



2018 LEADERS' GUIDE



This guide contains important information regarding AirCamp 2018 registration, check-in, and check-out. Additional information may be added at a later date. Please be sure to check back for updates.



FACT SHEET

WHAT IS AIRCAMP?

AirCamp is a gigantic outdoor encampment for Cub Scouts, Boy Scouts, Venturers, Explorers and their leaders. All Scouts from Blackhawk Area Council and the other councils in the surrounding area are invited to attend. The encampment will feature an aviation theme and will showcase Scouting spirit.

WHERE IS AIRCAMP?

The Chicago Rockford International Airport in Rockford, IL will host the AirCamp.

WHEN IS AIRCAMP?

September 28, 29, and 30, 2018 (Friday evening through Sunday morning). Most of the activities and displays will occur between 9:00 A.M. – 5:00 P.M. Saturday, September 28, 2018.

A SAMPLING OF THE PROPOSED ACTIVITIES AND DISPLAYS:

Static Displays of Aircraft and Equipment:

- SU-27 Russian fighter
- DC-3
- L-39
- Military Planes
- Military Vehicles
- Fire Equipment
- Police Equipment
- Sea Planes

Activities for Cub Scouts:

- Bike Jousting
- Mini Golf
- Inner Tube Sumo Wrestling
- Fire Turn-Out Gear
- BB Guns
- Archery

Activities for Boy Scouts and Venturers:

- Tomahawk Throwing
- BMX Bike Rides
- Zip Lines
- Pole Climbing
- Fire Starting Contest
- Huge Arena Show
- Young Eagles Flights

Activities for all levels of Scouting:

- Geocaching/GPS
- Water Bottle Rockets
- Two Person Tug-O-War
- Blacksmithing
- Dozens of Scout Related Activities

The above events may change as features are confirmed and/or added.

AIRCAMP 2018 WEBSITE: <http://aircampbsa.com/>



PARTICIPANTS

ELIGIBLE PARTICIPANTS: All registered Cub Scout packs, Boy Scout troops, Venturing crews, Explorer posts, and Scouting families may attend. Individuals interested in potentially joining the Boy Scouts of America are also invited to attend. There are two options for attending the event:

- 1) Overnight Option – camp on site at the airport both Friday and Saturday night. Depart event late morning on Sunday.
- 2) Saturday-Only Option – attend event any time between 9:00 A.M. to 5:00 P.M. Stay for a short time or for the entire time. Depart airport grounds no later than 6:00 P.M. Saturday.

ELIGIBLE OVERNIGHT PARTICIPATION:

To be eligible to camp overnight, every unit must register as a unit (pack, troop, crew, or post). No individual family registrations will be accepted. If desired, you may initially register a minimum number of participants as a “place holder” and add additional participants prior to the event.

Eligible overnight participants include:

- 1) Cub Scout packs
- 2) Boy Scout troops
- 3) Venturing crews
- 4) Explorer posts

Notes Regarding Overnight Participants:

- 1) Unit camping only – there is not enough space for individual families to camp without their unit.
- 2) There will be three separate camping areas:
 - a) Cub Scout packs
 - b) Boy Scout troops
 - c) Venture crews and Explorer posts
- 3) Camp sites will be assigned by unit (pack, troop, crew, or post). We cannot accept requests for special camp site assignments. We will do our best to make accommodations for those units who have special physical needs, but cannot make guarantees that we can meet all needs.
- 4) Arrow of Light Scouts (5th Grade Webelos Scouts) with a parent may camp with a Boy Scout troop.
- 5) Non-BSA registered siblings and their parents may camp with Cub Scouts only.
- 6) If an Arrow of Light Scout camps with a Boy Scout troop, his/her family members may not camp overnight unless there is a separate BSA registered Cub Scout that will be camping with their Cub Scout pack.

OVERNIGHT PARTICIPANTS ARE ENTITLED TO:

- 1) Receive an AirCamp encampment patch.
- 2) Receive an AirCamp commemorative booklet.
- 3) Admission to all activities and events including:
 - a) Admission to age appropriate activities from 9:00 A.M. to 5:00 P.M. on September 29, 2018.
 - b) Saturday night arena show.
 - c) Sunday morning worship service.

