



2010
Registration
Packet
to Summer
Camp

**Raven
Knob
Scout
Reservation**

This Registration Packet contains all the forms you will need to register your unit for summer camp at Raven Knob Scout Reservation. It also has some important information and helpful hints about the registration process.

If you have questions, first consult the Leader's Guide, which contains more detailed information about camp and the programs offered. If that does not provide enough of an answer, contact the Camp Director, Mr. Keith Bobbitt, at the Old Hickory Council Service Center (336) 760-2900. Or for a faster response, please e-mail registration@ravenknob.com.

About this Packet

There are three steps to the registration process. The directions in this packet will guide you through each step and the forms that are required. You will notice that the form numbers correspond with the numbers of each step. For example, RKSR 2 (both Part A and Part B) should be completed in step 2. For your convenience, the forms in this packet are in reverse order so you can pull the next form you need off the back without disassembling the packet.

Making Changes

Changes can be made to a Scout's schedule before arriving at camp. Change requests may be submitted by postal mail, fax, telephone, or online. Be sure to include your unit number, council, week at camp, Scout's name, and the requested change.

Schedule Changes

Web	my.ravenknob.com
Email	registration@ravenknob.com
Fax	(336) 352-3445
Phone	(336) 352-4307

Updates and Questions

You may find it useful to check our website, www.ravenknob.com, for updates and information about registration. If you have a question which is not covered by our online information, you may receive a quick and personal response to your question by sending an e-mail to registration@ravenknob.com. If you need

Helpful Hints

Here are some hints to help make your registration easy and trouble-free.

- ✓ After completing each form, make copies for your records and bring them with you to camp. You may never need them, but if something were to get misplaced, a backup copy of key information will save a lot of time, and possibly hurt feelings.
- ✓ Take note of the due dates for each step and send all materials on time. Not only does it make the process go smoothly, it ensures that Sunday check-in is quick and painless.
- ✓ Mail your registration materials to the right address. The address changes depending on when you send the materials.
- ✓ Write one check and make it payable to the Old Hickory Council, BSA.
- ✓ If possible, complete your swim checks before camp. This will help greatly with check-in on Sunday.
- ✓ If you have questions, call the Old Hickory Council at (336) 760-2900, or the camp office will be able to assist you after June 1st. You may also submit a question at any time via e-mail to registration@ravenknob.com.

Summer Camp Addresses

Before May 31

Old Hickory Council, BSA
6600 Silas Creek Parkway
Winston-Salem, NC 27106
(336) 760-2900
Fax: (336) 760-4222

After June 1

Raven Knob Scout Reservation
266 Raven Knob Road
Mt. Airy, NC 27030
(336) 352-4307
Fax: (336) 352-3445

to contact the Camp Director, Mr. Keith Bobbitt, he can be reached at the Old Hickory Council Service Center (336) 760-2900. After June 1, you may reach him at camp (336) 352-4307.

Registration

A Campsite Reservation

Before starting the registration process, a unit must have a campsite reservation. If you received this packet along with the Leader's Guide, more than likely you already have a reservation. A deposit of \$100 is required to reserve a campsite for your unit. This is done either by submitting an Application for Summer Camp (RKSR A) or by rolling over your deposit from the previous year. If you submitted form RKSR A, make certain that you received confirmation for your reservation. If your unit withdraws its reservation before February 1, \$50 will be refunded and \$50 will be kept for processing. Deposits are for the upcoming year only. If you are uncertain about your campsite reservation, you can refer to the reservation chart on our website at:

<http://www.ravenknob.com/registration/>

Or you may call the Camp Director, Mr. Keith Bobbitt, at (336) 760-2900.

1 Unit Count

The first step of the registration process is the Unit Count which indicates the number of Scouts from your unit attending camp. Complete the Unit Count (RKSR 1) form and return it, with a payment of \$100 per Scout, to the Old Hickory Council Service Center by April 1. Scouts can be added to the count after this form is submitted only with the approval of the Camp Director and provided space is available in camp.

