



Time to Plan for the Jamboree

**30 December 2023 to 7 January 2024
Mystery Creek Event Centre, Hamilton**

Please note that the content in this document is a work in progress and is subject to change.

Overview

This document guides all Leaders who will be involved with a Jamboree Troop for the 23rd Aotearoa New Zealand Scout Jamboree.

The information and checklists will provide a timeline to enable the organisation of a Jamboree Troop. It also helps to form an effective leadership team, mobilise parents, raise funds, enthuse Scouts and, assemble the required equipment in a timely and effective manner, then transport everyone and everything to and from the Jamboree.

It is recommended that new Leaders familiarise themselves with previous Jamboree Troop Leaders Handbooks. However, each Jamboree is slightly different, and for the next Jamboree, more information will be published to all Leaders as it becomes available.

This document is a revised version of the “Time to Plan for the 22nd Aotearoa New Zealand Scout Jamboree”.

Definition

A Jamboree Troop consists of Adult Leaders (Scout Leaders preferred), adult helpers (who understand the Scout method and Patrol system) and Scouts from one or more Scout groups who have combined to achieve the optimum size. The Jamboree Troop can be made of up to a minimum of four patrols (24 Scouts) to a maximum of six patrols (36 Scouts).

Each Jamboree Troop can have one Leader per patrol, with one extra Leader being the Jamboree Troop Leader and one Deputy Leader (Optional). In addition, you can have one carer for every Special needs, Scout, if required.

Ideally, groups should combine to reach the six Patrols (36 Scouts). Work with Zone Scout Leaders to merge Scout Groups. We recommend you break away from the model used at the previous Jamborees and branch out to other groups outside your Zone. We can help with this.

Remember, Jamboree is all about meeting new friends, trying new experiences, and getting out of your comfort zone. Coming up with a new Troop name, badge, and shirt gives more fun to the Jamboree experience.

Decide which Leader should take the lead for the Jamboree Troop and oversee its management and finances. This Leader is responsible for keeping the contributing Groups informed.

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A Jamboree – What is it? Why attend?

What is a Jamboree

A Jamboree is a large Scout Camp held at different sites in New Zealand and attended by around 3500 or more Scouts, Leaders and staff. It runs for about seven days, plus travel to and from the site. In effect, it's a week-long Scout Camp extended by a couple of days, but with extra travel thrown in. Jamboree Troops often take advantage of the travel to explore other parts of New Zealand.

Why attend?

A Jamboree is one of those experiences where people who have attended make comments such as, "you had to be there to understand what it's like". People plan to participate in the fun programme and realise it's mostly about friendship and teamwork.

The Jamboree intends to achieve several aims in SCOUTS. The focus is on Scouts, with Leaders and staff supporting them. They are listed below so you can gain a broad understanding of the benefits of attending a Jamboree.

- For our Scouts, it can be a life-changing experience.
- Showcase everything that the Scout section has to offer.
- Scouts' self-reliance and self-confidence increase hugely through being away from home for at least seven days and often longer.
- Scouts learn to look after others by taking turns working as the duty patrol responsible for the cooking and cleaning for the rest of their Jamboree Troop at least once during the Jamboree.
- The Patrol focus allows more leadership and training opportunities for Patrol Leaders and all Scouts in the Patrol.
- Scouts meet many new Scouts and learn to interact freely and confidently.
- Scouts can meet Scouts from other countries and have the chance to share meals with them, providing opportunities for a greater understanding of different cultures.
- Camping together for seven days or longer creates friendships that often last a lifetime.
- Scouts learn that working hard at fundraising throughout the year brings rewards in adventurous activities and many new friends gained at the Jamboree.
- Leaders make new friends, pick up on various techniques utilised by other Leaders (informal training), and have the pleasure of seeing the Scouts grow in stature and self-confidence daily.

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Be aware

Anecdotal evidence suggests that the Scout Section loses some members nationally just before each Jamboree. The theory is that all the focus is on fundraising and pre-jamboree activities, and those members who cannot afford to go or are committed to family activities that clash with the event become disenchanted and leave SCOUTS.

Please ensure that the members of the Troop who are not going to the Jamboree are fully involved in activities that will hold their interest and not make them disenchanted or despondent.

Remember that a Jamboree is just an extension of the regular Scout Troop programme, and the best learning and achievement for all Scouts happens in the Patrol.

More Patrol activities, especially Patrol camping, occur in the months and years before a Jamboree benefits the whole Patrol and flows to the Jamboree Troop, ensuring the Scouts are more prepared for the Patrol focus of the Jamboree.

The Jamboree Project Timeline

Allow at least 15 months

The timeline for preparing to go to a Jamboree needs to be about 15 months. The prime driver is fundraising, and 12 months or less is not enough time to allow the project to proceed with minimal stress for the team involved.

Everyone gets a copy

Get parents and leaders, including the Patrol Leaders, involved in creating the timeline. The better they understand and take ownership of it, the more committed they will be to the project.

Remember, most Scouts need their parents regularly supporting and encouraging them if the enthusiasm for attending the event is to last the project period. If parents are not committed, it's unlikely they will enable Scouts to turn up to the fundraising activities. The Scouts drop behind, the financial gap becomes too big, and they opt out.

A sample timeline

Here is a sample timeline to start a discussion when creating your own Jamboree Troop timeline.

Stage	Description
15 months out	<ul style="list-style-type: none">● Set up a small Jamboree Team or committee within your group.● Hold a parent meeting to promote the proposal including those Cubs parents who will be eligible to attend.● Follow up by promoting the Jamboree to the Scouts.● Ask for tentative registrations as an indication of numbers.● Start work on a budget – estimates will do.● Decide who could be your Jamboree Troop Leader.● Work with the Zone Scout Leaders to merge Groups across Zones.● Determine how the funds are going to be raised.● Determine how the Jamboree Troop will travel to the Jamboree and home again.● Check what gear is available from within the Zone before making grant applications to source gear.
14 months out	<ul style="list-style-type: none">● If fundraising, start doing so now.
12 months out	<ul style="list-style-type: none">● Make a decision on whether to hire gear as a cheaper option rather than transporting.● Publish the estimated fee and transport costs.
10 months out	<ul style="list-style-type: none">● Registration should be completed for scouts, leaders.
9 months out	<ul style="list-style-type: none">● Collect deposits ready for payment to Jamboree.● Design and order badges and uniform items.● Start having pre-Jamboree camps.

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Stage	Description
6 months out	<ul style="list-style-type: none">● Publish the firm costs.
3 months out	<ul style="list-style-type: none">● Full and final payments to be made to Jamboree.● Start organising and locating the gear.● Publish and issue the Troop handbook.● Hold your final pre-Jamboree camp over a weekend.
1 month out	<ul style="list-style-type: none">● Hand out badges, uniform items etc.● Purchase consumables (non-food).● Pack the container (if any)and despatch it.
1 week out	<ul style="list-style-type: none">● Purchase the remaining consumables (food).● Pack the gear travelling with the Jamboree Troop.
23RD JAMBOREE 30 DECEMBER 2023 TO 7 JANUARY 2024	

Finance, Funding, and the Budget

Introduction

The approach to funding trips to a Jamboree varies considerably from Troop to Troop. Some parents opt to fund the cost themselves where they find they do not have the time to commit to fundraising.

Other Troops choose to fundraise and nearly always achieve the goal, and while doing so, the parents, Leaders and Scouts tend to become friends and more supportive of the Troop.

It also provides a great recruitment opportunity and encourages retention in the Troop.

Getting a job

One way that some Scouts fund the fee for the Jamboree is to get a newspaper or pamphlet delivery round, and parents often help their Scout do the deliveries.

It will only work in the suburbs, but it is the most effective way of raising funds, and it teaches the Scout about real life, earning their way and watching their savings grow.

Grants

Getting grants for Jamboree fees is difficult, although donations or sponsorship for camping gear, uniform items and sometimes travel is possible. In short, don't expect to get a grant to fund the fees.