SATURDAY-ONLY PARTICIPANTS ARE ENTITLED TO:

- 1) Receive an AirCamp encampment patch.

- 2) Receive an AirCamp commemorative booklet.
- 3) Admission to age appropriate activities from 9:00 A.M. to 5:00 P.M. on September 29, 2018.

OUT OF COUNCIL PARTICIPANTS

Units from outside of Blackhawk Area Council are encouraged to participate in AirCamp using the same registration instructions as in-council units.

REGISTRATION AND FEES

We encourage all participants to register for AirCamp prior to the event. Registration is to be completed via the council's DoubleKnot system. To register, go to <http://aircampbsa.com/> and follow the "Register Now" button/link. You may also go directly to the registration page by using the following link: <http://blackhawkscouting.doubleknot.com/event/AirCamp-2018/1928321>.

When entering information for registration, it is recommended that you create a user name and password, if you don't already have one. This will allow you to update your registration information, if needed.

If registering on or before, August 31, 2018, Cub Scout packs, Boy Scout troops, Venture crews, and Explorer posts are encouraged to *register as a unit rather than as individuals*.

If registering September 1, 2018 or after:

- Saturday-only participants should register by family so that there is no confusion regarding which individuals are registered and paid and those who are not.
 - Only one name is collected per registration. If a unit were to register and pay for several persons (example: 15 persons), the AirCamp staff has no way to determine who those persons are. At previous events, there have been issues with individuals stating that they paid their unit, but the unit did not pay AirCamp for that person. By registering as a family (ex: Bob Brown pays for 4 persons), the AirCamp staff will know exactly which families are paid and which have not.
- Overnight participants (Boy Scout troops, Venture crews, Explorer posts, and Cub Scout packs) must register as a unit.

The on-line registration deadline is September 21, 2018. Walk-in participants will be accepted.

Overnight Participant Registration Fees:

- Registrations entered on or before August 31, 2018 will be charged \$20.00 for each overnight participant (adult and youth).
- Registrations entered September 1, 2018 and after will be charged \$25.00 for each overnight participant (adult and youth).
 - To ensure that there are no discrepancies in the recording of payment, we request that payment be made on-line if registering after August 31, 2018.
- Boy Scout troops should also register and pay for Arrow of Light Scouts and their parents that will be camping with them.
- **The deadline for on-line registration is September 21, 2018.** Even if you are not sure of your final registration numbers, register what you know and finalize your count at check-in.

Saturday-Only Participant Registration Fees:

- Registrations entered on or before August 31, 2018 will be charged \$10.00 for each Saturday-only participant (adult and youth).
- Registrations entered September 1, 2018 and after will be charged \$15.00 for each Saturday-only participant (adult and youth).
 - To ensure that there are no discrepancies in the recording of payment, we request that payment be made on-line if registering after August 31, 2018.
- **The deadline for on-line registration is September 21, 2018.** Walk-in participants will be accepted.

Payment of Fees:

Payment of fees may be made on-line, in person, via telephone, or via mail.

- On-line payments: A convenience fee of 3% will be added to your total if making payment on-line.
- In person payment: Payment may be made at the Blackhawk Area Council Service Center (see address below) after completing on-line registration. Payments will not be accepted after September 21, 2018 at this location. Payment will not be accepted at the Crystal Lake Field Office.
- Telephone payment: Payment can be made via credit card by calling the council office (815-397-0210) after completing on-line registration. Telephone payments will not be accepted after September 21, 2018.
- Mailed payments: Payment may be mailed to the council office (see address below) after completing on-line registration and if postmarked no later than August 31, 2018. Payments after this date should be made on-line, in person, or via telephone.

Payment by Mail: Make all checks payable to: Blackhawk Area Council. Mail checks to the following address:

Blackhawk Area Council
AirCamp 2018
2820 McFarland Road
Rockford, IL. 61107

WRISTBANDS / ENTRANCE PASSES

All paid participants will be issued a wristband that will be their entrance pass to the encampment. Wristbands must be **worn on the wrist** at all times during the event. Wristbands will be checked upon entry and at various times throughout the event. Any person without a wristband will not be allowed to remain at AirCamp.

