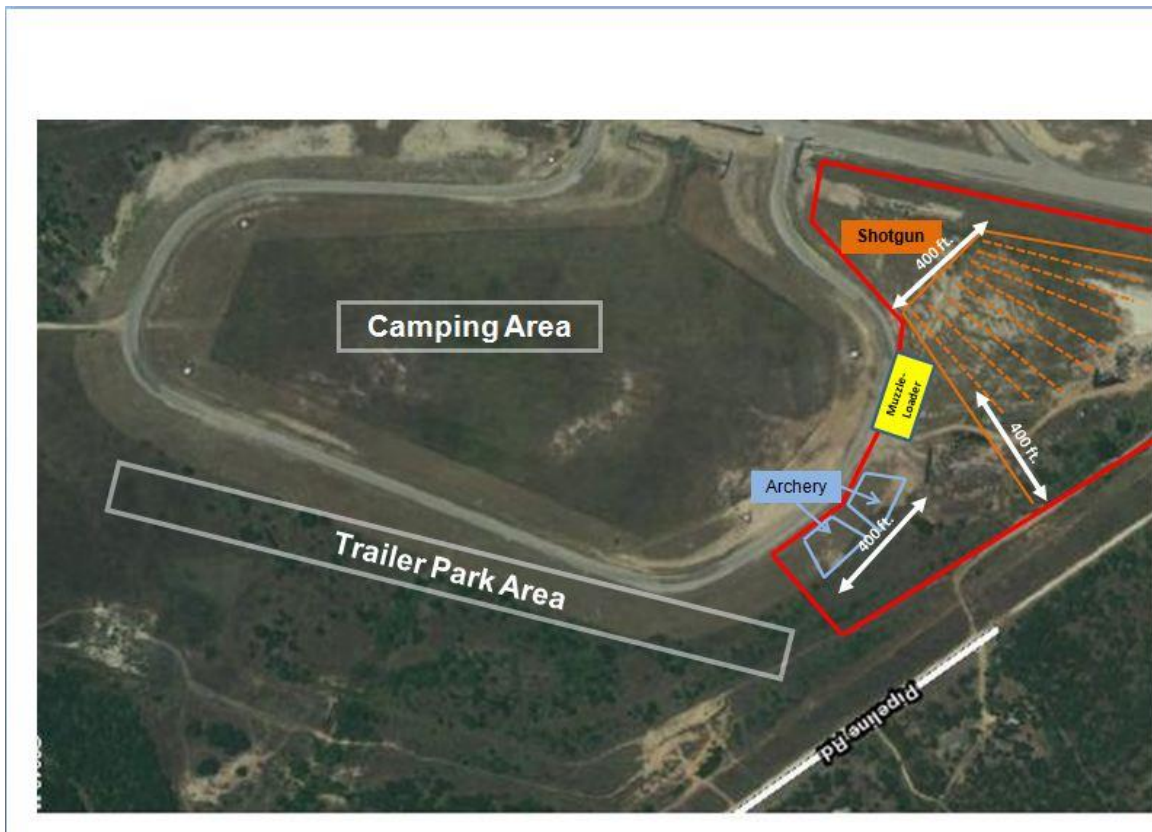
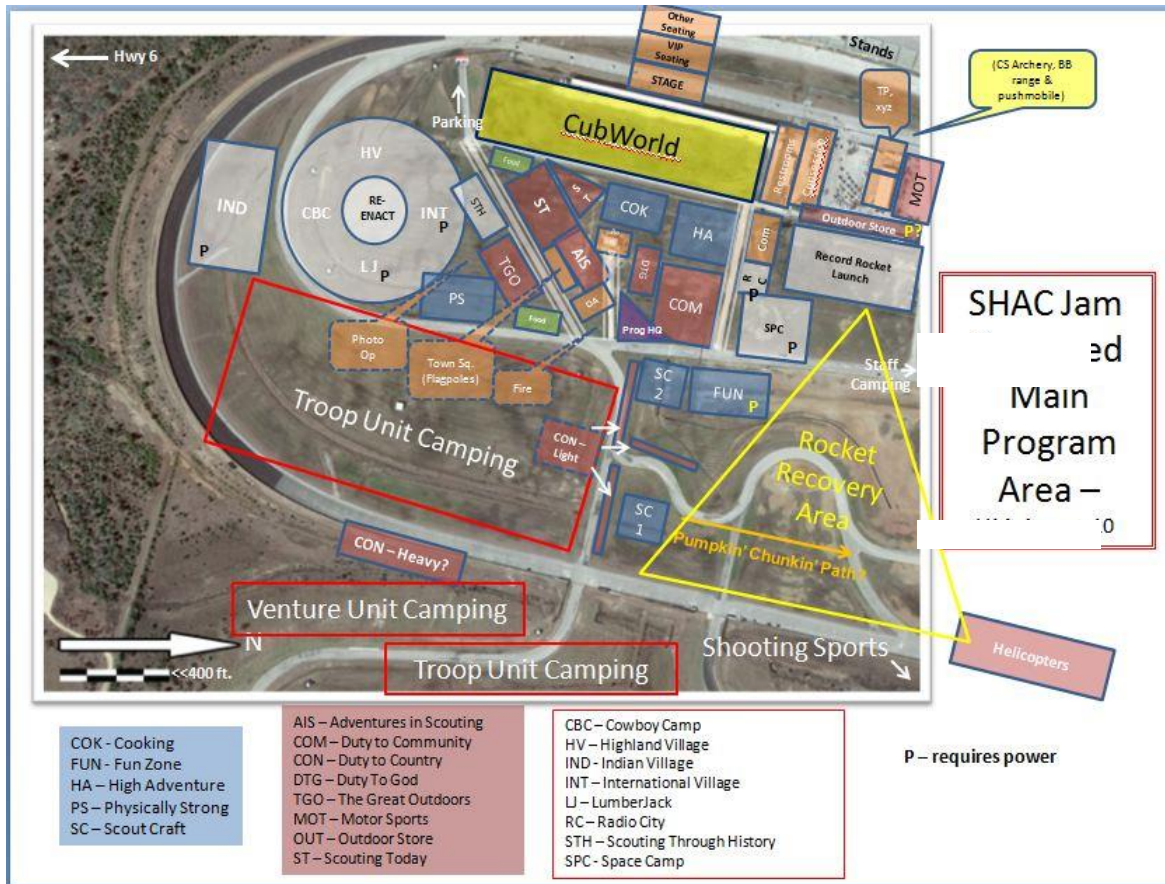
From Hempstead, continue North on Hwy 6 approximately thirty-two (32) miles. As a mile marker, after passing through Navasota, the Speedway is ten (10) miles ahead. Take the right exit at Texas World Speedway. Follow the signs to the Texas World Speedway office entrance, which is 1.34 miles on the right (immediately after Miller billboard sign).

