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(This cover document is unclassified.)

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CAMPOREE PLANNING GUIDE



MAY 2 – 4 2014
TROJAN PGE PARK

(C) Key Event Contacts:

Event Director	Jack Altenhofen	Jack.ryan.altenhofen@gmail.com 503.290.8497
Program Director	Jim Crawford	Jrcrawford59@aol.com 503.643.8193 (Home) 503.349.1339 (Cell)
Registrar	Val & Jim Holmstrom	Scouterjimh@comcast.net 503.524.7853
Camp Health Officer	Joan Townsend	garyt103@comcast.net 503-645-7289

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(U) Registration:

Registration is available online at <http://www.cpcbsa.org/register>

The cost for this event is \$15 per person. Visitors choosing to come out for the day on Saturday will be asked to pay the full \$15 event cost.

Webelos & Webelos parent/leader registration must be through a hosting Troop. For this event Webelos are not permitted to register independently of a hosting unit. Webelos dens that would like help finding a hosting unit should contact the Sunset Trail District Commissioner – Anthony Mayernik, amayernik@gmail.com or 971-241-8467.

(U) What Your Fee Buys:

Each participant will enjoy a weekend of camping at PGE Trojan Park located just 50 minutes from downtown Beaverton in Rainer, Oregon. Scouting activities will begin Friday evening and carry through to the end of the event on Sunday. Activities will include two exciting campfires, scouting related games & challenges, as well as a scout's own chapel service Sunday Morning. Additionally participants will receive a commemorative 2014 Camporee patch while the winners will earn bragging rights for the coming year.

Please note that some activities may not allow full Webelos participation, due to safety concerns and national BSA policy.

(U) Program Staff/Unit Staff Support:

Adults and youth wishing to serve on the 2014 camporee program staff should contact Jim Crawford, Event Program Director.

****NEW THIS YEAR****

Every unit is required to provide at least 2 adults to help with program stations and event support on Saturday.

****NEW THIS YEAR****

(U) Accessibility:

Trojan Park is an established outdoor recreation area, and has accessibility for special needs individuals. Some campsites may be located on hills or off of paved trails, and may pose a challenge for individuals with limited mobility. Please inform our event medical & registration staff at least one week prior to the event of any special needs you may have. Our staff will do everything they can to accommodate your needs.

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(C) Arrival Procedures:

Please plan to arrive at camp on Friday May 2nd between 4:30 – 9:30pm. For the safety of all, no one will be allowed entry into the park after 10:30pmhrs Friday evening.

Upon arrival at Trojan you will be met by members of our Camporee staff, and be directed where to park and check in. Additionally you will be provided with several copies of the following documents 1) a map of the Camporee area, with your campsite marked 2) an up to date event schedule 3) a copy of the current campsite inspection form, and 4) a listing of bonus point events.

If you have a large amount of troop gear you will be asked to proceed to the unloading area closest to your campsite. Unload your gear as quickly as possible and immediately move **all** vehicles back to the parking area.

Please note the driver of the vehicle must remain behind the wheel while in the unloading area.

Campers are REQUIRED to carry individual gear/backpacks to their respective campsites.

(C) Check In:

Upon arrival please send the unit SPL and SM to the check-in station.

The SPL is required to have with them:

1. An **accurate roster (Appendix C)** with the names of all youth and adults in attendance. (This will be turned into registration so please bring an extra copy for the unit)
2. Parts A & B of the National BSA Medical forms for all attendees.
3. A list of any special needs individuals This will be turned into registration so please bring an extra copy for the unit)

The SM is required to have with them:

1. Any outstanding payments for event fees.

For security reasons all registered persons, campers, and Saturday visitors will be issued a wristband that they will be expected to wear for the duration of the event.

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(U) Parking:

Parking will be allowed only in designated general parking areas, or by special permit in controlled areas. It is only a short walk from the parking area to your campsite.

Roads **must** remain open and clear at all times to allow for emergency access. No events will be allowed to take place while unpermitted cars are parked in controlled areas.

Every car must display a parking pass (Appendix B) in the windshield. Please fill parking permits out before arrival at Camporee; it speeds up the arrival process.

(U) Tour Permits:

All units must fill out and file a Local Tour Plan with the council or via myscouting.net before arrival Friday evening.

If you need help filling out a Tour Plan, or have questions please contact the Volunteer services desk at the Council Office.

(C) Campsite Locations:

Each unit will have a designated area staked out and marked by camporee staff prior to arrival at camp. Please remember neighboring units when setting up your sites, only the space that you need. If there are space conflicts that cannot be amicably resolved, contact a member of the Camporee senior staff through HQ.

*Please note LDS Stakes that wish to camp together need to contact the Camporee Registrar at least one week prior to the event. *

(U) Medical Facilities:

Please report any acute medical conditions to the camp health officer upon arrival. The camp health officer will want to know if there are any doctors in your group who could be called on to assist in the event of an emergency.

We will have at least one EMT-B on station providing first aid for advanced injuries & serious health problems. All accidents and injuries must be reported to the camp health officer or their designee at camp HQ regardless of severity. Arrangements have been made for emergency evacuations if needed.

