



Unit Leader Guide  
to  
**Winterfest 2008**

February 1 – 3, 2008  
Gatlinburg, Tennessee



**TO:** Exploring Post Leaders  
Venturing Crew Leaders

**FROM:** Andy Price  
Winterfest Staff Advisor  
DFS, Northeast Georgia Council

**RE:** Winterfest Preparation

**DATE:** September 14, 2007

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I hope your unit is as excited about Winterfest as our planning committee is! February 1 – 3, 2008, is right around the corner, and planning is well under way to make 2008 the best Winterfest ever.

Included in this packet are all the information you need to get registered for Winterfest, including your unit registration form, t-shirt order form, hotel reservation information, and the tentative schedule.

You'll note that the Competitive Events are not included. There will be a separate Competitive Events packet that will be posted to [www.nega-lfl.org](http://www.nega-lfl.org) and [www.nega-bsa.org](http://www.nega-bsa.org) in mid-October. Check the web in October for more information on the specific events.

Additionally, we will use [www.nega-lfl.org](http://www.nega-lfl.org) to post late-breaking information, including the confirmed schedule of events. It will be posted close to the actual event, but several days prior so you can print copies for your youth if you like.

I look forward to having your unit at Winterfest this year. If there is anything you need that isn't covered in this material, please contact one of us at the Northeast Georgia Council immediately. A contact list follows.

See you in February!

# Key Winterfest Information

Date: February 1 – 3, 2008

Location: Gatlinburg, Tennessee

- *Most events will take place at the Gatlinburg Convention Center, with a few taking place at the Gatlinburg Recreation Center and at Mynatt Park.*
- *A variety of hotels are located near the Convention Center, and most provide a “Winterfest” rate that will help you save on your lodging costs.*

Who Can Attend?

- Winterfest is open to all registered Venturers, Explorers, and registered adults working with crews or posts.

What is Winterfest?

- Winterfest is an exciting, competitive, and fun-filled event that takes place every year.
- Events cover many areas of interest and all youth are sure to find multiple activities they will enjoy.
- Additionally, participants enjoy snow skiing, shopping, and sight seeing in the beautiful Great Smoky Mountains of eastern Tennessee.

Who Can I Contact for more information?

- All materials are posted to [www.nega-lfl.org](http://www.nega-lfl.org) and [www.nega-bsa.org](http://www.nega-bsa.org) as they become available.
- Amy Garrett, Field Secretary: [agarrett@nega-bsa.org](mailto:agarrett@nega-bsa.org) 706-693-2446
- Andy Price, DFS & Winterfest Staff Advisor: [aprice@bsamail.org](mailto:aprice@bsamail.org), 706-693-2446
- Michele Rasmussen, SEE: [mrasnussen@nega-bsa.org](mailto:mrasnussen@nega-bsa.org), 770-962-2105
- Tom Roberts, Vice Chairman for Venturing: [tloberts@mindspring.com](mailto:tloberts@mindspring.com)
- Chuck Hecht, Vice Chairman of Administration: [checht3@aol.com](mailto:checht3@aol.com)
- Scott Sorrels, Chairman: [ssorrels@pogolaw.com](mailto:ssorrels@pogolaw.com)

What Does Winterfest Cost?

- All Participants must have a wristband which allows entrance to all events and activities.
- Wristbands for Exploring/Venturing age youth (14-20) are \$35 unless purchased after 1/11/08.
- Wristbands for adults or youth under 14 cost \$10 unless purchased after 1/11/08. These wristbands allow entrance to events, but do not allow participation. Only Venturing/Exploring age youth may participate in events.
- Hotel, travel, and food expenses are “on your own” and not included in the Winterfest fee.

# What is Winterfest?

WINTERFEST is an exciting competitive events activity for all Posts and Crews. The 2008 weekend is set for February 1 – 3 in Gatlinburg, Tennessee, located in the heart of the Smoky Mountains. Over 2,600 participants are expected for the 2008 WINTERFEST!