Scouts tend to value things they have had to earn, and training Scouts in life skills is, of course, one of the fundamental values of Scouting.

Allocating the funds raised

There are many ways Troops can raise funds, and in some respects, that's the easy part. The trap Troops can fall into is failing to determine how to allocate the funds raised.

It can potentially cause significant divisions amongst the parents and leaders if it's not sorted out and understood by everyone involved before fundraising starts.

Always understand that any funds raised under the name of Scouts Aotearoa need to be fully accounted for as these are Scouts Aotearoa funds to be used for the purpose fundraised: the funds do not belong to the individual Scouts.

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<i>Allocation method</i>	<i>Comment</i>
Pool all the funds raised and divide by the number going.	This method involves the whole troop helping with fundraising regardless of whether or not all the members are intending to go to the Jamboree. It's consistent with the Scout Law requiring Scouts to help others. If someone pulls out, the funds stay in the pool and the others benefit, or the Troop invites someone else to attend in their place. Any surplus stays in the pool for the next Jamboree.
Funds raised are allocated to those attending the "working bee".	This method is quite popular but requires a serious amount of paperwork. The Troop really needs a person just focussed on tracking who attended the fund-raising activities and for how long etc. If a person drops out of Jamboree, the funds could be used for their other future scout activities.

Funding Leaders

The funding of Jamboree costs for leaders should be considered. The Jamboree Troop youth members, with the assistance of the Scout Groups involved, should fund the fees for the Leaders and other adults going to the Jamboree. It includes adults from the Group going as Staff at the Jamboree – these are all adults supporting the youth from your Troop.

The Leaders are giving up family time to attend and generally look after the children of other families. It's reasonable to ask the leaders to contribute to the cost of the meals. On the other hand, having the Jamboree Troop pay for the meals, in a way, is a thank you to the Leaders for all the work they have done preparing the Scouts for attending the Jamboree.

Funding method

The fairest way of funding the Leaders attending with the Troop is to increase the fees for the Scouts so that their contribution meets the cost of the leaders attending.

The number of leaders needed

Some thought needs to be given to the number of Leaders being taken to the Jamboree. The Jamboree Leadership Team specifies the number of Leaders required, and for the 23rd Jamboree, this will be one Leader per Patrol plus one overall Troop Leader.

A Deputy Leader is optional, and additional carers may be required for special needs Scouts.

Ideally, the troop size should be six Patrols, with seven Leaders. Troops can register with four Patrols, but this is on the condition that troops will merge with other Patrols and Leaders who will be either International or within New Zealand.

The Jamboree always needs Programme and other support staff, which is a good option if extra Leaders wish to attend.

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Training the Patrol Leaders

Many Troops assume they need to take one adult per Patrol plus kitchen and admin staff. However, consider that training the Patrol Leaders to lead their Patrols and report directly to the Jamboree Troop Scout Leader is not just an option – it is the basis of the Scout section.

The outcome is that you will be able to minimise the number of adults, have them deal with the QM and support tasks and still be available to accompany the patrols on the programme activities where needed.

It's worth not just thinking about but putting into action - now.

"The Scout Leaders' job is to train Patrol Leaders."

Pocket money

Scouts may need a limited amount of pocket money at the Jamboree. The amount can vary considerably and is often funded by grandparents and family members through a Christmas present.

The pocket money is paid to the Jamboree Troop Treasurer, who then issues the money each day as required by the Scouts. As a rule of thumb, the amount is probably \$5 - \$10 per day, which amounts to about \$35 to \$70 for the event. The Treasurer may advise Scouts on how much to spend, but remember it's the Scout's money, and if they ignore the advice and run out of funds, it's also a learning experience.

Interestingly, some Scouts spend little each day and then use the remaining funds to buy something worthwhile. Others will attempt to coax the Treasurer to give them more than the \$5 - \$10 per day early in the event and risk running out of funds.

Budget

Creating the Troop Jamboree budget must be done very early in the project and often before the Jamboree fee is known.

Make sure that the person appointed as the Troop Jamboree Treasurer has budgeting skills, or find someone to help the team create the budget. It is critical, and don't overlook the importance of correctly identifying the budget format and items.

Your best guess will be the initial budget, especially for transport and food, as you cannot know what to allow for when working on the budget up to 15 months before the event.

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The initial budget

The Jamboree Leadership team estimates the Jamboree fee to be between \$1,000 and \$1,300. For Leaders/staff attending, between \$400 and \$600.

The budget is not set in concrete

Budgets are flexible until approved, so don't be alarmed if you have to keep changing them early in the project. However, by at least nine months from the event, you should be able to approve the budget and stick to it unless extraordinary cost increases are encountered.

Contingency

You **MUST** add a 10-percent contingency sum to the total of the budget to allow for unexpected costs (for example, flying someone ill home, high winds destroying a tent, blowout on the Troop trailer tyres). Don't get into the mindset of spending part of the contingency before you leave for the event.

The contingency is for emergencies, and the Jamboree Troop Treasurer must have this sum readily available to cover emergency expenses.

All is going well, and you should be able to refund the contingency sum to the parents once the Jamboree Troop has returned.

A sample budget format can be found on Page 11.

Treasurer

The Treasurer need not be someone going to the Jamboree. However, it is essential that at least two, if not all, three of the signatories to the Scout Jamboree bank account attend the event, so there is no issue about accessing funds when needed. Do not make the Jamboree account a sub account of a Scout Group bank account. The signatories for the Jamboree account are unlikely to be the same as for the main Group account.

The rules for managing the Jamboree bank account and the funds are the same as for a Scout Group.

- All cash received is receipted and banked, and all payments are made by way of a debit card or direct payment.
- Unless it is pre-approved and supported by receipts, no claim will be paid.
- All Leaders, the Treasurer and parents need to understand how any surplus funds will be dispersed at the end of the event.
- The final accounts will be reviewed by the Group Treasurer or other competent person and lodged with the Scout Group Treasurer.
- It is strongly recommended that if funds are available to be paid back to the parents, this is done before School starts.

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Accessing cash

The Jamboree site is not near a township, so you must plan for that and allow public holidays when the banks are closed. ATMs should still be available.

Sample budget

Here is a sample budget that may be helpful, but remember you will need to update the amounts as costs are identified. **Please note that some expenses featured below are optional.**

EXPENSES			
Fees Youth	36	\$1,200.00	\$43,200.00
Fees Leaders	7	\$500.00	\$3,500.00
Dining shelter cost / marquee Hire	1	\$1000.00	\$1,000.00
Shirts	86	\$16.00	\$1,376.00
Hats	45	\$8.00	\$360.00
Named bags	45	\$35.00	\$1,575.00
Jackets	45	\$30.00	\$1,350.00
9kg LPG	5	\$36.00	\$180.00
Hireage - LPG	5	\$65.60	\$328.00
Ice	32	\$4.00	\$128.00
Troop Badges	100 0	\$0.50	\$500.00
Zone Badges	80	\$0.50	\$38.00
Bus Travel	45	\$60.00	\$2,700.00
Fuel		\$400.00	\$400.00
First Aid Box	1	\$150.00	\$150.00
Food for special diets		\$300.00	\$300.00
Extra Food	1	\$150.00	\$150.00
Consumables	1	\$100.00	\$100.00
Truck & Container	1	\$2,500.00	\$2,500.00
Other Jamboree Requirements			\$300.00
Stretchers for International guests	7	\$100.00	\$700.00
Sub Total			\$60,835.00
10% contingency			\$6,083.50
Total			\$66,918.50
Cost per youth	36		\$1,858.85

