

WINTER CAMP LEADER'S GUIDE



DECEMBER 27-31

2023



A huge welcome from The Bert Adams Staff!

We are so excited to have you for The Atlanta Area Council's 12th annual Winter Camp experience.

Thank you for choosing Bert Adams Scout Camp! We have an incredible program planned for you this year with updates to the programs you know and love, and a newly expanded STEM area. Troops can enjoy the beauty of The Georgia Piedmont while scouts work on Merit Badges and advancement and Adult Leaders develop their scouter's toolbox with certifications like First Aid/CPR/AED and Wilderness First Aid.

Whether you're joining us as a Troop or as an individual with our provisional scouting program, you'll have access to programs not offered at other times of the year, for example: Plumbing, Automotive Maintenance, Salesmanship, Chemistry, and more! And with the option to choose between camping in our Adventure Camp tents or bringing your own tents to set up in one of our traditional campsites, you'll be able to customize your Winter Camp experience like never before!

Our leadership team are very proud of the Woodruff and Bert Adams Summer Camp staff and can't wait for you to see them in action this Winter! With the help of several Adult Volunteers we hope to provide an adventure that your scouts will never forget!

This guide has been produced to provide necessary information to any of your Adult Leaders, whether they are planning the trip or simply along for the ride. It's filled with important information to ensure you feel prepared to have the most successful winter camp experience possible.

Alongside this guide, our leadership team is dedicated to ensuring you have everything you need before during and after this event. Please reach out with any questions, concerns or needs and we will be happy to work with your Troop in any way we can Atlanta Area Council style.

Yours in Scouting,



Ryan Girard
Camp Director



Stacy Sepeda
Program Director



Tommy Monn
Commissioner



Kim Merry
Camping Director

PAYMENT SCHEDULE

Payment Due Date	Payment Type	Amount
At Registration	Unit	Deposit \$100
November 1, 2023	First Payment	\$50 per Youth
December 15, 2023	Second Payment	Balance of all fees

RESERVATION INFORMATION

Reserve your spot on our website, <https://www.campbertadams.org/wintercamp>.

Registration must include a \$100 deposit and a projected number of male youth, female youth, male adults, and female adults attending. Final participant numbers must be finalized by December 15th.

Any no-show based on the December 15th numbers will be assessed a \$100 penalty for each no-show participant.

REFUNDS

Any overpayment of Camp fees will be documented at check-in to Camp. A check for the overpayment, less any no-show fees, will be mailed from the Volunteer Service Center after Camp is over.

CAMPSITE RESERVATIONS

We are happy to consider requests for specific Campsites but have many factors to consider when making assignments. Some Campsites and tents may have more than one Unit assigned to them. Please be aware that your scouts or leaders may be asked to share tents with those from other units.

All Campsites have potable water and nearby toilet/shower facilities. Electricity is available in all Adventure Camp sites and many but not all Traditional campsites. If you need electricity for medical reasons, please indicate that in your reservation.

BSA REGISTRATION

In accordance with national policy, every Scout and Leader who attends Winter Camp must be registered with the Boy Scouts of America.



CHECK-IN, CHECK-OUT, & CLASS REGISTRATION



DECEMBER 27th from 1:00 PM – 3:00 PM Please plan to arrive **AFTER 1:00pm**.

Upon arrival, please head to the Love Dining Hall. Your Troop Guide will meet you there.

CHECK IN

Choose one adult to check your unit in.

Visit the Office to...

- Verify Roster
- Receive Important Camp Information
- Receive Armbands
- Pick-Up Parking Passes

Visit the Bill Loebler Room to...

- Visit Health Officer(s)
 - ◆ Turn in Medical Forms
 - ◆ Turn in Pre-Camp Health Questionnaires
 - ◆ Review Medications
- Visit Business Manager
 - ◆ Reconcile Account Balance
- Visit Program Director
 - ◆ Ask Program Questions
 - ◆ Print Scout Schedules as Needed

TROOP TOUR

All Scouts and Adults who are not checking in your unit should join the tour.

- Visit Dining Hall
 - ◆ Learn about Dining Hall flow
 - ◆ Find your Troop's table
- Visit Campsite
 - ◆ Discuss Hard Shelter
- Answer any questions Scouts and Leaders may have
- Unpack and get settled

One **Adult Leader** and the **Senior Patrol Leader** should attend the orientation meeting after dinner in the dining hall.