The Competitive events usually include the following: Crime Scene Investigation, Lip Sync, Volleyball, Fire Fighting, Climbing Wall, Law Enforcement, Mock Trial, Engineering Design, First Aid, Advanced Medical, Shooting Range, and much, much more. In addition, there are two dances - one Friday night and one Saturday night. A detailed competitive event information packet will be available to all Crew and Post Advisors in mid October (it will be posted to [www.nega-lfl.org](http://www.nega-lfl.org)).

There are also plenty of non-competitive activities available to your Posts and Crews, including snow skiing (weather permitting), shopping, museums, movies, and many local restaurants and eateries. Winterfest is sure to be the highlight of the year for your Post or Crew.

## Events and Activities

The highlight of WINTERFEST is the many competitive events. Youth may take part in any of the events. Event details are now being finalized. Additional events are being reviewed, including even more high adventure activities designed to appeal to the high adventure Crews. A “competitive-event” packet will be available to all Post and Crew Advisors in mid October. It will be mailed to past participants and available on the Northeast Georgia Council websites ([www.nega-bsa.org](http://www.nega-bsa.org) and [www.nega-lfl.org](http://www.nega-lfl.org)).

Last year’s events included: fire fighting, law enforcement, First Aid, Advanced Medical, climbing tower, shooting range, volleyball, water basketball, engineering design, mock trail, bouldering wall, flying squirrel, high climb, and more.

Participants are required to pre-register for some of the competitive events. Registration forms for these events will be in the “Competitive Event” Packet. For most events, participants can simply sign-up at the Program Orientation on Friday night. While some events may benefit from a little preparation or practice, other events are designed to ensure that everyone will have plenty of activities to choose from for their Saturday program.

Note that some of the event sites may be too far away to walk from the hotel area. Therefore, you may need transportation to and from your hotel to these sites. Most of the events will be in the Gatlinburg Convention Center.

If your unit would like to host an event contact Michele Rasmussen at 770-962-2105 or e-mail Michele at [mrasnussen@nega-bsa.org](mailto:mrasnussen@nega-bsa.org), as soon as possible.

# Get your Tennessee “Tax Exempt” Certificate

To avoid the Tennessee State Tax you can get your own Tax Exempt Certificate. To acquire this, follow these steps. Please note that the Northeast Georgia Council cannot request this from the state of Tennessee. You may be able to get help from your sponsoring organization.

## **Direct Link:**

[http://tennessee.gov/revenue/pdf\\_fill/f1306901Fill-in.pdf](http://tennessee.gov/revenue/pdf_fill/f1306901Fill-in.pdf)

## **STEPS:**

1. Go to this Website: <http://tennessee.gov/revenue>
2. From the Homepage, click on “state taxes”
3. At their homepage click on “Sales and use tax”
4. At the next screen click on “Application for non-profit exemption (PDF)”
5. Print out the one page application and one page instruction sheet
6. Fill out the application and mail it to the address listed on the instruction sheet
7. Allow six weeks for processing
8. Any questions call the Tennessee Revenue Office at 615-253-0600.

# Make your Hotel Reservations

It is each unit's responsibility to make hotel reservations directly with their desired hotel. With more than 2,000 participants expected, the primary hotels, the Holiday Inn-SunSpree, Days Inn-Glenstone Lodge, and Mountain Lodge will fill up fast. The Northeast Georgia Council will not make your rooming arrangements.