Directions from Conroe:

From Conroe take Hwy 105 W for 45 miles. Turn right onto Hwy 6 and continue for ten (10) miles. Take the right exit at Texas World Speedway. Follow the signs to the Texas World Speedway office entrance, which is 1.34 miles on the right (immediately after Miller billboard sign).

MAPS





Parking—We are working with TxDOT and local law enforcement to minimize traffic and lines. However, understand that no matter what we do, people attending will need patience. This event is no different than traffic headed toward Reliant Stadium for a Texans football game. Our job is to ensure a safe and orderly flow in and out of the racetrack parking area. The security committee is committed to minimize the "wait" in line aspect. Everyone should expect a traffic line as we are controlling entry into the race track. The frontage road is one-way going northbound into Texas World Speedway. Overall, we will give our best effort to move people in quickly (traffic flow) to minimize traffic lines ... but there still may be lines.

SCHEDULE

Friday, October 8, 2010:

12:00 p.m. Gates and Registration Open
5:30 p.m. Unit Dinner in Campsites
7:00 p.m. Pre-Show and Gathering (Grandstands)
8:00 p.m. Opening Show and Concert (Grandstands)
11:00 p.m. Registration / Gates Close
11:30 p.m. Lights Out

Saturday, October 9th, 2010:

6:30 a.m. Unit Breakfast in Campsites
7:00 a.m. Gates and Registration Open
7:00 a.m. Religious Services Held (Shia Imami Ismaili Islamic / Jewish)
7:30 a.m. Fun Run
8:00 a.m. All Programs Open
1:00 p.m. World Record Rocket Launch (Rocket Launch Area)
5:00 p.m. All Program Areas Close
5:30 p.m. Unit Dinner in Campsites
7:00 p.m. Pre-Show (Grandstands)
8:00 p.m. Closing Show (Grandstands)
10:00 p.m. Pow Wow and Vigil Reception (Indian Village)
11:30 p.m. Lights Out

** Program Areas will remain open throughout the day. The unit should make plans and arrangements for handling lunch.*

Sunday, October 10th, 2010:

7:00 a.m. Unit Breakfast in Campsites
8:00 a.m. Campsite Breakdown
9:00 a.m. Religious Services Held (Interfaith, Roman Catholic, Methodist, Latter Day Saints, Baptist, Zen Buddhist, Church of Christ, Episcopalian, Shia Imami Ismaili Islamic, Jewish, Lutheran, Presbyterian)
10:00 a.m. All Religious Services Conclude, Units Complete Campsite Breakdown
12:00 p.m. All Units Have Checked Out and Departed

PROGRAM

On Saturday, October 9th, the Boy Scout/Venturer/Sea Scout/Varsity Scout/Explorer program will be a day long, “4-ring circus” approach at SHAC Jam that will give all participants a challenging, fun and memorable experience. We’re planning for 21 “neighborhoods” that contain a common “theme” or activity type with a mixture of competitions, special events, hands-on activities, exhibits and re-enactments.

