

2003
LODGE
CONTINGENT
LEADER
GUIDE



Indian Summer
Order of the Arrow
Boy Scouts of America

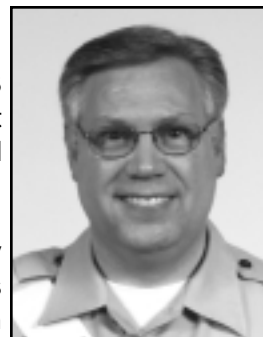
LifeWay Ridgecrest Conference Center
August 2-7, 2003
Ridgecrest, North Carolina

Scouting's National Honor Society

A MESSAGE FROM THE NATIONAL CHAIRMAN

Dear Scouter:

Congratulations on your selection as lodge contingent leader for the 2003 Indian Summer Conference! This is a tremendous honor. Of course, with it comes the responsibility for the success of the event, especially as seen and experienced by each youth who attends.



We are excited about the opportunity to hold this event at the LifeWay Ridgecrest Conference Center, located in the beautiful Blue Ridge Mountains near Asheville, North Carolina. The center provides an ideal setting for Indian Summer, especially since the training and activities are designed to provide a more relaxed atmosphere for youth and adult participants to develop a deeper understanding and appreciation of American Indian culture. Experts in American Indian crafts, clothing, singing, dancing, customs, traditions, games, and pow-wows will be available throughout the event to provide each Arrowman with a hands-on experience. In addition, Arrowman interested in OA ceremonies will be able to hone their skills to produce memorable Call-out, Ordeal, Brotherhood, and Vigil ceremonies. In depth training ranging from settings, props, the ten induction principles, symbolism, memorization, and costuming will be provided.

As Scouting's national honor society, the Order of the Arrow is dedicated to developing youth leadership through service. Our strategic plan calls for this service to be primarily directed at our local councils and their camps, asking each lodge to be an integral and valuable part of its council operations. This legacy of leadership and service springs from the American Indian heritage as told in the Legend. It is our desire that the Indian Summer program will not only provide needed skills for memorable ceremonies and a deeper understanding of the American Indian culture, but also serve to illuminate and reinforce the significance of the values found in the Scout Oath and Scout Law as we seek to develop a life purpose of servant leadership in each member of the Order of the Arrow.

During the past several years, the National Order of the Arrow Committee has focused on increasing youth participation at national events. We have taken this same approach concerning participation in this conference. With more youth and less adult participation comes greater responsibility for each adult to play a key role in the success of the program and the experience enjoyed by each youth participant. We need you as part of our leadership team - setting the example, helping with administration, and encouraging and supporting your youth members in their planning and participation in Indian Summer. Your example, leadership, and involvement will in many ways, directly affect the experience of and value to your youth members. We want each participant to have the best experience possible.

Please read this material carefully. It is intended to provide all the information you need to ensure a positive experience for you and your delegation at Indian Summer. If you still have questions after reviewing it, please call Clyde Mayer at the national office. We will do everything we can to help you succeed in this important role.

Yours in cheerful service,

A handwritten signature in black ink, appearing to read "Bradley E. Haddock".

Bradley E. Haddock
National Chairman

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I. 2003 INDIAN SUMMER CONFERENCE

A primary objective of the Indian Summer Conference is to elaborate and expand an Arrowman's understanding of American Indian culture at a pace in which the participants can learn more. Arrowmen will have a hands-on experience with American Indian crafts, singing, dancing, customs, traditions, Indian games, and conducting a pow-wow.

Need to improve your skills in producing a successful Call-out, Ordeal, Brotherhood, or Vigil Ceremony? You're in luck because Indian Summer participants will also have the opportunity to delve deeper into the ceremony world of settings, props, understanding the ten induction principals, symbolism, memorizing lines, and the development of low-cost ceremonial costumes.

The last national Order of the Arrow ceremony and American Indian conference was held in 1995. This will be a tremendous opportunity to learn more about American Indian culture and expand your knowledge in OA ceremonies!

DATES AND LOCATION

The Indian Summer Conference will begin with dinner on Saturday, August 2 and end after breakfast on Thursday, August 7, 2003 at the LifeWay Ridgecrest Conference Center near Asheville, North Carolina. Contingent leaders are asked to identify a registration time choice on the registration website, and they will be assigned an arrival time for Saturday, August 2nd. **(The conference will not include an early arrival day.)**

ATTENDANCE

All Arrowmen who are registered members of the Boy Scouts of America and have their council's approval are eligible to participate in the 2003 Indian Summer Conference.

All participants must register as a member of a contingent or be a member of the Indian Summer staff.

Councils are expected to provide every opportunity for persons under the age of 21 to attend. Adult participation should be approved on the basis of need to provide responsible leadership supervision for the contingent. **Every contingent must have two-deep adult leadership.**

CONFERENCE FEE

The conference fee is either \$275 or \$375 depending on a participant's desired accommodations. The \$275 fee will provide air-conditioned, resident housing for 4-7 participants per room with bathroom facilities. (All resident housing was remodeled in 2002.) The \$375 fee will provide air-conditioned, standard hotel housing for 2 participants per room with a private bathroom. The fee will also include 14 meals, program and support materials, and recognition items during the six-day conference.

All conference fees (youth and adult) are due by May 31, 2003 (postmark date).

Conference fees paid after May 31, 2003 will be either \$325 or \$425 depending on a participant's chosen accommodations.

All individual reservation forms and fees must be transmitted through the local council Scout office and accompanied by a transmittal form. (Electronic individual reservation and transmittal forms are available on the contingent leader menu of the Indian Summer Registration Web Site.) The OA director must receive all Indian Summer fees no later than June 30, 2003.

• RESERVATION QUOTA FOR YOUTH AND ADULT MEMBERS

For the 2003 Indian Summer Conference, each lodge will be allowed 10 delegates. (A council with multiple lodges will only be allowed 10 delegates.)

