SUMMIT BECHTEL RESERVE

20 PLAYBOOK 20

Plan | Recruit | Go

BOY SCOUTS OF AMERICA®
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WELCOME TO THE SUMMIT BECHTEL FAMILY NATIONAL SCOUT RESERVE

Situated in the wilds of West Virginia, the Summit Bechtel Reserve is a training, Scouting, and adventure center for the millions of youth and adults involved in the Boy Scouts of America. Summit programs take Scouts and Venturers to the limits of what they think they can do, and pushes them further.

In addition to being the permanent home of the National Scout Jamboree, The Summit Bechtel Reserve serves the whole family of Scouting through its program components:

- Paul R. Christen National High Adventure Base
- James C. Justice National Scout Camp
- Thomas S. Monson Leadership Excellence Complex

The Summit Bechtel Reserve was made possible through the generosity of donors who see the Summit’s adventures, programs, and technological opportunities as vital to addressing the evolving needs of youth.

THE PAUL R. CHRISTEN NATIONAL HIGH ADVENTURE AT THE SUMMIT

The Christen National High Adventures continues the BSA tradition of outstanding high adventure experiences that build confidence through challenge, character through adversity, and caring through connection with others and with nature.

Christen HAB offers both expedition programs and SBR main site adventures that provide opportunities for a broad range of interests.

EXPEDITIONS (camp in different locations each night)

- NEW RIVER TREK- A week-long river adventure on West Virginia’s New River. Camping in the New River Gorge. Four days in inflatable kayaks in Class 1 to 3 rapids and one day rafting in Class 3 to 5 rapids.

- BIKE PACKING- A week-long adventure that includes five days of mountain biking and four nights of camping in The New River Gorge area. Think backpacking but on mountain bikes.

- ATV TREK- Complete ATV safety training at the Summit’s Polaris OHV Center of Excellence and then, spend the rest of the week camping and traveling the backroads of the Summit. You will get muddy.

ONSITE PROGRAMS (camp at Christen HAB base camp)

- SUMMIT EXPERIENCE- Experience a half day in every onsite high adventure program area at the Summit Bechtel Reserve. Shooting, Archery, Skateboarding, BMX, Canopy Tours, Rock Climbing, High Ropes Course, Mountain Biking and Lake Activities. A ½ rafting trip can be substituted for our lake activities at an additional cost.
PLANNING THE COUNCIL SUMMIT 20/20 HIGH ADVENTURE EXPERIENCE

Your trip has three phases:

1. Council Planning and Recruiting. Focuses on the initial decision, recruit leaders, setting up processes, and recruiting participants.

2. Crew Planning and Orientation. Focuses on the crews, the participants, and their families and helping them plan for a once-in-a-lifetime experience.

3. Trip Execution

This handbook focuses on the Summit 2020 Council Planning and Recruiting phase. The Crew Leaders’ Guide (released in summer 2019) focuses on crew program planning and orienting participants and their families to the trip.

WHAT IS A CREW?
At the Summit, a crew is the way we refer to the group. A crew may consist of members of a single troop or Venturing crew, or it may be a collection of participants from various Scout troop and Venturing crews who come together to form a Summit Crew for their Summit program experience.

WHAT IS A COUNCIL CONTINGENT?
A council contingent consists of one or more Summit crews participating in high adventure programs at the Summit. The council, rather than a local Scout troop or Venturing crew, is the organizing entity that selects leaders, recruits participants, and handles financial and logistical arrangements.

A council contingent may have many Summit crews participating in different experiences. Each Summit crew has its own leadership. Summit crews in the contingent may travel together to the Summit, but operate independently of one another once they arrive.

HOW DO WE FORM A COUNCIL CONTINGENT?
This guide will discuss the steps in forming your council contingent. Broadly, the steps include (1) the commitment to participate, (2) planning the logistics, (3) recruiting leadership, (4) recruiting participants, and (5) having fun.

WHAT IS THE ROLE OF THE COUNCIL?
The council through the appropriate volunteer committee and staff advisor gives leadership to the planning, funding, recruiting, and administrative functions of the contingent and its corresponding Summit Crews.
To begin, the appropriate council committee* in concert with the Scout Executive determines the council participation levels and program mix for the proposed council contingent.

Selecting the size of your group to participate in the Summit 20/20 Vision is totally at the discretion of your Council. The following are general “guidelines” for Councils to consider as they develop their Summit 20/20 plan:

- Grade 100 Councils: 30 participants
- Grade 200 Councils: 25 participants
- Grade 300 Councils: 20 participants
- Grade 400 Councils: 15 participants
- Grade 500 Councils: 12 participants

Remember, these are general guidelines only. Each Council sets their participation goal, not the Summit.

Some criteria to consider are:
- What units in our council have a history of sending youth for national high adventure experiences? How many do they send?
- How can we leverage a council contingent to serve new markets (for example, females in Scouts BSA)?
- How might we address underserved markets through a council contingent? How much outside funding might be needed? Do we have the funding resources or capacity to meet the need?
- Do we have a strong cadre of potential adult leaders? How many can we reasonably expect to recruit?

CHOOSING THE PROGRAM
Once you have the participation target, then you need the number of crews and the program mix.

COMPLETE THE ONLINE RESERVATION REQUEST
Council Contingent reservations open September 15, 2018. The Summit will begin accepting reservations from the general Scouting community on October 15, 2018. The Summit will still accept council contingent reservations after October 15 subject to availability.