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List of possible supplies

Sample list of supplies

Item	Quantity
Food preparation and storage	
Food preparation gloves – packets Recommend not latex	3
Tinfoil roll	1
Cling wrap film roll	1
Sugar and flour containers - sealable	2
Ice (bags)	10
Cooking	
Gas 9kg bottles – 1 per day	Hired
Cleaning and washing	
Hand sanitiser pump pots	8
Hand soap pump (soft) - for kitchen	1
Hand soap (soft) refill	2
Hand soap (bar)	5
Dishwashing detergent large	2
Clothes washing detergent liquid	1
Laundry soap	2
Chux dishcloths (packet)	1
Pan scourers	2
Goldilocks pads	1
Spray and wipe bottle (for tables etc)	1
Spray and wipe refills	3
Sponges for dishes	2
Scrubbing brushes	2
Rubbish bins	2
Plastic rubbish bags (Packets)	2
Plastic crates (stacking)	2
Safety	
Solar lights (garden type)	12
First Aid	
Non latex gloves	1 pkt
Dettol antiseptic liquid	2
Band Aids (packets) (incl 'sensitive')	2
Gauze pads – assorted sizes	1pkt
Sunscreen SPF 30 Pump pots	2
First Aid kit (for 40 people)	1

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Topic	Quantity
Other items	
Measuring tape 3M	1
Measuring stick 1.5m	
Plastic buckets	4
20 L water containers	4
Plastic buckets with lids for grey water or 'sickness' disposal	4
Muslin or large chux cloths for straining grey water	lots
Four wheeled trolley for food cartage	1
Trolley for collecting water	1
Trolley for grey water disposal	1
Radio – battery operated for news	1
Cable ties – pack 200mm	1
Electrical tape – rolls	1
Duct tape 50mm – 20m roll	1
Clothes pegs	200
Leather gloves large	1
Batteries – suitable lanterns/radio	20
Spray paint for marking the site etc	1
ZipLoc bags for security locker	40
Permanent markers set of 4	1
Security box – lockable (Tool box)	1
White board – medium	1
White board markers set of 4	1
Pin board / notice board	1
Funnel – plastic – for grey water	1
Paper towel rolls	2
Brush and dustpan	1
House broom	1
Clock – battery operated	1
Padlocks for lock box and container	2
Bungee cords various lengths	5
Kitchen scissors	1

People items	
Troop badges 10 each	
Zone badges 10 each	
Uniform shirt 3 each	
Sun hat 1 each - "SunSmart" Note sun hat NOT baseball cap style	
Allowance for refreshments on your transport	
Total hire fees if any (see list below)	

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Comments

1. BIG HINT – Arrange with the Patrol Leaders to get the Patrols to devise a list of gear they think the Jamboree Troop should take to Jamboree (Training).
2. The list on the previous page includes items the Jamboree Troop may have to purchase or construct at a cost.
3. The list doesn't include items commonly held by most Troops, such as:

<i>Item</i>	<i>Item</i>
Water heater	Cooking stove
Gas bottles (Hire)	Tents and dining shelter
Bench top and sink	Tables and chairs
Dishwashing tubs	Lock box
Electric fence standards	Rope to construct a fence

If the Jamboree Troop is contemplating hiring any equipment, the hire costs must be added to the budget.

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Select a Leader team / Project committee

Introduction

Preparing to take a Scout Troop or combining several Scout Troops to go to a Jamboree takes considerable planning. It's usually well within the capability of a Scout Group to mount such a project, and a project it is. But it does need some serious planning and organisation if the outcome is to be memorable for the good times rather than any issues that arose.

Smart Groups will carefully select who is to lead the project and provide them with the backup skills needed to assemble a successful, positive and dynamic team that can meet challenges and overcome them.

The Jamboree Troop Leader doesn't have to be the Scout Troop Leader.

In some cases, it is beneficial that it's not, as the Scout Leader can focus on the weekly Scout programme and keep it at a high standard without distractions in the lead-up to the Jamboree.

The team members

The most critical person is the Jamboree Troop Leader (who is the Team Leader). But even the best Team leader will struggle if the team members are not pulling together and working positively for the project.

You may not always be able to find people to match the characteristics and skills listed below, and that's normal.

What it does mean, however, is that if a position requiring attention to detail is filled by someone not that inclined, the Team Leader needs to be aware of it.

Additional guidance and support must be provided so that the person appointed is not struggling and stressing the project team.

Here are some thoughts for assembling an effective team of moderately experienced Leaders. Remember that the Jamboree stipulates no more than eight Leaders with any Jamboree Troop of 36 Scouts (excludes Special Needs carers). The team of up to eight will fill the following roles at the Jamboree - Troop Leader, Deputy Troop Leader, Quartermaster, Kitchen support, and Welfare/First Aider.

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The Jamboree Troop Leader appointment must be approved by the Zone Leader / Team and then forward to the Jamboree Support Team Director.

Team member	Characteristics and skills needed
Jamboree Troop Leader (JTL)	Used to leading adults as well as youth. Takes time to think things through and is prepared to consult with the team and others. Encourages the team to take responsibility for their roles, provides leadership opportunities, encourages succession planning. Can Make timely decisions quietly and firmly. Understands timelines and their importance in achieving a successful outcome.
Deputy Troop Leader	Able to step into the JTL role as and when required. Supports JTL and leadership team.
Quartermaster / Transport organiser	A practical person with a good contact network. Can find things and suppliers without undue fuss. Can fix most things, accepts that accidents do happen and that plans do change suddenly.
Kitchen support	Enjoys supporting the youth duty Patrols, <u>supporting</u> them in the decisions they make to ensure the meals are served on time, are well presented and wholesome. Should be able to step back in a support role as much as possible enabling the scouts to take responsibility for the meals they produced
General duties – all Team members	Cares about people. Understands the Scout method and the Patrol system and knows when to intervene and when not to.
Welfare / First Aid person	Has a first aid qualification. Is a calming influence on the youth and leaders and helps ensure their welfare is not compromised.
Treasurer	A detail-oriented person who likes things to be correct. Is highly organised, system focussed and takes pride in having the accounts up to date and the books balanced. Is familiar with budgeting.

Parent helpers

Ideally, trained Scout Leaders fill all the above positions; it's not essential. Having one or two parent helpers with the appropriate skill sets is very helpful and encouraged.

Remember that you need several months' lead time to ensure the "Adult Helper" application is processed and the Police check and Safeguard module is carried out in good time.

The Group Jamboree Leadership team

Not everyone listed above needs to attend the project meetings in the early stages, so consider appointing a Jamboree Leadership team to do the initial research, get things moving, and report to the whole project team every month or two.

The Leadership team might include the following but can be more or less as needed.

- The Jamboree Troop Leader and or Deputy Troop Leader
- The Treasurer
- The Quartermaster / Transport Organiser

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Regular meetings

Many people are very busy and have events booked for six months or more. As a result, the team needs to set regular dates for meetings up to 12 months in advance.

Meetings might be monthly for the initial three months as things get going, then perhaps quarterly for the middle period and then with increasing frequency in the run-up to the event.

Avoid holding meetings in a cold Scout Hall at all costs. Is there a local hotel bar or coffee bar that might be suitable?

Scouts have a relationship with the RSA. Why not talk to them and see if you can have a corner of their dining room to hold your meetings?

Promote the Jamboree to Parents and Scouts

Getting started

Someone has to have the idea of attending the Jamboree, and the project usually springs from there. The skill in getting the project off the ground is in how you promote the idea. This section offers some suggestions for doing this.

WIIFM

'What's in it for me?' or, in this case, **'What's in it for the Scouts?'**

The development of independence, tolerance, consideration for others, leadership skills, teamwork, looking after themselves and many more things are 'What's in it for the Scouts', but they won't see it that way. They will know a Jamboree as fun and adventure, and this 23rd Jamboree will be just that and more.

Here are a few things you can mention to parents that they should relate to and lend their support to the project.

- Scouts' self-reliance and self-confidence increase hugely through being away from home for at least nine days and often longer.
- Scouts learn to look after others by taking turns working as the duty Patrol responsible for the cooking and cleaning for the other 30 Scouts and six Leaders at least once during the Jamboree.
- Scouts learn to eat food cooked in bulk because to be fussy means going hungry.
- Scouts can meet Scouts from other countries and have the chance to share meals with them, providing opportunities for a greater understanding of different cultures.
- Camping together for seven days or longer creates friendships that often last a lifetime.
- Scouts become more self-confident by tackling challenges such as abseiling and learning that they can extend themselves.
- Scouts learn that working hard at fundraising throughout the year brings rewards in adventurous activities and many new friends gained at the Jamboree.