At least one representative from each unit is required to attend.

CHECK-OUT

Before your unit leaves camp, please be sure to complete the following steps.

Pick Up Your Swag

On the 30th, after closing campfire, send an adult to the Bill Loebler Room to collect your unit's swag bag. This bag will include, patches, participation ribbon, awards, medical forms, and reports.

Pick-up breakfast for your unit.

Check Out/Departure

All camp facilities will be closed at 9:00 am on December 31st. All units must be out of camp by this time.

Remove trash from campsite & place in a dumpster.

CLASS SCHEDULE REGISTRATION

All Camp registration, payments, and class scheduling will be completed through Tentaroo, the online registration system.

Additional assistance with any portion of Camp registration is available at 770-956-5687 or BertAdams@AtlantaBSA.org.

BSA ANNUAL HEALTH & MEDICAL RECORD

Every person who attends camp must submit a completed and signed [BSA Annual Health & Medical Record](#) (Parts A, B, & C), which includes a required physical and physician's signature. These forms are due at time of arrival at Camp; please do not mail medical forms to camp in advance.

Health and Medical Forms will be placed in bags to be picked up at check-out. Forms left at camp will be shredded.

TIP: Review your youth and adult medical forms **before** you leave for camp.

Give special attention to...

- Dietary restrictions
- Prescribed medications
- Over the Counter Meds
- Family history
- Emergency contact info.

PRE-CAMP SCREENINGS

All units are required to complete a [Pre-Camp Health Status Questionnaire](#). This form must be turned in at check-in. All Scouts with any symptoms of illness must be left at home.

HOSPITAL OR DOCTOR VISIT

It is the responsibility of the Unit leadership to provide transportation for unit member(s) requiring attention from a doctor or hospital. If this is required, one adult leader from the unit, and one additional adult leader, will accompany the unit member(s) requiring services.

Before you leave to visit the doctor or hospital, be sure to...

- Visit the Health Lodge and speak with our Health Officer.
- Obtain the Scout's Health and Medical Form from the Health Lodge.

The Camp Medical Officer must clear all cases requiring outside medical care. This is in agreement with the local health service facilities, insurance company, and claims procedure.

Parents or guardians will be notified by the Camp Director immediately of any serious illness or injury.

PRESCRIPTION MEDICATION DOSING FORM

- Each unit should complete a [Prescription Medication Dosing Form](#) prior to arrival at camp for each unit member taking any prescription drugs.
- Use one form/sheet for each camper with a prescription.
- Up to 6 prescriptions can be listed.
- Be prepared to show these completed forms to the Health Officer at Check-In. Then keep them updated throughout your week at camp.
- **All medications should be in a properly labeled container and always locked.**
- Medication requiring refrigeration or injection may be kept in the Health Lodge or campsite.














ELECTRICITY FOR MEDICAL EQUIPMENT

Electricity is available in many, but not all Campsites. If someone in your unit requires electricity for a CPAP machine, please request that you be placed in a campsite with power as part of your registration.

CAMP RULES

As a Scouting facility, the foremost rules for personal and group behavior are the ideals found in Scouting. Beyond the ideals of the Scout Oath and Law, and Outdoor Code, the following rules are enforced at the Bert Adams Scout Camp:



-  All cars must be parked in the designated camp parking areas. Only specially authorized vehicles are allowed in campsites or on the roads.
-  Usage of golf carts must be approved by the Camp Director. A mandatory online training course must be completed. Personal ATV's are not allowed at Bert Adams.
-  Closed toed shoes must be worn at all times at camp. Sandals are allowed only at the showers and in the aquatics areas
-  Throwing rocks is strictly forbidden.
-  All bike riders must wear helmets.
-  Walk bikes across bridges and do not ride bikes at night.
-  No flames, fires, or fuels of any kind are permitted inside tents.
-  No personal skateboards, inline skates, or mountain boards are permitted.
-  Personal firearms and bows are not permitted.
-  No alcoholic beverages or illegal substances are allowed on camp property.
-  No non-registered people are allowed in camp.
-  All guests are required to check-in at the camp office upon arrival.
-  No fireworks of any kind are permitted on camp property.

PATROL METHOD

All Troop Camping is done in the "Patrol Method". Troop Senior Patrol Leaders should organize and run the Troop with the support of adult leadership.