- Visit www.summitbsa.org. Click the link for Summit 20-20 Council Contingent Reservations.
- Complete a request for each crew that you want to request as part of your Summit 2020 Contingent.
EXPEDITIONS (camp in different locations each night)

**NEW RIVER TREK** - A week-long river adventure on West Virginia’s New River. Camping in the New River Gorge. Four days in inflatable kayaks in Class 1 to 3 rapids and one-day rafting in Class 3 to 5 rapids

- 36 people max per arrival day – Minimum crew size is 6 participants – Maximum crew size is 9 participants. Council may request multiple crews for same arrival day.
- Arrival days are Sunday, Friday, and Saturday from June 7 to August 16, 2020.

**BIKE PACKING** - A week-long adventure that includes five days of mountain biking and four nights of camping in The New River Gorge area. Think backpacking but on mountain bikes.

- 12 participants max per arrival day – Minimum crew size is 7 participants – Maximum crew size is 12 participants.
- Arrival days are Sunday from June 7 to August 16, 2020.

**ATV TREK** - Complete ATV safety training at the Summit’s Polaris OHV Center of Excellence and then, spend the rest of the week camping and traveling the backroads of the Summit. You will get muddy.

- 12 participants max per arrival day – Minimum crew size is 7 participants – Maximum crew size is 12 participants.
- Arrival days are Sunday from June 7 to August 16, 2020.

ONSITE PROGRAMS (camp at Christen HAB base camp)

**SUMMIT EXPERIENCE** - Experience a half day in every onsite high adventure program area at the Summit Bechtel Reserve. Shooting, Archery, BMX, Skateboarding, Canopy Tours, Rock Climbing, High Ropes Course, Mountain Biking and Lake Activities. A ½ rafting trip can be substituted for our lake activities at an additional cost.

- There are no maximum or minimum crew sizes. At least two registered adult leaders must accompany the crew. We recommend at least one additional adult leader for every multiple of five youth in the crew (i.e., 15 youth, 3 adults; 20 youth, 4 adults)
- Arrival days are Sunday from June 7 to August 2, 2020.

PROGRAMMING NOTE

In addition to high adventure programs, the Summit also operates the James C. Justice National Scout Camp. At the discretion of the council, you may choose to include Scout Camp participants as part of your overall contingent. For Summit Experience high adventure crews, it is also possible for them to camp together with Justice Scout Camp participants during the week. Justice Scout Camp information can be found at www.summitbsa.org.
After receiving confirmation of your council contingent, the next task is to recruit adequate and well-suited adult leadership. Adult crew leaders, once recruited, must become key recruiters to help fill the remaining spaces in the contingent.

SELECTING ADULT CREW LEADERS
The Contingent Advisor and designated volunteer committee meet to develop the plan for Adult Crew Leader selection. Factors to consider include:

1. The number of adult leaders required. Each Summit crew requires a minimum of two adult leaders. However, it is prudent to have three to four adult leaders in each Summit crew in the event one leader must drop out. The majority of the Summit crew must be comprised of youth members.

2. The minimum age, gender and training requirements. Each crew must follow either the Scouts BSA or Venturing Leadership Guidelines as detailed in the latest version of the Guide to Safe Scouting. All adult crew leaders must be registered members of the Boy Scouts of America and have evidence of completing Youth Protection Training within two years of the last day of their Summit visit.
SUMMIT 20/20 VISION TASK #2:
SELECTING QUALIFIED ADULT LEADERSHIP

For Scouts BSA, the primary adult leader must be at least 21 years old and an assistant must be at least 18 years old. For Venturing, all adult leaders must be 21 years old. All crews must also have adult leadership that reflects the gender composition of the participants.

3. The desired qualifications. High adventure activities can be rigorous for both youth and adults. Crew Advisors should be in good physical condition and MUST meet the BSA height/weight guidelines as outlined in the BSA’s Annual Health and Medical Record. The primary adult leader (crew advisor) should be an experienced unit leader capable of leading by example and maintaining appropriate discipline within the group. Assistant crew advisors may be less experienced than the lead crew advisor, but should have a solid background in the fundamentals of leadership in Scouting or Venturing.

Qualified crew advisors may be found among those who have previously served as advisors or assistants for crews at SBR or other BSA National High Adventure Bases; advisors or leaders for contingents attending national events; Scoutmasters or assistants for successful troops with robust outdoor programs; former Scoutmasters or Venturing Crew advisors who serve on district or council committees.

4. The ability to recruit. The Crew Advisors must have the time and ability to recruit sufficient youth to fill the crew.

5. Sufficient time. There is a time commitment to be a Crew Advisor beyond the length of time for the trip to The Summit. Council or Unit Contingents with participants from different units may need more preparation time for “getting acquainted” activities or campouts to foster camaraderie.

The Summit recommends groups identify alternate Crew Advisors able to “step in” at the last minute in the event one of the Crew Advisors is not able to attend. The Summit CANNOT provide staff to meet the BSA, two-deep leadership requirement for the entire stay at The Summit or travel to and from the site.

SUMMIT FUN FACT

During the National Scout Jamborees and 2019 World Scout Jamboree, the Summit hosts 35,000 to 50,000 people, making it the third largest city in West Virginia during the 10 to 12 days of the Jamborees.
Prior to establishing a budget (TASK #4), you will need to understand your transportation options and determine a cost factor associated with your transportation needs.

