

ROBERT W. WOODRUFF SCOUT CAMP SUMMER CAMP - EARLY AND LATE ARRIVAL POLICY

Purpose:

To make reasonable accommodations for units that have a need to arrive at camp before or after the official check-in period of **12:45 PM to 3:00 PM Sunday** and to ensure the health and safety of all personnel on camp property at all times. Units that do not have a demonstrated need for early or late arrival must arrive at camp on Sunday between the hours of 12:45 PM and 3:00 PM local time.

Early and Late Arrival Criteria:

Any unit that (1) must travel more than ten hours or (2) is for religious purposes required to arrive at camp on a day other than Sunday may *request approval* for a Saturday or Monday arrival.

Early and late arrivals are a significant burden for both the unit and the camp staff. While every reasonable effort will be made to accommodate units arriving early or late, priority will be given to the regularly scheduled camp activities and at times, early or late units will have to wait until resources are available.

Units are strongly encouraged to arrive during the normal Sunday check-in period of 12:45 PM to 3:00 PM local time.

Early and Late Arrival Request Process:

Units meeting the Early and Late arrival criteria should request approval from the Atlanta Area Council - Program Center at least **four weeks** in advance of the planned arrival date.

The request must be made via email or by letter to Veronica Bramlett, at least four weeks in advance (no phone calls please) using the attached form.

Do not contact the camp directly. Submit requests for early/late arrival to Veronica Bramlett at:

Email: woodruff@atlantabsa.org

Mail: Atlanta Area Council, 1800 Circle 75 Parkway -Atlanta, GA 30339 Attn: Summer Camp.

Early Arrival Fee:

In order to cover the additional staff expense associated with early arrivals, a nominal fee of **\$25 will be charged.**

Request Approval

Once the request is reviewed and approved, the unit will be notified via email/USPS and a *unit confirmation number* will be provided. This “approval” should reach the unit approx. 2 weeks prior to your arrival date. A copy of the approval will be forwarded to camp.

Units Arriving by Bus

If your Troop is arriving Early/Late and you are coming by Bus, you must also fill out and submit the “*Arrival by Bus Form*” located on the website.

Special Note:

Due to the increased number of unauthorized early arrivals, a fee of \$100 will be assessed for any unit arriving at Woodruff without a confirmation number issued by the VSC – Program Center.

Notes for Saturday Arrivals:

Arrival time: Camp is closed from 10:00AM Saturday through 12:45PM Sunday. Saturday arrivals are encouraged to arrive between 4:00 and 8:00 PM Saturday. Do not plan to arrive prior to 4:00 PM

Special Note: Do not travel to your campsite prior to check-in with the Duty Commissioner.

Call Ahead: Call the Duty Commissioner when you are approximately 1 hour from camp, or if you anticipate a significant delay from your scheduled time. Cell #: **678-910-6443** (leave a message if necessary, with unit # & call back #)

Saturday check-in: Units arriving at camp must contact the Camp Duty Commissioner as soon as they arrive. Check for information at the welcome kiosk in front of the main gate for specific information. You will most likely be directed to the Main Parking area (just inside front gate) to meet the Camp Duty Commissioner. The Camp Duty Commissioner will provide a packet that will contain any updated camp information as well as information regarding your pre-camp stay. At that time the unit leader must provide the camp duty officer with a complete roster of youth and adults that will be in camp until check-in. **Units arriving on Saturday must still check in at the main pavilion beginning at 12:45PM Sunday.**

Campsite Assignment: **Units must be escorted to their assigned campsite.** Units will be assigned specific tents/platforms by the Duty Commissioner. Units should not move into their campsites unless they have checked in with the Duty Commissioner. If assigned, units are expected to clean up after themselves before they leave their temporary site.

Showers: Units may use shower houses closest to their assigned site. Access codes for the adult showers will be provided by the Duty Commissioner. Leaders are asked to make sure the shower house is kept clean and litter-free during their stay. Units will be asked to clean the shower house if it is left in a soiled or littered condition.