Focus on the Parents

It would help if you had Parents on your side and supporting you either before you sell the idea to the Scouts or at the same time. If parents are not supporting the project and recognising its worth, any effort to convince the Scouts to go is generally wasted.

It will be the Parents who chase reluctant Scouts out of bed and off to Fundraisers. And it's the parents who entice and encourage the Scouts to attend the Jamboree when they have bouts of cold feet when the going gets tough.

Promotion

Here are some tips for helping to get the message across to Parents and get them involved in supporting the project.

- Make a slideshow/powerpoint using photos of the last Jamboree and its activities and show it at the first Leaders and Parents meeting. Include anecdotes as part of the commentary.
- Check out the availability of the Jamboree promotional material and use it where appropriate.
- Maybe hold a second meeting to sell the project to the Scouts.
- Involve Scouts/Ventures who attended the last Jamboree to come along and sell the event to the Scouts.
- Involve parents in constructing the budget. List the headings and start inserting what you think may be realistic costs. Watch for Parents with contacts that may be able to supply the goods cheaper or may be able to find a sponsor. Follow up on every offer. It helps get the Parents involved and understand the costs.
- Initiate a discussion about how the funding will be provided. By the Parents? Or by fundraising? If by fundraising, will the funds be pooled or credited against an account for each Scout and Leader? Agree on how any surplus will be dealt with.
- Schedule some dates for Parent meetings where the Jamboree Troop Leader and committee update them on progress.
- Make mention of the Jamboree fundraising progress in every issue of the Group Newsletter, the Group website, the group Facebook page, or better on all.
- Pass on any newsletters from the Jamboree to the Parents and Scouts. Most of the information will come from the Jamboree website and other means such as Facebook or via email, so set up a Jamboree email circulation list and send out links to the website.
- Discuss the equipment needed and make sure Parents appreciate the need for it and will help raise funds needed in addition to the Jamboree fee and travel costs.
- Encourage some Parents to consider attending as Parent helpers or, for those with appropriate skills, as support staff on the programme or other directorates.

The equipment needed

Introduction

This list below is not exhaustive, but it covers the essential equipment items that must be considered when planning the campsite.

Start with the Site design

Pull up your last Jamboree Troop site plan. For the 23rd Jamboree, the site size will be approximately the same as previous Jamborees, around 700 sq m.

At this stage, you may not know the shape of your site. The following topics will affect the design:

- The size, type and number of tents used for the Patrols and adults include the female/male split.
- What are you using for the dining shelter? A marquee or a large tent?

You can use the tent spacing from the last Jamboree as a starting point, but be aware this may change — spacing of 1.5m between sleeping tents, 1.5m from the site Boundary. Tents must be 3m away from Marquees, stores or kitchen tents.

The site size will be confirmed three to six months before the start of the Jamboree.

Dining

Marquees

Many Jamboree Troops hire large marquees for their dining shelter. It has benefits as these large structures stand up to storms exceptionally well and can double as a dormitory if the weather turns sour. But consider the size – do you really need a big marquee? The cost to hire is high, but there is no transport cost getting it to and from the site. Ensure you lodge your site plan with the hiring company, as the marquee will already be erected when you get to the location, and usually, the hire contracts prohibit you from moving them.

Large tents

An alternative is to use a very robust 6m x 6m, 9m x 6m or 12m x 3m standard centre pole type tent. Adding storm lashing (extra guy ropes and pegs), these tents can withstand strong winds. Raising funds to buy one of these tents means the Group can use the tent all year round and for the next ten years if it's looked after well.

Please note that the content in this document is a work in progress and is subject to change.

Tables and chairs

Outfitting the dining tent is also a high cost. Depending on the distance involved in travelling to the Jamboree, it may be better to buy suitable tables and forms for seating and have them available for all Group camps. But take into account the cost of moving them.

Flooring

Some Jamboree Troops hire plastic-type flooring that clips together like a jigsaw, and it keeps the dining room floor dry in wet weather and stops the dust in dry weather. Others use polythene sheeting and old carpet to achieve the same effect. Yet again, others use the grass and air the dining room out daily, so the grass doesn't die.

Gas supplies

Unless you live in the same town as the Jamboree, don't rely on using your own gas bottles. Transport regulations make it virtually impossible to transport 9kg or bigger gas bottles legally.

The Jamboree will have the arrangement to hire a gas bottle company on site.

Lighting

Dining shelter

Good lighting is required for the dining shelter as this doubles as a community and meeting centre when not used for meals. LED lighting has changed significantly over the years, with smaller, brighter versions requiring little battery power.

Patrol and Leader tents

Various battery-operated LEDs and fluorescent lanterns are safe to use in sleeping tents. A large number of spare batteries will be required over the nine days or so of the camp.

Gas lanterns are NOT permitted

Personal lights

The most effective lights are probably the LED headband type. Alternatively, an LED torch will do, and a solar-powered or dynamo torch will negate the need for batteries.

Solar Panels

More and more Jamboree Troops are using portable solar panels to charge their batteries/phones during the day.

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Patrol tents

A seven-day camp requires adequate tentage per Patrol to allow for a substantial amount of personal gear to be stored if five or six people are sleeping in the tent for an extended period. It is desirable, but not essential, that the whole Patrol sleeps in one tent, except for female Scouts from each Patrol who get together and sleep in a tent of their own. Leaders must sleep in their own tents and never share a tent with youth members.

Continental external frame tent

The most popular tent seems to be the 15' x 12' external frame continental type with a sewn-in floor and front awning. The advantage of the external frame tent is that it's relatively easy to add storm lashings to stabilise the tent during windy weather. They are made of canvas and must be dried thoroughly before storage to avoid damage by rot and mildew.

Dome tents

Modern lightweight dome-type tents are becoming popular, but a disadvantage is they are not as robust as canvas tents and provide less shelter from heat and cold. They are generally made of synthetic cloth and lightweight, which usually means zips too, which can become a problem.

Centre pole tent



A third option is the original 12' x 12' or 18' x 12' Kiwi centre pole tent that has stood the test of time.

They are easy to storm lash and don't have sewn-in floors, so a ground sheet is needed.

The main advantage of these tents is that they can be reduced in height in high winds simply by removing the bottom half of each tent pole and shortening the guy ropes.

A second advantage is that the sides can be lifted and the floor rolled up to air the ground and stop the grass from rotting.

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However, like the continental tent, they are made of canvas and must be dried thoroughly before packing and storage to avoid rot and mildew. All of these tent types suffer irrevocable damage from deodorant and sunblock sprays.

We strongly recommend that only roll on deodorant and sunblock be permitted and this is enforced as a safety issue.

Kitchen

The kitchen and dining room is really the heart of the campsite. It is also the most significant factor in maintaining a camp free of illness caused by stomach trouble. In essence, hygiene and safety are absolutely critical.

Mobile kitchens

A few Groups have developed mobile kitchens costing many thousands of dollars that make cooking and the work of achieving a high standard of hygiene and safety relatively simple. The kitchens are often in demand in the local community and may form part of the Civil Defence resources should they ever be needed.

On the other hand, they have to be stored somewhere secure, the trailer maintained, registered and insured. Towing the kitchen to the Jamboree is a major cost, especially if a ferry trip is involved. They may also be too big to cater for a small Jamboree Troop.

Tent kitchen

Jamboree Troops who have hired a marquee usually partition part of the space off and use that as a kitchen. Some use a standard centre pole 18' x 12' tent located at the end of the dining tent. Others build a custom tubular metal frame and put a heavy duty polythene tarpaulin over it. The illustration below shows a workable kitchen layout.

