CONTACT INFORMATION

Woodruff@AtlantaBSA.org
Website: CampWoodruff.org

CAMP RESERVATIONS AND INFORMATION
VERONICA BRAMLETT
Administrative Assistant (Program and Camping)
Woodruff@AtlantaBSA.org
770-956-5687 / Fax: 770-956-5980

CAMP FEE PAYMENT INFORMATION
For mailing payments use the following address:
Atlanta Area Council
1800 Circle 75 Pkwy SE
Atlanta, GA 30339

WOODRUFF CAMP DIRECTOR
TED VINSON
Bushwacker204@yahoo.com (preferred contact method)
404-473-8015

ATLANTA AREA COUNCIL
DIRECTOR OF CAMPING
MATT RENDAHL
MRendahl@AtlantaBSA.org
770-956-3175

CAMP MAIL INFORMATION
For mailing to camp please use the following address:
Woodruff Scout Camp
“Camper Name”
Unit # ___ Week # ___
31 Woodruff Drive
Blairsville, GA 30512

CAMP EMERGENCY PHONE
For emergency contact only.
After hours, this phone goes to a recording that will be checked the next morning. This number is not monitored until the first week of camp.
706-745-2700
CONTENTS

01 • Welcome Letter
02 • Overview
03 • Camp Fees
05 • Payment Schedule
06 • Getting Ready for Camp
08 • Early and Late Arrivals
09 • Checking-in
12 • Camplife
14 • Food Service
16 • Health and Safety
19 • Technology
20 • Communications
21 • Rizor Trading Post
22 • Woodruff Camp Policies
24 • Checklist: Prior to Arrival
25 • Checklist: Arrival Day
Dear Summer Camp Leader

This Leader’s Guide combined with the 2020 Program Guide provides you with the information you need to plan the best possible summer camp experience for your Troop.

We are confident that you will be impressed with Woodruff’s incredible facilities and beautiful, natural setting along with a summer camp program that is second to none.

In addition, you and your Scouts will have the opportunity to work with our highly qualified, well-trained and enthusiastic camp staff. They are dedicated to helping make your week at Woodruff all that you and your Scouts look forward to throughout the year. Our staff is composed of Scouts from the troops who come to Woodruff - troops like yours. If you have Scouts or adults interesting in becoming a part of the Woodruff Camp Staff ask them to apply for a position on this year’s staff at www.CampWoodruff.org/staff.

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

See you at camp!

Ted Vinson
Camp Director
WOODRUFF
CAMP OVERVIEW

Established in 1980, Woodruff Scout Camp is a place where Scouts of all ages and skill levels can experience an outstanding summer camp program. From the spectacular first-year Mountaineer program to the newly formed Woodruff News Team and challenging XTreme program, Scouts will experience fun and adventure while maximizing their advancement opportunities.

Woodruff is nationally accredited by the Boy Scouts of America.

65 merit badges available in 2020
180 Staff members dedicated to you
40 Years of experiences delivered!

FACILITIES

1600 Acres in the cool North Georgia Mountains
23 Campsites, all within 6/10 of a mile of the dining hall
Low 80s Typical summer daytime high temperatures with nighttime lows in the 50’s
1 Dining hall meal shift with all you can eat buffet dining

WOODRUFF IS...

ADVENTURE: We delight in the thrill of discovery and helping others discover their own adventures.

ENTHUSIASTIC: We love Woodruff and we joyfully do our best to make everyone’s week the most exciting camp experience ever.

DIVERSE: We value all people and celebrate the differences that make us all special.

FRIENDLY: We reflect the values of the Scout Oath and Law in all that we do.

INNOVATIVE: We find creative ways to deliver exceptional programs and inspire innovation in others.

SERVICE DRIVEN: We are happy to be here and honored to serve each other.
Woodruff uses a 2-tiered pricing structure for Scouts attending summer camp based on the REGULAR weeks (Weeks 1, 2, 3, 4) and DISCOUNT weeks (Weeks 5, 6, 7, 8). All weeks offer the same classes and activities and the same high quality service and support you expect of Woodruff. Regular weeks typically reach full capacity while discount weeks traditionally have lighter attendance.

<table>
<thead>
<tr>
<th></th>
<th>Atlanta Area Youth</th>
<th>Out of Council Youth</th>
<th>River Trip, Trail Ride or Whitewater MB</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR Weeks 1-4</td>
<td>$345</td>
<td>$360</td>
<td>1 included</td>
</tr>
<tr>
<td>DISCOUNT Weeks 5-8</td>
<td>$320</td>
<td>$335</td>
<td>1 included</td>
</tr>
<tr>
<td>Additional Youth Fees</td>
<td></td>
<td></td>
<td>$45 for each additional trip</td>
</tr>
</tbody>
</table>

YOUTH ACTIVITY FEES

Each youth participating at Woodruff has, included in their camp fee, one offsite activity. This half day afternoon activity could be rafting the Nantahala, rafting the Ocoee, Whitewater merit badge, Horsemanship merit badge or a horse trail ride. Youth desiring additional offsite activities will pay a $45 additional fee.

NO SHOW YOUTH

If you have “No-Show” youth at check-in that vary significantly from your pre-registration number, the unit will be subject to a $100 fee per “No-Show” Scout. Please keep us posted with your current participation numbers so that your unit can avoid any additional fees. You may adjust your numbers without penalty up to two weeks prior to your arrival date.