Separate color-coded wristbands will indicate overnight participants vs. Saturday-only participants.

For all Cub Scout packs, Boy Scout troops, Venture crews, and Explorer posts that have **registered on-line and paid on or before August 31, 2018**, wristbands will be issued prior to the event. Wristbands will be distributed at the September 2018 Blackhawk Area Council district roundtables (we will contact all out-of-council units separately). Wristbands will be issued by unit (pack, troop,

crew, or post). This will allow for each unit to distribute the wristbands to their participants prior to the event.

- **Overnight participants:**

- To enter the camping area, all participants must be wearing a wristband.
- Note: If wristbands were issued to your unit via roundtable, the AirCamp staff will not be able to replace lost or forgotten wristbands without charging the full (late) admission fee.
- See the “ARRIVAL AND CHECK-IN” section of this document for addition information regarding those units that will be camping overnight at this event.

- **Saturday-only participants:**

- Those individuals **who are wearing wristbands upon arrival** will be able to by-pass the check-in area and to immediately park and enter the event when the gates open.
- Those individuals who are **not wearing wristbands will be required to stop at the check-in area** prior to parking in the general parking area.
 - For those persons who have registered on-line and paid between September 1 and September 21, 2018, wristbands will be available at the check-in area. Please bring a copy of your receipt to show at check-in, in case of discrepancy.
 - For those persons who did not register on-line, fees will be collected and wristbands issued at the check-in area.
 - Note: If wristbands were issued to your unit via roundtable, the AirCamp staff will not be able to replace lost or forgotten wristbands without charging the full (late) admission fee.

COMMEMORATIVE BOOKLETS AND ENCAMPMENT PATCHES

All paid participants will receive a commemorative booklet and an encampment patch. Booklets and patches will be distributed as follows:

Overnight participants:

- All units registered on-line will receive booklets and patches during the Friday night leader meeting that will be held within their sub-camps.
 - One package will be available to each unit. This package will include one booklet and one patch for each participant registered on-line by September 21, 2018.
 - Please bring a copy of your payment receipt to collect your package.
 - Booklets and patches for additional persons will be issued during check-in.
- Units that did not register on-line will receive booklets and patches during the check-in process.

Saturday-only participants:

- All units registered on-line will receive booklets and patches at the AirCamp Trading Post.
 - One package will be available to each unit. This package will include one booklet and one patch for each participant registered on-line by September 21, 2018.
 - The person listed as your main contact for AirCamp should be the person to pick up this package.
 - Please bring a copy of your payment receipt to collect your package.
- Participants that did not register on-line will receive booklets and patches during the check-in process.



INFORMATION FOR ALL PARTICIPANTS

TRADING POSTS AND CONCESSIONS:

- 1) The Scout Shop will have a Trading Post on-site with official BSA products. Money on account at the council office cannot be used at the trading post during this event.
- 2) There will be a separate AirCamp Trading Post which will have a variety of AirCamp specific items available. We may also have items from our camps and past event souvenirs. Money on account at the council office cannot be used at the trading post during this event.
 - Units are encouraged to use the pre-order form posted on <http://aircampbsa.com/> to order AirCamp t-shirts and other AirCamp memorabilia prior to this event as a limited supply will be on hand at the AirCamp Trading Post. All orders will be available for pick-up at the AirCamp Trading Post during the event. Please bring a copy of your receipt to pick up your order.
- 3) Concession stands located in the program area will be available on Saturday (only) from mid-morning until 3 P.M. Visitors should consider taking advantage of these concession stands for their lunch in order to allow maximum time to participate in the activities.

LOST AND FOUND: Lost and found service will be provided through the encampment headquarters.

FIRST AID: First Aid service will be available and identified on maps found within the commemorative AirCamp booklet.

EMERGENCY COMMUNICATIONS: Please provide the families of your unit participants with the cell phone information of two or more adults who will be attending AirCamp. It will be extremely difficult for the AirCamp staff to locate individual participants.

