



Contingent Check-in Process Overview

Each contingent is required to register their travel plans with TMS (Transportation Management Services) in advance even if the services of TMS are not needed. In the event multiple units are transported on the same bus, each unit's equipment **MUST** be clearly identifiable so it can be offloaded efficiently at each unit's subcamp. *The link to sign-up with TMS is <http://www.cvent.com/events/24th-world-scout-jamboree/event-summary-1005f25e2359416dad6547763712c9f1.aspx>*

Unit leaders will need to travel with a roster of names and attendee types that list everyone in their unit. (These can be printed from the report titled "Approved Contingent Members" that is available to your NSO through the online registration system or can be compiled outside the system. This roster will assist with check-in with TMS and on-site at the Summit.)

Before arriving at Ruby Welcome Center, the jamboree registration location, units must rendezvous with any contingent members not currently traveling with the unit. **Do not proceed to Ruby Welcome Center until all members of the contingent are present.** Only when the troop/Venture group is intact should you proceed to Ruby Welcome Center to begin the check-in process.

*Due to the logistics involved with check-in before going on to the Summit, contingent members planning to arrive separately from their contingent unit cannot be accommodated. The entire contingent must arrive and go through the check-in process together. *

The Ruby Welcome Center can be found by using the following address on mapping programs and GPS:

[JW & Hazel Ruby WV Welcome Center](#)

55 Hazel Ruby Lane
Mt. Hope, WV 25880

Placards, provided by TMS once the unit has registered their arrival times, must be placed in the front right corner of the windshield with the unit number clearly indicated. The unit leader for the unit must be on the first bus that is transporting members of that unit. Members of each unit must be in the same vehicle together, or if unit transportation was provided by multiple vehicles, all contingent members must be in vehicles immediately following each other. Vehicles that have the unit leader on board must clearly indicate "Leader on Board" next to the unit number on the placard. (This placard will also need to be clearly visible in the same location during checkout.)

Upon arrival, proceed directly to the designated check-in registration location at Ruby Welcome Center. No one will be granted entrance to the Summit without the proper identification that will be handed out

there. Due to the volume of buses and processes that must take place upon arrival, it is imperative to arrive within your scheduled window of time.

Each bus will be met at the Ruby Welcome Center by a guide. The guide will board the bus with a brief Public Health questionnaire pertaining to any recent illnesses that may have arisen during travel or any changes in health status since submission of individual Personal Health Histories. The guide will give the unit leader the Public Health questionnaire to complete on behalf of the entire unit. The completed form will be returned to the guide. Once the guide receives the questionnaire:

- If any public health question is checked “Yes,” the guide must turn in the public health questionnaire at the public health screening tent for review and further instruction.
- If all answers are checked “No,” the guide will proceed with the next step of the check-in process.

Sample Health Questionnaire

2019 World Scout Jamboree
Jamboree Unit Public Health Questionnaire
 (please print legibly)

NSO: _____

Jamboree Troop #: _____

Country of Origin: _____

To be completed by the unit leader.

Has any member of the unit experienced any of the following conditions?

CONDITION	YES	NO
Fever in the last 24 hours		
Vomiting in the last 24 hours		
Diarrhea in the last 24 hours		
Extreme Fatigue		
Rash in the last 24 hours		
Have you had a major medical event or change since your health history was submitted?		
Visited another country other than country of origin in the past two weeks?	If yes, please list countries visited:	

Unit leader name (print): _____

Unit leader name (signature): _____

Any questions regarding answers on the Public Health questionnaire should be directed to West Virginia Public Health personnel at the public health screening tent. After confirming an approved Public Health

questionnaire and reconciliation of all individual Health Histories, the unit can proceed with the check-in process.

During transport to the Summit, the guide will provide all participants with a welcoming orientation that will include safety policies and procedures; instructions for campsite setup; locations of restrooms/shower houses; dining times; requirements for cleanliness of tents and campsite; leader responsibilities; and the overall schedule for Day 1. The guide will also ask all adult leaders to show a copy of their Safe from Harm Training Certificate to show that they are in compliance. Any leader that does not have a current Safe from Harm Training Certificate will be transported to one of the Safe from Harm verification/training locations on site. Once the Safe from Harm training has been verified or completed, the leader will then be transported to the Subcamp. **NOTE:** The training is a 2.5 hours training. Completing the training ahead of time AND having a copy of your completion certificate with you at all times is critical to an efficient and timely check in process.

Upon arrival at the drop-off point in the subcamp, all gear for that subcamp is to be unloaded immediately, set aside so the bus can depart, then move to the assigned campsite. Subcamp commissioners will be on hand to provide direction within the subcamp. While the remaining members of the unit proceed with unloading and setting up their campsite, the unit leader will proceed to the subcamp headquarters with their unit roster and Safe from Harm certificates in hand to complete the check-in process. Typically, only the unit leader will need to proceed to the subcamp headquarters to complete the check-in process and obtain the credentials for the unit. However, exceptions to that procedure would be required in the following cases:

1. The health history of any unit member shows anything other than completed OR
2. Any unit member shows that their consent and acknowledgement has not been completed

Should any of the above conditions exist, the affected party or parties must accompany the unit leader to the subcamp headquarters before check-in can be completed and credentials for the unit can be handed out. If none of the above conditions exist, only the unit leader will proceed to the subcamp headquarters to complete the check-in process for the unit.

Jamboree registration, subcamp, and medical staff will all be located at your designated subcamp headquarters tent on unit check-in day to expedite the verification, processing, and updating of all requirements.