CAMPERSHIPS (for Atlanta Area Council Youth)

A limited number of camperships are available for youth members registered in the Atlanta Area Council. Camperships may be requested by youth that desire to attend camp but cannot afford to. Applications for camperships must be completed and submitted before April 1 for the Campership Committee to approve your request and send you the approval letter. No camperships can be submitted, approved or adjusted at camp. Click here for the Campership Application.
PROVISIONAL CAMPERS

Don’t miss out if your troop isn’t going to summer camp or because other summer plans mean you won’t be able to go to camp with your troop. You may even want to do an additional week of camp just because you had such a great time! Individual Scouts who wish to go to camp can attend as part of the Woodruff Provisional Camper Program. Available weeks 5-8, provisional campers can choose any of the programs offered including the traditional summer camp program, Woodruff News Team, Whitewater Challenge, or Woodruff Xtreme. Plus, if you attend a second week, you receive a discounted fee for traditional summer camp of only $180!

ROTATING/PARTIAL WEEK LEADERS

Consistent leadership throughout the full week of camp is strongly recommended. When it is necessary, adult leaders may rotate in/out and share a single leader fee in order to provide leadership to the youth in camp. Please notify the camp office when a leadership change occurs.

2020 ADULT LEADER FEE CHART

All summer camp weeks operate on the same fee structure for adult leaders.

<table>
<thead>
<tr>
<th></th>
<th>Atlanta Area Adult</th>
<th>Out of Council Adult</th>
<th>River Trip or Trail Ride</th>
<th>Whitewater Challenge or Woodruff Xtreme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee</td>
<td>$175</td>
<td>$200</td>
<td>$45</td>
<td>Plus $100</td>
</tr>
</tbody>
</table>

Each registered unit* is allowed to bring up to two (2) leaders free (no leader fee) as long as you bring a minimum of five (5) Scouts. Additional adult leader fees will be waived based on the number of Scouts attending as outlined below.

<table>
<thead>
<tr>
<th>Youth Attending Camp</th>
<th>Adult Leader Fees Waived</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5 Youth</td>
<td>None</td>
</tr>
<tr>
<td>5-24 Youth</td>
<td>2 Free</td>
</tr>
<tr>
<td>25-34 Youth</td>
<td>3 Free</td>
</tr>
<tr>
<td>35-44 Youth</td>
<td>4 Free</td>
</tr>
<tr>
<td>45-54 Youth</td>
<td>5 Free</td>
</tr>
<tr>
<td>55-64 Youth</td>
<td>6 Free</td>
</tr>
<tr>
<td>65-74 Youth</td>
<td>7 Free</td>
</tr>
<tr>
<td>75 or more Youth</td>
<td>8 Free</td>
</tr>
</tbody>
</table>

ADULT LEADER ACTIVITY FEES

Adults wishing to experience an offsite activity, such as a whitewater rafting or horse trail ride, must purchase a wrist band/ticket for the half day afternoon activity at the camp office prior to departure. Some adult training programs also have associated fees. See the 2020 Woodruff Program Guide for details on these activities and associated fees.

FEES FOR PARTIAL WEEK LEADERS

Adult Leaders attending for only part of the week (one to three days) will pay a per/day rate of $40. If attending four or more days, adults must pay the full week Adult Leader fee.

* For the purpose of camp administration, a unit is defined as the group of leaders and youth that register together as a single “troop” to attend camp. If the unit “troop” is comprised of leaders and youth from multiple troops, all youth and adult leaders will be counted as a single troop.
PAYMENT SCHEDULE

UNIT DEPOSIT - DUE AT REGISTRATION
Summer Camp Unit Reservation Deposit of non-refundable $250 due at registration.

FIRST PAYMENT - NOVEMBER 1, 2019
• $20 per youth
• Pay based on your estimated numbers

SECOND PAYMENT - FEBRUARY 1, 2020
• $100 per youth
• Pay based on your estimated numbers
• Your unit will not be able to register for classes if your November and February payments (total of $120 per Scout) have not been made.

THIRD PAYMENT - MAY 1, 2020
• $150 per youth

FINAL PAYMENT - TWO WEEKS PRIOR TO ARRIVAL
Two weeks prior to your Sunday arrival date, the balance of all fees is due. Your payment can be cash, check or credit card. You should plan to “settle up” all incidental charges at your Thursday/Friday business check out at camp.

Payments can be cash, check or credit card. Payments can be made online, in person or mailed in with a copy of your invoice.

If mailing, mail to:
Atlanta Area Council
1800 Circle 75 Pkwy SE
Atlanta, GA 30339
UNIT RESERVATIONS FOR CAMP

Use our Summer Camp Online Reservation System to reserve a place for your troop as soon as possible. Along with your deposit, this guarantees your troop’s reservation at Woodruff. You will have the opportunity at the end of the week checkout to reserve a slot for next year. Because of the popularity of Woodruff, we strongly encourage early registration for the next year.

ONLINE MERIT BADGE/ACTIVITY REGISTRATION

Merit badge and program registration takes place on our online platform at [www.CampWoodruff.org](http://www.CampWoodruff.org). Program registration will open to registered units that are current with their November & February 1st payments at staggered time slots based on the week attending. Each week’s registration opens at 9 am EDT. Registration dates are:

<table>
<thead>
<tr>
<th>Camp Weeks</th>
<th>Registration Opens at 9:00 EDT on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>March 25, 2020</td>
</tr>
<tr>
<td>Week 2</td>
<td>March 26, 2020</td>
</tr>
<tr>
<td>Week 3</td>
<td>March 27, 2020</td>
</tr>
<tr>
<td>Week 4</td>
<td>March 30, 2020</td>
</tr>
<tr>
<td>Weeks 5 &amp; 6</td>
<td>March 31, 2020</td>
</tr>
<tr>
<td>Weeks 7 &amp; 8</td>
<td>April 2, 2020</td>
</tr>
</tbody>
</table>

ONLINE USER’S GUIDE

There is a downloadable user’s guide available for our online registration system. This manual, which can be found on our Forms page, provides information and helpful tips that will assist you when registering your Scouts and Adult Leaders for activities and classes.

