



SummitCorps Contingent Leader and Program Participant Guide

FACILITIES AND PROGRAM OVERVIEW

The Order of the Arrow and the New River Gorge National River have joined together to create a program titled SummitCorps – The New River Experience. Over 2,000 Arrowmen will provide meaningful service during a four week period in July 2011. Each week, 500 Arrowmen will attend to provide service building new mountain bike and hiking trails on New River Gorge land adjacent to the Boy Scouts of America’s newest high adventure base and National Scout Jamboree site: The Summit: Bechtel Family National Scout Reserve in West Virginia. SummitCorps will provide a unique opportunity for youth and adult Arrowmen to set an example of leadership in service to those who treasure our national parks.

SummitCorps Headquarters

The SummitCorps headquarters is located at the National Guard Armory in Glen Jean, West Virginia. The Armory will serve as the home base for all participants and staff at the Summit. Here, participants will camp, eat dinners, and depart for the worksite and any recreation activities. The Glen Jean Armory is located at 409 Wood Mountain Road, Glen Jean, and WV 25846. The Armory is about one hour southeast of Charleston, WV.

Google maps link: <http://tinyurl.com/494fwl7>.

SummitCorps Fees

The SummitCorps fee is \$250.00 per week for participants and staff members that pay their fee by May 1, 2011 (postmark date). Fees paid after May 1, 2011 will be \$300.00. All late fees must be received by the OA Team Leader no later than May 31, 2011. The fee includes seven days of program, 18 meals, safety equipment, insurance coverage, recognition items and a full day of recreation.

All individual participant forms must be completed electronically. Fees must be transmitted through the local council Scout office and accompanied by the Scout Executive’s or his designee’s approval signature on the transmittal form. Electronic individual reservation and transmittal forms are available on the contingent leader menu of the National Order of the Arrow Event Registration System at <https://registration.oa-bsa.org>.

Cancellation and Refund Policy

The \$100.00 per-person deposit is transferable to a substitute within the same council on a one-for-one basis but it is non-refundable, and may not be applied to the balance due for another person. Participants canceling their reservation after May 31, 2011 will forfeit their entire SummitCorps fee.

ADMINISTRATION

Arrival and Departure Information

Please plan to arrive at the National Guard Armory before 3:00 pm on Sunday of your SummitCorps week. All participants will be directed to park their cars in the Armory lot and proceed directly to registration. The first meal will be dinner on Sunday.

All participants are required to bring a completed Annual Health and Medical Record (Form #680-001). See medical section of this guide for more details. Any person arriving at SummitCorps without a properly completed medical form will be directed to the nearest hospital/clinic to get a physical at their own expense, unless a completed form is available to be emailed to the SummitCorps medical staff. Before leaving home, make sure that all medical forms have been completed and signed by the examiner as well as the parent, guardian or adult Scouter as appropriate.

Participants should depart by 10:00 a.m. on Saturday of the SummitCorps week. The last meal will be breakfast on Saturday. Participants are expected to leave their campsites in the same condition that they found them when they arrived.

Registration

SummitCorps registration will take place at the Glen Jean Armory both directly in front of the armory and in the auditorium. After arriving at the Armory, all contingents should proceed directly to registration in order to get necessary information, training, medical checks, and camp ground assignments. Registration will be open from 10:00 am to 5:00 pm on Sunday.

Housing/Camping

SummitCorps participants and staff members will be camping on the Glen Jean National Guard Armory grounds and will need to bring their own tent and sleeping gear. The Order of the Arrow will arrange for bathroom and shower facilities for all participants.

Food Service and Dietary Needs

Meals will be served cafeteria style with participants responsible for bussing their own dishes to the scullery area when their meal is complete. Meal hours will be posted in the

dining hall and participants will eat in shifts. Since cafeteria style will be used for serving, participants are individually responsible for grace in accordance with the personal religious beliefs.

Special dietary needs must be identified before coming to camp and should be noted on each participant's registration form. If presented upon arrival at camp, there is no guarantee these special needs can be met. The food service contractor can store special food for you in coolers if requested.