Although you may stay at any place you like, we have made special arrangements with these centrally located hotels. As in 2007, most of the activities will take place at the Gatlinburg Convention Center downtown. We suggest you use one of these hotels, which are closest to the Convention Center:

## **Glenstone Lodge**

504 Historic Nature Trail  
Phone: 865-436-9361 / Toll Free: 800-362-9522  
Fax: 865-436-5021  
2 Queen Beds: \$89 per night

## **Holiday Inn SunSpree Resort**

520 Historic Nature Trail  
\$87.99 per night  
888-562-2946

## **Sidney James Mountain Lodge**

610 Historic Nature Trail  
(865) 436-7851  
\$57 or \$48 per night

## **River Terrace Resort**

240 River Road, Gatlinburg  
Phone: 865-436-5161 / Group Sales Toll Free: 800-521-3523  
Reservations Toll Free: 800-251-2040  
Fax: 865-436-7219  
[www.riverterrace.com](http://www.riverterrace.com)  
1 King Bed: \$75 per night  
2 Queen Beds: \$85 per night

## **Microtel Inn**

211 Historic Nature Trail  
865-436-0107  
\$64.95 per night

**Best Western Twin Islands**

539 Parkway  
\$64.95 per night  
(865) 436-5121

**Best Western Crossroads**

\$64.95 per night  
440 Parkway  
(865) 436-5661

You will need to adjust the hotel cost in your budget according to which hotel you use and how many people you assign per hotel room.

# Register for the Conference

The conference registration form follows this page.

Please note that the fee deadlines are strictly followed. If you get into a bind collecting money from your youth/adults, here are a couple ideas:

- Set a deadline in your unit that is 1-2 weeks before the deadline to the Northeast Georgia Council. This way if someone is a week late it doesn't put you into the "late fee" time frame.
- At the point that you must mail the registration in with a check, let folks who haven't paid know that they will need to send in a late registration.
- If you aren't able to mail your check in time, you can fax the registration form with your credit card information to the Northeast Georgia Council. *Do not fax your form if you will pay by check.*

# Unit Winterfest Registration Form

*PRINT CLEARLY*

Council Name: \_\_\_\_\_

Unit: \_\_\_\_\_ Post Num: \_\_\_\_\_ <or> Crew Num: \_\_\_\_\_

Charter Organization: \_\_\_\_\_

Unit Special Interest: \_\_\_\_\_  
*(EMS, High Adventure, law enforcement, etc)*

Group Leader Daytime Phone: \_\_\_\_\_

Group Leader Evening Phone: \_\_\_\_\_

Group Leader Cell Phone: \_\_\_\_\_

Group Leader Email: \_\_\_\_\_

## Participant Fees:

\_\_\_\_\_ youth x \$35 (if received by 1/11/08) = \_\_\_\_\_

\_\_\_\_\_ youth x \$45 (if received after 1/11/08) = \_\_\_\_\_

\_\_\_\_\_ adults x \$10 (if received by 1/11/08) = \_\_\_\_\_

\_\_\_\_\_ adults x \$15 (if received after 1/11/08) = \_\_\_\_\_

Total Participant Fees Submitted: \_\_\_\_\_

Payment by: \_\_\_\_\_ Check (Check Number: \_\_\_\_\_)

\_\_\_\_\_ Visa

Name on Credit Card:

\_\_\_\_\_ MasterCard

\_\_\_\_\_ Discover

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Registration can be faxed (w/ credit card info) to:

Amy Garrett / Northeast Georgia Council, BSA / 706-693-4849

*If you prefer to call in your payment (using a credit card), you must still fax this form to Amy Garrett. Please fax the form, then immediately call 706-693-2446 and speak to Amy to complete the transaction.*

Otherwise, mail with payment to:

Attn: Amy Garrett / Northeast Georgia Council, BSA  
P. O. Box 399 / Jefferson, GA 30549

## Winterfest T-Shirts

Again this year, we will offer Winterfest t-shirts to participants. This year's shirt will be a dark color and Long-Sleeved.



Shirts are available via pre-order. A limited number of shirts may be available on-site at Winterfest. To ensure that you get shirts, we encourage you to place your pre-order by December 14<sup>th</sup>, 2007. Shirts ordered through pre-order are available for \$17/\$19, while they will cost \$22/\$24 if purchased at Winterfest. If you pre-order your shirts, you can pick them up when you check-in at the Winterfest Table on Friday night. Last year the shirts sold out Friday night, so order early!