SUPERVISION POLICY:

- 1) Units participating overnight in the AirCamp Encampment must have at least two (2) registered adult leaders on-site and supervising the unit. Leaders with overnight participant units are to camp in the campsite with their unit.
- 2) Cub Scout Packs are required to have the same adult-to-youth ratio as authorized at Cub Scout resident camps. Families of Cub Scouts are encouraged to attend.
- 3) It is expected that youth will remain in the sub-camp and activity areas throughout the encampment and will not be permitted to depart unsupervised.

INSURANCE: Comprehensive General Liability Insurance coverage is carried by the Blackhawk Area Council. Youth and adult members registered for the event are also covered by sickness and accident insurance by the council.

UNIFORMING: AirCamp is a uniformed activity for all registered youth and their leaders. The uniform will transform the encampment from an ordinary event into an inspirational and thrilling Scouting spectacle. The Scout field uniform (blue, khaki, or green shirt) is encouraged, especially for Saturday's events.

BEHAVIOR: Conduct and appearance to, from, and while at the encampment will be observed and judged by many. The Scout Oath and Law are the standards of behavior for all participants. The responsibility for proper conduct and appearance belongs to all participants.

HEAVY VEHICLES: (1½ ton trucks, buses, etc.) will use the hard surfaced roads only.

PERSONAL MOTORIZED TRANSPORTATION: The use of all-terrain vehicles, cycles, mopeds, etc. is **prohibited** at the encampment except for official AirCamp staff.

ALCOHOL & CONTROLLED SUBSTANCES: The possession and/or use of any alcohol or controlled substances by participants at AirCamp are prohibited.

UNAUTHORIZED DEVICES:

Any person using an unauthorized device will have the device confiscated immediately by security.

- 1) Absolutely no two-way communication devices are allowed on airport property (cell phones are ok). This is due to airport restrictions. AirCamp staff will be using similar devices that have been approved by the airport.
- 2) No laser pointers.
- 3) No drones.

HOUSEKEEPING: The encampment grounds must be kept immaculate.

INFORMATION FOR SATURDAY-ONLY PARTICIPANTS

ARRIVAL AND CHECK-IN:

- 1) Entrance to AirCamp will be off of Belt Line Road in Rockford, IL.
- 2) Participants may arrive at AirCamp beginning at 8:30 A.M. on Saturday, September 29, 2018.
- 3) Those individuals who do not already have an AirCamp wristband will be required to enter the check-in area to receive and/or purchase a wristband.
- 4) Those individuals **who are wearing wristbands upon arrival** will be able to by-pass the check-in area and to immediately park and enter the event when the gates open.
- 5) Vehicles:
 - a) If it is necessary to purchase a wristband, your vehicle should stop at the check-in area prior to proceeding to the parking area.
 - b) All other vehicles will be directed to the parking area.

TRAFFIC AND PARKING:

- 1) Parking space is limited and carpooling is highly recommended.
- 2) One-way traffic may be marked and observed on some roads throughout the weekend.
- 3) The speed limit will be 10 MPH (unless lower speed is posted).

- 4) All vehicles must be parked in designated areas as directed by the AirCamp staff.
- 5) Participants will walk to all activities. Physically handicapped participants will be permitted an exception.

MEALS:

- 1) Participants are encouraged to support the various food vendors on site for lunch in order to allow the maximum times to participate in the activities.
- 2) If desired, participants may bring a cold lunch and beverages onto the grounds.

INFORMATION FOR OVERNIGHT PARTICIPANTS

YOUTH PROTECTION POLICIES MUST BE FOLLOWED:

- 1) A minimum for two adults age 21 or older must camp with each unit. At least one of these adults must be a registered leader.
- 2) If a Venturing crew or Explorer post will consist of both male and female youth, at least one male adult and one female adult must camp with the unit.
- 3) No adult may share a tent with an adult member of the opposite sex unless that person is his or her spouse.