The Neighborhoods will open at 8 am and run continuously until 5 pm. Other than a suggested starting point for each Sub-Camp to begin the Program Day (call it a Scouting “Shotgun Start”), you’re free to visit any and all Neighborhoods in whatever order you wish. We are also planning a number of special events that will happen during the day at specific times, such as:

- Fun Run – 7:30 AM
- Helicopter landings – 9:00 AM
- Record Model Rocket Launch – 1 PM
- Military aircraft fly-over – TBA
- Civil aircraft fly-over – TBA

We’ve divided the 21 Neighborhoods into three “Zones”:

“Scouting Skills & Thrills” – which contains Shooting Sports (bang and twang), Scout Craft (the rabbit goes around...), Physically Strong (feel the burn), Mountain Range (climbing walls), High Adventure (Hi Ho, Hi Ho..), Cooking/Food (Mmm tasty!), and Fun Zone (tons of games and challenges). Details:

1. Cooking Neighborhood:

- Beef Half on a spit
- Brownies
- Chili Cook-off
- Cobblers
- Corn Bread
- Excalibur Chicken
- Ham Foil in Ovens
- Iron Chef Competition
- Monkey Bread
- Spaghetti Cook-off

2. Fun Zone Neighborhood:

- Box Hockey
- Carnival Games
- Eating Competitions
- Food Vendor/Activities
- Giant Volleyball Game
- Human Football
- Inflatable House
- Photo Zone
- Scout Bands/ Music
- Speed Pitching/Kicking
- Tug of War

- Twister
- Video Games

3. High Adventure Neighborhood:

- BSA High Adventure Exhibits
- Climbing Walls
- Confidence Obstacle Course
- Rappelling Towers
- Scuba Demos
- Mountain Bike Association Demos

4. Physically Strong Neighborhood:

- Basketball Shoot
- Conditioning Obstacle Course
- Fun Run
- Group Games
- Tug of war

5. Scout Crafts Neighborhood:

- Baseline Compass Course
- Blind Tent Pitching
- Buck Sawing
- Catapult/Trebuchet Building
- Fire Building
- First Aid Problem Solving
- Geo-Caching
- Giant Knots
- Knot Tying
- Lashing 1,2 & 3
 - Flagpole Raiser
 - Puddle Jumper
 - Water Balloon
- Orienteering Course
- Patrol Roll

6. Shooting Sports Neighborhood:

- Archery
- Muzzle Loader
- Muzzle Pistol
- Shotgun
- Tomahawks

“Village and Camp Life” – Scouting Thru History, Space Camp (cool NASA stuff), Cowboy Camp (yippee-ki-yay, podnah!), International Village, Indian Village (OA at their best), Radio City (Jamboree on the Air), Highland Village (can you spell “caber”?) and Lumberjack Camp (wood chips a’ flyin’). Details:

1. Cowboy Camp Neighborhood:

- Blacksmith Branding
- Bullwhip Cracking – learn how to crack a whip.
- Chuck Wagon Cooking and Buckaroo Band

- Cow Chip Toss – toss the Frisbees on the Prairie
 - Hitching Post – to hitch your horse to keep it from straying
 - Horseshoe Pitching
 - Cattle Roping – learn how to rope
 - Merit Badge Awareness: Leatherwork
2. **Scottish Highland Village Neighborhood**
- a. Weight Toss
 - b. Caber Toss
 - c. Trebuchet or Catapult Chunk
 - d. Cooking
 - e. Hammer Throw
 - f. Tug of War
 - g. Merit Badge Awareness: Forestry and Woodcarving
 - h. Demonstrations: Jousting
3. **Indian Village Neighborhood**
- a. Indian Craft and Demonstrations
 - b. Pueblo Building
 - c. Tepee Village and Tepee Building
 - d. Pow Wow Ring – learn Indian dances
 - e. Merit Badge Awareness: Indian Lore
 - f. Demonstrations: Indian dancing demonstrations
4. **International Village Neighborhood**
- a. Sumo Wrestling
 - b. International Flag Displays
 - c. International Games
 - d. Uniform and Patch Display
 - e. Merit Badge Awareness: Collections
 - f. Demonstrations: Bagpipe Player
5. **Radio City Neighborhood**
- a. Ham it Up Ops – learn how to use a ham radio
 - b. Morse Code
 - c. Jamboree on the Air
 - d. Pioneering Tower 1
 - e. Semaphore - Flag Signaling
 - f. Merit Badge Awareness: Radio and Signaling.
6. **Lumberjack Village**
- a. Axe Throw
 - b. Birling in Water
 - c. Log Throw
 - d. Cross Cut
 - e. Log Drag
 - f. Log Rolling
 - g. Tug of War
 - h. Merit Badge Awareness: Forestry and Wood Carving

- i. Demonstrations: Burly lumberjacks will demonstrate life in the lumber camp.