*Please note minor first aid needs are the responsibility of the troop. *

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(U) Medications:

Medications **MUST** be kept in a secure locked box or in a unit leader's car. If your unit does not have a lock box or does not wish to be responsible for storing medications they can be turned over to the camp health officer who will administer them for the duration of the event. Medications checked in with the camp health officer will be returned at checkout. Any medications requiring refrigeration i.e. Insulin are the responsibility of the individual units.

Those persons with diabetes, allergies that could result in an anaphylactic response, or with asthma must provide and carry on their person the appropriate emergency rescue kits.

(C) Safety:

Camp Commissioners will be in charge of security, parking coordination, campsite inspection and many other activities. Please respect these scouts and follow their directions.

The Safety of all Scouts & Scouters is our top priority. Unit leaders and other adults are expected to stop any unsafe activities or horseplay within their own units. Violence will result in being asked to leave the event.

The following rules are to be strictly observed:

- Scout Leaders are expected to provide all supervision of the scouts in their unit.
- The Buddy System is required at all times.
- All campsites will be open. No ropes or fences.
- While the games are in progress, no Scouts will be allowed in the campsite areas except for medical reasons. Scouts found in the campsites without proper adult supervision will be asked to be closely supervised by their troop leader(s) for their remaining time at Camporee.
- No liquid fuel lanterns will be allowed outside the campsite. Scouts should carry a flashlight rather than a Coleman lantern.
- No flames inside tents.
- Campfires must be raised at least 6 inches off of the ground.
- Scouts in and around water must be supervised by an adult and have the permission of the Camporee Event Director or Program Director. Failure to comply with BSA supervision requirements will result in expulsion from camp.
 - *Please note that there may be an opportunity for a supervised water activity.*
- Fishing will not be allowed during the event.
- The Guide to Safe Scouting will be strictly enforced.
- Decisions of the Camp Director are Final.

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(C) Camporee HQ:

Staff dining, Staff city, and event Headquarters will be located in the sheltered area directly behind the campfire bowl.

(C) Fires:

Campfires are allowed in camp provided that there is at least 6 inches of clearance between the bottom of the fire pan and the ground. There will be two camporee wide campfires, and a Dutch oven cook-off fire. If your unit chooses not to have a campfire you are welcome to enjoy ours.

(U) Cooking:

Liquid fuel and propane stoves may be used in accordance with BSA policy. Propane is the preferred fuel. Scoutmasters are to follow BSA liquid fuel storage and stove lighting policies.

Plan to have a *“lunch on the trail”* for Saturday’s activities, scouts are NOT allowed to return to campsites for lunch.

(U) Water:

Drinking water will be available at several locations throughout the camp. Containers will be needed to carry water to campsites. Each scout should come to Camporee with a canteen and carry it for the duration of the events. Dehydration is the single biggest health concern of the event.

(U) Gray Water:

Gray water is to be disposed of in only in approved gray water holding tanks, located on either side of the camping field, next to the porta-potties

(U) Travel Light and Leave no Trace:

- ◆ Each patrol must have at least one compass, including Webelos patrols.
- ◆ Package food in carry-out containers.
- ◆ Bring trash bags and use them.
- ◆ Stay on established trails.
- ◆ Don't ditch around tents.
- ◆ Dig no holes.
- ◆ Plan meals to minimize cooking time, effort, and cleanup.
- ◆ Respect the rights of others.
- ◆ The Law of the Camp is the Scout Law, Scout Oath and the Outdoor Code.

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(TS) Closing Camp and Final Checkout:

[REDACTED]

[REDACTED]

[REDACTED]

(TS) Individual person checkout:

[REDACTED]

(U) Uniform:

While at Camporee, Scouts and Scouters are expected to wear the official Scout uniform appropriate to their Scouting program or a troop designated "Class B".

(S) OA Callout and Brotherhood

[REDACTED]

(C) Saturday Activities:

Each scout will need their 10 essentials in order to get the most out of the events. Each event will come in three difficulties: Confidential (intended for new scouts), Secret (intended for the more seasoned scout), and Top Secret (intended for the scout who knows it all and is looking for a challenge) please help your scouts choose the appropriate level. Each event will be scored, and 1st, 2nd, and 3rd place will be awarded for the winners of each difficulty level.

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(C) Adult Leader Top Secret Participation:

Adults will be able to put their skills to the test during the patrol completions on Saturday. Adults who are not otherwise running stations will be encouraged to form adult patrols and attempt the Top Secret level competition. Details to follow on station Friday evening.

(C) Adult Leader Dutch Oven Cook Off

We will be holding an adult leader Dutch Oven Cook Off. Any leader that wishes to participate needs to report to staff city at 1:30pm Saturday to receive final instructions before beginning. The judging will be done by a select group of staffers, scouts, and adults (adults that are asked to serve as judges will not be allowed to enter the competition.).

Charcoal will be provided.

A full set of rules will be available closer to the day of the event.