For many contingents in the Eastern United States, travelling by vehicle, whether private vehicle or commercial rental, will be the most economical form of travel. When estimating cost of travel by vehicle, consider rental costs and fuel costs.

When traveling by air, we suggest using a reputable travel agency to assist with your travel arrangements. Traveling with larger groups can be tricky and travel agencies can make your life easier. In many cases, councils may be able to leverage relationships with the same travel agency that assists with the council’s Jamboree contingent.

Councils may wish to consider purchasing trip insurance if using a commercial carrier. This cost would need to be included in your budget.

Smaller councils may wish to contact their area director or neighboring councils to determine if there are opportunities to share transportation and costs.

**SUMMIT FUN FACT**

Many Summit high adventure programs take advantage of its proximity to the New River Gorge National River.

Don’t be fooled by its name though. The New River is among the oldest rivers in the world and has become a worldwide water destination because of its beauty and its Class 4-5 rapids.
When determining the best transportation plan for your group, you will need to consider several factors:

- **Time.** What is the desired duration of the entire trip? How much time will our crew leaders have off from work?
- **Pre- or Post-SBR Sightseeing Trips.** Some points of entry or exit provide more opportunities for sightseeing and other activities; for example, Washington, DC, Pittsburgh, PA, and Charlotte, NC, are within driving distance of SBR and provide many opportunities for sightseeing.
- **Budget.** How much can you spend on transportation? What is the trade-off between time and money (i.e., airfare versus bus rental)?
- **Availability.** Some modes of travel (i.e., AMTRAK) do not operate on specific dates which may impact your arrival or departure windows.
- **Group Size.** As your group size increases, the challenge of planning transportation can increase, especially for air travel. In some cases, using a professional travel company that specializes in group travel (especially if you can leverage a Jamboree relationship) can be very helpful.

### AIR TRANSPORTATION

- **Yeager Airport (CRW), Charleston, WV, 75 min**
  - Service from US Air (Charlotte, Washington Reagan), American (New York, Chicago), United (Houston, Chicago O’Hare, Washington Dulles), Delta (Atlanta, Detroit) and Spirit (Ft. Lauderdale, Myrtle Beach).
  - Beckley Raleigh County (BKW), Beckley, WV, 20 min
  - VIA Air from Charlotte Douglas Airport (CLT), Charlotte NC
  - Greenbrier County (LWB), Lewisburg, WV, 65 min
  - VIA Air from Charlotte Douglas Airport (CLT), Charlotte NC
  - United Airlines from Chicago O’Hare (ORD) and Washington Dulles (IAD)
  - Charlotte Douglas (CLT), Charlotte, NC, 3.5 hours
  - Most major airlines
  - Pittsburgh International (PIT), Pittsburgh, PA, 3.5 hours
  - Most major airlines

### GROUND TRANSPORTATION

**WEST VIRGINIA CHARTER BUS COMPANIES**
- Spring Valley Charter – (304) 733-4074 –springvalleybus@aol.com
COMMERCIAL BUS CARRIERS
• Greyhound Bus Lines – www.greyhound.com (Beckley, WV)

VEHICLE RENTAL
• Avis – www.avis.com (CRW, BKW, LWB, CLT)
• Enterprise – www.enterprise.com (CRW, BKW, LWB)
• Hertz – www.hertz.com (CRW, BKW, LWB, CLT)
• National/Alamo – www.nationalcar.com (CRW, LWB, CLT)
• Budget -- www.budget.com (CRW, LWB, CLT)
• Alamo – www.alamo.com (CRW, CLT)

Please note that Enterprise Rent-a-car has a vehicle drop at SBR’s Ruby Welcome Center. Depending on circumstances, some groups find it advantageous to turn in their rental on arrival at SBR and then, pick-up a rental on departure day. Various factors will determine whether this option is more economical for you. To talk to an Enterprise representative familiar with SBR, we suggest calling the Harper Road office in Beckley, WV – (304) 929-2445.

RAIL TRANSPORTATION
Amtrak (www.amtrak.com) offers passenger service to the Prince, WV station located about 30 minutes from The Summit. The station is part of the Cardinal Line that runs between New York City and Chicago. Note that service occurs on alternating days and may require either an early arrival or late departure from SBR.

PRIVATE VEHICLES
All private vehicle transport must follow the transportation guidelines in the most current version of the Guide to Safe Scouting.

The Summit Bechtel Reserve is in Mount Hope, WV near the city of Beckley, WV. The Summit is convenient to major interstate highways (I-77 and I-64) via SR-19. Please note that I-64/I-77 between Charleston and Beckley is a toll road with two fee stations ($2 toll each per vehicle).

TOUR COMPANIES
If you want to schedule other activities as part of your trip to the Summit, these tour companies have experience providing travel, accommodations, and sightseeing activities in conjunction with SBR events, including the National Scout Jamboree.