CLOSING DATE - ONLINE MERIT BADGE CLASS/ACTIVITY REGISTRATION

The online merit badge class and activity registration system will be closed to changes beginning the Saturday evening one (1) week prior to your arrival date (week of camp). After that date all program changes must be made at camp on Sunday evening.

PROGRAM CHANGES AT CAMP

Sunday evening after the Opening Campfire, an Add/Drop Session will be held at the Main Pavilion for leaders. At this time, leaders can make last minute changes to each Scout’s schedule for the week subject to availability. Each program area will have staff available to advise and finalize these schedules. This is the last opportunity to change a Scout’s schedule.
MAIL IN HEALTH FORMS

To greatly speed up your check-in process, mail in a copy of all your health forms. If a few are incomplete, please send in what you have completed. Send a copy of your Health Forms directly to camp at least 2 weeks prior to your arrival date.

PRE-CAMP SWIM CHECKS

Swim checks are conducted by our Aquatics Staff on Sunday afternoon; however, units may conduct swim checks prior to camp if desired. The date the swim check was conducted must be within 12 months of the starting date of your unit’s week at summer camp. We recommend you submit a copy of the completed Unit Swim Classification Record, found at this link, and a copy of the certification of the person conducting the check along with your health forms 2 weeks prior to your arrival at camp. YOU MUST HAVE A COPY OF THE CREDENTIALS OF THE PERSON CONDUCTING THE TEST FOR THE PRE-SWIM CHECK TO BE VALID FOR SUMMER CAMP. Per BSA NCAP Standards, the Woodruff Aquatics Director reserves the right to retest any Scout for any reason if the Director is concerned for the safety of any participants.

NAVIGATING TO WOODRUFF

Drivers utilizing a GPS or a navigation app to plan their route to Woodruff should be cautious. Many apps will tell you to access camp directly from Loving Road using Turner Gap Road. This road is impassable and you will not make it to camp. Other GPS units are known to tell you to access camp from Squirrel Hunter Road or Chestnut Gap Road. It is not possible to reach camp via these routes either. You will find paved roads all the way to the camp gate. If you are not on a paved road, you will not be able to get to camp. Refer to the “Directions to Woodruff” map available online at and use it for the last 15 miles into camp.

TRAVELING TO CAMP BY BUS

Our roads at Woodruff are not designed to handle a bus larger than 12 passengers. Upon arrival, all tour and school buses will be directed to a special area for unloading. With prior arrangements, we will meet your unit at the bus, provide a trailer to offload your Troop gear, and transport your gear to your campsite. If your unit plans to travel to Woodruff via a bus larger than 12 passengers, please complete the “Arriving by Bus Procedures” online form, found at this link, at least 4 weeks prior to your arrival at camp.

MAIL HEALTH FORM COPIES TO:
Woodruff Scout Camp
Attn: Health Lodge
31 Woodruff Drive
Blairsville GA 30512
Units requesting to arrive either before or after the normal check-in time of 12:45 – 3:00 PM Sundays must be approved by the Camp Director at least 4 weeks in advance of the scheduled check-in date.

SATURDAY ARRIVALS

Please complete the online “Early and Late Arrival Request” form, found at this link, at least 4 weeks prior to arrival. A nominal fee of $50 will be charged to cover the additional staff expense associated with early arrivals. Friday arrivals are not permitted.

We will attempt to place all early arriving units in their assigned campsite on Saturday night. Units are welcome to use camp shower houses but are expected to clean up after their use. Units may familiarize themselves with camp but cannot use any of the program areas including the lake and waterfront.

Early arriving units with advanced approval will receive a confirmation number from the Program Center. Any unit arriving early, without prior written approval, will be assessed a $100 fee.

Please call our Duty Commissioner (678-910-6443) approximately 60 minutes prior to your arrival at camp so we can arrange to meet your unit.

SUNDAY ARRIVALS BEFORE 12:45

Units arriving on Sunday before 12:45 pm are requested to wait in the main parking lot near the check-in area (Main Pavilion) until check-in begins.

MONDAY MORNING ARRIVALS

Units arriving on Monday morning should arrive and be ready to check-in between 7:30 and 8 am. This allows check-in to be accomplished prior to program beginning for the week. Please complete the online “Early and Late Arrival Request” form, found at this link, at least 4 weeks prior to arrival. Upon arrival, park in the main parking lot. Scouts and leaders should plan on walking to their campsite. Staff will assist with moving gear to the site after program begins and foot traffic is reduced. A nominal fee of $50 will be charged to cover the additional staff expense associated with late arrivals. Any unit arriving late, without prior written approval, will be assessed a $100 fee.
REQUIRED PAPERWORK

When you arrive at Sunday check-in, please have the following paperwork complete and accessible.

TROOP ROSTER

If you have changes from your online roster you will need to bring an updated roster to turn in at check-in on Sunday.

ANNUAL HEALTH AND MEDICAL RECORDS

An Annual Health and Medical Record is required for all campers and leaders and MUST be signed by a licensed health-care provider. Health forms should provide specific instructions regarding emergency contacts that can be reached, where and at what time. All paperwork must be completed prior to arrival at camp. Woodruff does not have the appropriate facilities to provide physical examinations.