2 Session Registration

This step registers Scouts for sessions. Complete the Registration and Final Payment forms (RKSR 2b, 2a) with the remaining camp balance to the Old Hickory Council Service Center by June 1st. The Final Payment (RKSR 2a) form will help you calculate the deposit that is required for step 2. The final payment is calculated based on the number of Scouts attending camp along

Summary of Program Fees & Age Requirements

Art	-	\$5
Basketry	-	\$10
Beadwork	-	\$20
Carpentry/ Woodworking	-	\$10
Climbing	age 13	\$20
Cooking	-	\$10
Golf	age 13	\$20
Indian Lore	-	\$10
Leatherwork	-	\$5
Mountain Biking	age 13	\$20
Cripple Creek	age 13	\$30
Photography	-	\$20
Pistol Shooting	age 14	\$20
Pulp and Paper	-	\$10
Rampage!	age 14	\$50
Rifle Shooting	age 13	\$5
Shotgun Shooting	age 13	\$30
Snorkeling BSA	age 13	\$5
Space Exploration	-	\$7
Wood Carving	-	\$5

with any Program Fees. Session Registration RKSR 2b form lists the desired sessions for each Scout.

When we receive your Registration paperwork from Step 2, we will confirm receipt with an e-mail, a couple weeks prior to your arrival at camp. If any conflicts arise during the processing of your schedule requests, we will contact you directly.

While we try to accommodate all schedule requests, it may be necessary to make some adjustments. The administration reserves the right to limit the size of any program to ensure the safety and quality of instruction. Sessions typically limited in size include merit badges in the Shooting Sports area and the Outback programs. In the event of excessive demand, preference for participation will be based on the recorded payment date of the deposit accompanying the session registration (step 2) and the age of the participant. It is important to note that this is based on when the payment is received — when using Online Registration this is the date the transaction is completed

online. When sending a check, the date received is the date the check arrives and is processed in the office.

The unit will be notified if any Scouts are registered for an Outback program that

Schedule Changes	
Web	my.ravenknob.com
Email	registration@ravenknob.com
Fax	(336) 352-3445
Phone	(336) 352-4307

is full. All other program closures will be posted on our website prior to arrival, as well as announced during Sunday check-in.

Changes can be made to a Scout's schedule before arriving at camp. Change requests may be submitted by postal mail, fax, telephone, or online. Be sure to include your unit number, council, week at camp, Scout's name, and the requested change.

3 Final Paperwork

The final step is last minute paperwork you need to bring to camp. The Unit Roster (RKSR 3a) form is for the camps reference. Please bring this to Check-in already completed. The Swim check (RKSR 3b) is optional but will allow you to complete Sunday check-in quicker if done prior to arrival at camp. Troop Insurance form (RKSR 2d) should be turned in at the Admin Building upon arrival. The other three forms should be completed if the criteria applies to your individual scouts.

4 Check-in

The registration process is completed when you check-in on Sunday after arriving at Raven Knob. First, we will confirm the head count of Scouts and leaders attending camp.

Next we will review the schedules for each Scout. While we try to accommodate all schedule requests, it may be necessary to make some adjustments. The most common adjustment is a change in the session time. Scouts may find the sessions on their schedule are at a different time than requested. Also, some sessions may be marked as closed at check-in. This is due to

the high demand for that particular session. Generally, Scouts registered by the deadline are included in these sessions. The sessions are closed to any new additions through schedule changes.

Schedule change requests will be taken at check-in and all day on Sunday. To change a schedule, complete the Schedule Change form (available at the Administration building) and turn it in to the administrative staff. The change will be confirmed with a copy of the new schedule.