All lodges had until March 1, 2003 (postmark date) to use their allotted number of delegates (10). **Additional conference spaces available after March 1st will be released to other lodges on a first-come, first-serve basis only.**

CANCELLATION AND REFUND POLICY

The \$100.00 per person deposit received on or before March 1, 2003 is transferable to a substitute within the same lodge on a one-for-one basis, but it is non refundable and may not be applied to the balance due for another person. Deposits may be transferred only from youth to youth, from adult to adult, or from adult to youth. All requests for cancellation made in writing to the OA director by June 30, 2003 will receive a full refund of all fees paid minus their deposit. Participants canceling their reservations after June 30, 2003 will forfeit their entire conference fee. (The director will consider refunds for medical cancellations after June 30, 2003.)

RV SITES AVAILABLE

The Ridgecrest Conference Center has 27 Recreational Vehicle sites, approximately ½ mile from the main campus, with hook-ups available for Indian Summer participants. The sites are available on a first-come, first-serve basis only and must be reserved with the national OA office. For those interested in securing an RV site, the conference fee is \$205 for each participant plus \$29 per site per day for the RV. RV conference fees paid after May 31, 2003 will be \$255 for youth and adult participants. The fee includes 14 meals, program and support materials, and recognition items during the six-day conference. **(Remember, those choosing to secure an RV site must comply with all Boy Scouts of America youth protection guidelines.)**

II. CONFERENCE SITE

NORTH CAROLINA

The Tar Heel state of North Carolina is located along the Atlantic seaboard and ranks 10th in population. The state has a rich historical tradition on which, in part, a growing tourist industry is based. The state capital is Raleigh with a population of over 750,000 (Raleigh-Durham).

The state is divided into three main physical provinces: the coastal plain, the Piedmont, and the mountains. The Blue Ridge Mountains, the beginning of the mountain province, rise above the Piedmont. In North Carolina, the Appalachian chain reaches its zenith. More than 40 peaks are higher than 6,000 feet, and Mount Mitchell, at 6,684 feet, is the highest peak east of the Mississippi. The state's climate is generally mild with an average July temperature of 75 degrees Fahrenheit.

North Carolina has a number of great tourist attractions including the Roanoke Colony, Tryon Palace, the English governor's residence at New Bern, the Wright Brother's National Memorial, the Moravian settlement of Old Salem, and Great Smoky Mountains National Park, visited by several million persons annually.

ASHEVILLE AND SURROUNDING AREA

Nestled between the Blue Ridge and Great Smoky Mountains, Asheville's mountain scenery makes it a great place to visit. This city of nearly 70,000 inhabitants is a great place to vacation with its many golf courses, hiking trails, resorts, museums, lakes, streams, historic sites, and festivals. Below are some of the major attractions in the Asheville area:

Hendersonville - Located 20 miles south of Asheville is the historic town of Hendersonville. Chartered in 1847, the town's main street businesses and antique shops have become a favorite stop for tourists. The Carl Sandburg home (National Heritage Site) is located only a few miles south of town near historic Flat Rock.

Biltmore Estate and Village - In 1888, George W. Vanderbilt began the purchase of over 125,000 acres of farms, woodlands, and forested mountains in the Asheville area. On the estate is Biltmore House, designed by Richard Morris Hunt who was immensely popular among the wealthy families then building great estates in the manner of late Gothic French chateaux. It is now a house museum still owned by the original family.

Biltmore village was constructed in the late 1890s as a picturesque village at the entrance to the Biltmore Estate. Today, the village is one of the Carolina's most fascinating, unique, and enjoyable shopping environments. Tree-lined streets...brick sidewalks...open air dining...all combined with amazing collections of one-of-a-kind merchandise of true quality and value.

Village shops are housed in the original homes built in the 1900 to 1910 era. An active Merchants Association, in conjunction with the City and County Historic Resources Commission oversees ongoing development and preservation of the area.

Chimney Rock Park - Chimney Rock Park is a privately owned National Heritage Site located 25 miles southeast of Asheville. The rock is a 500 million-year-old giant monolith towering over Hickory Nut Gorge and picturesque Lure Lake 1,200 vertical feet below. The 1,000-acre park contains several scenic trails, Hickory Nut Falls, Devil's Head rock, and the Sky Lounge gift shop. The park was also the site chosen for the filming of "The Last of the Mohicans."

LIFEWAY RIDGECREST CONFERENCE CENTER

Located in the beautiful Blue Ridge Mountains of western North Carolina is the LifeWay Ridgecrest Conference Center. For 96 years, the conference center has hosted youth and adult groups up to 2,500 people. Rustic stone buildings and thick mountain laurel create a restful charm throughout the campus. The sunrises are spectacular on this 1,100-acre mountain campus, with ambient colors reflecting off of the mountain mist. The center is just a few minutes west of Asheville on Interstate 40.

In addition to the excellent indoor training facilities, the Ridgecrest outdoors is absolutely beautiful. The center has tennis and volleyball courts, softball diamonds, and recreational fields surrounded by the panoramic Blue Ridge Mountains. There's even a new miniature golf course that winds its way along tiny mountain stream.

And wait until you see the hiking trails. White oak and red maple trees seem to reach to the clouds. Evergreens blanket the trails with dropped pinecones. And the mountain laurel grows so thick in places; it creates a lush umbrella over the entire pathway. Trails range from easy to moderately difficult, but each affords spectacular views from scenic vantage points.

III. INDIAN SUMMER CONFERENCE ORGANIZATION

The National Order of the Arrow Committee is producing the Indian Summer Conference. The conference is the result of the planning, coordination and effort of a

group of American Indian enthusiasts and OA ceremonialist from all parts of the country. Below is a brief explanation of the conference organization.