- Anyone who does not have a current and properly signed Annual Health and Medical Record will not be permitted to remain at camp.
- All campers must have the Annual Health and Medical Record – Parts A and B completed prior to camp.
- Everyone staying more than 72 hours at camp must have Part C completed and signed.
- Certified and Licensed health-care providers recognized by the BSA to perform these exams include physicians (MD, DO), nurse practitioners, and physician’s assistants.
- All Woodruff Xtreme and Whitewater Challenge participants must meet the height/weight requirements as noted on the form.
- Reduce your check-in wait time by mailing in your health forms! See Page 7 for details.

PRE-CAMP HEALTH STATUS QUESTIONNAIRE

The Pre-Camp Health Status Questionnaire, found at campwoodruff.org, or at this link, should be completed before departure from your home. Bring the completed Pre-Camp Health Status Questionnaire (one form per unit) and be prepared to review and turn in this form during check in.

If an individual in the unit checked "yes" for fever or vomiting or diarrhea alone OR to any two (or more) of the other symptoms, do not allow that individual to travel to camp. If any individual has been diagnosed by a healthcare provider with a different disease – such as strep – have them follow their healthcare provider's recommendation. Scout Camps are adventurous, active and frequently wilderness environments. There is no provision for lodging other than in a un-air conditioned tent. Please assure the health and safety of all of our campers by assuring that only Scouts and Scouters who are healthy come to camp.
PRESCRIPTION MEDICATION DOSING FORMS

Utilizing the Prescription Medication Dosing Form found at this [link](#), each unit should complete (prior to arrival at camp) a form for each unit member taking any prescription drugs. Use one form/sheet for each camper (make copies as necessary) with a prescription. The medication, dosage, and dosage schedule should be recorded directly from the prescription. Up to 6 prescriptions can be listed.

- Each unit should be prepared to show these completed forms at check-in to the Camp Health Officer and keep them updated throughout your unit’s week at camp as medications are used. We ask that you leave these completed forms (or a copy) at camp when you depart. We will maintain them safely in the camp medical files.

- All medication must be in a container issued by the pharmacist with the medication name, strength, dose, and dose frequency clearly marked on the container. Generally, all medication will be dispensed in the unit area by a responsible adult leader for the unit. Medication should be kept under “lock and key” in a locked box.

- Medication requiring refrigeration or injection may be kept in either the Camp Health Lodge or at the unit campsite. This medication may be dispensed by the Camp Health Officer or the unit leader. It remains the responsibility of the unit leader to assure that the scout is present at all of the appropriate times to receive their medication.

- If an Annual Health and Medical Form indicates that an individual must have an inhaler, EpiPen® or similar medical device, the health officer must confirm that the individual has the required item(s) in their possession. If the items are not in possession of the camper or leader, they must either obtain the items indicated on the form or the individual will be required to leave camp.

WAIVER FORMS FOR OFF-SITE ACTIVITIES

All scouts and adults participating in an off-site activity need a signed waiver form. This waiver will be their ticket to get on the bus the day of their activity. Download the form at campwoodruff.org/forms, or [click here for the link](#).

YOUTH PROTECTION TRAINING VERIFICATION

All adults arriving at camp should be prepared to show evidence of current Youth Protection Training, dated no earlier than two years prior to the date of arrival. All adults accompanying a Scouting unit must be registered as leaders.
STOP 1: THE MAIN PAVILION FOR PRIMARY CHECK-IN

Upon arrival, you will park in the Main Parking Lot. One adult will need to proceed to the Main Pavilion with your Unit Roster and evidence of Youth Protection Training. At the Main Pavilion you will be assigned a Woodruff Staff Troop Guide to help you through your first day at camp. At the Main Pavilion check-in you should:

1. Verify final number of Scouts and Adult Leaders and turn in your Troop Roster.
2. Present evidence of Youth Protection Training for all Adult Leaders at camp.
3. Review other important information such as the schedule and camp map.
4. Receive Woodruff identification wristbands.

IDENTIFICATION WRISTBANDS

Everyone in camp must wear camp issued identification (wristband or staff name tag). Campers and visitors (other than Friday Parent’s Night) will be issued identification bands when they arrive at camp.

STOP 2: THE NUNN BUILDING FOR HEALTH REVIEW

One adult will need to proceed to the Nunn Building to complete your unit’s health review. At the Health Review you should:

1. Turn in any completed Annual Health and Medical Records not previously sent to Woodruff.
2. Review each Annual Health and Medical Record with a Camp Health Officer.
3. Turn in your Pre-Camp Health Status Questionnaire.
4. Review each Prescription Medication Dosing Form with a Camp Health Officer.
5. Receive buddy tags for each Scout and Adult Leader at camp.

After completing check-in at the Main Pavilion and Nunn Building, your Troop Guide will take you to your campsite, do your campsite review, and then lead your troop on a camp tour including the dining hall to review meal time procedures and to swim checks at the waterfront if needed.

SWIM CHECKS

Swim checks will be conducted at the waterfront on Sunday afternoon. Change into your suit at your campsite before your camp tour and make your way to the waterfront for cooling off. Be sure to bring your buddy tags received at check-in health review to be marked by our Aquatics Staff.