ARRIVAL AND CHECK-IN:

- 1) **Please arrive as a unit (pack, troop, crew, or post).** We understand that there will be multiple vehicles, but this is the only way to ensure a smooth check-in process to the camping areas.
- 2) Entrance to AirCamp will be off of Belt Line Road in Rockford, IL
- 3) Units may arrive at AirCamp beginning at 3:00 P.M. on Friday, September 28, 2018. Check-in procedures will start at that time in the check-in area.
 - a) **No person will be allowed into the camping area until their unit has completed the check-in process detailed below (see #5).**
- 4) Only **one vehicle per unit** should stop at the check-in area.
 - a) The adult that will be responsible for unit check-in (see #5) should be the passenger or driver of the vehicle that stops at the check-in area.
 - b) All other vehicles will be directed to the parking area.
- 5) **ONE ADULT REPRESENTATIVE PER UNIT** will be required to check-in at the check-in area. This person should be listed on your registration as the primary person responsible for the unit. This person should be able to pay additional fees and take responsibility for unit information for AirCamp. During the check-in process:
 - a) The total number of actual participants will be compared to the number of previously paid participants. If there are **additional** participants: participant wristbands, patches, and commemorative booklets will be issued for the additional participants.
 - b) Payment of any fees owed will be collected. Preferred payment is via check made payable to Blackhawk Area Council.
 - c) Units will be directed to their assigned sub-camp and campsite.
 - d) Vehicle passes will be issued – 1 per unit.
- 6) Participants should plan on walking to their campsite and may have to carry their personal equipment up to 1,000 feet to the unit site from the parking area.
- 7) Physically handicapped participants and their personal equipment will be assisted if unable to drive to their sites.

ADVANCED PREPARATION:

- 1) Parking space is limited and carpooling is highly recommended.

- 2) Unit equipment should be transported in the fewest number of vehicles possible.
- 3) Units should bring only equipment necessary for this event.
- 4) Personal equipment should be kept to a minimum, with the understanding that most personal gear will be carried (hiked) in and out of their camping area.

TRAFFIC AND PARKING:

- 1) One-way traffic may be marked and observed on some roads throughout the weekend. Unit vehicles are only allowed in the camping area during camp setup on Friday night and after checkout on Sunday morning.
- 2) The speed limit will be 10 MPH (unless lower speed is posted).
- 3) All vehicles must be parked in designated area as directed by the AirCamp staff.
- 4) Participants will walk to all activities. Physically handicapped participants will be permitted an exception.
- 5) Unit Equipment/Trailers: Each unit will be issued ONE vehicle pass.
 - a) The vehicle pass will allow ONE vehicle per unit to drive to the assigned campsite. This vehicle may transport a trailer and equipment to the campsite. The trailer may remain in the campsite until Sunday morning (if weather permits and space is available), but the vehicle must leave the camping area after delivering equipment and trailer.
 - b) Soft ground conditions (due to weather) may require prohibiting vehicles and trailers in the camping area.
- 6) **ALL VEHICLES** will be moved from the campsites to designated parking areas immediately after unloading. Equipment vehicles will be allowed 40 minutes to unload and move to parking areas. Vehicles not moved will be towed at owner's expense.
- 7) For safety, ONE unit vehicle is allowed in the campsite area ONLY during the following times:
 - a) Friday Arrival until 10 P.M. – limited to 40 minutes for drop off.
 - b) Saturday Evening from 6 P.M. to 7 P.M. if you require early departure.
 - c) Sunday from 6 A.M. to 8 A.M. and after 10 A.M. Between 8 A.M. – 10 A.M., no traffic will be allowed in order to accommodate foot traffic for religious services.

CAMPSITES:

The large camping area will be divided into sub-camps. Units will camp in jamboree style sites, with Scouts from all of Blackhawk Area Council and surrounding councils intermingled in each sub-camp.

- 1) All campsites will be assigned by the AirCamp staff. There is no pre-selection or reserving of individual campsites. We cannot accommodate requests to camp with or near another unit.
- 2) All Scout units must provide their own tents, dining flies, cooking equipment, and etc.
- 3) Tents may NOT be ditched. Do not dig or cause damage to the ground in your campsite.
- 4) Personal camping trailers and recreational vehicles will **not** be allowed in sub-camps nor be used by participants.
- 5) **AirCamp will not provide any picnic tables for the camp sites.** Units must bring their own tables and camp chairs for use in sub-camps. All picnic tables in the general public areas must remain there. They are not to be moved for individual unit use.
- 6) Cub Scout packs will be assigned to a sub-camp separate from Boy Scout troops or Venture crews.
- 7) Venture crews and Explorer posts will be assigned to a sub-camp separate from Boy Scout troops or Cub Scout packs.
- 8) No open ground fires or fire pits. See “Meals and Cooking” below for more details.