The conference is organized along functional lines and divided into the following committees:

- **Administrative Services**
Responsible for providing a variety of services that make the conference operate smoothly, including equipment and materials, security, health and safety, registration, and housing.
- **Activities and Recreation**
Responsible for organizing conference participants into smaller groups and conducting special events and recreational activities.
- **American Indian Activities**
Responsible for conducting the many and varied American Indian programs, including crafts, singing, dancing, customs, traditions, and Indian games.
- **Inductions and Ceremonial Events**
This committee will help lodges improve the quality of their OA ceremonies (Ordeal, Brotherhood, and Vigil). This includes ceremony settings, props, understanding the ten induction principles, symbolism, memorizing lines, and the development of low-cost ceremonial costumes.
- **Support Services**
Responsible for conducting the opening and closing gatherings at the conference, financial services, service lodge, publishing a daily newsletter, updates to the OA Web Site, and operating the conference trading post. (They will also oversee two American Indian trading posts at the conference.)

NATIONAL OA COMMITTEE

The National Order of the Arrow Committee will provide overall guidance and oversight to the 2003 Indian Summer Conference.

IV. ADMINISTRATION

Conference Clinic

Indian Summer participants will have health care available at the conference. A medical staff with first aid capabilities will be available. The clinic will be located at **Royal Gorge D.**

Medical Requirements

All participants must submit certification of physical fitness on the BSA's official form, Personal Health and Medical Record, Class 3, No. 34412.

Maintenance of good health is of utmost importance, and it is with this objective in mind that the following must be enforced:

Veteran Arrowmen from around the nation make up the committee and bring to the Indian Summer not only extensive Order of the Arrow and Scouting experience, but years of experience in staging and administering national conferences. Ron Bell of Miami, Florida has been appointed the Indian Summer chairman. Clyde Mayer, Order of the Arrow Director, will be the conference staff adviser.

LEAD ADVISERS AND PROGRAM VICE-CHIEFS

The following veteran Scouters have been appointed to serve as lead advisers for the 2003 Indian Summer Conference. Each adviser has an elected Program Vice-Chief (PVC).

Activities and Recreation

R.D. Dunkin
Bettendorf, Iowa
(PVC: Nick Williams)

Administrative Services

Jim Simpson
O'Fallon, Illinois

American Indian Activities

Wayne Dukes
Findlay, Ohio
(PVC: Chris Willis)

Inductions and Ceremonial Events

J. Terry Honan
Cumming, Georgia
(PVC: Andrew Johnson)

Support Services

Thomas Reddin
Arden, North Carolina
(PVC: Brian Love)

- Each youth and adult participant will be required to get a complete medical examination by a physician licensed to practice medicine. Examinations conducted by licensed health care practitioners, other than physicians, will be recognized for BSA purposes in those states where such practitioners may perform physical examinations within their legally prescribed scope of practice.
- The examination must take place no more than twelve (12) months prior to the start (August 2, 2003) of the Indian Summer Conference.

- Each youth and adult participant must provide a legible copy of the Personal Health and Medical Record, Class 3, No. 34412 to the council service center for approval by the lodge's contingent leader.
- **Completed medical forms for youth and adults must be kept by the contingent leader and a copy presented to the Indian Summer Medical Staff Officer upon check-in of the contingent.** The copy provided during registration will not be returned.

Immunizations

Immunization requirements are based on recommendations of the U.S. Public Health Service. Youth and adults must provide proof of immunization for tetanus within ten (10) years (since 1993) on their Personal Health and Medical Record Class 3, No. 34412. In addition, youth participants must provide verification of the following immunizations since birth on the same form:

- Diphtheria and pertussis.
- Measles, mumps, and rubella (MMR).
- Trivalent oral polio vaccine (TOPV) -- four doses recommended.

Exception to Immunization

If there is a medical reason why any participant should not comply with the vaccination requirements, submit a written statement to that effect from a physician. The statement must include specific reasons so it can be given full consideration by the Indian Summer Medical Staff.

Every effort will be made in advance to provide resources and accommodations for Scouts and Scouters with disabilities of any kind. **Facilities for disabled participants are limited and require advance arrangements.** Please review the material on conditions requiring a medical waiver, below, and make sure to indicate any special needs on the individual's application. Last-minute arrangements for special needs cannot be guaranteed.

CAUTION: The LifeWay Ridgecrest Conference Center is located in the beautiful Blue Ridge Mountains at an elevation of 2,500 to 3,200 feet above sea level. Due to this elevation and the uneven terrain, some individuals may find these physical surroundings challenging to their pre-existing physical or medical conditions. Some of the activities at Indian Summer will be strenuous and could result in the need for special medical support or consideration. Therefore, it is necessary for the contingent leader and Indian Summer staff to be aware of participants who may require

special considerations.

Medical conditions requiring waivers are as follows:

- Cardiac problems requiring medication or surgery within the past 12 months.
- Diastolic blood pressure more than 99 mmHg.
- Diabetes mellitus under treatment (with insulin or oral medication).
- Marked obesity.
- Bronchial asthma or emphysema (COPD) under treatment any time within the past twenty-four (24) months (acute or severe).
- Sickle-cell anemia, hemophilia, leukemia, severe blood dyscrasias or HIV infection.
- Epileptic seizures having occurred within the past twelve (12) months.
- Psychiatric illness under current treatment.
- Physical disabilities.

In order to plan, prepare and support the participants who have these medical conditions, an individual evaluation of each situation by the Indian Summer Medical Staff and National OA Director is required. There may be instances where adequate medical care at the conference site is impossible. Under such circumstances, a waiver may be denied.

Any person with a severe physical disability or one of the nine conditions listed above must have prior approval from the OA Director. Address requests to the National Director, Order of the Arrow, Boy Scouts of America, 1325 West Walnut Hill Lane, P.O. Box 152079, Irving, TX 75015-2079. Please include, (1) a statement of request by the adult, or by the parents or guardian of a youth member under age 21; and (2) a letter of concurrence from the individual's physician with his address and telephone number included. The physician's statement must include any limitations on the type of physical activity and list any required special medical attention that may be required. A copy of the participant's Personal Health and Medical Record, Class 3, No. 34412, should accompany the waiver request.