TROOP PHOTOS

You are encouraged to wear a complete field uniform to camp. Photographers are available to take official Woodruff troop photos on Sunday afternoon. We do not provide prints but upon request will email you a digital copy after camp.
CAMPLIFE

CAMPSITES
The size and number of troops attending in any given week has a significant bearing on campsite assignments. Requests for participants with special needs should be submitted in our Online Registration System at least 4 weeks prior to your arrival at camp. You will receive your campsite assignment the Wednesday prior to your arrival at camp. Please review this carefully and notify us via email immediately if the number of tents does not match the number of youth and adults coming to camp.

Woodruff will only acknowledge and attempt to honor special campsite requests that are submitted into the Online Registration System under the unit leader’s info. Please include the specific reason for us to consider, like; “youth with mobility issue due to surgery”.

CAMPsite ACCOMMODATIONS
Most Troops at Woodruff will share a campsite with another Troop. This means sharing the site pavilion and site cleanup duties. Many Troops like to use this opportunity to share Scouting information and learn about another Troop’s history and traditions.

All campers and leaders are housed in 9’ x 7” BSA canvas wall tents set on permanent wood platforms with tubular steel tent frames. Each tent is equipped with two folding cots. In general, tents are arranged in groups of four tent “pods” with a patrol tarp and table in each pod. Campsite assignments are made on the basis of two Scouts per tent. On some occasions, some tents will be placed on temporary platforms.

Woodruff will honor requests by linked troops to camp together. We will assign tent pods to ensure male and female youth will have separate designated pods. Linked male and female troops may share a campsite with other linked male and female troops.

TENTAGE
The camp provides one tent per every two leaders. Leaders should plan to share tents. Leaders wishing to have their own tent should bring one from home. If the number of people you bring to camp exceeds your reserved numbers (such as a significant number of “partial week” leaders), the camp cannot guarantee sleeping quarters. In these cases, be prepared to provide your own tent.

If a medical or other condition dictates that you require a tent of a different size or type than that provided by the camp (9’ x 7”), you will be responsible to bring the tent.

HAMMOCKS
Hammocks may be used as an alternative to tent camping. Guidelines for hammock camping are:

- Hammocks must hang in secure locations, such as on trees or solid posts.
- Hammocks should never be hung from pavilions or buildings.
- Never stack hammocks one above another.
- Hammocks should not be hung such that the lowest point is more than 3 feet above the ground.
- Woodruff requires the use of a “tree strap” or other band wider than 2 inches for securing your hammock to trees.
INITIAL CAMPSITE INSPECTION AND DAMAGE TO CAMP EQUIPMENT

Upon arrival at your campsite, you and your Troop Guide will inspect each tent and dining fly for pre-existing damage. These will be documented on a form you will sign on Sunday. If your troop damages any equipment issued to your unit, including tents and flys, you will be expected to pay for damages.

TROOP GATEWAY

Units are welcome to bring materials for gateways and other campsite improvements for use during their week at camp. The unit must take all of the materials with them when they leave. “Gifting” of unwanted materials to the camp can only be approved by one of our Camp Rangers. Please plan to take these items back home.

REQUESTS FOR ELECTRICITY

Electric power is provided in many of the campsites at Woodruff Scout Camp. While power is not available in every site, we will try to make it available to those who require it.

- Leaders requesting electricity in advance via the “Online Registration” for CPAP or other medical devices will be given priority.
- Requests for electricity should be entered no later than 4 weeks prior to your arrival at camp.
- It is possible that adults requesting electricity may be assigned to a tent in a different part of camp, away from their unit. Accommodations are not available in the cabins, staff residences, or other camp facilities.
- It is strongly recommended that anyone needing electric power come prepared with a battery pack and charger for their specific needs. Access to power will be provided for recharging the battery pack each day.
- Woodruff does not supply extension cords.
- Do not run extension cords to a campsite from any building.
- Outlets should not be used for fans, coffee pots, and other personal convenience items.
- There is limited access to electricity available in the Scoutmaster lounge and most other permanent buildings in camp.

PORTABLE ELECTRICAL SUPPLY UNITS

Someone with an advance request for power may be placed in a campsite without permanent electrical service.

If this occurs, Woodruff will provide “portable” power units. These units have a lead/acid type car battery and a power inverter in a movable case. These will be issued to the individual, and the camp staff will assist if a “recharge” is required.

The operation of power generators is not allowed in any campsite. Please don’t bring generators to camp.
Dining Hall

At Woodruff, we serve all meals self-serve buffet style through one meal service. This allows Scouts and Adult Leaders to take the food they want and get the amount they need to fill up. Troops are assigned seating during the dining hall orientation on Sunday. For breakfast and dinner, troops are dismissed from the flag ceremony on the activity field. Lunch is first come/first served, but is still enjoyed at your assigned seating in the dining hall or at the picnic tables under the Carlock Pavilion. Woodruff uses Troop waiters to assist in unit table setup and cleanup.

Menu Details

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

Portions

Our buffet serving system means Scouts eat what they want and the quantity they want. Every lunch and dinner includes an extensive salad bar, and fresh fruit is available every meal. Scouts will not go hungry at Woodruff. Scouts can come back for seconds if more food is needed. Self-serve peanut butter and jelly sandwiches are available at lunch and dinner.

Leader Mess

Woodruff offers a special corner of the dining hall with supplemental food items just for adults. From grits and oatmeal every morning to special soups each lunch, you never know what treat will appear to make your week a little more special. This area will also give adult leaders the opportunity to get coffee or hot tea each morning. Coffee is available for adult leaders in the dining hall from just before morning assembly through supper (closes after lunch on Friday). Please enter from the Dining Hall front porch. Coffee is also available in the Scoutmaster Lounge.