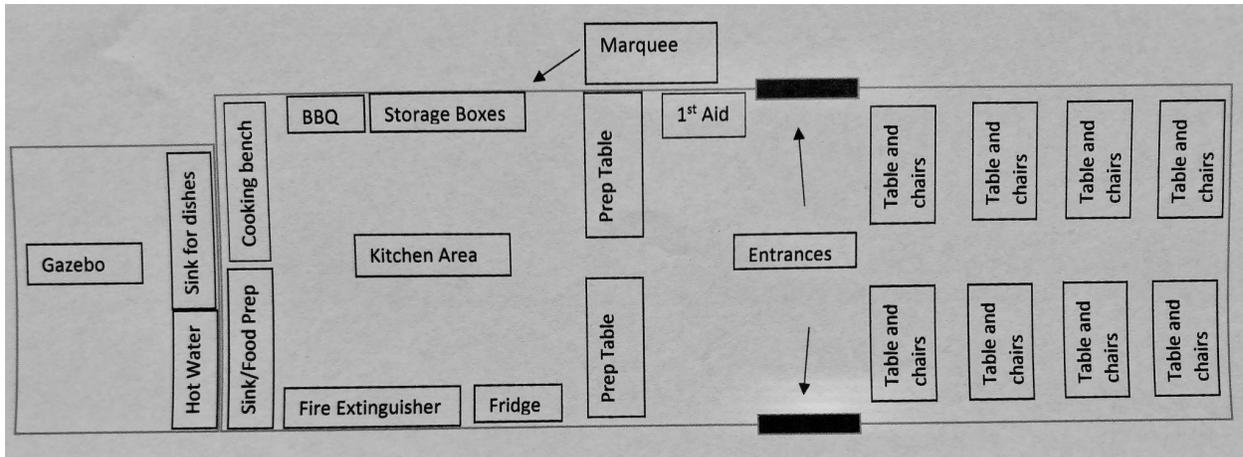


Food Containers

Airtight storage containers for food are vital. Take a selection with you.

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Sample kitchen layout (not to scale)



Hot water

A water heater that delivers a constant hot water supply is invaluable, and it's needed for washing pans, dishes, tables, vegetables and hands. Jamboree Troops use devices ranging from solar panels to gas rings or instant heaters with an electric starter operated by a truck battery.

NOTE: No generators are permitted on site.

The table below describes a modern hot water system that is cheap to run and provides instant hot water on demand. The set-up costs may be a bit high, but it seems worthwhile and could be used for all Group events.

Step	Action
1	Build a bench top with a sink inserted in it and mount it at a height suitable for the Scouts to use.
2	On the back of the bench top and above the sink, mount a gas powered instant hot water heater. It should include an electric starter as well as an on /off switch fitted beside the heater.
3	Place a 210 litre plastic drum beside the bench top to hold the water supply.
4	Fit an electric water pump to the water line connecting the water drum to the water heater. A camper van pump should do the job.
5	Fit a 9kg gas bottle to the Water Heater. This will last a Troop of 42 more than seven days.
6	Use a truck battery to drive the pump and start the water heater. It will last more than seven days and will also recharge cell phones and run a kitchen light.
7	Turn the pump on to run cold water into the sink. Flick the heater switch to ignite the gas and run boiling hot water into the sink through the same tap.

Get expert advice on the connections etc., to ensure that the heater only operates when the pump is running.

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Plates and cutlery

Standard camping gear of plates and cutlery in a ditty bag is okay; however, it has been observed on many occasions that Jamboree Troops using disposable plates seldom have health or sickness issues during the camp.

These Troops keep a stock of stainless steel cutlery and robust cups in the Troop store and use these for the Jamboree and Scout Group events. They are easy to clean, can be left to dry (covered) after each meal and then stored in a vermin-proof container.

Alas, damp and unclean tea towels that the Scouts use to dry the plates and cutlery they bring to camp don't significantly enhance the hygiene standard during a long-term camp. Use the tea towels for one meal, then soak them in a sanitiser solution.

Duty Patrol can rinse and then hang the tea towels to dry the next day. Please do not allow Scouts to put their tea towels back into their ditty bags.

Recommendation

After meals, Scouts scrape their leftovers into a provided scrap bin. Then use a paper towel to wipe the residue off the plate. It will then reduce the amount of food residue in the washing-up water and lessen the likelihood of the washing-up water becoming pig swill. Wash in one sink, then rinse in a clean, mild sanitiser solution.

SCRAPE / WIPE / WASH / RINSE / DRY

Laundry

It is not a problem, and it isn't. Scouts doing their own washing is a life skill they need to learn, and here's how you can do it.

- Each patrol acquires an empty 20-litre paint pail and lid. A Chlorine pail with a screw lid works quite well as the cap is easier to remove.
- The Scout puts the dirty clothes in the pail.
- Add some cold wash powder and cold water and put the lid on.
- Roll the pail around on the ground for five minutes (it's a game, guys!).
- Empty the dirty (grey) water, rinse the clothes and hang them out to dry.
- All done.

To increase the device's efficiency, screw two smooth wooden battens 20mm x 15mm x 300mm long inside the pail to act as beaters like an agitator washing machine.

Some Jamboree Troops take old washing machines to camp and power them with a bicycle or a hand-operated agitator. While they are ingenious, require maintenance, and are bulky to transport but they do work and Scouts can have a lot of fun and turn it into a competition.

Another way requires some washing up bowls. Line them up in threes. **Wash / Rinse / Rinse**

Water collection and disposal

There are two issues related to this topic.

- Collection of fresh water.
- Disposal of dirty water or grey water.

Both involve trolleys to hold the drums used to collect the fresh water from a nearby tap and a similar trolley to take the **strained** grey water to the gully trap.

Freshwater

The nearest tap is usually within 50 metres of each campsite. A four-wheel trolley to hold one or two water containers of, say, 20 litres is best as bigger containers will pose a weight problem for the smaller scouts when decanting the water. The trolley also has to be of a weight that two Scouts can manage to comfortably pull without injuring themselves or anyone else around them.

Grey water disposal

Waste (grey) water must be strained at your campsite before transportation to the gully trap. Use cheesecloth or large Chux cloths over a sieve or funnel to strain the food particles (dispose of the cloths in the rubbish).

The disposal issue poses a hygiene problem as the grey water must be tipped or decanted into a gully trap within 50 to 100 metres from the campsite.

The concern is that small Scouts sometimes have difficulty controlling the emptying process, and grey water is spilt around the gully trap instead of in it. It, of course, attracts flies and generates mud around the gully trap.

Some troops build a steel or aluminium container on a trolley that fits beneath the kitchen sink top, so the wastewater drains into the drum through a 50mm or more oversized screw top. A 50mm drain pipe is added to the bottom of the drum, and a cap or tap is fitted. The pipe needs to be long enough to allow the wastewater to drain into the gully trap, which is generally about 200mm above ground.

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Food collection trolley



Traditionally Jamborees set up a large warehouse where Duty Patrols collect the food for each meal and take it back to the campsite.

Most Jamboree Troops build or buy a steerable four-wheel trolley with about 200mm diameter inflatable wheels that two Scouts from the Duty Patrol can tow to the warehouse and back again with the food for the next meal.

The distance involved can be as long as 1 km on grass or gravel roads, so bearings for the axles and sides on the trolley deck are necessary.

Fences

Fences are recommended around each campsite, and it is to mark the boundaries of the site to help keep the foot traffic down and also to help give each Troop some privacy.

You don't want people taking a shortcut through your campsite, especially if there is sickness elsewhere at the event.

The fences need not be elaborate, and most settle for 20 electric fence pigtail standards and 100 metres of light cord, possibly 6mm poly rope or similar.

The equipment should be suitable for all Troop camps and will last several years if stored correctly.

Gateway

The JLT are investigating options, more to come.

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Flagpole

A flagpole is optional, but the majority of Troops do erect one. The Flag Break ceremony provides a formal start to the day's activities.

The flag pole doesn't need to be elaborate, but it does need to be smart looking and with minimal guy ropes, as a Jamboree campsite is pretty tight in terms of space.

The maximum height of a flagpole will be advised to Jamboree Troop Leaders.