THOSE ARRIVING AT THE CONFERENCE WITH ANY OF THESE CONDITIONS WITHOUT PREVIOUS CLEARANCE MAY BE REFUSED ADMITTANCE AND SENT HOME AT THEIR OWN EXPENSE.

LEADERSHIP POLICY FOR ALL ORDER OF THE ARROW TRIPS AND OUTINGS

It is the policy of the Boy Scouts of America that trips and outings may never be led by only one adult. Two registered adult leaders or one registered adult leader and a parent of a participant, one of whom must be twenty-one (21) years of age or older, are required for all trips and outings.

It is the responsibility of the council/lodge to ensure that

sufficient qualified adult leadership is provided for all local, section, region, and national Order of the Arrow outings, conclaves, training events, and conferences.

The interpretation of "adult" leadership and "adult" membership, as opposed to youth membership, in the Order of the Arrow continues to be one determined by age, not BSA registration. An individual who is twenty-one (21) years of age or older holds adult membership in the Order of the Arrow while an individual under the age of twenty-one (21) holds youth membership, regardless of what type of BSA registration is held.

A member of the Order, between age 18 and 21, who is registered as an assistant Scoutmaster or Venturer may fulfill the leadership requirements as one of the adult leaders for an Order of the Arrow trip or outing although they hold youth membership in the Order of the Arrow.

Contingents that do not meet the minimum of two adult leaders requirement as set forth by the Boy Scouts of America will not be authorized to participate in the Indian Summer Conference.

Adult female leaders will be housed in separate facilities as close as possible to their contingent.

REGISTERED PARTICIPANTS ONLY

Only those persons officially registered with a contingent or serving as approved Indian Summer staff will be allowed to participate in the conference.

INSURANCE

Accident and sickness insurance will be provided to all those attending the 2003 Indian Summer Conference. The cost of this insurance is included as part of the conference fee. **This insurance is secondary and takes effect only after your personal insurance has been utilized.**

Coverage for registered members of the BSA will be effective during travel from their homes to the Ridgecrest, NC site, from Ridgecrest back home, and during their stay at the conference.

Benefits for Accidental Death, Dismemberment, Loss of Sight and for Paralysis

When injuries result in loss of life or any of the other specific losses listed below within one year from the date of the accident and from loss, which is independent of sickness, the company, will pay for loss of:

Accidental Death	\$10,000
Loss of limb(s), hand(s), foot or feet, eye(s), thumb and index finger: up to	\$20,000
Paralysis (paraplegia, hemiplegia, or quadriplegia): up to	\$20,000

Medical Expense Benefits

For each injury or sickness, benefits are payable for medical or surgical treatment, prescription drugs, hospitalization, or the exclusive services of a private duty nurse (RN or LPN), which begin within 60 days from the date of the accident. Benefits will be paid for service or treatment performed and supplies furnished within 52 weeks of the date of the covered accident (subject to the Non-duplication provision) up to the usual, reasonable charges normally made within the geographic area where the treatment is performed.

Accidental Medical Expense Benefits: up to \$15,000

Specified Injury Benefits

Injury maximum of up to \$35,000 will be paid for medically necessary treatment due to the following specified injuries: (a) loss of sight in both eyes, (b) dismemberment, (c) paralysis, (d) irreversible coma, (e) entire loss of speech or (f) loss of hearing in both ears.

Sickness Medical Expense Benefits: up to \$7,500

Dental Treatment Benefits

Pays for dental injuries, up to a total of \$1,250 for treatment and/or replacement of sound, natural teeth. If, within the 52-week period following the date of the accident, the insured's attending dentist certifies that dental treatment and/or replacement must be deferred beyond such 52-week period, the insurance will pay the estimated cost of such treatment; however, benefits shall not exceed a total of \$1,250. This benefit shall be in addition to any other benefit payable under the terms of this plan.

Ambulance Service Benefits

Pays up to \$6,000 for professional ambulance service for surface transportation to a hospital. These benefits shall be in addition to any other benefits payable under the terms of this plan. Pays up to \$6,000 for air ambulance when, in the judgment of the duly authorized medical authority or the senior representative of the camp or activity, such service is needed to facilitate treatment of injuries and no other ambulance service is available.

Non-duplication Provision

When surgical treatment or hospital care is involved, benefits in excess of the first \$300 will be payable only for the covered expenses which are not recoverable under any other insurance policy or service contract. If no other collectible insurance is available, this non-duplication provision will not apply. Parents and leaders are advised to comply with the reporting requirements of any personal health-insurance coverage available; Indian Summer coverage does not provide benefits for late-reporting exclusions.

Weekly Disability Indemnity Benefits

All registered adult leaders 21 years of age or older are eligible for this benefit.

When covered injuries result in Total Disability beginning within seven (7) days after the date of an accident, benefits will be paid for one day or more during such Total Disability at the rate of \$200 for each full week, not to exceed 52 weeks for any one accident. Benefits begin on the date of first medical treatment during Total Disability.

(Total Disability means that period of time during which you receive medical treatment, are wholly and continuously disabled and are completely unable to engage in your occupation.)

Exclusions

This policy does not cover (a) the cost of medical or surgical treatment or nursing service rendered by any person employed or retained by the Boy Scouts of America or Learning for Life; (b) suicide or any attempted suicide; (c) intentionally self-inflicted injuries; (d) eye refractions, replacement of eye-glasses or contact lenses or hearing aids, or the fitting thereof; (e) loss caused by an act of declared or undeclared war; (f) dental treatment or dental X-rays, except for injuries to sound, natural teeth.

Benefits are not payable for any injuries covered under workers' compensation or employer's liability laws.

