



BERT ADAMS BOY SCOUT SUMMER CAMP EARLY/LATE ARRIVAL FORM

To make reasonable accommodations for units that have a need to arrive at camp before or after the official check-in period of 1:00 PM to 3:00 PM Sunday and to ensure the health and safety of all personnel on camp property at all times. Units that do not have a demonstrated need for early or late arrival must arrive at camp on Sunday between the hours of 1:00 PM and 3:00 PM local time.

EARLY AND LATE ARRIVAL CRITERIA

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

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

Units are strongly encouraged to arrive during the normal Sunday check-in period of 1:00PM to 3:00 PM local time.

EARLY AND LATE ARRIVAL REQUEST PROCESS

Units meeting the Early and Late arrival criteria should request approval from the Atlanta Area Council - Program Center at least two weeks in advance of the planned arrival date. The request must be made via email or by letter at least two weeks in advance (in writing please) via the form at the end of this document.

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

Email: BertAdams@atlantabsa.org

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

Fax: 770-956-5980

REQUEST APPROVAL

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

SPECIAL NOTE:

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

FEE

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



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SATURDAY ARRIVALS

Arrival time: Camp is closed from 9:00AM Saturday through 1:00PM Sunday. Saturday arrivals are encouraged to arrive between 4:00 and 8:00 PM Saturday. Do not plan to arrive prior to 4:00 PM. Units arriving at camp must contact the Duty Commissioner as soon as they arrive. A phone number will be provided prior to camp. Check for information at the welcome kiosk in the Adventure Camp entrance for specific information. You will most likely be directed to the Main Parking area (near the Love Dining Hall) to meet the Duty Commissioner. The Duty Commissioner will provide a packet that will contain any updated camp information as well as information regarding your pre-camp stay. At that time the unit leader must provide the camp duty officer with a complete roster of youth and adults that will be in camp until check-in. Units arriving on Saturday must still check in at the Love Dining Hall beginning at 1:00PM Sunday.

CAMPSITE ASSIGNMENT

The majority of units will be escorted to their assigned campsite. Units will be assigned specific tents/platforms by the Duty Commissioner. Units should not move into their campsites unless they have checked in with the Duty Commissioner.

SHOWERS

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

FOOD

Units are responsible for their own meals through Sunday lunch. The first camp provided meal will be Sunday evening. Restaurants and stores are available in Covington. Ice is not readily available prior to Sunday check-in.

CAMP FACILITIES

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

FIRST AID AND MEDICAL EMERGENCIES

The health lodge is closed until 1:00 PM Sunday. There is no Medical Officer on Duty from 9:00 AM Saturday until 1:00 PM Sunday. Unit leaders must be prepared to render first aid and deal with medical emergencies as they would on any other troop outing up to and including calling 911 for emergency response.

VEHICLES AND PARKING

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

BUSSES

If your unit is arriving by bus, please be aware that buses and the narrow roads at camp do not mix. All buses must be parked in the main parking lot. Scouts and adults should plan on walking to the campsite.

CAMP EMERGENCIES

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



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SUNDAY MORNING ARRIVALS BEFORE 1:00 PM

Units arriving on Sunday before 1:00 PM are requested to wait near the check-in area (Love Dining Hall) until the check-in table is open. Units are not to proceed to their campsite until cleared for move-in by the camp staff. Leaders should be prepared with activities to occupy their units prior to check-in. All Saturday arrival policies regarding food, first aid, gear, vehicles and emergencies apply to all units arriving before 1:00 PM Sunday.

SUNDAY LATE ARRIVALS

Units arriving after 3:00 PM Sunday are considered to be late arrivals.

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

MONDAY LATE ARRIVALS

Monday morning is the worst possible time to arrive at camp. Units and staff are beginning a busy week of activities and Scouts will undoubtedly miss valuable Program time. All units with advance approval to check in on Monday morning must be at camp and ready to begin check-in no later than 8:00 AM. Units arriving after 8:00 AM on Monday will be accommodated as time and resources permit.

VEHICLES AND PARKING

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



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UNIT ARRIVAL INFORMATION

Unit #: _____ Home Council: _____ Week#: _____

Arrival Date: _____ Arrival Time: _____ Total Youth: _____ Total Adults: _____

Requesting: Early Arrival Late Arrival

Reason for requesting Early/Late Arrival:

UNIT CONTACT

(Make sure the person listed is traveling with the unit)

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Fax to: 770-956-5980

Scan/Email to: BertAdams@atlantabsa.org

Mail: Atlanta Area Council

1800 Circle 75 Parkway

Atlanta, GA 30339

Attn: Summer Camp