Saturday Morning Breakfast

On departure day (Saturday), breakfast is served continental style and is delivered to your campsite by Woodruff Staff.
LUNCHES FOR TRAIL RIDE & RIVER TRIP PARTICIPANTS

Participants in trail rides and river trips will not eat lunch at the Dining Hall on the day of their activity. They will be provided a sack lunch on the bus to their activity. Please alert the dining hall staff of any scout’s dietary restrictions at least a day before the trip so an appropriate lunch can be prepared.

ICE

Woodruff offers bagged ice on a limited basis for troop use. Ice bins are located on the Dining Hall porch and at a location adjacent to Shower #2 (Outer Loop). Bagged ice service operates on an “honor” system payable at check-out. Cost is $1.50 per bag used. We cannot guarantee 24 hour availability of ice. Please consider your fellow campers when retrieving ice. Take just what you need.

SPECIAL DIETARY CONCERNS

Camp food is by necessity a high-carbohydrate, high-calorie diet. If these food products cause a problem in your diet, you may need to bring appropriate substitutions with you and so advise camp personnel. We strive to provide alternative food, but only if we are notified well in advance of your arrival. A dining hall staff member will be available to assist in reviewing menu books, alternate foods, etc. Please utilize the website to indicate any restrictions that you may have. Please contact the Operations Director, during the Dining Hall Orientation, to insure that they are aware of your special needs.

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

You will be required to store and prepare any special foods that you bring. We suggest that you come prepared to store and prepare these special meals in your campsite. Units/individuals cannot access the camp kitchen to prepare special meals.

UNIT COOKING IN-SITE

Troops have the option of cooking meals in their site. The camp will not provide food for “in-campsite” cooking; you should bring your own food with you. Please notify the Atlanta Area Council Program Center at Woodruff@AtlantaBSA.org by May 15 so that these arrangements can be made. With advance notice, we will adjust the fee of paid Scout participants for those units cooking all meals in-site.

Units cooking all their meals in-site may request two camp stoves and two camp chuck boxes to use in their campsites. Units must provide a 20 lb. propane fuel bottle for each stove. Units should plan to store all their food items in their campsite as the camp is unable to store them. Units cooking their meals “in-campsite” may request a $35 credit per person credit to help cover food cost.

FRIDAY EVENING PICNIC DINNER

On Friday evening, in order to support our large number of camp visitors, the meal will be a picnic meal, served in “to go” boxes from the Dining Hall porch.

- Units should notify the camp office, no later than Wednesday, the number of additional meals needed.
- Each visitor’s meal is $6, and the cost will be settled up during business checkout on Thursday/Friday.
- There will be no seating in the Dining Hall, so bring a lawn chair or a blanket to dine on the lawn or at your campsite.
HEALTH AND SAFETY

HEALTH LODGE

The Health Lodge has several qualified Health Officers and medical equipment to handle all minor injuries, scrapes, bruises, etc. Any person with a serious injury or severe illness will be referred to the emergency room of the local hospital. The camp has made prior arrangements for handling emergencies.

TRIPS TO THE HOSPITAL OR DOCTOR

Campers requiring the attention of a doctor or the services of a hospital should know the following information. It is the responsibility of the unit leadership to provide transportation for the unit member(s) requiring attention from a doctor or a hospital. One adult leader from the unit, and one additional adult leader, will accompany the unit member(s) requiring services and is asked to carry insurance forms in for completion. They must obtain the Scout’s health and medical form from the Health Lodge before going to the doctor or hospital. Parents or guardians will be notified by the Camp Director immediately of any serious illness or injury. If parents will not be at home while you are at camp, have them advise you how they can be contacted.

The Camp Medical officer must clear all cases requiring outside medical care. This is an agreement with the local health service facilities, insurance company, and claims procedure. Troops are responsible for providing proof of insurance upon arrival at the Hospital or Doctor’s Office.

SERIOUS INJURY OR ILLNESS

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

HEALTH AND SANITATION

Living in a communal setting such as camp provides certain health issues. For every camper’s health we strongly encourage everyone to:

- Wash hands regularly
- Do not share towels
- Cover your mouth and nose when sneezing
- Practice high standards of personal hygiene
- Insure everyone is healthy prior to departing home for camp.
EMERGENCY PROCEDURES

Current camp emergency procedures are distributed at check-in and discussed during the Sunday Leaders Meeting. In any large-scale operation, there exists the possibility of “emergencies.” This procedure is to help the staff and leaders perform efficiently in any emergency and keep everyone informed.

WEATHER RELATED EMERGENCIES

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

WEATHER IMPACT ON ACTIVITIES

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

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

FIRES

Campers and staff should be careful with fire. Units should familiarize themselves with the Unit Fire Guard Plan which is distributed on Sunday evening. In the event of a fire, the Camp Emergency System will broadcast: SIREN - ATTENTION – This is a General Alert. Please send a representative to the designated assembly area for further information. An emergency drill is normally held within 24 hours of each arrival group.

No tent material is completely fireproof. Tent material can burn when exposed to continued, intense heat or fire. The most important safeguard is to keep flames away from canvas materials. For this reason, the following safety precautions must be adhered to: Only flashlights and electric lanterns are permitted in tents. No flames in tents is a rule that must be enforced.

Units are asked to post a Troop Fireguard Chart in their campsites. WSC will provide these. Water source and hose are provided in each campsite and can be used for fire-fighting per Camp Fireguard Plan.