Clothesline

Make sure you have spare tent poles, guy ropes, pegs and 6mm rope to make a clothesline, with enough space for at least 47 shirts and 47 pairs of socks etc. – per day.

Clothes containers vs packs

Now here's a potentially contentious issue. Scouts traditionally go camping with a backpack to store all their gear. That's great if you are moving across the country and staying at a different location each night.

But what about seven and nine-day camps that you travel to on a plane or bus and then stay put?

Bus drivers and the airlines love it when a party of people turn up with the same-sized rectangular containers full of gear that are easy to stack. But wait for the next bit.

If your Scouts arrive at camp with a waterproof plastic container that fits under their camp stretcher, imagine how much room in the tent is saved. And if it rains all night, who cares? Their clothes and sleeping bags will remain dry.

Think about it. Tradition or practicality? Your call.

Camp Stretchers

Ah, yes, or inflatable air beds. It comes down to expense, transport and storage and also depends on the floor size of the tent.

Folding Stretchers that are at least 350mm above the ground

Robust and excellent for storing plastic clothes containers under, but more expensive, heavier, and take up more space in a transport container. Some Jamboree Troops use two-tier bunks and save even more space, but Scouts will be Scouts, and bunks may not be appropriate depending on the size and weight of your Scouts.

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Lightweight stretchers with wire legs

Some are not so robust, especially if a rough and tumble happens in a sleeping tent. You cannot store containers under them, but they can be strapped to a backpack if needed.

Air beds

Very practical will fit inside a pack if needed, but puts the Scout at risk of wet gear if very wet weather occurs and the site floods slightly. If the weather turns cold, that cold is transmitted from the ground through the air in the air bed. So add an insulation mat to the kit list if you choose air beds and a pump and repair kit.

Consumables

The things we forget

Consumables are generally the things we forget and must go to town to get. The following lists may help make the camp experience more enjoyable.

Health items

Here is a list of a few health-related items you will need:

Item	Comment
Sunscreen	Several pump pots of SPF30+ to be kept in the dining room.
Hand sanitiser	Several pump pots in the dining room, and at the gate for when the Scouts and visitors come on site.
Liquid soap	Placed at the gateway along with a water container so that people can wash their hands on the way back from the toilet. Also placed in the dining room and the entrance to the kitchen.
Detergent	For washing the dishes, bench tops and tables etc.
After sun lotion	In case of sunburn.

Food items

Here is a list of a few food related items you might need:

Item	Comment
Condiments	Salt, pepper, oil, sugar, curry powder, mustard (for leaders).
Flour	Just in case.
Baking Powder	For a batch of scones perhaps?
Vinegar	For sweet and sour, or wasp stings.
Sauces	Packets of sauces just in case, plus tomato sauce.
Packets of soup	For someone who is cold, or has low blood sugar, etc.
Ice	For chilly bins and injuries.
Containers	A range of plastic airtight containers for storage.

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Other items

Here is a list of a few more items you will need:

<i>Item</i>	<i>Comment</i>
First aid kit	A good quality troop sized kit to cover the cuts, scratches, splinters, bruises, burns and headaches that occur every day. Follow up with St John on site as required.
Tea towels or Chux cloths	For the kitchen
Cups	Enough cups for everyone (if using disposable).
Cutlery	Enough for everyone (if using disposable).
Disposable plates	Consider using these as it reduces the risk of stomach illness by a huge margin but unless stacked after each meal they will require more rubbish bags to get rid of them.
Cleaning cloths	Chux or similar.
Pan scourers	Goldilocks, Steelo or similar pads.

Travel and Transport

Two aspects

There are two aspects of travel to consider. They are:

- Transport of people.
- Transport of equipment.

People

The three most practical options are:

1. Flying
2. Bus
3. Private car

Other options might be ferry and rail.

Which option you choose will depend on the location of the Jamboree and then one of the following factors:

1. Is everyone able to leave on the same day?
2. Is the Jamboree Troop doing a tour on the way to or from the Jamboree?
3. Can you increase the number travelling by picking up other Scouts on the way?

Flying

Numbers are not an issue when flying unless you have too many to go on one aircraft, but remember you will need to find your way to the site.

Bus

Numbers are an issue where buses are concerned, and failure to fill the seats adds substantially to the per head cost. Consider contacting neighbouring Zones and see if you can pick up some of their Scouts on the way through.

Do make sure you hire a tourist coach. Using local city buses with hard seats makes for somewhat 'scratchy' Scouts when they arrive on site. Tourist Coaches also have substantial storage lockers under the floor and can usually hold all the Scouts' gear.

Another option is to speak to the Jamboree Transport Manager and see if the Jamboree wishes to hire the bus if it's parked up at the Jamboree. It can make the trip financially worthwhile.

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Private car

It is only a serious option if the Jamboree Troop is located within 100km of the Jamboree.

The issue is keeping track of who is arriving and when and then making sure they did come. There is usually adequate car parking on site for Leaders' cars, and it is generally reasonably secure. However, as always, it pays to have any valuables put in the car boot and out of sight.

Tour

A four- or five-day bus tour after the Jamboree can be a great experience, but it can take some organising and usually relies on the Jamboree Troop taking a bus to the Jamboree.

The issue for the Leaders is to arrive at the end of the Jamboree without the Scouts being exhausted. Touring with a busload of tired Scouts is not stimulating for the Leaders.

It is often possible to arrange to stay at Scout Camps along the way.

A few Scout halls have shower facilities, and that helps make them a practical option. Some Troops have tended to use the local swimming pools to freshen up, so there are ways around using halls with minimal facilities.

Overall, the shared experience of the tour can be a memorable event in the lives of the Scouts.

Equipment

Scout Troops of 40+ need a lot of gear, and we are talking a container or a five-tonne truck to get it to the Jamboree. Not usually cars with trailers.

Containers

Scout Troops can hire a container from a container hire company, load it up and dispatch it to arrive at the Jamboree site the week before Christmas.

Please Note:

- All containers will be located in the container park.
- Containers will not be located on Troop sites.
- The Troops name and site number must be taped onto the container door.

If there is rain on the last day, it's not a good option to pack wet canvas tents into a container that will stay on site for another two or three days and possibly take a week to be delivered to your home base. The chances of the tents doing another Jamboree are meagre; they will be covered in mildew, and the rot will have started by the time you unpack them.

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You can get around this. It is to take down the tents and pack them in the container, but only after the Jamboree Closing Ceremony. Sleep everyone in the dining shelter on the last night if that's practical. However, all gas units must not be connected. It's a great final night experience to round off the Jamboree for the Scouts.

Truck

If you borrow a truck and use a Leader as the driver, the Jamboree Troop is on to a winner. Even hiring a truck may be viable if wages aren't an issue.

Fuel and mileage tax (if diesel-powered) is a high cost. The driver will need to be given a fuel card or sufficient cash to provide fuel for the truck and maybe a meal or two.

Trucks will not be allowed to stay on the Jamboree Troop site and must be removed once unpacked. So if you are using the truck for storage, be prepared for a lengthy walk to the truck park.

The benefits of using a truck are:

- You can pack when it suits the driver and the Jamboree Troop on the departing day.
- You travel when you want to.
- Your gear will be home much more quickly.
- Wet tents are not so much of an issue.

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Uniform items and badges

Uniforms

Formal or official Scout uniforms will be required for travel to and from and at the Jamboree, especially for formal events.

Troops are also encouraged to create a Jamboree uniform that is suitable for the environment, is cost-effective, durable and to wash and wear.

The most popular uniform choices are polo shirts with a Troop scarf to help protect the neck from the sun. Add a full-brim hat and then screen print or embroider them with the Troop Jamboree logo or badge. Each Scout will need three Jamboree uniform shirts.

Scouts may wear short or long trousers appropriate for the weather, and it's up to the Jamboree Troop to decide whether or not they are the same colour or design.

Check with your parents to see if they have screen printing skills or, for that matter, purchasing contacts in the apparel industry.