7. Scouting through History

- a. Boys Life Magazine Display and Games (scheduled to appear)
- b. Brown Sea Island Reenactment and Period Games
- c. Pioneering Tower 2 and Signaling
- d. Scout Memorabilia Tent
- e. Wood Badge Reunion Tent
- f. Merit Badge Awareness: Carpentry and Tracking

8. Space Camp

- a. Area 51 Base
- b. Astronaut Training and Obstacle Course
- c. Mobile Planetarium
- d. NASA Shuttle Exhibits
- e. Team Building games
- f. Merit Badge Awareness: Space Exploration and Astronomy.
- g. Demonstrations: Physics of Fire

“Looking Out at The World” – which contains Duty to Country (military hardware!), Duty to Community (fire trucks, police cars), Duty to God, The Great Outdoors (fishing and wildlife exhibits), Motor sports (hot wheels), Adventures in Scouting, Scouting Today (a fabulous Sea Scout provided area) and an “Outdoor Store” where vendors will have displays and exhibits.

1. Adventures in Scouting

The purpose of the “Adventures in Scouting” neighborhood is to high-light the many non-profit organizations that provide opportunities for Scouts to learn more about topics that interest them and in many cases allow them to earn merit badges or activity pins.

- Museum of Natural Science.
- Port of Houston Maritime Academy
- Houston Zoo
- Moody Gardens

2. Duty to Community

The purpose of the “Duty to Community” neighborhood is to high-light service to our community through law enforcement and emergency responders.

- Salute to Law Enforcement with dozens of displays and activities by members of our various law enforcement agencies.
- Displays by Fire Fighters and other Emergency Responders.

3. Duty to Country

The purpose of the “Duty to Country” neighborhood is to high-light service to our country through the military.

- Current Military Equipment Displays
- Historical Military Vehicles
- Military aircraft

4. Duty To God

- Overview of BSA Religious Awards programs.

- Booths from several participating religious groups.
- Chaplain's Aid training.
- Ethics in Action program.

5. The Great Outdoors

The purpose of the "The Great Outdoors" neighborhood is to high-light the many conservation related organizations that provide opportunities for Scouts to learn more about conserving our environment.

- Texas Parks & Wildlife Exhibits and Activities.
- Leave No Trace Information
- Hornaday Award Information
- USDA Natural Resources Conservation Service

6. Motor Sports

The Motor Sports Neighborhood is a collection of automotive exhibitors designed to add a little flair to Pushmobile and Pinewood Derby for Cub Scouts and to excite Boy Scouts and leaders.

- Pushmobile Races.
- Pinewood Derby Races.
- Real Race Cars.
- Antique Cars.

7. Outdoor Store

The Outdoor Store is a collection of commercial exhibitors who support Scouting with their products, services, or support.

- REI.
- Bass Pro Shop
- Academy

8. Scouting Today

The purpose of the "Scouting Today" neighborhood is to high-light Scouting opportunities available through BSA and through the Council.

- Council Information
 - Information on Council Camps.
 - Information on National Youth Leadership Training.
 - Information on National Advanced Youth Leadership Experience.
- "Water World – Sea Scouting at its best put on by members of the Council Sea Scout Fleet.
 - Participants will be constantly busy with crafts, or racing in the Raingutter Regatta or fighting pirates or riding the Boatswain's Chair, or watching demos.
 - Activities for all ages of Scouts.

Opening Show—The 100th anniversary of Scouting is a once-in-a-lifetime event, and you won't get to see another like it anywhere. Excitement will build as the arena area opens, and thousands of Scouts gather to kick off one of the largest centennial celebrations in the country. The pre-show will be full of interactive crowd activities and live music. The opening ceremony will include greetings, appearances by Scouting leadership and a distinguished guest, and a preview of weekend activities and festivities.

Closing Show—The largest event in Sam Houston Area Council history will include the biggest and best show in our history! The Centennial Celebration Arena Show will begin with arena gates opening at 7:00 PM. Thousands of Scouts, Scouters and guests will fill the grandstands of the Texas World Speedway for the centennial celebration: *Remembering the Past, Dreaming of the Future.*

At 8:00 PM, the curtains go up on the “Big Show,” which celebrates BSA’s 100th anniversary. Listen to Scouting’s story and hear about exciting plans for Scouting’s future. This celebration will begin with a parade of unit flags, and continue with a special appearance from Gillian Clay, granddaughter of Baden-Powell. The festivities continue with a multimedia presentation of the weekend highlights, a special recognition of the Order of the Arrow, Colonneh Lodge 2010 Vigil class, and culminate with an exciting firework extravaganza! Don’t miss this celebration of a lifetime.

All Senior Patrol Leaders (or their designee) should report to the back stage area with their unit flag and in complete BSA field uniform no later than 7:30 PM on Saturday to prepare for the grand parade of unit flags. There will be reserved seating at the front of the arena for all SPL’s once the parade is over.

Religious Services—All Scouts and leaders are encouraged to participate in the many religious services that will be offered. We will have twelve different religious areas of worship, as well as displays on religious awards and Chaplain Training programs.