Food: Units are responsible for their own meals through Sunday lunch. The first camp provided meal will be Sunday evening at 6:15 PM. Restaurants and stores are available in Blue Ridge (16 miles), Blairsville (12 miles) and Murphy (14 miles). Ice will not be available prior to Sunday check-in.

Camp Facilities: Units are welcome to familiarize themselves with camp provided they do not attempt to enter or use any of the program areas. This restriction includes but is not limited to the lake and waterfront – no exceptions. Adult leaders are expected to properly supervise their youth. It is suggested that you keep your unit members close to your campsite.

First Aid and Medical Emergencies: The health lodge is closed until 12:45 PM Sunday. There is no Medical Officer on Duty from 10:00 AM Saturday until 12:45pm Sunday. Unit leaders must be prepared to render first aid and deal with medical emergencies as they would on any other troop outing up to and including calling 911 for emergency response.

Vehicles and Parking: Private vehicles are permitted in camp solely for the purpose of loading and unloading. Vehicles may not be driven in camp except for loading and unloading. The camp wide speed limit is five (5) miles per hour. Vehicles are to be parked in designated parking spaces only.

Bus: If your unit is arriving by bus, please be aware that buses and the narrow roads at camp do not mix. All buses must be parked in the main parking lot. Scouts and adults should plan on walking to the campsite. **Units arriving by bus should complete the “Bus Arrival Notification” form.**

Camp Emergencies: In the event of fire, severe weather or other emergency, an on-duty staff member will be sent to each campsite with instructions.

Sunday Morning Arrivals before 12:45 PM:

Units arriving on Sunday before 12:45 PM are requested to wait outside the main gate near the check-in area (Main Pavilion) until the check-in is open. Units are not to proceed to their campsite until cleared for move-in by the camp staff. Leaders should be prepared with activities to occupy their units prior to check-in. All Saturday arrival policies regarding food, first aid, gear, vehicles and emergencies apply to all units arriving before 12:45 PM Sunday.

Sunday Late Arrivals

Units arriving after 3:00 PM Sunday are considered to be late arrivals. Depending on the degree of lateness, swim checks and other check-in related activities may be delayed, which can impact all units in camp later in the week. Every reasonable effort will be made to accommodate units as they arrive however if a unit arrives during meal time, the campfire program or other camp-wide activities, their check-in will be delayed.

Monday Late Arrivals

Monday morning is the worst possible time to arrive at camp. Units and staff are beginning a busy week of activities and do not have additional time or resources to accommodate check-in activities once the camp program begins Monday morning. **ALL UNITS WITH ADVANCE APPROVAL TO CHECK IN ON MONDAY MORNING MUST BE AT CAMP AND READY TO BEGIN CHECK-IN BY NO LATER THAN 8:00 AM.** Units arriving after 8:00 AM on Monday will be accommodated as time and resources permit.

Vehicles and Parking: All vehicles entering camp for a Monday check-in must be parked in the main parking area. A representative of the unit should walk to the camp office (or other location designated by the program center) to begin the check-in process. Scouts and leaders should plan on walking to their campsite. Staff will provide direction on moving gear to the site. ***Help us maintain a safe camp – Please do not drive vehicles into camp.***

Early/Late Arrival Request Form - Woodruff Summer Camp

Unit #: _____ Home Council: _____

Week#: _____ Arrival Date: _____ Arrival Time: _____

Total Youth: _____ Total Adults: _____

Contact Name: _____
(Make sure the person listed is traveling with the unit)

Mobile Phone: _____ Email: _____
(Person listed above)

Requesting: **Early Arrival** **Late Arrival**

Reason for requesting Early/Late Arrival:

Fax to: 770-956-5980

Scan/Email to: woodruff@atlantabsa.org

Mail: Atlanta Area Council
1800 Circle 75 Parkway
Atlanta, GA 30339
Attn: Summer Camp

Note: The request must be made via email or by letter to **Veronica Bramlett**, at least four weeks in advance (no phone calls please) using the attached form.

Fee: Your unit will be assessed a \$25 fee for early arrival at camp check-out