Scouts who have earned and been presented with the Chief Scout's Award before Jamboree will be able to meet with the Chief Scout. Scouts attending the 'Chief Scout's Award' function at the Jamboree will need to wear the official Scout Uniform, including black shorts/trousers and shoes, so be prepared and ensure their uniforms are packed.

Ask at The Hub for the use of an iron to ensure the uniform is looking the best possible – don't forget the clean black shorts/trousers and clean black shoes.

Badges

Badges and swapping them play a big part in a Jamboree. Each Jamboree Troop is encouraged to design a badge that reflects the origin of the Jamboree Troop. Note that each Jamboree Troop will need to seek approval for the badge design. Please refer to the Scouts Aotearoa Badge Policy.

- The Jamboree Troop is expected to have adequate badges for sale to their Scouts, who then attempt to swap them with Scouts from other Jamboree Troops.
- Allow about ten badges per Scout to keep one for their collection and swap the other nine.
- Note that it often takes four months to get the initial design made, approved by the Jamboree Troop and then produced.
- A supply of Zone Badges is also needed for swapping purposes. They are purchased from the Zone.

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- Badge swapping is a way to meet and greet other Scouts, and the Scouts should understand that the swap is a badge for a badge and not dependent on the value, size, or any other difference.
- A Guideline to badges will be produced and sent out to Jamboree Troop Leaders and recommend quantities and the dos and don'ts of Jamboree badge production.

Jackets

This is an optional item. A lightweight windbreaker is an extra clothing item for a Jamboree in the South Island. North Island-based Scouts generally find it cold in the South Island, particularly at night.

It's worth noting that Jamborees in the lower North Island can be exceptionally windy in poor weather, and windbreaker jackets are also worth considering for this venue.

It should not replace a waterproof raincoat, an essential item, emphasising waterproofing.

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Registration records

Privacy

The security of the Jamboree Troop members' personal information is paramount. The Jamboree Troop Leader is responsible for ensuring that the data is secure.

However, it also has to be readily available during the Jamboree to those who need it, as invariably, when it's needed, it's an emergency. Arrangements for the Duty Leader to access the data must be in place should the Jamboree Troop Leader be offsite.

Assembling and storing the data

Generally, all the required information is to be found in the Jamboree Registration system (OLEMS), to which the Jamboree Troop Leader has access. Additional data likely to be required relates mainly to the roles of the Leaders, including the Patrol Leaders, and any Court Orders for custody issues.

While some people may prefer to keep manual records, it's strongly recommended that each Jamboree Troop input the data on a spreadsheet that is readily readable by various computers. Excel would be a good choice; most information can be downloaded from OLEMS.

Worksheets

Here are some headings that could be used to create the various worksheets:

Names, Budget, Equipment, Quotes, Suppliers, Useful Contacts and phones, Payments made, Fee charged, Fees paid, Photo.

Personal details

Here are some suggested column headings for the 'Names' spreadsheet:

<i>First name</i>	<i>Family name</i>	<i>Jam. ID code</i>	<i>Date of birth</i>
<i>Gender</i>	<i>Group</i>	<i>Patrol name</i>	<i>Transport to</i>
<i>Transport home</i>	<i>Shirt size</i>	<i>Hat size</i>	<i>Food allergies</i>
<i>Medical alert</i>	<i>Scout</i>	<i>Adult</i>	<i>Home phone</i>
<i>Email</i>	<i>Next of Kin</i>	<i>Other alerts</i>	<i>PL y/n</i>

It is recommended that there are two emergency contacts for each participant with relevant contact information.

One of the advantages of using an Excel spreadsheet is that any column can sort the information simply by using filters available in Excel.

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There will almost certainly be a parent in a Group who is familiar with spreadsheets and can take care of the recording task if the Jamboree Leader is not confident or inclined to use a computer.

One hint we recommend is to have all the data in one Excel file. Create separate worksheets for the budget, finance, equipment and personal details, etc.

Application Forms

Every person attending the Jamboree must register in OLEMS. The Jamboree Troop Leader must ensure that every member of the Jamboree Troop (including Leaders) prints out the application form.

These forms must be collected and held by the Jamboree Troop Leader, and they must be kept for the duration of the Jamboree. The forms contain the person's personal details, including medical information and next of kin details. The forms should be kept secure and available at the Jamboree if needed.

Updating data

In the weeks before leaving for the Jamboree, it is wise to check that the data on file is still current, particularly concerning:

Home address, emergency contacts phone, email address, and medical (are all most important).

Medication

All medical information is held in OLEMS and is available to the Jamboree Troop Leader, who should exercise discretion in releasing any medical information.

This information is critical, and appropriate actions must be taken to safeguard the Scouts. Medication dispensing should be delegated to the Leader, taking responsibility for the welfare and first aid. This Leader should be given a copy of the medical details, dispensing information, and action plans.

Food allergies

Pay attention to this information, mainly gluten-free and nut allergies.

- Nuts, in particular, can be lethal for those with nut allergies.
- Food containing gluten will initially make the person feel slightly uncomfortable, but repeated meals containing gluten will almost certainly mean the Scout will be sent home to recover.

Details of those with food allergies must be given to the Duty Patrol. It would be helpful if the printout contained a photo of the sufferers so the Duty Patrol Leader can readily identify the Scouts or Leaders.

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It's not uncommon for young Scouts to eat food they know they shouldn't but like. So, keep an eye on who is eating what.

Besides, it's frustrating for the Duty Patrol to prepare special meals for the allergy sufferers only to find them wasted because the Scouts concerned are making the most of being away from home and eating things they shouldn't.

Somebody ends up paying for this, and a Leader is usually called to attend to a sick Scout in the middle of the night.

Why photos?

Photos of all participants are collected in OLEMS and will be placed on ID tags which must be worn at all times.

The ID tags will help the Duty Patrol and Jamboree Troop Leaders correctly identify a Scout needing help or special attention.

It is particularly so if the Jamboree Troop hosts an international Patrol or a Leader they have not previously met.

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Security and Discipline

Site security

The general rule is one adult on the campsite 24 hours to help ensure unauthorised visitors do not enter the sleeping tents and to be there to greet Scouts who may return to the site unwell or distressed for some reason during the day.

Valuables

The Jamboree Troop must have a lock box where people can keep valuables such as passports, cash, licences, cameras, phones etc., secure.

It's a good idea to keep a supply of Ziploc bags and a permanent marker pen in the box and use them to put valuables in and write the person's name on the bag.

Keep a running record of the contents of the lockbox separate from and away from the box.

Showers

Recent Jamborees have experienced a rash of tagging, minor vandalism and poor cleanliness caused by Scouts, particularly in the showers and toilets.

Through the Patrol Leaders Council, use the Patrol Council to remind Scouts about unacceptable behaviour and to discuss and enforce any Patrol recommendations.

Jamboree Troop Leaders should support the Patrol Leaders in their efforts to facilitate better Patrol cohesion.

Jamboree Troops should be prepared to take responsibility for cleaning the showers and toilets near their campsite two or three times during the Jamboree to ensure that these facilities are clean. It will be in addition to contracted cleaning.

It's worth mentioning that a change of clothes every day is an essential health and hygiene practice.

Patrol Leaders, supported by the Jamboree Troop Leader and the team, are expected to monitor the Scouts to ensure they are washing, having showers, and changing into fresh clothes daily.

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Souveniring

'Souveniring' can be another word for theft. Please be aware of this.

Groups who have spent a lot of time and effort preparing signs and flags are not kindly disposed to those who seek to take them.

Similarly, appropriating equipment and signs from activity bases will invariably involve the Police and could spoil your whole Jamboree.

Behaviour standard

The standard of behaviour required for all Jamboree attendees is the Scout Promise and Law. Jamboree Troop Leaders and Patrol Leaders are asked to make it quite plain to their Scouts that this is the case.

Failure to observe these standards may result in a Jamboree Troop Leader being directed to send the person home.



Health, Hygiene and Risk Management

Health

Check your Scouts and Leaders carefully before departing for Jamboree. If one is looking or feeling unwell, **leave them behind for a few days** to recover.

