



SUMMER CAMP | 2021
LEADER'S GUIDE

2021 Leader's Guide

WOODRUFF

SCOUT CAMP

CONTACT INFORMATION

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Website: CampWoodruff.org

CAMP RESERVATIONS AND INFORMATION

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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

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ATLANTA AREA COUNCIL

DIRECTOR OF CAMPING

MATT RENDAHL

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CAMP MAIL INFORMATION

For mailing to camp please use the following address:

Woodruff Scout Camp
"Camper Name"
Troop # ____ Week # ____
31 Woodruff Drive
Blairsville, GA 30512

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Dear Summer Camp Leader

This Leader's Guide combined with the 2021 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 of 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

65 merit badges
available in 2021

180

Staff members
dedicated to you

40

Years of experi-
ences 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 staff served 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.

CAMP FEES

2021 YOUTH FEE CHART

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.

	Atlanta Area Youth	Out of Council Youth	River Trip, Trail Ride or Whitewater MB
REGULAR Weeks 1-4	\$345	\$360	1 included
DISCOUNT Weeks 5-8	\$320	\$335	1 included
Additional Youth Fees			\$45 for each additional trip

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. Woodruff Xtreme and Whitewater Challenge (offsite-weeklong) have an additional \$50 fee.

NO SHOW YOUTH

If you have “No-Show” youth at check-in that vary significantly from your pre-registration number, the Troop will be subject to a \$100 fee per “No-Show” Scout. Please keep us posted with your current participation numbers so that your Troop 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.](#)

WOODRUFF'S VALUE

A week of Summer Camp at Woodruff is the best value for your Scouts and you. Our outlook on fees is very different from most camps; we charge a little more money for our basic camp fee vs. incremental fees at camp. Your Scouts can participate in most classes and activities without any added fees. No extra fees to get in the way of fun!

Shooting Sports	\$0
Whitewater Rafting	\$0
Nicholson Cabin	\$0
Aquatics	\$0
COPE/Climbing	\$0
Art/Pottery/Sculpture	\$0
Laurel Mountain Program	\$0
News Team Program	\$0
Horsemanship/Trail Rides	\$0

At Woodruff, the only classes that charge additional fees are Basketry, Leatherwork, Space Exploration and Wood Carving which require a kit to be purchased for completing required projects. Recommended budgets are noted on merit badge listing pages in the 2021 Woodruff Program Guide. All kits are available in the Trading Post.



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!

Add a second week for \$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.

2021 ADULT LEADER FEE CHART

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

	Atlanta Area Adult	Out of Council Adult	River Trip or Trail Ride	Whitewater Challenge or Woodruff Xtreme
Fee	\$175	\$200	\$45	Plus \$100

Each registered Troop* 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.

Youth Attending Camp	Adult Leader Fees Waived
Less than 5 Youth	None
5-24 Youth	2 Free
25-34 Youth	3 Free
35-44 Youth	4 Free
45-54 Youth	5 Free
55-64 Youth	6 Free
65-74 Youth	7 Free
75 or more Youth	8 Free

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 2021 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 Troop 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, 2020

- \$20 per registered Scout
- Pay based on your estimated numbers

SECOND PAYMENT - FEBRUARY 1, 2021

- \$100 per registered Scout
- Pay based on your estimated numbers
- Your Troop 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, 2021

- \$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. Program registration will open to registered Troops 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:

Camp Weeks	Registration Opens at 9:00 EDT on:
Week 1	March 24, 2021
Week 2	March 25, 2021
Week 3	March 26, 2021
Week 4	March 29, 2021
Weeks 5 & 6	March 30, 2021
Weeks 7 & 8	March 31, 2021

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 HEALTH FORM COPIES TO:

Woodruff Scout Camp
Attn: Health Lodge
31 Woodruff Drive
Blairsville GA 30512

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, Troops may conduct swim checks prior to camp if desired. Swim checks must be conducted within 12 months of the starting date of your Troop'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.** 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. Some apps may 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 this link](#) and use it for the last 15 miles into camp.

DON'T
TRUST YOUR GPS
TO GET TO
WOODRUFF!

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.



We realize that some units are unable to arrive at camp during our regular check-in time of 12:45 – 3:00 PM on Sunday afternoon. If your travel plans are to arrive outside this Sunday check-in window please complete the Early or Late Arrival Form, found at this [link](#), at least four weeks in advance of your scheduled arrival date.

SATURDAY ARRIVALS

Our Early Arrival Package makes the logistics of traveling long distances to summer camp easier. Please plan to arrive between 3 and 9 pm. Upon arrival, a staff representative will help your troop get settled into your campsite for the week. Troops are responsible for providing their own adult leadership and medical support until 12:45 PM on Sunday.

While our Dining Hall is closed on Saturday and Sunday morning, we are offering Early Arrival troops in-camp food options for dinner on Saturday and breakfast and lunch on Sunday. Troops may elect to receive one, two or all three meals at Woodruff at the rate of \$6 per meal for Saturday supper, \$4 per meal for Sunday breakfast and \$5 per meal for Sunday lunch. 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.