Number of Shirts Ordered:					
Medium		X	\$17	=	\$
Large		X	\$17	=	\$
X-Large		X	\$17	=	\$
XX-Large		X	\$19	=	\$
XXX-Large		X	\$19	=	\$
<b>Total Shirts:</b>		<b>Total Enclosed:</b>			\$

Check:

*Please print legibly!*

\_\_\_ Check Enclosed (Check Number: \_\_\_\_\_)

\_\_\_ Please charge my \_\_\_ Visa // \_\_\_ MasterCard // \_\_\_ Discover

Name as it appears on card: \_\_\_\_\_

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

Ordered by:

Name: \_\_\_\_\_

Post/Crew: \_\_\_\_\_

Council: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Return to: Amy Garrett-Winterfest/Northeast Georgia Council, BSA/PO Box 399, Jefferson, GA 30549/Fax: 706-693-4849/Telephone: 706-693-2446

**Exploring/Venturing “WINTERFEST” Conference and Ski Weekend  
February 1 – 3, 2008  
Gatlinburg, Tennessee  
Draft Agenda**

**Friday**

- |                    |  |
|--------------------|--|
| 2:00 - 10:00 PM    | Participants arrive, check-in at Winterfest Headquarters, and check in their hotel.                        |
| 3:00 PM - 10:00 PM | Skiing (for those selecting Friday ski package)  |
| 8:30 PM – Midnight | DANCE – (Convention Center)  |
| 9:00 PM            | Opening Program - encourage all post/crew officers and advisors to be present – (Convention Center)        |
| 9:30 PM            | Advisor’s briefing in Convention Center.   |
| 10:00 PM           | Program Orientation Session (one Explorer/Venturer and Advisor for each Post/Crew participating in events) |
| 10:00 PM           | Talent Show Qualifying Round   |
| 1:00 AM            | Everyone in own room - curfew  |

**Saturday**

- |                      |   |
|----------------------|---|
| 7:30 AM - 8:30 AM    | Late registration (Convention Center)   |
| 9:00 AM - 12:00 Noon | Competition and Events begin - Schedule and location in check-in package and posted on bulletin board at the Convention Center. |
| 1:00 PM – 5:00 PM    | Competition and Events continue, also sightseeing, shopping, skiing, etc.   |
| 5:00 PM - 10:00 PM   | Skiing (for those selecting Saturday package)   |
| 8:00 PM              | Venturing Roundtable  |
| 8:15 PM - Midnight   | V.I.P. Reception at Convention Center (for adult leaders & staff)   |
| 8:30 PM - Midnight   | DANCE (Convention Center)   |
| 9:00 PM              | Awards Presentation for competitive events, Talent Show, and closing ceremony (Convention Center)                               |
| 1:00 AM              | Everyone in own room-Curfew   |

**Sunday**

- |                   |   |
|-------------------|---|
| 8:30 AM - 4:00 PM | Skiing (for those selecting Sunday Package) |
|-------------------|---|

**Checkout time is before 11 a.m. Advisors and contingent leaders are responsible for checking conditions of each room before check-out. Individuals will be responsible for the cost of any damage to the room or furniture. Thanks for your participation and have a safe trip home.**

**SEE YOU NEXT YEAR!!**

# **TRANSPORTATION**

Each Council Post or Crew must make arrangements for their transportation to and from WINTERFEST. Venturing Crews should follow the rules in the Guide to Safe Scouting. Explorer Posts should follow the rules in the Guide to Safe Learning for Life Activities.

Also, be sure to file a “tour permit” with the Council Office. You may use the “local tour permit form” if you are traveling 500 miles or less one way. You must use the “national tour permit form” if you are traveling more than 500 miles one-way. Local tour permits take about 2 weeks to process. National tour permits take 4 - 6 weeks.

Remember, some of the competitive events may be several miles away from your hotel. You may need transportation to get to and from the events.