Jewish religious services will be held on Friday evening and Saturday morning. On Sunday morning, at 9:00, all Jewish Scouts and leaders are encouraged to meet to discuss the Duty to God awards.

Shia Imami Ismaili Muslims will hold their religious services at 6:00 AM on Saturday and Sunday. Please refer to your map, or check with the camp commissioners for location.

Saturday, October 9—Activities related to the Religious Services of SHAC Jam will take place in the Duty To God tent area. Everyone is invited to attend the area, and see the display of all of the available religious awards given to Cub Scouts and Boy Scouts. Various religious groups will have a Scout representative available to discuss these awards and how to earn them. We will also have Scout leaders and representatives available to discuss the Chaplain Training programs. Meet with the representatives from the National Boy Scouts of America and discuss the various religious topics.

Sunday, October 10—Protestant Scouts and Adult Leaders will hold worship services on Sunday morning, at 9:00, 10:00 and 10:30 a.m. at pre-designated locations identified in the SHAC Jam Master Schedule. All worship services will be on the racetrack, on the infield track area or in the small metal buildings. Religious groups participating will be Baptist, Catholic, Church of Christ, Church of Jesus Christ of Latter-day Saints, Jewish, Lutheran, Zen Buddhist, Episcopalian, United Methodist, Presbyterian, and Interfaith.

PACKING LIST

Philosophy – references to packing light, backpacking from parking lot to campsite area...

THIS IS A LOW IMPACT CAMPOUT.

What each Scout should bring:

Clothing and Toiletries

Scout Uniform	Comb	Washcloth
Toothbrush & toothpaste	T-shirts	Towel
Rain gear	Socks	Soap
Hat	Hiking boots/walking shoes (closed toe and heel only)	
Deodorant	Sunscreen	
Underwear		

Suggested Extras

Sunglasses	Writing Items (pen or pencil and paper)	Pocket knife
Camera	Flashlight & extra batteries	Totin' Chip
Spending money	Personal First Aid kit	Water bottle/canteen
Book of Faith	Drinking cup	Small, folding camp chair

Camping Gear

Sleeping bag	Ground cloth
Cot	Mess kit

Items to Leave At Home

Sheath knives	CD Players	Valuables
Fireworks	MP3 Players	Electronic games
Radios	Skateboards & scooters	Pets

Unit Items

Roster	Dutch Oven & Utensils	Trash bags
Medical Forms	Patrol Flags	Dishes & eating utensils
First Aid Kit	Water Cooler	Pots/pans/cooking equipment
Unit Flag	Tents	Camp stove & propane
American Flag	Dining Fly(s), poles, stakes	Fire Extinguishers
Rope & Twine	Water jugs	

TRADING POST

The SHAC Jam Store is the only place to buy one of a kind collector items to commemorate the 100th Anniversary of Scouting Celebration in the Sam Houston Area Council. Items for purchase will include t-shirts, caps, patches, day packs, water bottles, flashlights and a variety of other inexpensive, fun and useful items. You may make your purchases now at www.shacjamgear.com. Some items will ONLY be available through pre-sales online. Don't forget to bring some spending money for a souvenir of this once in a lifetime event!

SECURITY

Roving Security Patrols (RSP)--SHAC Jam Security will have roving security patrols throughout the entire event in teams of two covering Program Land, Unit Camping Area, Staff Camping and Dining Areas, Parking, and VIP/Guests areas. Security patrols will be foot-mobile and golf-cart mobile. Depending on the area, you may see one or both types of RSPs. The purpose of the RSPs is to maintain and ensure a safe, secure Scouting

environment for participants and visitors. RSPs will be on a 24 hour shift schedule beginning at 2:00 p.m. on Friday of the event and ending at noon on Sunday.

Campsite Security—It is the responsibility of unit leaders to ensure that all personal items, valuables, etc. are locked up and out of sight or kept with them at all times. Units and Scouts should never leave valuables or personal items unattended in camping areas or visible in the vehicles. Unit leaders are the first line of defense for the security of their camping area. Roving Security Patrols (RSPs) will be walking throughout the UCA. The Boy Scouts of America, Sam Houston Area Council, SHAC Jam volunteers and/or their representatives are not responsible for stolen, lost, misplaced, or broken items. Each unit is responsible for making arrangements for the safe storage of members' valuables. Do not wear or carry any more valuables than necessary with you while out on SHAC Jam activities. Leave them in your campsite in a safe storage place.

For more complete information on security issues and procedures at SHAC Jam, please refer to the Security Leader's Guide found on the SHAC Jam website.

EMERGENCY MEDICAL SERVICES

Health & Safety—The Health and Safety of the Scouts and Scouters is a primary consideration at SHAC Jam. We will provide a Health Lodge for minor medical care and support and enforce the B.S.A. Health and Safety, and Youth Protection policies. Medically trained personnel will be on hand to handle minor accidents or illnesses. Special arrangements for the treatment of more serious cases have been made with physicians in Bryan/College Station. In the event such treatment is required, the participant's parents (in the case of a minor) will be contacted, given the nature of the emergency, and asked their desires concerning further treatment. Emergency Services may be alerted by calling the emergency number or alerting the nearest RSP (Roving Security Patrol).