Here are some things that Senior Patrol Leaders should do throughout the week as they lead their troop.

- Ensure the Campsite is prepared each day
- Post the duty roster and fire plan
- Ensure the waiters' responsibilities are completed at each meal
- Attend the Senior Patrol Leader meetings

We expect the adult leaders to support the Camp Staff, guide their Troop's youth leadership, and enjoy themselves at camp!

REVIEW & PREPARE

- Review the Program Guide with the Patrol Leaders Council, Committee, and Scoutmasters.
- Make notes and record any questions. Then, contact our camping representatives at 770-956-5687 or BertAdams@AtlantaBSA.org.

ANNUAL HEALTH & MEDICAL FORMS

- Ensure that all youth and adults complete and turn in the appropriate medical forms.
- Review them for accuracy and completion.

UNIT COMMUNICATION

Be sure to work with the adult leaders in your unit to have clear and consistent communication with parents as you plan for Summer Camp:

- Collect all camp fees and specify an internal unit deadline to parents.
- Communicate time, place, and date of departure to camp as well as arrival home.
- Communicate the camp's mailing address: 218 Scout Road, Covington, GA 30016
- Communicate the camp's phone number: 770-786-3600.
- Give a blank copy of the medical form with a deadline for them to be completed and returned to the unit.

FEES

- 100% of all fees due are two weeks prior to arrival. Work with your unit's treasurer as needed to pay for camp fees.

ADULT SUPPORT

- Arrange for necessary adult leadership, minimum 2 adults at all times, to attend winter camp with your unit. All adults must be registered with BSA.
- Arrange for necessary transportation to and from camp.

PATROL LEADERS COUNCIL

- Develop a list of Unit, Patrol, and personal equipment to take to camp.
- If your unit plans to participate in the Klondike Derby (see the Program Guide for more info), bring a Klondike Derby Cart.

REGISTRATION

- Register each individual (Scout and adult) online at www.CampBertAdams.org.
- Facilitate the choice and registration of classes with Scouts.
- Discuss class schedules individually with Scouts to ensure that Scouts understand what preparations are required prior to camp.

GOING TO CAMP

- Review the Pre-Camp Checklist again.
- Collect and review [Annual Health & Medical Records](#) and [Prescription Medication Forms](#).
- Have a plan for collecting and storing medication when you meet to travel to camp.
- Complete [Pre-Camp Health Status Questionnaire](#).

SUGGESTED PACKING LIST



PERSONAL GEAR

- Complete Scout Uniform
- Sweater and/or jacket
- Swimsuit & Towel (Polar Bear Swim)
- Long pants and long sleeved shirts
- Scout related T-shirt (3 minimum)
- Raincoat or poncho
- Hiking boots
- 3 Season sleeping bag and pillow
- Sweatpants
- Belt
- Socks (4 pair)
- Extra footwear
- Underwear/long underwear
- Gloves
- Hat
- Tent

TOILETRIES

- Toothbrush and toothpaste
- Wash cloth/towels
- Soap and shampoo
- Deodorant
- Comb/brush
- Sunscreen

OTHER ITEMS

- Flashlight w/new batteries
- Pocket knife
- Spending money (\$60 average)
- Personal first aid kit
- Fishing gear
- Sunglasses
- Compass
- Camera
- Water bottles (not hydration packs)
- Day pack
- Alarm clock
- Bike & Bike Helmet

MEDICATION *(if applicable)*

- Labeled medication(s)
- Prescription medication form

ADVANCEMENT MATERIALS

- Scout Handbook
- Notebook w/pens or pencils
- Evidence of merit badge work done before camp

PATROL GEAR

- Patrol flags
- Patrol first aid kit

TROOP GEAR

- Water cooler
- U.S. and Troop flags
- Troop first aid kit
- Rope
- Shovel and other tools
- Coolers
- Lanterns
- Klondike Derby Cart

OPTIONAL TROOP GEAR

- Propane stove(s)
- Patrol cook kits

LEAVE AT HOME

- Hunting & sheath knives
- Fireworks
- Firearms and ammunition

PACKING TIPS: Focus on warm clothes & layers. The average daytime temperature is 34°F- 55°F.

Label ALL items with the Scout's name and unit number.