• Soaring Eagle Tours http://soaringeagleatours.com/. Providing tour packages from Charlotte to The Summit.
• Blue Sky Adventures- http://www.blueskyadventures.net/summit/. Providing tour packages from Charlotte to The Summit, as well as Pittsburgh to The Summit.
The staff advisor works with the committee and crew advisors to develop a budget to support the council contingent. The first step is list all of the expenses that the contingent will incur as part of their SBR trip. Likely expenses include:

- **SBR Program Fees**
- **Transportation Costs.** This includes airfare, train fare, bus fare, ground transportation, rental vehicles, gas for rentals, tolls, etc.
- **Travel Expenses.** These largely depend on travel distance, but may include travel meals and lodging for overnight travel if necessary.
- **Crew uniform and equipment.** These expenses tend to be optional, but can include crew t-shirts, duffel bags, etc.
- **Council Support.** This will vary by council, but the council may wish to add a fee to underwrite council support for the contingent. For example, some council use reservations software that requires a per-reservation service charge.
- **Contingency.** We strongly suggest at least 15% contingency be included in the budget. This allows the contingent to deal with unexpected costs.

Once expenses are totaled and an estimated number of participants determined, the council can estimate the amount of revenue per person to support the contingent. The council, then, determines the methods from acquiring sufficient revenue to cover the costs.

Revenue sources include:

- **Participant Fees.** These fees should generally cover the entirety of the expenses. However, in extenuating circumstances, other sources of revenue may need to be considered.
- **Fundraising Opportunities.** To supplement participant fees, some contingents may elect to conduct fundraising activities. This may include participating in council-sponsored fundraisers, like popcorn sales; or conducting an alternative fundraiser, like a car wash or pancake breakfast.
- **Scholarships.** Councils may have scholarship funds available to support youth in specific circumstances. SBR also has limited scholarship fund available. We strongly recommend, however, that you do not include SBR scholarship monies in your budget as they are not guaranteed. See Appendix for scholarship application process.
- **Council Fundraising Focus.** In certain cases, the council may choose to make the council contingent a focus of a broader fundraising campaign. The council may choose to cover participant costs, etc., through the fundraiser in addition to meeting other key council strategic goals. The Scout Executive should approve any effort to leverage the contingent for council fundraising purposes.
CREATING THE BUDGET

THE SUMMIT program fee represents only a portion of your overall expense. Please consider the following items before determining the per person fee that you will collect.

SUMMIT FEE. This is the per person amount that you will pay to THE SUMMIT for your planned program track.

TRANSPORTATION. Transportation costs may include air, bus or train fares, vehicle rental and fuel. Remember that some commercial carriers charge additional fees for checked baggage.

LODGING. Depending on your travel arrangements, you may need to stay one or more nights en route to and from THE SUMMIT. Lodging costs may include hotels, campgrounds, or other similar arrangements.

MEALS. THE SUMMIT will provide meals beginning with lunch or dinner on the day of your arrival and ending with breakfast on departure day. Plan to purchase travel meals en route to and from THE SUMMIT.

TRAINING. This includes all costs for crew events designed to prepare for your experience at THE SUMMIT.

PROMOTION. Includes the cost of printing and postage for marketing and recruiting purposes as well as crew expenses for items like crew t-shirts, hats or other personalized attire or equipment.

EQUIPMENT. THE SUMMIT will provide all tents, cots and program equipment for your SUMMIT experience. However, if your trip includes additional camping, tours, etc., you may need to purchase crew equipment to accommodate these activities.

SIDE TRIPS and TOURS. If desired, your crew may choose to plan additional activities en route to and from THE SUMMIT. The cost of these activities should be part of your crew budget.

CONTINGENCY. Building a contingency into your budget creates a “rainy day” fund to meet unexpected expenses related to your trip. If desired unexpended contingency funds may be refunded to crew members at the end of your trip.
## SUMMIT BUDGET WORKSHEET

<table>
<thead>
<tr>
<th>Category</th>
<th>INDIVIDUAL COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUMMIT FEE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Summit fee covers meals, tents, cooking gear, program resources, camper’s insurance, leader’s kits, medical care, chaplain service, use of horses and burros, Summit patch, etc.</td>
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<td></td>
</tr>
<tr>
<td><strong>TRANSPORTATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Include all costs to transport the crew to and from Summit. Be sure to check insurance coverage on packs and gear in transit. In addition to transporting the crew, be sure to budget for materials that will be shipped to Summit.</td>
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<td></td>
</tr>
<tr>
<td><strong>MEALS AND LODGING</strong></td>
<td></td>
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</tr>
<tr>
<td>Be sure to budget for all meals and lodging en route to Summit. (The cost of meals and lodging at Summit is covered by the Summit Fee, above.) Include gratuities and occasional “treats” along the way.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TRAINING</strong></td>
<td></td>
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<tr>
<td>Weekend training events in preparation for your Summit expedition may entail additional expenses for meals and other incidental costs.</td>
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<tr>
<td><strong>PROMOTION</strong></td>
<td></td>
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<tr>
<td>Include costs for promoting the expedition, including production of brochures and other materials, postage, meeting expenses, and novelty items such as hats or T-shirts.</td>
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<tr>
<td><strong>EQUIPMENT</strong></td>
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<tr>
<td>SBR provides most equipment required for your trip, including tents and cots. Depending on circumstances, some crews may need to purchase sleeping bags or other personal camping gear.</td>
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<tr>
<td><strong>SIDE TRIPS AND TOURS</strong></td>
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<tr>
<td>Crews may wish to participate in side trips and tours of attractions en route to Summit.</td>
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<td></td>
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<tr>
<td><strong>CONTINGENCY</strong></td>
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<tr>
<td>Important: Provide an allowance for unexpected expenditures that may be incurred during the trip, such as emergency transportation and roadside repairs. This fund can be carried forward to the following year or refunded to participants if unused.</td>
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<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
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</tbody>
</table>
The council will need administrative processes to support its council contingent. In many cases, these processes already exist and have been in place in support of council contingents attending other national high adventure programs or events.