The last thing you need to do is import an ill person into your camp and have them share a car, bus or plane, and then a tent with up to six others in close quarters.

The other essential action is outfitting everyone with water bottles and ensuring they regularly drink. Don't ask if they have had a drink; they may answer honestly "yes" (but it was probably three hours ago.)

Ask, "**when did you last have a drink?**" The answer you are seeking is "within the last 30 minutes". A lack of fluids causes nearly all stomach trouble in camp.

And that about says it all to health. If the scouts are well when they arrive and the hygiene standard is high, there is a fair chance they will stay that way.

Hygiene

A daily shower, a change of clothes, hand washing, and sanitising before preparing and eating food is the answer to any hygiene issues. Ensure it becomes a habit at your Troop camps before the Jamboree, and it will not become an issue at the Jamboree.

- All Jamboree Troops must have soap and water or sanitiser at the camp gateway and ensure everyone, including visitors, use it as they arrive. Don't provide a towel. Let them "drip dry".
- Sanitiser, soap and water are also required in the kitchen and dining room; everyone should use them before picking up their plate and utensils.
- All food scraps and garbage must be placed into plastic rubbish bags and stored for collection or disposal every morning.
- After each meal, table tops and kitchen work surfaces must be washed and wiped with surface disinfectant.

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Risk management

Risk Management is everyone's responsibility. While the Jamboree will have systems and templates to use, Jamboree Troops must develop a risk management plan for their travel and their Jamboree troop site. Get the older Scouts and Patrol Leaders to assist with this, as it is an excellent opportunity for training.

Below are some simple actions that will minimise the risk of injury in camp. Most injuries will be caused by "horseplay" or "high spirits", so be aware of the mood in the camp and be prepared to moderate behaviour trends.

- Do not run inside the campsite. Walk smartly if in a hurry.
- Hammer tent pegs until flush with the ground, or put empty tins or plastic bottles over them or light with a garden solar light, so they are highly visible.
- Ensure there are no exposed ends of timber sticking out of gateways, flagpoles etc. and likely to catch the eyes and face.
- Air the tents daily and keep them tidy, and clothes dry and packed away and not likely to trip people.
- Limit the number of people in the kitchen so the Duty Patrol can move quickly and safely when needed.

Patrol Leaders selection and training

Want to have an easy ride?

The secret is to train and enthusiastically support your Patrol Leaders, so they understand their role and have the skills to carry it out.

If you are leading a Jamboree Troop made up of Scouts from two or more Groups, you may have to select Patrol leaders from Scouts you don't know. Take your time and interview them before making a decision.

Selection of Patrol Leaders for Jamboree should be based on their leadership ability, not on whether they are a Leader's child or the eldest in the Jamboree Troop.

Training

If you can, make it a condition of selection that they must undertake training at a Scout Sandford Leadership Skills Course before the appointment as a Jamboree Patrol Leader is confirmed.

Successful selection and training of the Patrol Leaders can make a very positive difference to the enjoyment the leaders and the Scouts get from attending the Jamboree.

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Hold a pre-Jamboree Camp (or two or three)

Introduction

If you are a Troop that does a lot of camping, your Scouts will be used to setting up and breaking Camp. But that's not the primary purpose of a pre-Jamboree camp. It's all about the Scouts feeling comfortable and secure in their new patrol.

The people thing

The primary purpose of a pre-Jamboree camp(s) is to get the Scouts settled into their Patrols and to get to know and accept one another.

It can be achieved by running activities (like tent pitching) that require discussion, planning and teamwork so that they have to work together and rely on one another to succeed.

Site layout

Ensure that the pre-Jamboree campsite is the exact measurement of the Jamboree site you have been allocated. Finding out your tents won't fit on site is best not left until you get to the Jamboree.

The Patrols can use the site layout as another team activity – scale models.

Be prepared to find that power or water lines may run under your Jamboree site, and you may not be able to put pegs in the ground at those points. In other words, have a plan, but be flexible just in case.

Handbook

It's wise to prepare an information handbook for Parents and the Scouts. It should contain information about the Jamboree, what to bring – and what not to, critical dates, transport arrangements, Open Day hours for visiting, emergency Leader contacts and similar information.

The best time and place to hand out the Handbook is at the pre-Jamboree Camp when the Parents arrive to pick up the Scouts

Hosting an International Patrol

Introduction

Scouts Aotearoa invites Scouts from other countries in the Asia Pacific region of Scouting to send some of their Scouts to our Jamboree. The Australians often send 300+, and it's common for Samoa, Tahiti, New Caledonia, Fiji and the Cook Islands to send Scouts.

Hosting

1. The visitors attend and camp as a Jamboree troop if they have approximately 36 Scouts.
2. They are split into Patrols accompanied by an adult Leader and hosted by New Zealand Troops who have agreed to this.

The benefits of hosting

Jamboree Troops who host an overseas Patrol of Scouts say it is a great experience and the Patrols soon merge with the host Patrols. The experience becomes seamless, and learning about each other's culture is very beneficial and consistent with the aims and values of SCOUTS.

Preparation

As the host Troop, you will most likely be required to provide a tent, camp stretchers, and dining equipment for any Patrol you host. Generally, the visitors provide everything else. Remember, the Leader will need a tent also and may have to keep passports and other personal items secure.

You need to take the initiative and contact the people you are hosting, but be prepared because this may not be straightforward.

Scouts Aotearoa deals with the National Office of each country and not generally with the individual Leaders. The Jamboree Relations Team - International will be able to assist.

Visitors may not even have been sorted into Patrols a few weeks out from the start of the Jamboree. So, as usual, be prepared and do your best. Invariably it will be alright on the day.

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Hints

Here are three things to be aware of:

1. The visitors will almost certainly have only met each other for the first time at the airport as they leave their country. They have probably got straight off the plane and onto a bus to the Jamboree. Your Patrols have an advantage in that they have previously camped together and got to know one another.
2. The Scouts and their Leader may be able to cook and would consider helping cook a special meal in their way for your Scouts to try.
3. The Australian HQs tend to hold meetings and gatherings for their Scouts, so expect the Patrol to go 'missing' periodically and try and work in with the demands placed upon them.

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Glossary of Terms

Scouts Aotearoa, has many terms and abbreviations. Below are the common ones used at Jamboree.

Jamboree Troop

The name given to a troop formed to attend the Jamboree. It is usually made up of a maximum of 36 Scouts and seven Leaders going to the Jamboree.

Jamboree Troop Leader

The person who is responsible for leading the Jamboree Troop.

Leader in a Troop

The term used to describe a Leader with a Jamboree Troop who is not the Jamboree Troop Leader.

Jamboree Leadership Team (JLT)

Is the Jamboree Executive Team and ensures the approved objectives of the Jamboree are met. It is responsible for the overall organisation of the Jamboree. It is made up of eight Directorates.

Jamboree Management Team (JMT)

Is responsible for management of different areas of the Jamboree within the eight Directorates. It is made up of members leading a number of different areas and also may include other Deputy Managers and Team Leaders.

Jamboree Relations Team (JRT)

Is responsible for the marketing communications management and international support at the Jamboree.

Jamboree Support Team (JST)

This team is made up of Venturers who assist in the running of the Jamboree by helping out at activity bases and assisting in some administrative functions. The JST replaces what was the Venturer Service Team referred to at the last Jamboree.

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Jamboree Youth Leadership Team (JYLT)

This team provides counsel pre and during the Jamboree as the principal focus of Scouts Aotearoa's rangahiti/young people at the centre. This group is aged 11 to 15, and two young leaders lead the team replacing the Jamboree Patrol referred to at the last Jamboree.

Jamboree Staff

Are Adults who volunteer to run or assist in an area, function or activity at the Jamboree.

Contingent

The name given to a group of attendees at the Jamboree who are from overseas e.g. the Australian contingent.

Jamboree Troop Site

The area assigned for a Jamboree Troop. Normally approx. 700sqm, where the Jamboree Troop sleeps, laundry, relaxes, meets, cooks and eats together.