Claims

As in the case of all insurance policies, prompt notice of any loss insured against is necessary. Failure to comply with this requirement may cause annoyance, embarrassment and, under certain circumstances, denial of coverage by the insurance company. Claims should be promptly reported to the director, Order of the Arrow. For claims made after the conference, contact Insurance and Risk Management, S402, at the Boy Scouts of America national office.

EMERGENCY PROCEDURES ENROUTE

In case of serious injury or illness enroute to or from the 2003 Indian Summer Conference:

DO THESE THINGS IMMEDIATELY:

1. Take care of injured or sick person(s).
2. Make sure all other personnel are safe.
3. If necessary, get local emergency help.
 - a. Dial "0" or "911."
 - b. Inform local law enforcement officers in the event of an accident.

After taking these steps, gather the information indicated in steps 4 and 5 below. Before you leave home, compile information on telephone numbers, tour permit number, etc.

4. Notify your local BSA council by telephone.

Daytime office number:

() .

Emergency night or weekend:

() .

Alternative night or weekend:

() .

5. Be prepared to provide the following information:

a. Contingent housing location:

b. Your name and Indian Summer position:

c. National Tour Permit No.

d. Location of accident (nearest town, highway, etc.)

e. Hospital name and location:

f. Name(s) of those ill or injured:

g. Nature of illness or injuries:

h. Action taken -- location of ill or injured and current condition:

i. Name of physician and telephone number:

j. Telephone number where a responsible leader in your group can be reached:

k. Local law enforcement officers involved and the name of officer in charge:

Responses to News Queries

Most accidents immediately become public knowledge over police, fire, or emergency radio circuits, and you may receive inquiries from news reporters. Respond factually, truthfully, and promptly. Be as helpful as possible; stick to the facts. Avoid making accusations, claims, charges, or speculations on how the accident happened.

ARRIVAL AND DEPARTURE PROCEDURES

Check-In

1. When your contingent arrives at the Ridgecrest conference site, at its assigned time, the contingent leader should report to the registration area in the **Pritchell Hall Mezzanine.** **ONLY THIS PERSON SHOULD ENTER THE REGISTRATION AREA UNLESS OTHERWISE INSTRUCTED.**

The contingent leader should have a copy of all med-

ical forms to turn in to our conference medical personnel, copies of registration materials previously forwarded to the national office, and a list of contingent participants.

2. After receiving room assignments, each lodge contingent should proceed to their assigned housing after receipt of keys.
3. After unloading vehicles and trailers at their assigned housing, lodge contingents should park vehicles in assigned long-term parking areas.

Departure

1. All rooms are to be inspected, certified clean by the lodge contingent leadership. **(All items brought into the room by an Indian Summer participant must be removed upon departing.)**
2. The contingent leader collects and turns in all room keys and other materials as instructed.
3. Complete other checkout procedures as may be instructed.

All lodge contingents should make plans to depart on Thursday, August 7, 2003 by 10:00 a.m. Meals are "on your own" after breakfast on Thursday, August 7.

POLICY ON SMOKING, ALCOHOL AND DRUGS

Whenever a member of the Boy Scouts of America appears before the public, especially in uniform, that member is literally on parade before the people of America. This is especially true of the thousands that will be traveling to the conference, participate in the week's events, and then depart for home. All of us must make sure that the conduct of every single participant is above reproach. This places a great responsibility on each of us.

SMOKING IS NOT PERMITTED on the LifeWay Ridgecrest Conference Center campus.

The use of alcoholic beverages, illegal drugs, or controlled substances will not be permitted at the Indian Summer Conference and will result in immediate dismissal.

V. TRAVEL INFORMATION

TOUR PERMIT

An application for a tour permit (national tour permit if the conference is more than 500 miles from your home area, or a local tour permit if it is less than 500 miles) must be submitted to your local council service center for approval at least two (2) months before your departure. An excellent guide and checklist for organization and administration of your travel and tour can be found in *Tours and Expeditions*, No. 3734 or at your local Scout council service center.

CHILD ABUSE

As a national conference leader, you will find yourself among hundreds of youth and adults you may never see again. Unfortunately, as hard as we try to select only the very finest leaders, child molesters occasionally manage to slip through. As a leader, you are in a critical position to help safeguard our youth.

Abuse of children falls into many forms. There can be physical, mental, sexual, and even verbal abuse. It can happen within or outside the child's home. Abuse can come from a variety of sources within Scouting, including abuse by other youth, by conference leaders, and, even by parents.

It is important to point out that most youth, most leaders, most merit badge counselors, and most parents don't abuse the children with whom they come in contact. It is a rarity in Scouting.

Child abuse is difficult to spot, and therefore hard to do anything about. But, as a national conference leader, there are things you can do. It is your responsibility as a leader to believe any youth who tells you of sexual molestation or abuse of any kind. They will only tell you this if they feel that they have your trust, and you must respect that trust. They will have come to you, possibly because no one else is willing to listen and believe them.

If the suspected abuse occurred during conference-related activities, you must report the case to the OA director. If abuse is reported to you, but it did not occur during conference-related activities, you still have an obligation to report it to the OA director. Child abuse is against the law. Child abuse will not be tolerated in the Boy Scouts of America or the Order of the Arrow.

YOUTH PROTECTION TRAINING

All Arrowmen 18 years of age and older attending the 2003 Indian Summer Conference, must complete the Boy Scouts of America one-and-a-half hour "Youth Protection Guidelines: Training for Volunteer Leaders and Parents" course. **The training must be completed and marked on their individual registration form prior to arriving on the LifeWay Ridgecrest Conference Center campus.**

YOUR TRIP TO AND FROM THE CONFERENCE

There are many things to consider as you plan a trip to the Indian Summer Conference in Ridgecrest. It is much more than getting on a car or bus, sitting still for a matter of hours or days, and then getting off at your destination. You have a group of healthy, red-blooded, active American youth whose ability to sit still can be measured in seconds, unless they are absorbed in an interesting activity. What are you going to do for them?