Fire Prevention & Safety—The UCA (Unit Camping Area) will be a tent city of 10,000 inhabitants, with many fire hazards that afflict any community. Therefore, each unit is responsible for their own fire prevention plan and fire guard team for enforcing local unit and BSA fire prevention policies and procedures. **Each unit is responsible for having at least one (1) fire extinguisher available in their campsite area at all times.**

TWS (Texas World Speedway) site maintains a fire truck and emergency staff on site in case fire services are needed. Call SHAC Jam Security (SJS) for fire emergency services.

Plan, Prepare and Execute to Plan—The BEST method of Health, Safety & Risk Management—Helpful Tips to make your SHAC Jam experience memorable, fun and SAFE:

- Thoroughly review all material available at SHAC Jam website, including Leader Guide
- Tour permit required – allow appropriate time for processing
- Be patient – This is a LARGE event – lines for registration will be long
- Medical Form required for each participant – to be kept in control of Unit Leader, and STRONGLY suggest backup copies with second leader in unit.
- First Aid—All units camping should have a complete unit level/large group first aid kit with them for minor cuts, scratches, burns, and other minor maladies that Scouts typically encounter on a camping trip. Units camping must follow standard BSA rules regarding one or more First Aid trained adults camping with the unit. Whenever possible, SHAC Jam participants should advise their unit leader whenever they are feeling ill. If an injury or illness occurs on the grounds away from the unit's camp, it should be reported to the

nearest RSP (Roving Security Patrol) or SHAC Jam Information Station (SIS). Security or Commissioner Staff at the information station will call for First Aid volunteers for assistance.

- Emergency Medical personnel will be available 24 hours per day during the length of the event.
- Propane cooking only – no liquid fuel (including lanterns), charcoal or wood fires
- Fire extinguisher in each campsite – easily available in case of incident
- Prepare for heat – water bottle for each participant & protection from sun (hat/sunscreen).
- Prepare for cool to cold nights – light jacket & appropriate sleeping gear
- Buddy system – Cub Scout aged youth must be accompanied by an adult at all times. The buddy system is in effect for all other Scouts while at the event.
- Drug laws will be strictly enforced according to the criminal code of the State of Texas. Alcohol is strictly forbidden at SHAC Jam.
- Smoking – Buildings, program areas, arenas, grandstands, and unit camping areas (UCA) are smoke-free. Smoking is not permitted in front of the youth, and allowed in designated smoking areas only. Please refer to map for designated smoking areas.
- Firearms – Firearms and ammunition are available at SHAC Jam for use ONLY at the ranges. No other firearms are permitted on the property during the event. Do not bring your personal firearms or bows.
- Footwear should be closed toed and closed heel walking or hiking shoes. No sandals, flip flops or other open toed or open heel shoes permitted. Watch carefully for and stay away from the local inhabitants: rattlesnakes, copperheads, coral snakes & scorpions.
- Listen for and adhere to any on-site broadcasts and announcements regarding any weather or safety related information
- Conduct yourselves at all times in accordance with the Scout Oath and Law

Enjoy yourself—Make great memories for yourself & others, BE SAFE.

SUB-CAMP PROGRAM

Patrol Spirit Award—The essence of any Scout event is patrol spirit. Patrols participating in SHAC Jam will be carefully observed by the SHAC Jam staff. This prestigious award will require full participation by every member of the patrol.

Unit Gateway Competition—The gateway must be the gateway for the campsite. The gateway height will be limited to a maximum of 10 feet. No electrical components are permitted. The 10-foot height restriction includes flagpoles, which must be of non-conductive material (wood, PVC, etc.). No tents or other unit components will be allowed within the fall zone of the gateway (the height of the gateway itself). Gateways may only be secured to the ground by rope. Marks will be awarded for stability, lashings, mechanism, creativity, decoration, neatness and practicality. Gateway judges are looking for originality and good workmanship. We feel that it is important that gateways are homemade and constructed as much as possible by your Scouts; it is their gateway. **All gateways should be constructed in a safe manner. Climbing or similar activities are strictly NOT allowed.**

Health and Safety—The SHAC Jam staff has taken particular care to provide a safe environment for the event. Provisions have been made for first aid, fire protection, safe water, waste and adequate restroom facilities. A contingency plan regarding severe weather or other emergencies is being developed, and will be included with check-in materials. Safety concerns relative to underground utilities, utility line easements, and right of ways

dictate that the only tents allowed to be erected in sub-camps, other than those put up under the supervision of Physical Arrangements, will be in the assigned unit sites. These tents should be noncommercial tents with stakes no longer than eight inches. Any modification to the layouts of the unit sites or relocation of units must be approved by Physical Arrangements.