Trading Post

All participants, staff and non-participants will be required to pre-order their SummitCorps merchandise through the Trading Post Portal at <http://www.oa-bsa.org>. Unique SummitCorps merchandise will be available for ordering after April 15, 2011. All items will be available for pick-up by participants or shipped to non-participants during the SummitCorps program (July 3 – 30, 2011). After placing an order, Scouts and Scouters should print a copy of their order.

A limited amount of merchandise and sundries will be available at SummitCorps. It is recommended that everyone carry money in travelers' checks. The trading post will accept cash, travelers' checks, and MasterCard, Visa, American Express, and Discover credit/debit cards.

Emergency Contact

The emergency phone number for parents to reach participants while at SummitCorps will be announced and sent to all participants by June 15, 2011. This number is to be used for emergencies ONLY! Anyone that may have to use the emergency phone number should be ready to give his or her name, lodge number, and council headquarters city for rapid identification.

Youth Protection Training

All Arrowmen 18 years of age and older attending SummitCorps must complete the Boy Scouts of America (on-line) one-and-a-half hour "Youth Protection Guidelines: Training for Volunteer Leaders and Parents" course. The training must be completed and marked on their individual Code of Conduct agreement form prior to arriving at the project site.

Tour Permits

An application for tour plan approval using a tour planning worksheet (Item # 680-014) must be submitted to your local council service center for approval at least 21 days before your departure. The new tour planning information and worksheet are available at: <http://www.scouting.org/scoutsource/HealthandSafety/TourPlanFAQ.aspx>.

All Tour Permits should be filed by June 1, 2011.

Code of Conduct

All participants will be required to adhere to the Code of Conduct.

The general welfare of any group depends on the conduct of each individual member. This will ensure the success of SummitCorps and provide maximum benefit to every participant. As an Arrowman, I understand this and support the reasonable demands of conduct expected of me.

As a member of the Order of the Arrow, I will:

- 1) Observe the Scout Oath, Scout Law, Order of the Arrow Obligation and strive to live the Boy Scout Outdoor Code.
- 2) Attend all planned training and general sessions.
- 3) Respect those in leadership positions.
- 4) Wear my official BSA uniform or work clothes as required.
- 5) Respect all safety procedures and learn to use equipment properly.
- 6) Be personally responsible for breakage, damage, or loss of property.
- 7) Observe quiet hours.
- 8) Keep my quarters clean and orderly and dispose of trash in proper receptacle.
- 9) Have no contact (use or possession) with illegal drugs, including marijuana, and understand that the purchase, possession or consumption of illegal drugs will result in immediate dismissal.
- 10) Refrain from using or being under the influence of alcoholic beverages on SummitCorps project sites or in uniform anywhere; refrain from drinking and driving, and will not assist or encourage any staff or participant to obtain alcoholic beverages.
- 11) Comply with all federal, state and city laws, including those that prohibit the use of fireworks, firearms, and gambling. Infractions of these laws will be cause for immediate dismissal.
- 12) Follow the BSA's policy on smoking and observe all host facility and local NO-SMOKING restrictions.
- 13) Confine trading and swapping to free periods and designated areas.

14) Not be authorized to sell items at SummitCorps or the project site(s). I understand that the official trading post is the only source for purchasing items at the project site.

15) At all times, be the considerate guest of the National Park Service and West Virginia Army National Guard, our project site host.

Policy on Smoking, Alcohol and Drugs

Whenever a member of the Boy Scouts of America appears before the public, especially in uniform, that member is literally on parade before the people of America. This is especially true of the thousands that will be traveling to SummitCorps, participate in the week's events, and then depart for home. All of us must make sure that the conduct of every single participant is above reproach. This places a great responsibility on each of us.

Smoking is only permitted in certain areas at the National Guard Armory. The use of alcoholic beverages, illegal drugs, or controlled substances will not be permitted at SummitCorps and will result in immediate dismissal.

Leadership Policy for Order of the Arrow Trips and Outings

It is the policy of the Boy Scouts of America that trips and outings may never be led by only one adult. Two registered adult leaders or one registered adult leader and a parent of a participant, one of whom must be twenty-one (21) years of age or older, are required for all trips and outings.

It is the responsibility of the council/lodge to ensure that sufficient qualified adult leadership is provided for all local, section, region, and national Order of the Arrow outings, conclaves, training events, and conferences.