To come up with an answer, think about the overall objective of the conference. We are bring youth together from all parts of the nation. In the act of traveling to the conference, we have an excellent opportunity to allow our youth to see a part of our nation he perhaps has never seen, to visit places and experience things he has never before had the opportunity to experience. Make the most of this opportunity.

It would be helpful for you to know something of the lore of your route. Many state visitors' centers have guides that list points of interest along the way. Using such an outline, develop a story of people, events, and locations of significance in the expansion of America. Make it available to your youth leaders so that they may, in turn, tell the story to their members as they see the land for themselves. This will greatly facilitate telling the conference story to others when they return home.

VEHICLE INSURANCE

All vehicles must be covered by a public liability and property damage liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. (It is recommended, however, that coverage limits are at least \$50,000/\$100,000/ \$50,000). Any vehicle carrying ten (10) or more passengers is required to have limits of \$100,000/ \$500,000/\$100,000. In the case of rented vehicles the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle.

VEHICLE DRIVERS

All drivers must have a valid driver's license and be at least 18 years of age. A driver, 16 years of age may drive provided the following qualifications are met: (1) Six months' driving experience as a licensed driver (time on a learner's permit or equivalent is not to be counted); (2) no record of accidents or moving violations; (3) parental permission has been granted to contingent leader, driver, and riders; (4) a 21-year-old licensed driver must be a passenger in the vehicle.

Driving is limited to a maximum of ten hours per day and must be interrupted by frequent rest, food, and recreation stops. If there is only one driver, the driving time should be reduced and stops made more frequently.

Seat belts must be provided in any vehicle used, and all passengers and the driver must wear them. Exception: A school or commercial bus. Passengers will ride only in the cab if trucks are used.

THE RISK ZONE: We all consider ourselves good drivers, but do we fully understand the extent to which fatigue can affect our driving? The Risk Zone is a state of physical and mental fatigue that is a major cause of highway fatalities. Increase your awareness to this danger by reviewing the Driver's

Pledge. Do all that you can to keep Scouts safe. Drivers who transport youth to and from the conference should not wait until they are in the car to think about avoiding The Risk Zone.

The Driver's Pledge is a commitment to planning ahead and avoiding killer fatigue:

I will not drive when I feel fatigued. I realize that when I am fatigued, I process information slower and less accurate and this impairs my ability to react in time to avoid accidents.

I will get a good night sleep tonight.

I will make travel plans that take into account my personal biological clock and only drive while alert.

TRAVEL RESPONSIBILITIES

The contingent leader has overall responsibility for the contingent and is the one who determines policy. He may have an assistant in charge of physical arrangements who is also responsible for coordinating funds; determining start times, mileage to be covered, and time requirements; and arranging for first aid needs, meals, etc., during travel.

In handling funds, use travelers' checks for insurance against loss. Between travelers' checks and minimum amounts of cash, the contingent's needs can be met while enroute. Do not use personal checks because they may be difficult to cash them.

An assistant leader could also be responsible for gathering general information about any side trips.

IN CASE OF EMERGENCY

Read "Emergency Procedures Enroute" in the administration section of this guide for appropriate action to be taken in case medical treatment or hospitalization is needed, including notification of parents, the local council, and the National Council, through the contingent leader.

LIFEWAY RIDGECREST CONFERENCE CENTER EMERGENCY PHONE NUMBER

The emergency phone number (August 2-7, 2003) for parents to reach you while you are at the LifeWay Ridgecrest Conference Center is:

828-669-8022 (EXT 5600)
(Conference Headquarters)

This number is to be used for emergencies ONLY! Anyone that may have to use the emergency phone number should be ready to give his or her name, lodge number, and council headquarters city for rapid identification.

IF SEPARATED FROM THE UNIT

Each member of the contingent must know and understand these rules:

- Stay with your buddy.
- Stay near the point of separation.
- Phone the tour party at the next scheduled stop.
- Request police or ranger assistance.
- If necessary, check with the nearest local BSA council.

EACH PERSON IS TO HAVE A COPY OF THE CONTINGENT'S ITINERARY.

Buddies and Credentials

- All youth are to be paired off as buddies. This will

prove advantageous in case of separation from the main group.

- Care must be exercised that every youth carries credentials identifying him as a member of the contingent along with his personal identification that includes name, address, and telephone number of parents; religious faith; whom to notify in case of emergency; council; and headquarters city.
- Every youth must have pocket money for emergency use.

FILE A TOUR PERMIT **By June 1, 2003**

VI. SERVICES AND FACILITIES

RELIGIOUS OBSERVANCE

The Activities and Recreation Committee will coordinate religious observance and services for Scouts and Scouters of all faiths. A schedule of services will be available at check-in upon arrival at the conference center.

The contingent leader should plan on meeting the religious needs of contingent members that may be required prior to those available at the conference.

Postal Service

Inasmuch as the Indian Summer Conference will last less than one week, participants should not encourage those back home to send mail to Ridgecrest. However, should the need arise the Indian Summer mailing address is:

(Your Name)
OA Indian Summer (Lodge Number)
LifeWay Ridgecrest Conference Center
P.O. Box 128
Ridgecrest, NC 28770

Advance Shipments of Exhibits and Equipment

Lodges desiring to ship materials and/or equipment to the conference site may do so by addressing all packages as follows:

ATTN: LifeWay Ridgecrest Conference Center
(OA Indian Summer)
(Lodge Number)
1 Ridgecrest Drive
P.O. Box 128
Ridgecrest, NC 28770-0128

Please include on the bottom of the shipping label:
"Shipments accepted Monday - Friday, 8:00 a.m. – 5:00 p.m. EST ONLY."

SHIP TO ARRIVE AFTER JULY 7, 2003

Once you arrive on campus, check with the conference Administrative Services office for instructions on picking up your shipment.