MEALS AND COOKING:

- 1) Menus should be kept simple to allow for maximum participation in AirCamp activities.
- 2) Units are encouraged to support the various food vendors on site for lunch on Saturday in order to allow the maximum times to participate in the activities.
- 3) **No wood fires or ground fires.** The airport is part of the City of Rockford, and Rockford ordinances prohibit open burning. Units may use charcoal for cooking in grills, above ground barrels or fire bowls, or other safe containers. Wood fires are not allowed.

LEADERS' MEETING:

Sub-camps will have a leader's meeting for **one adult and one youth leader** (Cub Scout packs should send 2 adults) from each unit on both Friday and Saturday nights.

1) Friday night:

- a) The schedule for the weekend will be discussed as well as a review of the rules for the weekend.
- b) Commemorative booklets and an encampment patches will be distributed to the units during the Friday night sub-camp meeting.

2) Saturday night:

- a) Information will be disseminated regarding the Sunday check-out process.
- b) Each unit needs to notify the sub-camp director of their requested departure time. No departures during religious services between 8 A.M. – 10 A.M. on Sunday.

SANITATION AND UTILITIES:

- 1) **Water:** Please bring your own water for drinking, cooking, and dish washing for use in your campsite.
- 2) **Latrines:** Portable latrines will be available near all sub-camps and program areas.
- 3) **Trash:**
 - a) Trash disposal dumpsters will be available near all sub-camps.
 - b) Please bring plastic bags to dispose of your trash.
 - c) Units are urged to provide a trash container for use in your unit campsite.
 - d) Scouts are clean. Our hosts take great pride in the litter free condition of their grounds. We must take extra care to ensure that we leave the grounds in an improved condition.
 - e) Grey water disposal will be explained at sub-camps. Units are requested to bring a 5 gallon bucket to transport grey water. **Grey water is not to be poured onto the ground.**

FIRE PROTECTION: Units are expected to take the usual and customary fire prevention precautions by following the Troop Fireguard Plan. It is highly recommended that each unit bring at least one fire extinguisher. Reminder – **no ground fires.**

CHECKOUT:

Prior to any unit departing from AirCamp, their campsite must be inspected and approval to depart AirCamp granted by the director of the sub-camp where the unit is camping. Each unit will be expected to remove all trash from an assigned section of the “common area” in the camp in addition to their own campsite.

The sub-camp director and staff will inspect campsites and units will be approved for departure when:

- 1) All unit and individual equipment is packed and ready for loading.
- 2) The campsite is clean and all flags and stakes marking the campsite boundaries have been removed.
- 3) All trash has been taken to the dumpsters.
- 4) All trash has been removed from the assigned “common area” and taken to the dumpsters.

DEPARTURE PROCEDURE:

- 1) When the unit has been approved for departure, the unit leader will be given a vehicle pass that will allow **one** vehicle to enter the camping area.
 - a) The vehicle pass will allow ONE vehicle per unit to drive to the assigned campsite. This vehicle may transport a trailer and equipment from the campsite.
 - b) One-way traffic procedures will continue to be observed where applicable.
- 2) To expedite the check-out process, units are encouraged to hike from the campsite to the parking area **after** their campsite has been inspected and approval to depart has been received.
- 3) Please don't block any roads or another unit's campsite.
- 4) If it is deemed necessary to avoid damage to the camping area due to poor weather conditions, vehicle traffic to the campsite area may be restricted to official vehicles. Should that occur, participants may be required to carry their gear up to 1,000 feet to paved surfaces. Physically handicapped participants will be permitted an exception.
- 5) Arrangements for departure must be scheduled with your sub-camp director by Saturday evening so that the sub-camp staff can check your unit out.

The safety of our participants is our paramount concern. Please do not ask the AirCamp staff to vary from the above procedures.

A Scout is Courteous! This is a huge event. We ask everyone to be patient and courteous. We will do our best to keep everything flowing, but we will need your help.