The interpretation of "adult" leadership and "adult" membership, as opposed to youth membership, in the Order of the Arrow continues to be one determined by age, not BSA registration. An individual who is twenty-one (21) years of age or older holds adult membership in the Order of the Arrow while an individual under the age of twenty-one (21) holds youth membership, regardless of what type of BSA registration is held.

A member of the Order, between age 18 and 21, who is registered as an assistant Scoutmaster or Venturer may fulfill the leadership requirements as one of the adult leaders for an Order of the Arrow trip or outing although they hold youth membership in the Order of the Arrow.

Contingents that do not meet the minimum of two adult leaders' requirement as set forth by the Boy Scouts of America will not be authorized to participate in SummitCorps.

Travel Information

If Separated from the Unit

Each member of the contingent must know and understand these rules:

- Stay with your buddy.
- Stay near the point of separation.
- Phone the tour party at the next scheduled stop.
- Request police or ranger assistance.
- If necessary, check with the nearest local BSA council.

Each person is to have a copy of the contingent's itinerary.

Buddies and Credentials

- All youth are to be paired off as buddies. This will prove advantageous in case of separation from the main group.
- Care must be exercised that every youth carries credentials identifying him as a member of the contingent along with his personal identification that includes name, address, and telephone number of parents; religious faith; whom to notify in case of emergency; council; and headquarters city.
- Every youth must have pocket money for emergency use.

Emergency Procedures Enroute

In case of serious injury or illness enroute to or from SummitCorps, follow these procedures:

Do These Things Immediately

- 1) Take care of injured or sick person(s).
- 2) Make sure all other personnel are safe.
- 3) If necessary, get local emergency help.
 - a. Dial "0" or "911."
 - b. Inform local law enforcement officers in the event of an accident.

After taking these steps, gather the information indicated in steps 4 and 5 below. Before you leave home, compile information on telephone numbers, tour permit number, etc.

- 4) Notify your local BSA council by telephone.

Daytime office number:
() .

Emergency night or weekend:
() .

Alternative night or weekend:
() .
- 5) Be prepared to provide the following information:
 - a. Contingent housing location:

- b. Your name and position:
- c. National Tour Permit No.
- d. Location of accident (nearest town, highway, etc.)
- e. Hospital name and location:
- f. Name(s) of those ill or injured:
- g. Nature of illness or injuries:
- h. Action taken -- location of ill or injured and current condition:
- i. Name of physician and telephone number:
- j. Telephone number where a responsible leader in your group can be reached:
- k. Local law enforcement officers involved and the name of officer in charge:

Responses to News Queries

Most accidents immediately become public knowledge over police, fire, or emergency radio circuits, and you may receive inquiries from news reporters. Respond factually, truthfully, and promptly. Be as helpful as possible; stick to the facts. Avoid making accusations, claims, charges, or speculations on how the accident happened.

PERSONAL NEEDS LIST

All SummitCorps participants should bring the following items with them to West Virginia:

Recommended items:

Sleeping bag	Tent & ground cloth
Three one-liter bottles	first aid kit, minor
Foam or Thermarest pad	Fanny pack
Light weight pair of shoes	Working/hiking boots (broken in)
Work socks	Windbreaker, jacket or fleece
Scout uniform shirt	Cap, baseball type
Scout shorts or trousers	Trousers, long (required at worksite)
Scout socks and belt	Shirt, long sleeve (required at worksite)
Scout T-shirt	Rain suit or poncho
Underwear for the week	Leather work gloves (required at worksite)
Swim suit	OA Sash
Flashlight and batteries	Bandana
Cup, plastic	Insect repellent & Sun screen (non-aerosol)
Bath towel/hand towel	Soap (bio-degradable liquid preferred)
Pencil/pen/notepad	Spending money
Personal medications	Watch
Tooth brush & paste	Lip balm
Toilet paper, partial roll	
Physical/medical form (required for participation – no exceptions)	

Other items to consider:

Camera, film and batteries
Sun glasses

Foot powder
Pillow

MEDICAL AND INSURANCE

Philmont Height and Weight Requirements

All participants must meet the following Philmont height and weight guidelines and be in good physical condition to participate in the SummitCorps program:

<u>Height</u>	<u>Recommended Weight (lbs)</u>	<u>Maximum Acceptance</u>
5'0"	97-138	166
5'1"	101-143	172
5'2"	104-148	178
5'3"	107-152	183
5'4"	111-157	189
5'5"	114-162	195
5'6"	118-167	201
5'7"	121-172	207
5'8"	125-178	214
5'9"	129-185	220
5'10"	132-188	226
5'11"	136-194	233
6'0"	140-199	239
6'1"	144-205	246
6'2"	148-210	252
6'3"	152-216	260
6'4"	156-222	267
6'5"	160-228	274
6'6"	164-234	281
6'7"	170-240	295
& Over		

SummitCorps Clinic

SummitCorps participants will have a full-time health care staff available in West Virginia at both the National Guard Armory (staging site) and work sites. The SummitCorps clinic will be located at the National Guard Armory in Glen Jean, WV.

Medical Requirements

All participants must submit certification of physical fitness on the BSA's official Annual

Health and Medical Record form (No. 680-001); this form can be found on the OA Website at <http://www.event.oa-bsa.org> or on the BSA website at http://www.scouting.org/filestore/pdf/34605_Letter.pdf. **All three parts (A, B and C) must be completed and brought with you to SummitCorps.** Maintenance of good health is of utmost importance, and it is with this objective in mind that the following must be enforced:

- Each youth and adult participant will be required to get a complete medical examination by a physician licensed to practice medicine. Examinations conducted by licensed health care practitioners, other than physicians, will be recognized for BSA purposes in those states where such practitioners may perform physical examinations within their legally prescribed scope of practice.
- The examination must take place no more than twelve (12) months prior to the end of the SummitCorps week you intend to attend.
- Each youth and adult participant must provide a legible copy of the BSA Annual Health and Medical Record to the council service center for approval by the lodge's contingent leader.
- A copy of the completed medical forms for youth and adults must be kept by the contingent leader. He/she must provide a copy to the SummitCorps Medical officer upon check-in of the lodge contingent. It is strongly advised that the contingent leader keep a copy of the medical forms during the project and while traveling to and from the project site.

Immunizations

Immunization requirements are based on recommendations of the U.S. Public Health Service. Youth and adults must provide proof of immunization for tetanus within ten (10) years (since 2001). In addition, youth participants must provide verification of the following immunizations since birth:

- Diphtheria and pertussis.
- Measles, mumps, and rubella (MMR).
- Trivalent oral polio vaccine (TOPV) – four doses recommended.

Exception to Immunizations

If there is a medical reason why any participant should not comply with the vaccination requirements, submit a written statement to that effect from a physician. The statement must include specific reasons so it can be given full consideration by the SummitCorps health and safety staff.

Medical Waivers

Many of the activities at SummitCorps will be strenuous and made more complicated by the mountainous terrain and summer heat. This could result in the need for special medical support or consideration. Therefore, it is necessary for the contingent leader and SummitCorps staff to be aware of participants who may require special considerations.

If you have any of the following conditions, you must secure a medical waiver from your primary care physician. Medical conditions requiring waivers are as follows:

- Cardiac problems requiring medication
- Diastolic blood pressure more than 99 mmHg
- Diabetes mellitus under treatment (with insulin or oral medication).
- Marked obesity
- Bronchial asthma under treatment any time within the past twenty-four (24) months (acute or severe)
- Sickle-cell anemia, hemophilia, leukemia, severe blood dyscrasias or HIV infection
- Epileptic seizures having occurred within the past twelve (12) months
- Psychiatric illness under current treatment
- Physical disabilities.

In order to plan, prepare, and support the participants who have these medical conditions, an individual evaluation of each situation by the SummitCorps Health Services Staff and the OA Team Leader is required. There may be instances where adequate medical care at the SummitCorps is not possible. Under such circumstances, a waiver may be denied.

Anyone who is wishing to request a medical waiver in order to attend SummitCorps must submit all of the following information with their request:

- 1) A statement of request by the adult, or by the parents or guardian of a youth member under the age of 21.
- 2) A letter of concurrence from the individual's physician. This letter must be on the letterhead from his/her office and should include name, address, and phone number. The physician's statement must include any limitations on the type of physical activity and list any required medical attention or special needs.
- 3) A copy of the individual's BSA Annual Health and Medical Record form, (No. 34605) must accompany the waiver request. This form and physical exam must have been completed within the 12 months prior to the end of the week you attend SummitCorps.