Trading Post

The Indian Summer Conference trading post will be operating in the **Exhibit Hall in Pritchell**, a convenient and central location on the Ridgecrest campus. It will offer a full compliment of Order of the Arrow and Indian Summer merchandise.

Contingent participants are encouraged to utilize the Indian Summer pre-order form to order merchandise in advance of the conference. This will help ensure all mementos desired are obtained as well as avoid long lines and possible disappointment in attempting to purchase merchandise at the conference.

Trading Post Pre-order Pickup

All trading post pre-orders must be picked up by 5:00 p.m. on Sunday, August 3, 2003.

Travelers' Checks and Credit Cards

It is recommended that everyone carry conference money in travelers' checks. The trading post will accept travelers' checks, and Mastercard, Visa, American Express, and Discover credit cards.

Indian Craft Supply Store

Two Indian craft supply stores will be available during the conference for the purchase of beads, feathers, kits, ready made products, videos and literature. The stores will be located on the first floor of **Rhododendron (Classrooms 64, 65, and 66).**

Room Keys

Conference participants will be responsible for safeguarding their room key. Lost keys should be reported to the Administrative Services office in Pritchell (Mezzanine).

VII. UNIFORMS AND EQUIPMENT

SCOUT UNIFORM

Arrowmen and Adult Leaders

Official Indian Summer uniform:

- Scout shorts or trousers
- Scout shirt, short-sleeve casual
- Scout khaki web or leather belt
- Scout socks
- Order of the Arrow sash

Activity Uniform

The activity uniform for youth and leaders is an Indian Summer T-shirt, Scout shorts, and Scout socks.

Participants attending seminars, gatherings, training sessions, workshops, and all meals will be expected to be in full Scout uniform. The activity uniform is for use during athletic events only.

American Indian Costumes

When appropriate, Indian Summer participants may wear American Indian costumes for American Indian activities and OA ceremonial events.

Travel Uniform

While aboard planes, buses, or automobiles enroute, youth and leaders should wear the official Scout uniform.

Recommended Personal Equipment

Personal water bottle
Medications

Emergency phone numbers (including work #s)
Personal First Aid Kit
Toothbrush
Toothpaste
Deodorant
Shampoo
Shaving kit
Flashlight
Underwear
Light Jacket/Raingear

Ridgecrest will provide bed linens, blanket, pillow, and towels

Required Contingent Equipment

Contingent forms:

- 1-Emergency contact roster which includes the Council name and emergency contact phone number, contingent leader's name, and name, address and emergency contact and phone number of each of the contingent participants.
- 1-Copy of the contingent TOUR PERMIT for verification at registration

REMEMBER! All participants must have a completed Class 3 Medical Form to turn into the Indian Summer Conference medical staff.

For LifeWay Ridgecrest Conference Center information, please visit: www.lifeway.com

VIII. INDIAN SUMMER PROGRAM INFORMATION

ACTIVITIES AND RECREATION

Mountain Man Rendezvous and Pig Pickn'

Indian Summer participants will not want to miss the Mountain Man Rendezvous on Tuesday night. The evening activities will begin with the Pig Pickn' barbeque and musical entertainment by a local Blue Grass band. After dinner, rendezvous participants will have a chance to test their skills at tomahawk throwing, branding, and a bean-eating contest to name a few of the events. A black powder rifle demonstration is also planned on this evening to remember.

Wednesday Night Gala

On Wednesday night the Indian Summer Conference will conclude with the Closing Gathering. Immediately after the gathering, the National OA Committee members and Activities and Recreation Committee staff will serve root beer floats to the conference participants.

Other Activities

In addition to the major events planned for Tuesday

and Wednesday nights, the Activities and Recreation Committee is planning a scavenger hunt on Saturday, religious services on Saturday and Sunday, and a variety of athletic activities that include basketball, volleyball, tennis, hiking, and putt-putt golf.

AMERICAN INDIAN TRAINING, CRAFTS AND ACTIVITIES

American Indian Training*

The American Indian training and program for Indian Summer will focus on six American Indian cultural areas, and will include development and construction of costumes and specific dance styles. The six cultural areas are the following: Northern Plains, Southern Plains, Plateau, Northeast, Southeast, and Ladies Dance. Special American Indian guests will also be conducting programs during the conference.

American Indian Crafts

Arrowmen attending Indian Summer will have ample time to work on American Indian crafts or articles of

clothing. Craft areas will be open in the morning and afternoon for American Indian Activity and Induction and Ceremony Event participants. Here are some of the over 100 craft areas that will be available to the participants: Breast plates, chokers, bandoliers and bells, moccasin construction, rawhide containers, Seminole patchwork, roach construction, silver work, finger-weaving, feather work, drum construction, hide tanning, cloth and leather, headdress construction, quillwork, and ribbon work.

Indian Summer Pow-Wows

A Northern and Southern Pow-Wow will be held during Indian Summer, providing an opportunity for all youth and adult Arrowmen and staff to dance. The pow-wows will provide an occasion for participants to put into action some of the things that they have learned while attending Indian Summer. This event promises to be exciting and entertaining for everyone in attendance.

American Indian Museum

An outdoor American Indian museum display will be open to all participants on Sunday afternoon of Indian Summer. The AIA staff's favorite and finest craft items will be on display.

GATHERINGS

Opening Gathering

The Opening Gathering on Saturday will include a welcome from the 2003 National Chief and Vice-Chief as well as the mayor of Asheville, North Carolina. Western North Carolina is the home of the Eastern Cherokee, and a special program is being developed to welcome all Indian Summer participants to their native land and home. A review of the weeklong conference program will also be a part of the Opening Gathering.