**PROCESSES TO DEVELOP AND/OR COMMUNICATE**

1. How will the monies for the council contingent be accounted? It is recommended that the contingent have a unique budget cost center in the council. Does the cost center exist or does it need to be set up by the accounting specialist?

2. How will council funds be disbursed? Who can request? Who approves?

3. How do advisors and participants register to be part of the council contingent? Will the council manage a reservation portal through its own software or use paper records? How are participant reservation fees tracked?

4. What is the refund policy if a youth or adult drops out?

5. Who collects the funds? Through the web? In the council service center? Through the crew leadership?

6. What public facing interfaces are necessary to support your efforts? Will you have a web page? Social media? Council newsletter? Who owns these channels and what is the submission/approval process for using these resources?

Councils may find it useful to look at processes used for other high adventure base contingents, National Scout Jamboree, or other national events.
Many youth may not know that they have the option to participate in a high adventure experience at the Summit. Having a well-planned and executed recruiting strategy will include actions that (1) make potential participants aware of the high adventure opportunity, (2) provide them information about the high adventure program, including costs, and (3) help “close the sale” by getting a reservation.

Your first deposit payment is due May 31, 2019. Ideally, you will have recruited sufficient leaders and youth to fill the contingent by that time.

RECRUITING PLAN TASKS
Review Summit participation guidelines found on page . These include age, fitness, and other pre-requisites.

1. Develop council web landing page for your council contingent. Use digital resources available on the SBR website. Where possible, have a static banner on your web home page that promotes.

2. Develop a social media marketing plan for platforms used by your council. Social media content should contain links that refer viewers to your web landing page.

3. Identify other available marketing channels and the time frame in which they are available.
   • Order of the Arrow Camp Promotions team
   • Council newsletter
   • Targeted email
   • District roundtables
   • Other council or district events (Merit Badge Pow Wow, University of Scouting, Klondike Derby or Camporee).
4. Identify high potential recruiting targets to whom a specific, personal invitation might be addressed. These may include:

- Youth who have previously participated other national high adventure programs. Some may be motivated by earning the Triple Crown or Grand Slam award. Former high adventure participants may also have younger siblings who may be more likely to choose a national high adventure program.

- High-performing units that have a history of high adventure or traveling for summer programs. This may include youth who are not available to attend a national high adventure base when their unit goes due to scheduling conflicts, but who may be available on your council contingent dates.

- Order of the Arrow members
- Previous Jamboree (or other national event) participants

5. Make assignments to committee members or crew advisors in support of your proposed awareness campaign. This may include developing an elevator speech, producing council-specific marketing materials using SBR-provided templates, making presentations at events, training promotions team members, contacting previous HA participants, etc.

6. Decide how you will capture and follow-up on leads. For example, how can people viewing your website get more information? Do they submit an email form and someone calls? Do they call your service center, and if so, who do they talk to? At events, what information will you capture on interested parties? Who will follow-up on the lead? Who is the “closer”? Is it the crew advisor for the young person’s proposed crew?

7. Assign each adult leader (and committee member, if desired) a youth participant recruiting goal. Adult leaders are generally the best recruiters. They must understand and accept the responsibility to fill the unit.

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**SUMMIT FUN FACT**

The Greenbrier Hotel in Lewisburg, WV, housed “The Bunker”, an expansive underground facility to house US Government officials in the event of a nuclear attack.

Since many US military troops used the Summit for training during the construction process, rumor among the locals is that “The Bunker” has been relocated to the Summit. Come see for yourself!
To assist your council in marketing and recruiting for your council contingent, the Summit has the following resources available to you:

1. **Summit 20/20 Vision Sales Kit.** Each Summit 20/20 Vision council will receive a Summit 20/20 Vision sales kit that containing posters and other printed materials.

2. **Council Digital Resource Kit.** This resource is available at www.summitbsa.org. It includes digital resources like web banners, social media templates, and web page resources as well as templates that can be used to generate printed resources on a printer or copier. The Summit website also hosts video resources.

3. **Webinar Support**
   - **Orientation Webinars** will be hosted in September and October 2018 for councils who have committed to 20/20 Vision. The objective of this round will be to familiarize key council staff and leadership with the 20/20 Playbook as well as the offering of programs in 2020 at the Summit.
   - **Recruiting Webinars** will begin in 2019 as an effort to reach out to units, leaders and youth to encourage sign ups for 2020 programs. These Webinars will be conducted both with cluster councils as well as individual councils depending on capacity.
   - **Program Planning Webinars** will begin in Fall 2019. The Summit’s Christen High Adventure Base team hosts webinars designed to help your adult crew leaders understand the details of their high adventure program and guide them through the preparations. An initial program orientation takes place in October 2019 with monthly webinars beginning in January 2020.
SUMMIT 20/20 VISION COUNCIL PLAYBOOK

MEMBERSHIP AND AGE REQUIREMENTS

1. All youth participants and adult leaders must be registered members of the Boy Scouts of America.

2. For the Summit Experience program, all youth participants must be at least 13 years of age by September 1st of the year attending.