# WINTERFEST PARENT / GUARDIAN RELEASE FORM

## PARENT PERMISSION

For Explorers/Venturers, under 21 years of age, participating in the Winterfest.

\_\_\_\_\_ has my permission to participate in Winterfest  
(Print Explorer / Venturer Name)  
on February 1 – 3, 2008.

I know of no health or fitness restriction(s) that preclude participation. In the event of illness or injury occurring to my son or daughter while involved in this activity, I consent to X-ray examination, anesthesia, medical, or surgical diagnostic procedures or treatment that is considered necessary in the best judgment of the attending physician and performed by or under the supervision of a member of the medical staff of the hospital furnishing medical services. (It is understood that in the event of serious illness or injury, reasonable efforts to reach me will be attempted.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print name here: \_\_\_\_\_

Phone numbers where I can be reached during the time of this activity:

Home ( ) \_\_\_\_\_ or Work ( ) \_\_\_\_\_

**\*Each Post/Crew needs to keep these sheets with them. Do not submit to Council Office.**

# WINTERFEST CODE OF CONDUCT

The general welfare of any group depends on the conduct of its individual members. This Code of Conduct is designed to ensure the success of the conference and provide maximum enjoyment and safety of all participants.

1. The group leader (adult advisor) shall, with the full cooperation of the Explorers or Venturers, be responsible for maintaining discipline, security, and the standards outlined in this Code of Conduct.
2. All participants are expected to set a good example by being properly dressed and presentable at all times.
3. All Explorers/Venturers are expected to participate in ALL scheduled sessions and activities.
4. In consideration of others, all Explorers/Venturers are expected to be in their own rooms and quiet by 1:00 a.m. They are not to leave their rooms again before 6:00 a.m.
5. Each Explorer/Venturer is personally responsible for breakage, damage, or loss of property. Explorer Posts/Venturer Crews will be charged for damage not covered by individual members. Loss of personal articles is not the responsibility of the hotel, conference staff, or the Boy Scouts of America, or their agents or representatives.
6. Each Explorer/Venturer will allow no unregistered person to occupy his or her room, or visit in same (including local area residents.)
7. All participants will respect the rule prohibiting use of private automobiles during the conference, unless you have permission from an advisor or area adult leadership.
8. The Explorer/Venturer understands that the purchase, possession, or consumption of alcoholic beverages or illegal drugs at the conference will not be allowed. This standard shall apply to all participants--youth and adults.
9. Hotel Bills: Charge of phone calls from your room is not permitted. Use public phones in the hotel lobby. Extra meals and TV movies also may not be charged to your room.
10. Fireworks of any type are strictly prohibited.
11. The Gatlinburg Winterfest youth chairman, in conjunction with the Winterfest Volunteer Chairman shall serve as a review panel with regards to any serious violation of the Code of Conduct. Conference staff reserves the right to send any youth home for violation of this Code of Conduct. Any decision of the review panel is final.
12. Everyone is expected to act appropriately at all times, including appropriate dance behavior during both dances.

I have read the above rules and agree to observe them fully.

Signed

Date

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Print Name: \_\_\_\_\_

**\*Each Post/Crew needs to keep these sheets with them. Don't submit to Council Office.**

# **2008 WINTERFEST**

The 2008 Explorer/Venturer WINTERFEST is set for February 1 – 3, 2008 in Gatlinburg, Tennessee, located in the heart of the Great Smoky Mountains. This is an exciting activity for all Explorers and Venturers. It is sure to be the highlight of the year for your Group. This year's event is expected to have over 2,400 participants!

Activities will include:

**Skiing**

**Dances**

**Kayaking**

**Eating**

**Swimming**

**Shopping**

**Ice Skating**

**Hiking**

**Scuba**

**Climbing**

**Fellowship**



In addition, there will be many competitions that include: Fire Fighting, Law Enforcement, Mock Trial, Volleyball, Shooting Range, Water Basketball, and much, much more.

Check with your Advisor for all the details.