Closing Gathering

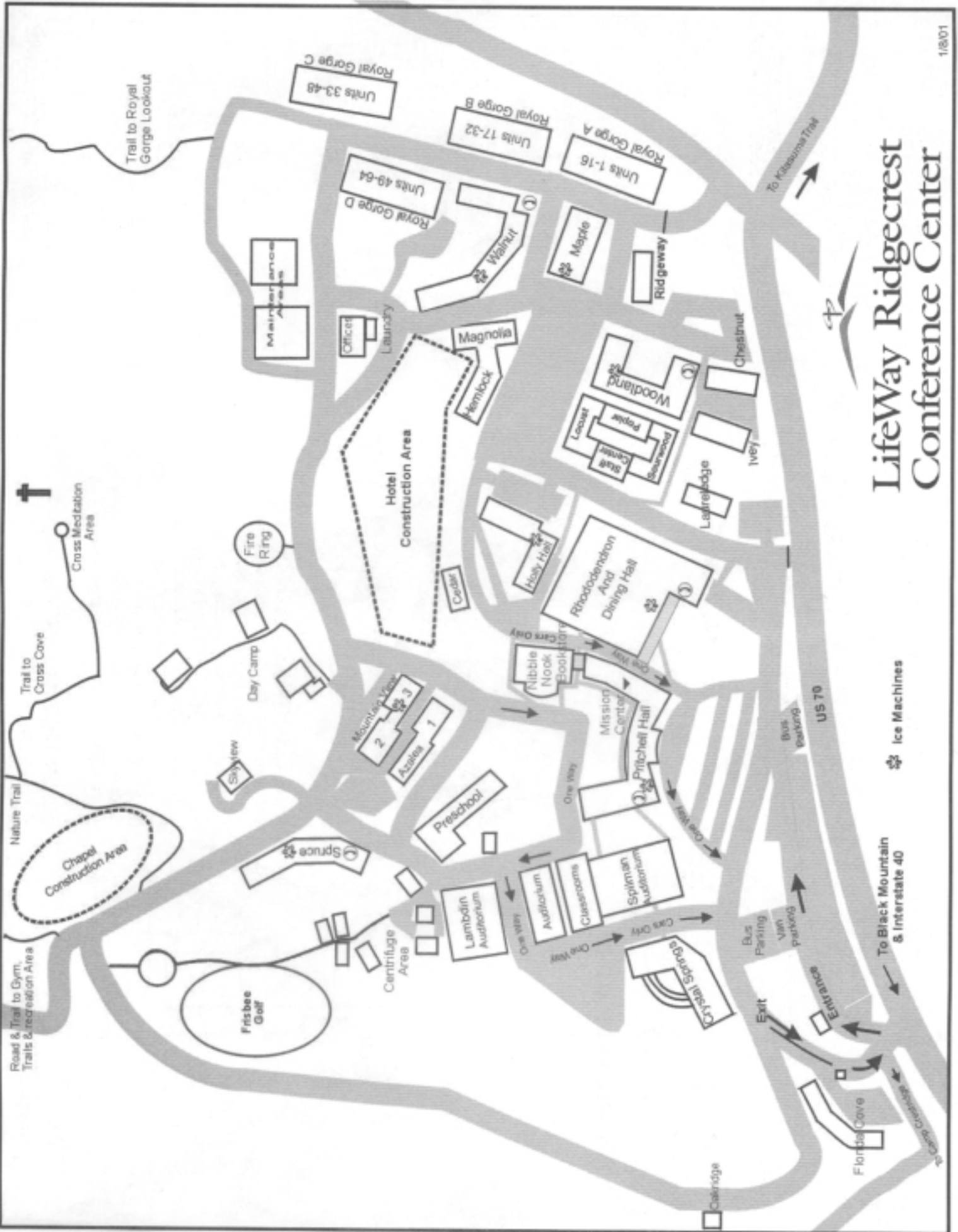
The closing Gathering on Wednesday will be inspirational! It will bring the entire week together for the hundreds of Arrowmen who journeyed to Ridgecrest, North Carolina. The Gathering will encourage us to carry forward the many things we learned to our chapters, lodges and sections.

It will impress upon us how these things can help fulfill the mission and purpose of the Order of the Arrow.

INDUCTIONS AND CEREMONIAL TRAINING*

Inductions and ceremony training and program for Indian Summer will focus on two areas: Ceremony Performance and Ceremony Induction Management. In the Ceremonies Performance course, Arrowmen will gain a deeper understanding of each ceremony and character, with practical exercises and workshops to apply these concepts. The Ceremony Induction Management course is for Arrowman who have the responsibility to manage inductions for their lodge. Successful completion of this course will result in certification of that Arrowman to provide inductions management expertise to lodges and sections.

***THE TRAINING AT INDIAN SUMMER IS DIVIDED INTO THREE CATEGORIES: AMERICAN INDIAN ACTIVITIES (AIA), INDUCTION AND CEREMONY EVENTS (ICE), AND INDEPENDENT STUDY. EVERY YOUTH AND ADULT ARROWMAN ATTENDING THE CONFERENCE MUST CHOOSE A TRAINING PROGRAM WITHIN THESE CATEGORIES AND INDICATE THEIR CHOICE ON THE INDIVIDUAL REGISTRATION FORM. EACH ARROWMAN WILL BE PROVIDED A COMPREHENSIVE FOUR-DAY, HANDS-ON TRAINING PROGRAM IN THEIR CHOSEN AREA OF STUDY.**



LifeWay Ridgcrest Conference Center

ORDER OF THE ARROW OBLIGATION

I do hereby promise,
on my honor as a Scout,
that I will always and faithfully observe
and preserve the traditions of the Order of the Arrow,
Wimachtendienk, Wingolauchsik, Witahemui.

I will always regard the ties of brotherhood
in the Order of the Arrow as lasting,
and will seek to preserve a cheerful spirit,
even in the midst of irksome tasks and weighty responsibilities,
and will endeavor, so far as in my power lies,
to be unselfish in service and devotion to the welfare of others.