Submission of the Medical Waiver Request

Once all of the documents have been completed, all of the forms need to be submitted for review. There are two ways for this waiver request to be submitted. This may be accomplished electronically or by mail.

Electronic Submission:

In order to submit the forms by email, a PDF format must be used and the scanned forms are to be emailed to the following web address: clyde.mayer@scouting.org. When emailing the forms please make sure that the council number is on the forms. Once the forms have been received and reviewed a confirmation email will be sent. Faxed forms will not be accepted.

Standard US Mail Submission:

It is recommended that each participant utilize the electronic process for speed and accessibility. Yet, if the electronic system is not an option, the postal system can be used. Completed requests may be submitted to:

OA Team Leader
Order of the Arrow
Boy Scouts of America
1325 West Walnut Lane
P.O. Box 152079
Irving, TX 75015-2079

Notification

In addition to email notification that the forms have arrived, an email regarding the final approval or denial of the medical waiver will be sent as well.

Questions

For any questions, contact Clyde Mayer, OA Team Leader at 972-580-2440.

THOSE ARRIVING AT THE SUMMITCORPS WITH ANY OF THESE CONDITIONS WITHOUT PREVIOUS CLEARANCE MAY BE REFUSED ADMITTANCE AND SENT HOME AT THEIR OWN EXPENSE.

Insurance

Accident and sickness insurance is provided to all those attending SummitCorps. The cost of this insurance is included as part of the SummitCorps fee. Coverage for registered members of the BSA will be effective during travel from their homes to the SummitCorps, from SummitCorps back home, and during their stay at SummitCorps. All claims for benefits are subject to the terms and conditions of the policy.

Accident Medical Expense Benefits

The policy will pay benefits for covered expenses that result directly from a covered accident. The benefits are only payable for usual and customary charges and medically necessary covered expenses.

Total Maximum Benefits: \$15,000

Sickness Medical Expense Benefits

The policy will pay covered expenses for 52-weeks from the first date of treatment of a covered illness.

Benefit Maximum: \$7,500

Benefits for Accidental Death, Dismemberment, Heart Failure, Loss of Sight and Paralysis

If death or injury results within the time period allowed in the policy, the policy will pay the Benefit Amount up to \$10,000. If multiple losses occur, only one Benefit Amount, the largest would be paid for all losses due to the same accident.

Covered Loss: \$2,500 up to \$20,000

Accidental Death: \$10,000

Dental Expense Benefits (Injury Only)

Dental benefits will be paid in addition to any other benefits payable under the policy.

The policy pays dental expenses including x-rays for repair, treatment and /or replacement of each injured tooth that is whole, sound, and a natural tooth. If a dentist certifies that treatment must be deferred beyond 52-weeks, the policy will pay the estimated cost for covered expenses incurred for the treatment.

Benefit Maximum: \$5,000

Ambulance Expense Benefit

The policy pays ambulance expense for ground transportation from the emergency site to the hospital. The benefit includes air ambulance when, in the judgment of a duly authorized medical authority or senior representative of a camp or activity, such service is required to facilitate treatment of injuries and no other ambulance service is available.

Ambulance benefits will be paid in addition to any other benefit payable under the policy.

Benefit Maximum: \$10,000

Return Transportation Expense Benefit

Transportation expenses incurred, as a result of a covered accident, the patient's medical provider requires the injured party to return home from a covered activity. This benefit includes the cost of one person to accompany the injured party on the trip. In the event of a covered death, the policy will pay expenses incurred for an immediate family member to accompany the body. Benefits will not be paid unless the administrators of the policy authorize in writing or by an authorized electronic or telephonic means all expenses in advance.

Benefit Maximum: \$1,500

Specified Injury Expense Benefit

The policy pays covered expenses incurred for treatment of: a) loss of sight in both eyes; b) dismemberment of any extremity; c) paralysis; d) irreversible coma; e) entire loss of speech; or f) loss of hearing in both ears.

Benefit Maximum: \$35,000

Full Excess Benefits

The policy will pay expenses: (1) After the deductibles are satisfied (if any); and (2) Only when they are in excess of any amounts payable by any other health care plan. The policy will pay benefits with regard to any Coordination of Benefits provisions in any other health care plan.