3. For New River Trek, Bikepacking, and ATV Treks, all participants must at least 14 years old at the time of participation.

4. Unregistered guests or family members are not permitted to participate in the High Adventure Program or camp at The Summit.

HEALTH AND SAFETY

1. Every camper and advisor is required to have a medical evaluation within twelve (12) months of their participation date by a physician licensed to practice medicine as outlined in the Guide to Safe Scouting.

2. An individual should always contact the family physician first and call The Summit at 304-465-2800 if there is a question about the advisability of participation. The Summit’s chief medical officer and other medical staff of the Health Lodge reserve the right to make medical decisions regarding the participation of individuals at The Summit.

3. The Summit requires that at least one participant, (an adult or a youth) in each crew be currently certified in Wilderness First Aid or the equivalent and CPR from the American Heart Association, the American Red Cross or the equivalent. Your local council may have courses available to meet this need. Alternately, you may contact your local American Red Cross chapter or ECSI for course information.

4. AERIAL SPORTS ACTIVITY WEIGHT GUIDELINE. The engineering and safety systems used by The Summit’s Aerial Sports activities require participants to meet certain weight guidelines to participate in our climbing, rappelling, bouldering, canopy tour, challenge course and zip line activities. Participants in these activities must weigh between 50 lbs. and 250 lbs. (including clothes) regardless of their height.

5. PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR ALL SUMMIT ACTIVITIES. All our activities require the use of PPE. We have a wide selection of equipment to fit most all shapes and sizes. On rare occasions, a unique body type may not fit safely into our equipment. If a participant can’t wear the appropriate equipment as it is intended to be worn they will not be able to participate in that activity. If you have a concern about this e-mail Summit.Program@Scouting.org ahead of time and we will do our best to accommodate the participant in question.
Your contingent backdating schedule includes key milestones and dates that should by met for the contingent trip to occur as planned. The backdating schedule on the next page will serve as the basis for your contingent backdating schedule.

The key dates include specific SBR-set dates, including payment dates, as well as contingent imposed deadlines that make sense for the crew or contingent.

The volunteer committee, staff advisor, and contingent leadership use the backdating schedule to plan and to hold themselves accountable for needed trip preparation.

SPECIFIC MILESTONES TO INCLUDE:

- Dates payments are due at SBR
- Dates payments should be submitted to the local council for disbursement to SBR. We suggest that key participant payment dates be at least 30 days in advance of the Summit payment deadlines so that the council has sufficient time to accept, record, reconcile, and send out payment to the Summit.
- Specific recruiting dates and metrics developed in Planning Task #6
- Paperwork distribution and submission dates
- Transportation reservation dates and payment dates
- Crew equipment or apparel decisions and order deadlines.
CONTINGENT BACKDATING SCHEDULE

LATE SUMMER/FALL 2018

- Scout Executive and appropriate council committee determine desired contingent composition.
- Council sends contingent request form to SBR for review and approval.
- Contingent approval notification to councils.
- Scout Executive assigns council staff member to serve as Contingent Staff Advisor.

FOLLOWING CONTINGENT APPROVAL

- Council committee and advisor recruit qualified leadership.
- Develop contingent (crew) budget, including Summit Fee, transportation, travel accommodations and meals, sightseeing fees, and contingency.
- Establish the participant fee.
- Develop contingent backdating schedule.
- Develop a recruiting plan to fill the number of crews allocated.
- Council committee, crew advisors and staff advisor publicize contingent opportunities to troops and crews.

SPRING/SUMMER 2019

- Collect deposit from each participant.
- Send contingent deposit to The Summit.
- Continue recruiting to fill available space in crews.
- Finalize travel arrangements.
- Crew leaders plan crew preparation schedule.

FALL 2019

- Conduct Summit Parents’ Orientation- Go to www.summitbsa.org and click on the marketing tool kit under the Council Resources tab for orientation materials. Download the program overview presentation with speaker notes for a canned orientation program. Also available are various videos and fact sheets about Summit programs.
- Collect advance fee payment from participants.
- Transmit advance fee to The Summit.
- Review updated SBR Leader Materials for the coming season.
- Participate in monthly webinars.

WINTER 2019/2020

- Participants schedule medical exam.
- Crews conduct training experiences and shakedown activities.
- Participate in monthly webinars.
SPRING 2020

- Collect balance due from all participants.
- Transmit balance due to The Summit.

MARCH 31, 2020

- Review Summit Leader and Participant materials.
- Ensure participant compliance with BSA Height/Weight restrictions.
- Complete the Online Arrival and Departure card.
- Complete BSA Swim Check.
- Crews conduct training experiences and shakedown activities.
- Participate in monthly webinars.

SUMMER 2020

Your crew’s high adventure experience is ready. The adult crew advisor will need to bring the following items to check-In:

- Annual Health and Medical Record properly signed with attached copy of health insurance card for each participant.
- Properly completed and signed Summit Waiver Form (required by the State of WV) for each participant
- Rafting and Offsite Climbing Waivers as appropriate.
- Completed crew roster (with any changes or updates included)
- Completed swim check form.
- For Treks, evidence of wilderness first aid/CPR training certifications (card).

LATE SUMMER/EARLY FALL 2020

- Conduct Summit Family Night upon your return to share stories and photos with parents.
- Consider using your recently returned crew to assist with the Summit Parents Orientation night for the crew(s) attending the following year.
PHASE 2

CREW PLANNING AND ORIENTATION

SUMMIT 20/20 VISION PLAYBOOK
Once your contingent crews have recruited sufficient participants and paid their initial deposit, you move into Phase 2: Crew Planning and Orientation.