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2014Sunset Trail District Camporee May 2, 3, & 4 PGE Trojan Park SCHEDULE

(C) Friday 5/4

1600 - 2000	4:00 PM to 8:00 PM	Check-in & set up campsite
1900	8:30 PM	In-park gear drop off stops
1915	7:30 PM	Evening Flag
1930	9:00 PM	OA Campfire
2030	9:30 PM	SPL - Scoutmaster meeting
2130	9:30 PM	Registration Closed
2230	10:30 PM	LIGHTS OUT ALL QUIET
2300	11:00 PM	Park closed. No Admittance.

(S) Saturday 5/5

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
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[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

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[REDACTED]

(S) Sunday 5/6

[REDACTED]

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(C) Sample Campsite Inspection Sheet:

Camporee 2011

Campsite Inspection

Unit: _____ Inspector: _____ Time: _____

"X" if yes	Function and Criteria
	Unit Identification – banner/sign indicating unit (not troop flag or site marker)
	Gateway – must be constructed according to packet guidelines
	United States flag – properly mounted and serviceable
	Unit flag – properly mounted and serviceable
	Unit roster – must be locatable within a “reasonable” amount of time and contain sufficient information to identify unit leaders (adult and youth), along with emergency contact information
	Site layout – site is laid out in an organized manner, with cooking/mess area separate from sleeping area and tents/gear properly secured/packed
	First aid kit – locatable within a “reasonable” amount of time, with signage to indicate location if secured in a container
	Fuel storage – ALL propane tanks off and disconnected, separated from flammables, firewood is neatly staged
	Fire protection – Class A/B/C fire extinguisher of a size appropriate to the site is available and clearly marked if stored in a container. Fire buckets ARE NOT sufficient.
	Duty rosters – roster must indicate cooks/cleanup for meal services; easily located
	Meal plan – meals show obvious thought in planning/are clearly delineated
	Food storage – food items are stored to prevent contamination, spoilage, or animal intrusion. Perishables are stored appropriately.
	Water storage – container is clearly marked and appropriately positioned within the site
	Cooking area – kitchen/messing area are staged properly, orderly, and clean, with protection from the elements
	Handwashing station – the supplies for a station (bucket, soap, water) must be present
	Dishwashing station – supplies to establish a proper three-bucket facility are present
	Dining area – Neat and presentable, with protection from the elements
	Exhibit – present and neatly arranged. Should involve some planning and forethought
	Hosting – Unit is hosting a Webelos den, contingent from a smaller unit, or international Scout (SCORERS: DO NOT COMPLETE)
	Camp Gadgets – Scorers: indicate the number of gadgets and note the type on the second page of this worksheet.

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(U) Appendix B: Double click below form for a fillable PDF.

SUNSET TRAIL
EVENT PARKING PASS



Event Type: Webelos Woods / Camporee / Other

Driver Name: _____

Unit Type: Pack / Troop / Team / Crew / Post Unit Number: _____

Contact Number: _____

* Special Instructions (Staff Only) *
* *
* *

SUNSET TRAIL
EVENT PARKING PASS



Event Type: Webelos Woods / Camporee / Other

Driver Name: _____

Unit Type: Pack / Troop / Team / Crew / Post Unit Number: _____

Contact Number: _____

* Special Instructions (Staff Only) *
* *
* *

Print more as needed.

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(U) Appendix C: Double click below form for a fillable PDF.

Sunset Trail District Overnight Event - Unit Roster
Turn in to Campmaster, Camp Director, or Registrar upon arrival
to be submitted by every group at every district event for each new event

Unit Type _____ Unit Number _____ No. of Youth _____ No. of Adults _____
Reservation #(s) _____ Tour Permit # _____

SM Name _____ ASM Name _____
Phone (_____) _____ H/W/C _____ Phone (_____) _____ H/W/C _____
Email _____ Email _____
YPT Trained YES Expiration Date _____ YPT Trained YES Expiration Date _____

SM and ASM refer to the two adult leaders who will be in charge of the unit for the duration of the event and as such satisfy the National BSA policy of two deep leadership

Youth Names (First & Last)

1. _____	21. _____	41. _____
2. _____	22. _____	42. _____
3. _____	23. _____	43. _____
4. _____	24. _____	44. _____
5. _____	25. _____	45. _____
6. _____	26. _____	46. _____
7. _____	27. _____	47. _____
8. _____	28. _____	48. _____
9. _____	29. _____	49. _____
10. _____	30. _____	50. _____
11. _____	31. _____	51. _____
12. _____	32. _____	52. _____
13. _____	33. _____	53. _____
14. _____	34. _____	54. _____
15. _____	35. _____	55. _____
16. _____	36. _____	56. _____
17. _____	37. _____	57. _____
18. _____	38. _____	58. _____
19. _____	39. _____	59. _____
20. _____	40. _____	60. _____

Adult Names (First & Last)

1. _____	11. _____	21. _____
2. _____	12. _____	22. _____
3. _____	13. _____	23. _____
4. _____	14. _____	24. _____
5. _____	15. _____	25. _____
6. _____	16. _____	26. _____
7. _____	17. _____	27. _____
8. _____	18. _____	28. _____
9. _____	19. _____	29. _____
10. _____	20. _____	30. _____

Print additional forms as needed