While all program areas are closed to participants on Saturday and Sunday, there are many things for troops to do on a self-directed basis including the GaGa pits and field sports, the Woodruff hiking trail system, a Scouts Own service at the chapel, the orienteering course and GPS activities. Talk to our Duty Commissioner upon arrival and they will help you find a fun and productive way to spend your extra day at Woodruff.

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.





REQUIRED PAPERWORK

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

1

TROOP ROSTER

If you have changes from your online roster you will need to bring two copies of your updated roster to turn in at check-in on Sunday: one for your unit check-in and one to turn in at your health review.

2

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, B and C 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.

3

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.



4

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.

5

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](#).

6

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.



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.



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.

STOP 1: UNIT CHECK-IN AT THE MAIN PAVILION

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 Unit Check-In you should:

1. Verify final number of Scouts and Adult Leaders and turn in a 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: HEALTH REVIEW

One adult will need to proceed to Health Review to meet with a member of our camp health staff. 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.

After completing your Unit Check-In and Health Review, 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.

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 assigned 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, such as "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 occasion, some tents may 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 for bringing 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

Your campsite is your home for the week. If, upon arrival at your campsite, you find any pre-existing damage to tents, tarps or any other items in your campsite, let your troop guide know so we can fix or replace the damaged item.

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

Troops 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.



ADULT LEADER STEAK DINNER

The Adult Leader Steak Dinner is held at the Main Pavilion every Thursday evening. This is a great opportunity for the Staff to honor our unit leaders for their support of camp. All adults that are registered at camp are welcome.



DINING HALL

At Woodruff, our Dining Hall meals are delivered through a staff-served buffet style through one meal service. This allows Scouts and Adult Leaders to get the food they want and 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 will be served through kiosks distributed throughout the camp. You will not need to travel to the Dining Hall for lunch. Woodruff uses Troop waiters to assist in unit table setup and cleanup in the Dining Hall.

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 planned menu at the time of posting and is provided only as a reference. Items and ingredients could change based on product availability and vendor selection. Individuals with dietary restrictions for health or religious reasons should check with the Dining Hall once you get to camp on specific items and ingredients being used your week at camp.

PORTIONS

Our staff-served buffet serving system means Scouts eat what they want and the quantity they want. Scouts will not go hungry at Woodruff. Scouts can come back for seconds if more food is wanted. 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 and sides at dinner, 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 need to pick up a lunch at any lunch kiosk prior to arriving at the main pavilion. They will eat their lunch on the bus on the way to their activity.

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. 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 Dining Hall Manager, 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 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 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 and particularly before every meal
- 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.

Troops 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, Adult Leaders should first confirm that the youth is not in the campsite, program or activity areas, or other common gathering places about camp. The Troop 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.



ITEMS OF NOTE

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



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 a tow vehicle to stay in a campsite with the 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.



Charging stations are not lockable. No electronics should be left unattended. Woodruff Scout Camp is not responsible for lost or stolen items.

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 Troop.

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 an Adult 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 Troop’s campsite, the Staff areas or camp buildings that they have not received permission to enter.



PRIOR TO CAMP

WATCH FOR UPDATED INFORMATION

Registered Troops 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 communication between camp and Troop 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 Troop to make sure their Troop is represented at each of these meetings.

TEXT MESSAGING SYSTEM

Woodruff provides a messaging system that can provide information to our onsite Troop 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 Rizer "Heart of Camp Building" directly across from the Woodruff Dining Hall. The Rizer 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!





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 Troop serving females. All adults accompanying a Troop 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.



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.



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 and 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 Woodruff 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 Troop outing, the adult leadership of each Troop is responsible for the behavior of their Scouts. Please help the staff focus on program by watching your Scouts and being available to deal with discipline issues should they develop.

Occasionally at camp, issues arise between Troops or between Scouts of different Troops. We ask that the Adult Leaders of the Troops involved take an active role in trying to mediate/work out any differences on issues prior to requesting assistance from the Woodruff 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 Adult Leaders of those Troops involved.



PETS ARE NOT ALLOWED!

No pets are allowed in camp at any time except service animals. Please make a note in your information online for individuals using a guide animal so that we can plan accordingly. **Please make sure your Friday night visitors know about this policy!**

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 (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. We will ask that you assist us in ensuring that this is not a problem.

FIREWORKS

No Troop 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)



CHECKLIST: PRIOR TO ARRIVAL



- ____ 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 two copies of the updated roster to turn in at check-in on Sunday.
- ____ Collect completed Annual Medical and Health Record form for each Scout and Adult Leader
- ____ Mail Annual Medical and Health Record forms to camp at least 2 weeks prior to arrival
- ____ Collect [Prescription Medication Dosing Form](#) for each appropriate Scout
- ____ 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



- _____ Arrive at Woodruff (Camp will not be open before 12:45)
- _____ Check-In at Main Pavilion
- _____ Health Review at Main Pavilion
- _____ Adult Leader moves gear to campsite
- _____ Troop Guide moves troop to campsite
- _____ Troop settles into campsite
- _____ Change into swim wear
- _____ Complete Dining Hall orientation
- _____ Complete swim checks at aquatics area
- _____ Opening dinner in campsite
- _____ 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)
- _____ Evening assembly and Opening Campfire
- _____ Complete program changes at Add/Drop Session after campfire

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 |
| 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 |