LOST OR MISSING SCOUT

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

OTHER EMERGENCIES

Depending upon the nature of the emergency, camp staff will communicate necessary information to the camp, based on the nature of the threat.
TRANSPORTATION AT CAMP

VEHICLES
Vehicles parked on camp property (with the exception of visitor day Friday) must display a camp vehicle registration card that will allow camp management to contact the owner/operator in the event of an emergency or other need. These registration cards will be available in advance of arrival at camp and will be issued at Sunday check in.

Parking on grass, roads, next to buildings or in any area other than a designated parking space is prohibited. If an improperly parked vehicle interferes with the safe operation of camp, camp management reserves the right to have the vehicle towed at the owners risk and expense, without prior notice. Please do not move rocks, logs, or other barriers in order to get a vehicle into a campsite or any other area.

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

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

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

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

Unlike many other Scout camps, technology use is not discouraged at Woodruff. Scouts are encouraged to appropriately document and share their experiences during their stay. We offer cell phone connectivity with an AT&T tower on site. Although not as strong as AT&T, coverage with Verizon is good as well.

Outlets and charging stations are available in select locations including the Rizor Trading Post, the Adult Leader Lounge and program areas, however, a battery back-up is recommended. Safeguard your cellular devices by not leaving them unattended at charging stations. There are limited “locker” style storage bins at the Rizor for short term use. You may bring your own lock or purchase one at the Trading Post.

Scouts should not use the bathroom facilities for charging devices. Adult leaders should review appropriate technology use with their unit.

VALUABLES

Please remember to safeguard your valuables while at camp. Use these tips to avoid unnecessary losses:

- Advise Scouts to bring as few valuables as possible.
- Before you arrive, designate a Leader as responsible for valuables.
- The Leader should be able to lock valuables in a safe place. Bring a lockable foot locker or container for this use.
- Never leave one or more Scouts at the campsite alone.
- Instruct your Scouts not to walk through another unit’s campsite, the staff campsite/areas or camp buildings that they have not received permission to enter.
PRIOR TO CAMP

WATCH FOR UPDATED INFORMATION
Registered units will receive occasional email updates to program and support changes as we make them. Check the campwoodruff.org website often for new or updated forms. We will post new versions of all documents to the Woodruff Scout Camp website as significant changes are made.

AT CAMP

DAILY ADULT LEADER MEETINGS
Effective and continuous communications between camp and unit leadership is essential. Communication begins with the Adult Leader Briefing on Sunday evening and continues throughout the week with regular morning Adult Leader Meetings immediately after breakfast on the dining hall porch. It is the responsibility of each unit leader to make sure their unit is represented at each of these meetings.

TEXT MESSAGING SYSTEM
Woodruff provides a messaging system that can provide information to our onsite unit leaders. The system supports both text messaging and email. It is primarily used to provide items such as the following; last minute program changes, weather information, important camp messages, etc. You will be provided information prior to your camp week on how to sign up for this service.
Woodruff has a fully stocked Trading Post that carries a large variety of shirts, memorabilia, personal & camp equipment, handicrafts, gift items, Woodruff logo items, and lots of neat stuff. The Trading Post also offers a full line of snack items, slushy’s, fountain drinks, ice cream, candy and more. The Trading Post is located at the Rizor “Heart of Camp Building” directly across from the Woodruff Dining Hall. The Rizor Trading Post is not a National Scout Shop. The average camper spends $70 at the Trading Post & Snack Bar while at Woodruff.

CUSTOM CAMP T-SHIRTS
Moisture Wicking custom Woodruff Scout Camp shirts will be available for order in February, with fully customizable three lines on the back. These shirts will be available for pre-order only and must be submitted to the Atlanta Area Council office no later than May 1.

SPECIAL 40TH ANNIVERSARY ITEMS
Special items are being created to celebrate Woodruff’s 40 anniversary. Watch for these items to be released this spring!
WOODRUFF SCOUT CAMP POLICIES

YOUTH PROTECTION

Woodruff Scout Camp follows the National BSA policies on Youth Protection. The BSA has adopted the following policies for the safety and well-being of its members. These policies primarily protect youth members; however, they also serve to protect adult leaders. All adults at Woodruff, with the exception of Family Night, must have taken a Youth Protection class within two years of arrival at camp.

TWO-DEEP LEADERSHIP

Two registered adult leaders 21 years of age or over are required at all times while at camp. There must be a registered female adult leader 21 years of age or over in every unit serving females. All adults accompanying a Scouting unit overnight at camp must be registered adult members of the BSA.

NO ONE-ON-ONE CONTACT

One-on-one contact between adults and youth members is not permitted. In situations that require a personal conference, such as a Scoutmaster conference, the meeting is to be conducted in view of the other adults and youth.

RESPECT OF PRIVACY

Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp and intrude only to the extent that health and safety requires. Adults must protect their own privacy in similar situations.

TENTING ACCOMMODATIONS

- Separate tenting arrangements must be provided for male and female adults as well as for male and female youth.
- Youth sharing tents must be no more than two years apart in age.
- Youth and adults must tent separately.
- Spouses may share tents.
WOODRUFF SCOUT CAMP POLICIES

CAMP SAFETY POLICIES

- Troops must have two-deep leadership at all times while at camp. No exceptions!
- No fireworks of any kind are permitted on camp property.
- No flames, fires, or fuels of any kind are permitted inside tents.
- Throwing rocks is strictly forbidden.
- No running in camp. We ask adult and youth leaders to help keep camp safe.
- Personal firearms and bows are not permitted, please leave them at home.
- All vehicles must be parked in the designated camp parking areas. Only authorized vehicles are allowed in campsites or on the roads.
- No alcoholic beverages or illegal substances are allowed on camp property.
- Shoes must be worn at all times at camp.
- Shoes must not be open at the toe or sides. Sandals are allowed only at the showers.
- On the river trips, if you wear sandals, they must have heel straps. Shower shoes and Croc’s will not be permitted on the river trips.
- Sheath Knives – Camp policy restricts the carrying of sheath knives. Leave them at home.
- No LASER (pens/pointers) of any kind are permitted in camp.
- All guests (exception of family night) are required to immediately check-in at the Camp Office.
- Refer to the Boy Scouts of America Guide to Safe Scouting for additional policies.