Patch Swap / Display—Scouts and Scouters are invited to collect and/or display Scout patches in their campsite. Swapping is great fun if it is done correctly. It gives you a chance to meet new friends as well as a chance to improve your collection. It is not in the spirit of Scouting to buy/sell patches. Patch swapping and trading is to be done between one youth and another youth, or between one adult and another adult.

Campsite Inspection—Another way to show your Scouting skill is by showing off your campsite. We will be inspecting campsites to see which units are following campsite rules. All campsites are expected to be a working model, fully functioning in delivery of the Scout camping experience. It is not expected to be a showplace, or maintained pristine until after the inspection. Instead, it should be a live demonstration of Scouting in action. (See sample inspection forms at the end of this leader's guide.)

SHAC JAM DEPARTURE

A campsite inspection will be made to insure no trash is left in the campsite. Beginning at 10:30 AM on Sunday, October 10th, only unit equipment trucks and trailers with permits may enter the sub-camp areas for loading. These vehicles must be removed from the sub-camps no later than noon and driven off site. Units will leave the SHAC Jam site in accordance with the prearranged schedule developed by the transportation service and given to the sub-camp Camp Commissioners. All equipment vehicles, Scouts and Scouters are to be off the property by noon. This is necessary because SHAC Jam staff begins departure at noon.

Closing Camp and Final Checkout—Scouts and leaders can make a tremendously good or bad impression by the manner in which they leave their campsites after SHAC Jam. Unit leaders will receive specific information on what to do when preparing to close camp for departure from SHAC Jam. It is important that these instructions be followed to ensure an orderly departure and cleanup.

Items to Be Removed—The following items must be removed from the site by the council units:

- Displays
- Gateways
- Stage props
- Patrol picnic tables
- Patrol/Troop water coolers
- Patrol food chests

The unit site is to be clean and trash-free. Trash not specified above is to be placed in appropriate refuse containers. Campsites will be checked by the Camp Commissioners before the SHAC Jam patches are distributed.

Withdrawals from Units during SHAC Jam—While it is hoped that withdrawals of Scouts from units during SHAC Jam will be kept to a minimum, it is recognized that family plans and other extenuating circumstances may necessitate a participant’s early departure. The withdrawal procedure will be as follows:

A written release will be needed when a participant is departing SHAC Jam with someone other than the unit contingent. The release must be signed by the unit leader and the parent or legal guardian. Before leaving for SHAC Jam, arrangements are to be made for the parent or guardian to meet the Scout and unit leader at the main tunnel entrance on the specified date and time to officially exchange custody of the Scout.

NOTE: WHEN A SCOUT WITHDRAWS FROM THE UNIT, HE IS NO LONGER COVERED BY SHAC JAM LIABILITY AND HEALTH INSURANCE.

Campsite Inspection (Template)

Maximum 253 Points

Campsite: _____ Unit: _____ Score: _____

All campsites are expected to be a working model, fully functioning in delivery of the Scout camping experience. It is not expected to be a showplace, or maintained pristine until after the inspection. Instead, it should be a live demonstration of Scouting in action.

Setup & Layout (32 Points)

Does it appear organized, orderly?	0 5 10
Patrol areas, adult areas, unit assembly, space utilization	0 5 10
Flags displayed: US, Texas, unit	0 2 4 6
Designated entrance and boundary	0 2 4 6

Comments:

Safety (54 Points)

Hazards properly marked, protected (includes axe yard if present)	0 2 4 6 8 10
First aid kit and log readily available	0 5 10
Stoves and lanterns in good condition – fuel off	0 2 4 6 8 10

Fires & flames not under cover	0 2 4 6
Fire plan posted, fire buckets by tents	0 2 4 6 8 10
Adequate drinking water	0 4 8

Comments:

Cooking & Food	(56 Points)	
Dry food properly stored		0 2 4 6
Cold food properly stored		0 2 4 6
Pots, pans, tools, dishes, supplies clean & organized (includes patrol boxes if present)		0 2 4 6 8 10
Food prep & cooking facilities adequate, clean, properly maintained		0 2 4 6 8 10
Eating area adequate, clean & organized		0 2 4 6
Wash buckets clean, proper washing supplies		0 2 4 6
Wash water disposal		0 2 4 6
Hand washing station		0 2 4 6

Comments:

Patrol Areas	(56 Points)	
Each patrol area obvious and patrol identified		0 2 4 6
Gear picked up, litter free		0 2 4 6 8 10
Scout skills exhibited, (e.g., useful, not decorative, camp gadgets)		0 2 4 6 8
Duty roster posted		0 2 4 6 8
Patrol Spirit, patrol method exhibited		0 2 4 6
Menus posted – healthy menu, requiring cooking skills to prepare		0 2 4 6 8
General appearance, organization		0 2 4 6 8 10

Comments:

Tents

(25 Points)