The second phase focuses on communicating with crew members and their parents, preparing for the program experience, and gathering the necessary paperwork for participation.

The Summit’s Christen High Adventure team publishes a Leaders’ Guide that contains the information needed to prepare to attend a high adventure program. This Leaders’ Guide is found at www.summitbsa.org. The guide is updated after each high adventure season, but in most cases, the existing published guide is still helpful until the update is available.

DEVELOP A CREW-SPECIFIC BACKDATING CALENDAR.

To prepare for this phase, the contingent leaderships should coach crew advisors in developing a crew-specific backdating calendar that is based on the contingent backdating schedule. This should include communicating to participants and their parents the following:

- Dates of pre-trip crew meetings, campouts, or program preparation activities.
- Payment dates and amounts.
- Required paperwork and the deadlines to turn them in (medical form, waivers, etc.)
- Your refund policy

SCHEDULE AND CONDUCT A PARENTS’ ORIENTATION

A participant/parent orientation should be scheduled for the late summer 2019. This orientation will communicate the schedule, deadlines, and important program information. This orientation may be for the whole contingent, by crew, or for the whole contingent with specific crew breakouts depending on your circumstances.

PARTICIPATE IN SBR HIGH ADVENTURE PROGRAM WEBINARS

The Summit high adventure team hosts planning webinars for adult crew leaders beginning in October 2019 and then, monthly beginning in January 2020. These webinars help crew leaders work through key planning details as they relate to crews selected program. An email reminder will be sent to contingent and crew leadership ahead of each webinar.

- October 2019
  High Adventure Program Orientation
- Monthly beginning January 2020
  High Adventure Crew Planning
COUNCIL VOLUNTEER COMMITTEE  
(PROGRAM, CAMPING, OR HIGH ADVENTURE)

PRE-RESERVATION PLANNING

The Scout Executive or designated staff advisor works with the responsible council committee to determine the council’s high adventure engagement plan for the Summit, including:

1. The number of crews to send to SBR.
2. The SBR trek(s) or program(s) to target for participation.
3. The target number of youth to recruit.
4. The number of adult leaders needed to support the crew(s) and their desired qualifications.

POST-RESERVATION SUPPORT

1. Once the committee and Scout Executive have determined the council’s level of SBR engagement, the committee, supported by the Scout Executive or designated staff advisor, does the following:

2. Identify and recruit a contingent leader (if desired), crew advisors and assistants. Preferably, the crew advisors are recruited first and then, they participate in the recruitment of their assistants.

3. Develop a council recruiting plan to invite youth to participate in the council’s SBR contingent.

4. Work with the crew advisor(s) and contingent staff advisor to develop a contingent budget that includes SBR fees, transportation, in-route lodging, and other expenses. The budget should include a contingency allocation for unexpected expenses.

5. Develop a council contingent backdating schedule. This will include key dates and milestones for both SBR engagement (i.e., payment due dates), but also key crew milestones (i.e., order crew t-shirts, making transportation reservations, etc.).

6. Assist with developing the funds to support the contingent. This may include helping crews engage council fundraising resources (i.e., popcorn sales, peanut sales) as a way of earning individual money for camp or developing a broader council fundraising strategy in conjunction with Scout Executive and council development team.

7. Track key dates and milestones. Work with contingent and crew advisors to have accountability for objectives, remove barriers to success, and ensure crew readiness.
CONTINGENT LEADER AND CONTINGENT STAFF ADVISOR

The contingent staff advisor is a member of the council professional staff assigned by the Scout Executive. For small contingents (one or two crews), the staff advisor may work directly with the crew advisors and the volunteer committee to execute the council’s plan. For larger contingents, it is a good practice to have a volunteer contingent leader who serves as the coordinator of the council’s crews. The contingent leader may also serve as a crew advisor.

1. The contingent leader and contingent staff advisor:

2. Ensures the recruiting of qualified leaders to serve as Crew Advisors for each crew in the contingent.

3. Engage with the volunteer committee to develop and execute a recruiting plan.

4. Sets the participation fee (which includes The Summit fee plus additional travel and ancillary expenses). See Planning Task #5.

5. Ensures that participant fees are collected and disbursed to The Summit per the payment schedule.

6. Serves as the primary point of contact between the Council and The Summit.

7. Assists the contingent in making travel and other necessary arrangements.

8. Ensures that monies are collected, recorded and disbursed per council policies.

It is not required that the Contingent Leader and Advisor travel to The Summit to participate in the experience. If the Contingent Advisor is not going on the trip, it is crucial that the Contingent Advisor and the Crew Advisor(s) are in constant communication and that the Crew Advisor(s) has all the information they need for a successful trip. To facilitate this, The Summit will copy the Crew Advisor on all communications sent to the Contingent Advisor, once the Crew Advisor has been identified.
ADULT CREW ADVISORS

The Crew Advisors (minimum of two per crew) are the adult leadership of the crew during The Summit program, including travel to and from The Summit site. The Summit recommends that larger groups add one adult in addition to the minimum two for every ten participants past the first ten.