BERT ADAMS SCOUT CAMP		Winter Camp Daily Schedule				BERT ADAMS SCOUT CAMP	
TIME	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY		
6:45 AM		Reveille	Reveille	Reveille	Reveille		
7:30		Flag Raising Ceremony @ Flag Pole	Flag Raising Ceremony @ Flag Pole	Flag Raising Ceremony @ Flag Pole	Flag Raising Ceremony @ Flag Pole		
7:45		Breakfast @ Love Dining Hall	Breakfast @ Love Dining Hall	Breakfast @ Love Dining Hall	Breakfast @ Love Dining Hall		
8:30		Leaders Meeting @ Bill Loebble Room	Leaders Meeting @ Bill Loebble Room	Leaders Meeting @ Bill Loebble Room	Leaders Meeting @ Bill Loebble Room		
8:45- 11:45		Morning Session @ Program Areas	Morning Session @ Program Areas	Morning Session @ Program Areas	Morning Session @ Program Areas		
12:15		Lunch @ Love Dining Hall	Lunch @ Love Dining Hall	Lunch @ Love Dining Hall	Lunch @ Love Dining Hall		
1:00		Camp Check-in 1:00pm - 3:00pm (1 Adult Leader to office at Love Dining Hall)					
1:45- 4:45			Afternoon Session @ Program Areas	Afternoon Session @ Program Areas	Afternoon Session @ Program Areas		
5:45		Flag Lowering Ceremony @ Flag Pole	Flag Lowering Ceremony @ Flag Pole	Flag Lowering Ceremony @ Flag Pole	Flag Lowering Ceremony @ Flag Pole		
6:00		Dinner @ Love Dining Hall	Dinner @ Love Dining Hall	Dinner @ Love Dining Hall	Dinner @ Love Dining Hall		
7:00			Open Program Chess Tournament @ the Fort Star Party @ the Amphitheater Polar Bear Plunge @ the Pool Open Shoot @ the Range				
7:30							
7:45							
8:00			Klondike Derby Meet at @ Staff HQ	Movie & Game Night @ Love Dining Hall	Assemble for Closing Campfire @ Flag Pole		
8:30			Assemble for Opening Campfire @ Flag Pole	OA Social @ Dining Hall	Scout Leaders Pick Up @ Bill Loebble Room	New Year's Ice Cream Social @ Love Dining Hall	
10:30			Taps	Taps	Taps		
						Depart by 9am	

IDENTIFICATION

- **Camper Identification:** Scouts and Adult Leaders will be issued wristbands at check-in.
- **Visitor Identification:** Visitors will receive a wristband (different color from camper wristbands) upon check-in.
- **Staff Identification:** Staff will wear their staff uniform and staff name tag.
- *Replacement wristbands are available in the office.*

TRANSPORTATION

Each Troop is responsible for safe transportation to and from camp and must meet the insurance requirements of the Boy Scouts of America. Members of the Boy Scouts of America may not be transported at any time in the back of pickup trucks; all passengers must wear seat belts at all times.

VEHICLES IN CAMP

All vehicles must be parked in a parking lot or marked parking area and must display parking pass that will allow us to contact the owner/operator as needed. Parking passes will be issued at check-in and are available in the office. If a vehicle is improperly parked or interferes with the safe operation of camp, the owner/operator will be contacted. If the situation is not resolved in a reasonable time, the vehicle will be towed at the owner's risk and expense.

Bert Adams is a walking and biking Camp. Vehicles can be unloaded at campsites upon arrival at camp, but then moved to an approved parking area immediately after being unloaded. Please do not drive your vehicle when camp is in session. Any exceptions must be authorized by the Camp Director.

Personal Golf Carts are only allowed for medical reasons and must have with advanced approval from the Camp Director. The golf cart driver must also complete a required safety course and sign a waiver form.

SPEED LIMITS

The speed limit in camp is 12 mph, which lowers to 3 mph when in pedestrian traffic. Violation of this speed limit will result in dismissal from the camp property.

BIKES

Scouts and adults can bring bikes to camp. Helmets are required for bike riders. Be sure to walk bikes across bridges and on the sidewalks around the Dining Hall. Please do not ride bikes at night.

LEAVING DURING CAMP

Scouts should have no reason to leave Camp except for an emergency. If a Scout must leave camp for an emergency, they must be under the supervision of appropriate adult leadership. Please sign out at the camp office prior to leaving and upon return.

Adults leaving camp should visit the office to sign out before they leave and sign in when they return. We ask that adults ensure that there is appropriate supervision for their unit (two-deep leadership) before they leave.