Condition, location, arrangement	0 1 2 3 4 5
Properly setup, ground covers (under)	0 2 4 6 8 10
Flaps are closed or tents neat inside	0 2 4 6 8 10

Comments:

General

(30 Points)

Sufficient trash containers, properly located, litter free campsite	0 2 4 6 8 10
Equipment orderly, supplies properly stored	0 2 4 6 8 10
Evidence of unit program	0 2 4 6 8 10

Comments:

Penalties

Unattended fire	(-20 Points)
Unauthorized vehicles in camp area	(-20 Points)
Liquid fuel	(-20 Points)

Suggestions for higher score:

SHAC JAM REGISTRATION NEEDS:

Tents and tables (at registration booth outside tunnel):

3 covers (6 tables, 12 people) for on-site registration

2 covers (4 tables, 8 people) for questions and information

1 cover (1 table, 2 people) for vendors

Chairs—24

Total: 6 tents, 11 tables, 24 chairs, 22 people (plus supervisors)

Plastic fencing

6 cash boxes

2 water coolers, one for each area (on-site registration and vendor registration)

Propane lights

Radios: 3 (Pam White, Craig McPhie, Bill Rixey)

Golf carts: 1 (for Pam White)

Signage:

two that say "Questions and Information"

three that say "On Site Registration"

two that say "Vendor Check-In"

one that says "Special Guests Check-In"

Office supplies:

Maps

Schedules

Registration lists

Clipboards—15 (two for Craig M.)

Receipt booklets

Pens

Supplies for mailings:

Pens

Highlighters

Sharpies

Envelopes

Address labels

Segment patches—in office

Parking passes (one for units up to 40 people, two for units 41+)—in office

Security letter—from Ron Thomas

Staff at front registration booth:

On-site registration—12

Questions and information—8

Vendors—2

Schedule:

Vendors –12 total people plus 1 team lead

Friday 8 am-7 pm:

3 shifts of 2 people at the gates

3 shifts of 1 person at the registration table as backup

Saturday 6:30-9:00 am:

1 shift of 3 people at the gates

1 shift of 1 person at the registration table as backup

VIPs - 1 gate

Saturday 1:00-3:30 pm:

1 shift of 1 person

Sunday 8:00-10:00

1 shift of 1 person

Boy Scout: Friday noon to 4:00 PM—3 people

Friday 4:00 PM to 7:30 PM—9 people

Friday 7:30 PM to 11:00 PM—9 people

Saturday 7:00 AM to 12:00 PM

Cub Scout: Saturday 7:00 AM to 12:00 PM

Staff: Wed: 1:00 PM—10:00 PM

Thursday: 7:30 AM—10:00 PM

Friday: 7:30 AM—10:00 PM

Saturday: 7:30 AM—1:00 PM

Wristbands:

Cubs and families—blue

Units—red

Webelos camping with units—green

Staff—white

Vendors and special guests—yellow

Clament's colors:

Cubs and Families – **Royal Blue**

Troops – **Red**

Ventures – **Green (no, not distinguishing between Venturers and other campers)**

Webelos – **Orange**

Staff – **White**

Vendors – **Yellow**
Guest - **Light Blue**

Mailing parties:
9/11, 9/18, 9/25(if necessary)
9:00 AM -4:00 PM
Council Service Center

SHAC Jam Registration
 Boy Scout Work Schedule

First	Last	12pm-4pm	4pm-7:30pm	7:30pm-11pm
Doug	Brown			✓
Donna	Cosselli		✓	
Frank	Cosselli		✓	
Fabian	Guerra		✓	
Cathy	Leavitt			✓
Lisa	Opersteny		✓	
Bill	O'Reilly			✓
Marc	Paige	✓	✓	✓
Roger	Tipley			✓
Laurie	Tipley			✓
Tom	White	✓		
Pat	Whitnel		✓	
Rhonda	Eslner		✓	✓
David	Eslner			✓
Tom	Majors		✓	
Marie	Majors		✓	
Cheryl	Moyers	✓		✓

Attachment 13

REGISTRATION PACKET

Deadline: September 15

- _____ Wristbands—ordered 8/13/10—received
- _____ Parking permit—requested 8/16/10 (from Trey)—received
- _____ Schedule—or link to site
- _____ Program—or link to site: www.shajam.org
- _____ Trading post flyer—or link to site: www.shacjamgear.com
- _____ Campsite assignments—requested 8/16/10 (from Charlie)
- _____ VIP passes (from Alan)

For Website/Download from shacjam.org

- SHAC JAM Security Policies for Leaders Packet.pdf (~20 pages)
- ShacJam Gate Open-Close Times.mht (1-page chart) ... opens in IE
- ShacJam Parking Map-Visitors.pdf (map)
- ShacJam Vehicle Access.mht (quick reference card) ... opens in IE
- ShacJam Exit via Hwy 6 NB Frontage Rd.pdf (map)
- ShacJam Exit via Peach Creek Cut-Off Rd.pdf (map)