Each crew is under the supervision of a Crew Advisor and at least one Assistant Crew Advisor, both of whom have been selected and approved by the local council and who meet the leadership guidelines detailed under the BSA Adult Leadership Policy in the current edition of the Guide to Safe Scouting.

The Crew Advisor:

1. Works with the Contingent Advisor and advisors of other crews in the contingent to develop the budget, travel plan, and make arrangements for accommodations, etc.

2. Recruits youth participants as members of the crew.

3. Provides adult supervision of the crew en route to and from The Summit as well as during the groups stay at The Summit.

4. Conducts necessary training, shakedowns and crew development exercises prior to Summit attendance.

5. Coordinates information disseminated to crew members.

6. Ensures that the crew members have proper youth protection, first aid and CPR training.

7. Ensures that crew members meet the minimum physical standards for participation in the selected Summit program track. Physical standards can be found in the Christen High Adventure Base Leader’s Guide available at www.summitbsa.org.

8. Works with the Contingent Advisor to collect fees and pay expenses.

If the Council Contingent will be travelling as one group, one Crew Advisor may be designated as the tour leader for coordinating multiple crews en route to and from The Summit.

NOTE- Contingent advisors are not required to attend the actual experience. Crew advisors ARE required to attend the experience. For small contingents, twelve or less, it is likely that the crew advisor and the contingent advisor will be the same person.
KEY CONTACTS

Business Development Office

Mike Kaufman, Department Manager  
mike.kaufman@scouting.org
Jim Rushton, Team Leader  
james.rushton@scouting.org

The Business Development Office will be the primary contact for your council during the initial preparation phase. The BDO can assist with orientation and recruiting efforts and in helping your council develop its overall high adventure plan.

Christen High Adventure Base

David Kopsa, Team Leader  
david.kopsa@scouting.org

The High Adventure Team delivers your experience at The Summit. They can help with specific program details, participation guidelines, and policies. This team will provide program planning webinars beginning in the Fall 2019.

Registration Office

summit.program@scouting.org  
(304) 465-2800

The registration office can help with your reservations, payments, and paperwork.
SAMPLE NEW RIVER TREK ITINERARY

DAY 1  Arrival/ Shakedown/Camp @ Christen HAB Base Camp.

DAY 2  Portage Day. Put in at Helem’s Beach. Portage Sandstone Falls. Camp @ Meadow Creek. (10 mi)

DAY 3  Ironman Day. Paddle Meadow Creek to Criddle Beach. (17 mi)

DAY 4  Waterfall Day. Paddle Criddle to Dowdy Creek. Hike Dowdy Waterfall. Paddle Dowdy Creek to Stone Cliff. (9 mi)

DAY 5  Service Day. Paddle to Dun Glen. Service Project and Tour of Thurmon Ghost Town. Paddle to Cunard and camp @ River Run Park. (8 mi)

DAY 6  Whitewater Day. Raft from Cunard to Teay’s Landing. Return to Christen HAB Base Camp (8 mi)

DAY 7  Departure Day

SAMPLE POLARIS ATV TREK ITINERARY

DAY 1  Arrival/ Shakedown/Camp @ Christen HAB Base Camp.

DAY 2  Polaris OHV Center for Excellence. ATV training and short trail rides. Camp at Polaris Center.

DAY 3  Ride from Polaris Center to Rock Borrow. Morning ride to community service location. Afternoon trail riding.

DAY 4  Rock Borrow to Garden Ground. Morning ATV basic mechanics course. Afternoon trail riding.

DAY 5  Garden Ground to Christen HAB. All day trail riding with multiple scenic stops and an afternoon mud hole training course.

DAY 6  Elective Day at Christen HAB. Choose an all-day elective.

DAY 7  Departure Day
**SAMPLE BIKE PACKING ITINERARY**

**DAY 1**  Arriv al/ Shakedown/Camp @ Christen HAB Base Camp.

**DAY 2**  Garden Ground Mountain. First packed ride from Christen HAB to Garden Ground

**DAY 3**  Ride from Garden Ground Mountain to River Run Park. Multiple historical sites including Thurmond and some of the grandest views

**DAY 4**  Activity Day. Low mileage day with community service and evening activities at River Run Park

**DAY 5**  Arrowhead Day. Ride from River Run to Craig’s Branch. Shed the gear to explore the flowy Arrowhead Trails

**DAY 6**  Fayetteville Day. Ride from Craig’s Branch to the town of Fayetteville with a stop at Long Point.

**DAY 7**  Departure Day

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**SAMPLE SUMMIT EXPERIENCE ITINERARY**

**DAY 1**  Arrival/Check-in/Camp @ Christen HAB Base Camp.

**DAY 2**  Half-day activities of each - The Trax & The Park

**DAY 3**  Half-day activities of each - The Rocks & Canopy

**DAY 4**  Half-day activities of each - Service & Lake or White-water Rafting

**DAY 5**  Half-day activities of each - Ropes/Zip & Low Gear

**DAY 6**  Half-day activities of each - The Bows & The Barrels

**DAY 7**  Departure Day
SBR is home to the National Scout Jamboree, the James C. Justice National Scout Camp, and the John D. Tickle National Training and Leadership Center, and the Paul R. Christen National High Adventure Base.

Situated in the wilds of West Virginia, the Summit Bechtel Reserve is a training, Scouting, and adventure center for the millions of youth and adults involved in the Boy Scouts of America. Summit programs take Scouts and Venturers to the limits of what they think they can do, and pushes them further.