DINING HALL OPERATIONS

Breakfast
7:45 am

Lunch
12:15 pm

Dinner
6:00 pm

Each Troop will be assigned tables on the day of arrival during their camp tour.

RESPONSIBILITIES OF WAITERS

One waiter is needed for every table. Leaders are asked to help supervise the waiters in cleanup after the meals. They assist with the clean-up of the dining hall, restrooms, and serving hallway. After the meal, waiters must do the following:

- Remove any other cups, plates, bowls, utensils, trash that may have been left behind
- Wipe off tables
- Sweep underneath tables
- Mop as necessary
- Help with cleaning restrooms as needed

TRAYS & UTENSILS

The plates, glasses, and metal utensils are to be placed in their appropriate dirty location. Scout leaders must provide supervision.

MEALS

The menu for each meal has been planned and approved by a nutrition expert. We proudly include fresh fruit and vegetables at lunch and dinner.

A buffet style bar is provided for salads with the fixin's, peanut butter & jelly, and soup.

SPECIAL DIETS

We will have healthy, delicious meals and can accommodate most dietary needs for common allergens with advance notice. Please indicate your dietary needs in our Registration system at least two weeks in advance by filling out the [Special Diet Request Form](#).

CAMP EMERGENCY DRILL

The camp will sound the emergency drill in the morning on 1st day of program. During this time, Scouts will stay in their program areas, but discuss what to do in case of a weather emergency, as well as where on camp they can find hard shelters.

COUNTY EMERGENCY DRILL

The county emergency drill will sound on Wednesdays around noon. During this time, scouts will stay in their program areas, but refresh their knowledge of what to do in case of a weather emergency.

HARD SHELTER

Hard shelter is any building with 4 enclosed walls and a roof. Pavilions are not hard shelters. An example of hard shelter is pictured below.



WEATHER

The Camp Director, Program Director, and Camp Rangers monitor the weather daily and are in constant contact about the weather. We will send messages via Remind (sign up info will be shared during the Leader/SPL Meeting) to let participants know about possible incoming weather. If the weather is severe, the weather siren will go off to let campers know that they need to go to a hard shelter location.

AMMUNITION, FIREARMS, AND OTHER RELATED ITEMS

Personal weapons and ammunition are not allowed on the Bert Adams Scout Camp. No hunting arrows, ammunition, or rocket engines may be brought on the property.

CHEMICAL FUELS POLICY

For safety, knowledgeable adult supervision must be present when Scouts are involved in the use, handling, lighting, or storage of chemical fuels (liquids, jellies, or gas). All fuels must be stored in a locked container. Battery operated lanterns and flashlights should be used by all Scouts in Camping activities. No fuel, lanterns, stoves, or candles are to be used in or near tents and Camp structures.

DAMAGE TO CAMP FACILITIES

All Campsites and equipment will be inspected upon check-in and check-out. Any damages will be assessed by the Camp management and paid in full prior to leaving Camp. Sample charges for damage are as follows:

Beds	Fee	Tents & Flys	Fee
Mattress Replacement (rips, cuts, writing)	\$155.00	Rips & Tears per inch	\$25.00
		Writing on Canvas per Panel	\$50.00
Frame Replacement	\$305.00	Tent Replacement	\$785.00
		Tent Fly Replacement	\$345.00

FISHING

Bert Adams Scout Camp follows a strict catch and release policy. No fishing license is required. The only exception is for Scouts working on the Fishing or Fly Fishing Merit Badges.

LITTER

"A Scout is Clean". Trash should be taken to the dumpster at the parking lot.

LOST AND FOUND

Found items will be turned into the Camp office. Lost items will remain lost until they are found and turned in. Leaders should encourage Scouts to mark their belongings with name and Troop number. Found items will be kept for 1 week after collected, then donated to a local charity.

TOBACCO USE

Bert Adams Scout Camp has a tobacco-free policy in all program areas (areas in view of scouts and other families) this includes vapor cigarettes and chewing tobacco. Adults may use tobacco products in the secluded area behind the dining hall. Use of tobacco outside of this area will result in dismissal from the property.

UNIFORM

The Unit is responsible for the uniform policy of their Unit. Activity uniforms are appropriate during the day, we also encourage uniforms to be worn during evening flags and dinner everyday, along with campfire.