



JST Check-In Overview

Pre-registration of all arrival and departure plans is required even if shuttle services are not needed. JST can register their arrival and departure times here: [LINK TO REGISTER JST ARRIVAL TIME](#)

Upon submission of the information above, if you need to purchase a shuttle from TMS, use this link: [TMS SHUTTLE LINK](#)

Upon arrival, proceed directly to Ruby Welcome Center, the registration location. Everyone must check in through Registration Services at Ruby Welcome Center before being allowed to go to the Summit.

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

When arriving by TMS shuttle from the airport, upon arrival at the Ruby Welcome Center, be sure to follow any instructions from your shuttle driver.

If arriving by personal vehicle, park in the designated area, leave all personal gear in the vehicle, and proceed to the Ruby Welcome Center to begin your check-in process. (All parking at the Ruby Welcome Center is temporary parking and is not long-term parking for the event.)

JST must have completed the following prior to proceeding to registration HQ:

1. Health questionnaire (This will be completed upon arrival.)
 - a. If any questions are marked “yes” on the health questionnaire portion, proceed directly to the public health screening area before proceeding to any other area. The public health professional will review the information and either initial/stamp the greeter sheet indicating clearance to proceed with the check-in process or, if not cleared, provide instruction as to what must happen next.
 - b. If there has been a change in your health status (medication change, major illness, or hospitalization) since submitting your Annual BSA Health and Medical Record, proceed directly to the medical area. Your information will be reconciled with your AHMR. If all answers are no, the greeter should quickly check the status of the check-in criteria at the bottom of the check-in sheet and provide instruction to the JST member on where to go next.
2. Annual BSA Health and Medical Record (AHMR) form approved by the jamboree medical team.
 - a. If the AHMR is not previously approved, proceed to the medical area for medical review and processing. Upon approving the medical form, the medical staff will initial/stamp the check-in sheet indicating clearance to proceed with the check-in process. *Should any JST member have an AHMR form that is declined either prior to or upon arrival, that member will be required to make his or her own travel*

arrangements home, and travel will be at his or her own expense. To avoid any issues and to ensure a speedy check-in process, it is imperative that all AHMR forms be submitted prior to the jamboree in a timely manner for pre-approval.

3. Youth Protection Training MUST be current **within one year**. (Training must have been completed no earlier than July 28, 2022.) This is a Jamboree requirement and is different from the standard two year expiration date for YPT.
 - a. All JST (regardless of age) must have YPT current within one year of the last day of the jamboree. If YPT is not current, you will be responsible for completing the YPT before being allowed to check-in.
4. All fees paid in full.
 - a. All outstanding fees are to be paid in full.

Once all criteria are completed, proceed to the Registration HQ to pick up jamboree credentials. There will be signage available to direct you where to go.

*****Having all the criteria met before arriving at check-in will significantly expedite your check-in process. ALL requirements must be met before leaving the Registration HQ.*****

If driving a personal vehicle, you will be given directions on how to proceed to the Summit, unload personal gear, and park your vehicle in the designated JST parking lot.

If arriving by shuttle service from the airport, once credentials have been obtained, return to the shuttle service.

Once you arrive at the Summit and reach your designated housing area, collect your belongings, and follow the signs for "JST HOUSING CHECK-IN." At this location you will receive instructions about getting settled in the Base Camp and setting up your tent. After securing your personal items, you will need to contact your JST position supervisor to find out where and when to report to your work area.

JST DEPARTURE PROCEDURES

All JST will be REQUIRED to notify the appropriate base camp housing staff and the JST area they are working in of their departure day and time when they first arrive at the Summit.

Due to traffic congestion and contingent bus activity, we ask all JST members to depart after 1 p.m. on July 28, 2023.

On departure day, every JST is REQUIRED to adhere to the following procedures:

JST Departing by Personal Vehicle

1. *Two hours* prior to your assigned departure time from the Summit, you will need to have all your belongings packed.
2. *One hour* prior to your assigned departure time, you will report to your base camp HQ will officially check out of camp following the procedures given to you by your commissioner on your day of arrival.
3. Once you have completed your check-out procedure, proceed to your car, and depart. Please remember to be considerate.

JST Departing by Air Travel

1. *Four hours* prior to your assigned departure time from the Summit, you will need to have all your belongings packed.
2. *Three hours* prior to your assigned departure time, you will report to your base camp HQ will officially check out of camp following the procedures given to you by your commissioner on your day of arrival.
3. Once you have checked out, you will be directed to your assigned pickup location to be transported off-site.
4. *Please note: When scheduling your airport shuttle service with TMS, please keep in mind the commute time once you leave the Summit to your prospective airport as stated by TMS. (For example, if you need to be at the Charlotte Douglas International Airport in Charlotte, NC by 10am, the commute is normally 3.5 hours driving time from the SBR site. You will want to allow yourselves adequate travel time to the airport.)*

Each base camp administrator will notify Registration HQ at the end of each day the # of JST that have left the site. Registration HQ will then notify jamboree HQ.

Transition Day–Saturday, July 22nd and Sunday, July 23rd

For those leaving the jamboree after Session 2 (first half) and arriving for Session 3 (second half), the same arrival/departure procedures and timelines will be followed as stated above.