



Contingent Check-in Process Overview

Each council is required to register its travel plans per unit in the Jamboree system available at <https://jamboreg.scouting.org/>

If multiple units are traveling on the same vehicle, each unit's equipment **must be clearly labeled and identifiable** to allow for efficient unloading at each assigned subcamp.

Before arriving at the Ruby Welcome Center, all contingent members must rendezvous with their unit. Units should **not** proceed to the Ruby Welcome Center until all members of the contingent are present and prepared to check in together.

Important: Due to the logistics involved in the check-in process, contingent members arriving separately from their unit cannot be accommodated. The entire contingent must arrive and complete 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 Welcome Center](#)

[55 Hazel Ruby Lane](#)

[Mt. Hope, WV 25880](#)

Vehicle Placards and Transportation

Each vehicle transporting participants must display a placard in the **front right corner of the windshield** with the unit number clearly visible. Standard 8.5" x 11" paper is recommended.

The following transportation procedures must be followed:

- The unit leader must ride on the **first vehicle** transporting members of that unit.
- Members of the same unit must travel together whenever possible.
- If multiple vehicles are used, all vehicles transporting the unit should travel consecutively.
- Vehicles carrying the unit leader must display **"Leader"** next to the unit number on the placard.
- Placards must also remain visible during checkout and departure operations.
- If multiple units are traveling on the same vehicle, a separate placard must be displayed for each unit

Sample Placard:



Arrival and Initial Check-In

Upon arrival, follow the signs to the designated check-in location at Ruby Welcome Center. No one will be granted entrance to SBR 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 reserved window of time.

Staff traveling on the contingent bus should disembark at the Ruby Welcome Center with their gear and proceed inside to complete check-in. Once check-in is complete, staff will take a shuttle from the Ruby Welcome Center to Echo Staff Camp. (This does **not** apply to Council Contingent Staff. Council Contingent Staff should remain with their unit and complete check-in at the subcamp.)

Each bus will be met at the Ruby Welcome Center by a guide. **The guide will board the bus with a brief health questionnaire pertaining to any recent illnesses that may have arisen during travel or any changes in health status since submission of the AHMRs (Annual Health and Medical Record).** The guide will give the unit leader the health questionnaire to complete on behalf of the entire unit.

Any questions regarding answers on the public health questionnaire should be directed to staff at the public health screening tent. After confirming an approved public health questionnaire, the unit can proceed with the check-in process.

During transport to SBR, 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.

Upon arrival at the drop-off point in the subcamp, all gear and food donations for that subcamp is to be unloaded immediately, set aside so the bus can depart, and then moved to the assigned campsite. Subcamp commissioners will be on hand to provide directions 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 the updated unit roster 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:

- a. Any adult that is missing current Safeguarding Youth Training within one year of the last day of the jamboree. (Training must have been completed no earlier than July 31, 2025.)
- b. CampDoc status that shows profile is not 100% complete.
- c. If there has been a change in the health status (medication change, major illness, or hospitalization) of any member of the contingent since submitting their Annual BSA Health and Medical Record, the affected parties will be directed to the medical tent. The information will be reconciled with the individual's AHMR.
- d. If anyone has an incomplete application, including missing permissions or attributes.

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.

Any adult leader that is missing a current Safeguarding Youth training will be responsible for completing their training on their own device, such as a smart phone or laptop, and showing proof of completion before the unit can pick up their credentials. The registration team will not provide devices to complete the training.

Any roster corrections will be completed by the unit leader and the registration staff. Any needed credential corrections that are needed will be reported to the subcamp HQ and relayed by that staff to Registration HQ. The corrected credentials will be processed at the Registration HQ and delivered to the appropriate subcamps before bedtime the following evening. Temporary credentials will be issued for use in the interim. Once any discrepancies on the roster are cleared, the unit leader will be given the credentials for the unit, and the leader will then return to the campsite to assist with setup and hand out the credentials. Each contingent member is required to always wear their credential clearly visible.

Should a credential be lost during the jamboree, contact the subcamp headquarters personnel to start the process for a replacement. Replacements will be delivered to the subcamp headquarters each evening.

Checkout Procedures

On July 29, 2026, (two days prior to departure) each unit's assigned commissioner will provide a detailed list of checkout procedures to the unit's Scoutmaster/crew Advisor.

On July 30, 2026, (one day prior to departure) each unit's assigned commissioner will review the checkout procedures again to ensure a full understanding of these procedures by the unit's Scoutmaster/crew Advisor.

Three hours prior to a unit's scheduled departure time, each unit will be required to pack up their personal belongings, tents, dining flies, and all other equipment.

As part of the list of checkout procedures provided by the unit commissioners, an inventory sheet will be distributed to each Scoutmaster/crew Advisor to use as they disassemble their campsites. During camp breakdown, assigned unit commissioners will be present in the area to ensure proper procedures are followed.

Upon completion of the breakdown of camp, each unit leader will be required to sign their specific inventory sheet and return it to their assigned unit commissioner for final verification.

One hour prior to a unit's scheduled departure time, each unit will be required to arrive at their assigned staging area within their subcamp. Once the commissioner has cleared the unit for departure, the unit will report to their staging area with their personal gear. Subcamp staff will be assigned to each unit to ensure they board the correct vehicle for departure and will assist in expediting the loading of personal gear and participants on the vehicle.

Note: Every unit must adhere to their pre-selected departure time for July 31, 2026.

Once the participants board their transport vehicle and the unit leader has reported all members on board, the assigned staff member will inform the subcamp headquarters that the unit is departing the Summit. Once that process is complete the subcamp commissioner will notify jamboree HQ as each unit departs.