## **SKI PACKET INFORMATION**

Each Post/Crew desiring to ski must make their own ski package reservations. Ober Gatlinburg is offering several special ski packages for Conference participants.

Our key contact at Ober Gatlinburg is Kathy Doyle. Please direct all ski questions to her at 865-436-5423.

Upon arrival, groups skiing on Friday should drop by the Ober Gatlinburg Office to pick-up form and pay any remaining balance. Kathy is typically set up in the Lobby of the Convention Center on Saturday, January 27<sup>th</sup> at 10:00 a.m. - 11:00 a.m. to coordinate with any groups skiing on Saturday or Sunday.

Ober Gatlinburg is also offering complimentary ski packages for Adult Chaperones.

# **Important WINTERFEST Reminders**

1. Two-deep adult leadership is required. You should have a female advisor if you have any females in your group. Adult leadership is responsible for the conduct of their youth during the conference, including, complying with the designated curfews.
2. Transportation, meals, hotels, and the ski package are “on your own”.
3. Your conference fee includes all competitive events, dances, and the awards.
4. There is no conference security force, though many of the hotels have law enforcement/security personnel on-site during the night.
5. The conference is staffed with trained medical personnel to assist your unit as needed. If you need medical assistance, please ask for assistance from any Conference Staff member with a walkie-talkie and help will be summoned. If you need immediate assistance, dial 911. If you need assistance during a ski lesson at Ober Gatlinburg, please contact the Ski Patrol.
6. Please be sure all your youth review and sign the “Code of Conduct” form. Behavior and discipline are the responsibilities of the Group Leaders and Council volunteers and staff advisors. Serious discipline breaches are subject to review by the Conference Review Panel, and in appropriate cases, the youth involved may be asked to leave the conference.
7. The room phones and pay televisions will be turned off and can only be connected upon the Group Leader’s Authorization.
8. Room charges, meals, damages, etc. are the responsibility of the Explorer/Venturer.
9. You need to get a Tennessee Tax-Exempt Status Certificate to avoid the State Sales Tax.
10. Winterfest will be held rain, snow, or shine. Given the large amount of fixed costs, the conference fee is non-refundable. Neither the conference staff nor the Northeast Georgia council is responsible for skiing activities, scheduling, refunds, or other aspects of the skiing program offered by Ober Gatlinburg.
11. Due to past issues, the judging panel for the Talent competition will be asked to work with all involved youth and adults to ensure that each act is conducted with appropriate taste.
12. Contingent leaders for each Crew/Post are responsible for checking in their units into the selected hotel.
13. Please make sure that the Conference Staff knows the location of the hotel you are using for each unit. In the event of emergency, it is necessary to be able to track down your unit. An emergency contact card should be filled out by each adult in a contingent with hotel and cell number contact information.

# Emergency Contact Information

*(Please turn this in upon Winterfest Check-in)*

Unit Leader #1: \_\_\_\_\_  
Post/Crew #: \_\_\_\_\_  
Home Council: \_\_\_\_\_

Hotel: \_\_\_\_\_  
Hotel Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

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Unit Leader #2: \_\_\_\_\_  
Post/Crew #: \_\_\_\_\_  
Home Council: \_\_\_\_\_

Hotel: \_\_\_\_\_  
Hotel Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

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Unit Leader #3: \_\_\_\_\_  
Post/Crew #: \_\_\_\_\_  
Home Council: \_\_\_\_\_

Hotel: \_\_\_\_\_  
Hotel Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

# I want to Help!

*Put me on the 2008 Winterfest Staff.*

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Evening Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_  
Council: \_\_\_\_\_  
Your Home Unit: \_\_\_\_\_

I am interested in:

Hosting an event - Description/Idea:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Help:

\_\_\_\_\_

Other:

\_\_\_\_\_

Return this form to:

Amy Garrett  
FAX: 706-693-4849  
[agarrett@nega-bsa.org](mailto:agarrett@nega-bsa.org)  
Northeast Georgia Council, BSA