TROOP DISCIPLINE & ADULT SUPERVISION

The role of the camp staff is to provide the summer camp program and all of the other camp infrastructure needed to ensure a safe and enjoyable stay at camp. As with any unit outing, the adult leadership of each unit is responsible for the behavior of their youth. Please help the staff focus on program by watching your Scouts and being available to deal with discipline issues should they develop.

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

NON-REGISTERED YOUTH

No underage or non-registered youth are allowed in camp, with the exception of Family Night (Friday). Please do not bring younger siblings, or unregistered youth to camp. Each youth camper must be properly registered in the Boy Scouts of America.
UNIFORMS

Atlanta Area Council Summer Camp(s) recommends the following camp attire:
- During the day and most nights after dinner, the activity uniform (a.k.a. Class B) is appropriate. This is shorts and a Scouting related t-shirt of some type. If the youth does not have enough Scouting t-shirts, then any appropriate t-shirt is OK (nothing suggestive, alcohol-related, etc.) would be appropriate.
- Uniform for dinner, campfires, chapel and flag retirement is full field uniform (a.k.a. Class A). Scouts BSA shirt, shorts, socks, etc.

SWIMWEAR

 Scouts are encouraged to wear swim wear that is suited for active water sports, such as swim trunks or board shorts for males and one-piece suits or tankinis for females.

INAPPROPRIATE CLOTHING

Camp is not the place for ghillie suits, ninja suits or any other type of attire that hides the wearer’s face or is intended primarily to make the wearer difficult to see or hide his identity. Similarly, masks, scarves, bandanas, towels worn to hide the face are not appropriate attire for Scout camp. We will ask that you assist us in ensuring that this is not a problem.

FIREWORKS

The BSA prohibits the securing, use, and display of fireworks in conjunction with programs and activities except where the fireworks display is conducted under the auspices of a certified or licensed fireworks control expert. No unit or individual should bring fireworks to camp.

DRUG, ALCOHOL, AND TOBACCO USE AND ABUSE

The Boy Scouts of America prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members.

Adult leaders should support the attitude that young adults are better off without tobacco and not allow the use of tobacco products at any BSA activity involving youth participants. All Scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants. This includes the use of electronic cigarettes, personal vaporizers or electronic nicotine delivery systems which simulates tobacco smoking. (From the Guide to Safe Scouting)
___ Make summer camp reservation

___ Make required payments

___ Complete on-line program and activity registration (see Page 6)

___ Complete custom T-Shirt order (optional, if desired)

___ Submit any dietary restrictions or special dietary needs in online registration site for each person

___ Complete and submit an Early/Late Arrival Form (if applicable)

___ Complete and submit the Arriving by Bus Procedures Form (if applicable)

___ If you have changes from your online roster, print an updated roster to turn in at check-in on Sunday.

___ Collect completed Annual Medical and Health Record form for each youth and adult

___ Mail Annual Medical and Health Record forms to camp at least 2 weeks prior to arrival

___ Collect Prescription Medication Dosing Form for each appropriate youth

___ Collect Waiver Forms for all going on a river trip or horse ride

___ Collect Youth Protection Training verification for all adult leaders attending camp

___ If you conducted a pre-camp swim check, bring signed Pre-camp Swim Check Form and a copy of the credentials of the examiner

___ Receive campsite assignment

___ Conduct Pre-camp Health Status process and complete the Questionnaire before leaving from home
SUNDAY SCHEDULE

12:45-3:00 PM  Check In at Main Pavilion
12:45-4:00 PM  Health Recheck at Nunn Building
1:00-4:30 PM   Swim Test at Aquatics Area
1:00-4:30 PM   Dining Hall Orientation at Dining Hall
5:45           Assembly/Waiter’s Call
6:00           Dinner
7:15           Vespers (Catholic @ Nature, Interfaith @ Chapel)
7:15           Adult Leader Orientation Meeting
                Mountaineer Program Adult Leader Orientation
                Whitewater Challenge & Woodruff Xtreme shake down (bring gear ready to leave @ Main Pavilion)
8:15           Opening Campfire (assemble at Activity Field)
After Campfire  Program Add/Drop Session at Main Pavilion

CHECKLIST: ARRIVAL DAY

- Arrive at Woodruff (Camp will not be open before 12:45)
- Check-In at Main Pavilion
- Health Review at Nunn Building
- Adult Leader moves gear to campsite
- Troop Guide moves troop to campsite
- Troop settles into campsite
- Adult Leader & Troop Guide complete initial campsite equipment inspection form
- Change into swim wear
- Complete dining hall orientation
- Complete swim checks at aquatics area
- Evening assembly and dinner
- Move vehicles from campsite to a parking lot
- One Adult Leader attends Adult Leader Orientation Meeting
- One Adult Leader attends Mountaineer Orientation
- Senior Patrol Leader attends SPL Meeting
- Participants in Whitewater Challenge & Woodruff Xtreme attend shakedown (if any participants)
- Attend Opening Campfire
- Complete program changes at Add/Drop Session after campfire