Parents and leaders are advised to comply with the reporting requirements of any personal health care plans; SummitCorps coverage does not provide benefits for late-reporting exclusions.

Policy Exclusions

The policy will not pay benefits for any loss or injury caused by, or results from: (1) intentionally self-inflicted injury; (2) suicide or attempted suicide; (3) war or any act of war, whether declared or not. Additional exclusions are: (1) Treatment by persons employed or retained by BSA, or by any immediate family or member of the injured party's household; (2) Eyeglasses, contact lenses, hearing aid, examinations or prescriptions for them, or repair or replacement; (3) Dental treatment or dental x-rays, except when required as the result of injuries to sound, natural teeth; (4) Injury paid or payable by workers' compensation or similar occupational benefits.

PROGRAM AND RECREATION

Gatherings

There will be two gatherings at SummitCorps. On Sunday night, participants will enjoy an opening gathering that will serve to kickoff the week. A closing gathering, that is not to be missed, will be held on Friday evening. These gatherings will be held in the Armory auditorium.

Evening Recreation

Each evening, the Order of the Arrow will provide program and activities in base camp. Participants will also have access to a variety games and sporting equipment.

Friday Recreation Activities

All SummitCorps participants and staff will have an opportunity on Friday of the week to participate in a recreation activity. Each participant must choose one recreation activity

when completing the registration form. There will be limited opportunity to make changes once at SummitCorps. Below is a summary of the recreation activities:

Whitewater Rafting

Take a whitewater rafting trip on the New River Gorge – America’s Best Whitewater – one of the most beautiful and exciting rafting trips in the country.

Rock Climbing

Spend an entire day learning to climb or improve your climbing skills with over 4,000 unique rock climbing routes and expert AMGA certified climbing guides. All skill levels are easily addressed so that anyone can give this sport a try.

Summersville Lake Adventure

Spend the day kayaking, climbing, and swimming at nearby Summersville Lake taking in the beauty and mystique of Appalachia. Very relaxing!

Canopy Tour

Experience one of the largest canopy tours with its combination of ten zip lines, five cable bridges, and stationary platforms put together using natural surroundings.

Mountain Biking

Take an exciting biking trip to see the sights, sounds and serenity of the New River Gorge and the inner beauty the Appalachian Mountains.

For more information visit: <http://adventurewestvirginia.com/> or <http://www.acraft.com/>.

Recreation Waiver

All participants and staff, both youth and adult, must complete a recreation waiver.

The National Office will distribute this waiver by the end of April. All participants and staff must bring a copy of this waiver to SummitCorps. For those under the age of 18, the waiver will require a parent or guardian signature.

TRANSPORTATION

The Order of the Arrow can provide everyone with transportation to/from the Glen Jean National Guard Armory, Summit Corps Headquarters and, if requested, from Charleston, WV Yeager Airport (CRW).

The cost will be \$40.00 for a round trip from CRW airport to the Armory per person. The Order will not be able to provide any other pick-up or drop off points along the way. If you wish only a one-way trip the cost will still be the same at \$40. This fee will be due and payable in advance to the National Office or at registration check-in (cash or check only).

You will need to request these services thru the online OA Registration System for SummitCorps. Because different participants within a council contingent may have different travel plans, please make sure each request is properly completed before submitting.

If for any reason your travel plans should change **after you enter the itinerary** and before you leave, please update your lodge contingent travel information as-soon-as-possible (ASAP) in the registration system.

Travel Advisories

While some of you are frequent flyers, others may be experiencing your first airline travel and added security precautions are in place and numerous. We would like to remind you of a few key issues while you are getting prepared to travel:

- All people in your group will need a Federal or State picture ID for identification at boarding & check-in. It is required to travel with a driver license, passport or other photo ID!
- Students 17 or less need a school ID or similar document with proper identification including your picture.
- Everyone should be traveling in their scout uniforms (per BSA National Tour Plan)
- Do not carry anything on yourself or in your carry-on bag that could be considered a threat or hazardous. *This includes knives of any type! Please pack these items in your checked luggage. Your airline's web site can define how best to pack questionable camping items.*
- *Tents & sleeping bags not attached to a backpack (securely) will likely be considered another bag.*
- Do not lock your luggage – the inspectors have the right to refuse you or break open your luggage.
- Pack your personal carry-on items in a carry-on bag, not in your clothing pockets.
- Apply the 3-1-1 rule to all “carry on” liquids and placed in a zip lock bag for easy inspection.
- No food or beverages will be allowed thru the security check points.
- Most airport check-in requirements require one hour each for security & airline ticketing.
- Reservations are subject to cancellation if not boarded at the gate at least 10 or 15 minutes before departure.
- “E-Tickets” require check-in on-line or at the ticket counter kiosk or terminal gate to receive boarding passes.
- Medications should be carried on your person or in your carry-on bag – not in your checked baggage.
- Missed connections are re-scheduled through your airline and they will re-schedule your flight ASAP.

- The latest rules & regulations are available at:
<http://www.tsa.gov/travelers/index.shtm>.

Airlines restrict the amount of carry-on and checked baggage you can bring. Typically, you are only allowed to carry-on one bag and one personal item which cannot be over 40 pounds and they must fit under the seat or in the overhead compartment. You are allowed one or two checked bags (most airlines are now charging a fee for all bags) and should expect visual inspection as standard security measures. Each bag must have the name of the person traveling on the outside of the bag. There is a charge for any bag over the airlines' weight limits; excessively heavy bags may be rejected. Check with your airline for their specific rules and fees.

Yeager Regional Airport (CRW)

The local airport is located about 65 miles from the Armory. CRW has fourteen arrival and departure gates located in one terminal spread over three concourses. The one security and screening check point has limited access and may be slow at peak times. There are limited food vendors at the terminal. The baggage pick-up area is located on the same level of the terminal. Additional information and a PDF file of the terminal are available: <http://www.yeagerairport.com/index.html>.

Incoming Flights & Pickup Schedules

The participants/contingents/staff arriving on Sundays will be transported to Glen Jean Armory by the contracted vendor or OA vans. Please plan your flights to coincide with check-in hours between 10:00 a.m. and 4:00 p.m. Staff assigned arrival dates before Sunday will be transported by OA transportation vans only.

Upon your arrival at the CRW airport proceed to the baggage claim carousel where there will be a support staff or driver to meet you near the baggage area (a meet & greet table is being planned). That person(s) will be identified with OA identification and will be in uniform. There may also be poster(s) directing you to the proper pick-up area of the terminal. The van drivers will know your expected arrival time. *Please come directly to the OA transportation point so we can quickly process you for departure to the Armory in Glen Jean after claiming your baggage.*

An OA staff member will lead you to the bus or van. Once en-route you will be brought directly to the OA registration & check in area at the Armory. Contingent leaders should package all required paperwork in their carry-on luggage so it can be easily retrieved upon arrival. Please be prepared to carry your luggage from the drop off point outside to the registration luggage holding area during the registration process.

Incoming Flight is Delayed or Canceled

We will try to have that information relayed to us via the arrival screens at the airport and monitored by the OA support crew. In case you need additional shuttle assistance, we

will have an “Emergency Shuttle Call” number established to connect you to the transportation unit. The number will be communicated to contingent leads in a future OA update.

If you become stranded during your flight connections or are going to be late arriving to CRW (i.e. missed flight etc.) – please advise us at that number so we can make necessary arrangements for you.

Outgoing Flights & Pickup Schedules:

Preparations are also under way for your return trip home on Saturdays. Some of you may have early departure flights and we will be running transportation as early as necessary to get everyone to the airport on time for the 1st flights out of CRW. Please plan your itineraries for the following: 1-1/2 hours for CRW airport security check, ticketing & baggage check, and 1-1/4 hour travel time on the shuttle bus. We will publish your departure time from the Armory most likely on Thursday each week during the summit. Red Eye (early) morning departures may be traveling in the OA vans.

Emergency Site Numbers

SummitCorps Headquarters will have an emergency phone number which will be available to contingent leaders in June. Please share this number with the local contacts in your home town that may need to get in contact with you or your group.

If you need to advise the SummitCorps transportation coordinators of any changes to your itinerary once at the event, please go to the Logistics Office. The weekly transportation lead will be available during the day time hours to assist and will be happy to help you in anyway.

We look forward to seeing you in West Virginia at SummitCorps – The New River Experience!