In the case of an emergency, we need a copy of the Unit Roster that includes the phone number of each Scout. You may use your own format, or for your convenience the Unit Roster (RKSR 3a) is provided in the Registration Packet. If your unit conducted swim checks prior to camp, bring the optional Swim Checks (RKSR 3b) form with you to camp. Do not mail these forms; have them ready at check-in. Also, when you check-in at the Administration building, we will update schedules, settle any remaining balances and complete any last-minute paperwork.

Online Registration

The entire registration process can now be completed online from submitting schedules to making payments. To use Online Registration, you will need to login to the website at my.ravenknob.com using your e-mail address. The first time you login, you will need to choose a password and confirm your e-mail address.

If we have a record of your e-mail address from last year, or your campsite reservations, you will be able to access your unit reservation information immediately. Otherwise, you will need the Reservation Code included with this packet. This code will allow us to match your e-mail address with your reservation. After entering this code, you will be able to continue with Online Registration.

On the website you are able to review the status of your reservation at any time and complete steps 1 and 2 as listed in this packet. Upon completing each step, you will be able to pay the appropriate deposit online using a credit card. In addition, you can print a copy of the corresponding form for your own records.

Program Registration Codes

Program	9-10	10-11	11-12	2-3	3-4	4-5
Aquatics	BSA Lifeguard 391 (all day)					
	Canoeing 321		324			
	Lifesaving 361		364			
	Mile Swim		333		336	
	Rowing 341					
	Small-boat Sailing 371		373		375	
	Snorkeling BSA (\$5)		342 343		345	
	Swimming MB 311		312 313		314 315	
	Non-Swimmer / Beginner Instruction		303		304 305	
	Kayaking BSA 351		352 353			
Free Swim				306		
Handicrafts	Art (\$5)		412		415	
	Basketry (\$10) 401		403		404 406	
	Beadwork (\$20) **Not A Merit Badge**				486	
	Carpentry/Woodworking (\$10)		472 473		475 476	
	Indian Lore (\$10) 421		423		424 426	
	Leatherwork (\$5) 431		432 433		434 435 436	
	Photography/Cinematography (\$20) 461				464	
	Wood Carving (\$5) 451		452 453		454 455	
Nature	Astronomy		162		165	
	Bird Study		183		186	
	Environmental Science 171		172		174 175	
	Fish and Wildlife/Mammal Study 121		123		124 126	
	Forestry/Pulp and Paper (\$10)		142		145	
	Forestry/Plant Science		152		155	
	Geology		153		156	
	Nature 101		103		104 106	
	Reptile and Amphibian Study 111				114 115	
	Space Exploration (\$7) 131		132		134 135	
Weather 141				144		
Scoutcraft	Archaeology 261				264 265	
	Camping/Tracker 201				204	
	Cooking (\$10)		212			
	Emergency Preparedness		272		275	
	First Aid		252		255	
	Geocaching				284 285	
	Orienteering 231		232			
	Pioneering				224	
	Safety 271				274	
Wilderness Survival/Tracker 243				246		
Shooting Sports	Archery 641				644	
	Venture Crew Pistol Shooting (\$20)				685	
	Rifle Shooting (\$5) 651		653			
	Shotgun Shooting (\$30) 671				674	
Trail to Eagle	Citizenship in the Nation 971		972		974 976	
	Citizenship in the World		982		984	
	Communications 951		953		955 956	
	Computers 921		922 923		924 925	
	Personal Fitness 941		942 943			
	Personal Management		992		995	
Raven Scout Program	Raven Scouts 701					
	Senior Raven				714	
Outback Program	Climbing (\$20)		861			
	Mountain Biking / Cycling (\$20)		844			
	Cripple Creek - (Mountain Man) (\$30)		831 (all day)			
	Rampage! (\$50)		871 (all day)			
	RK Golf Academy (\$20)		891			

Unit Roster

The Unit Roster must include all Scouts attending camp and their home telephone number. This form is provided for your convenience; you may use your own roster instead. You do not need to complete this form if you use online registration to submit this information.

Due Date
At Check-in
Return to
Bring with you to camp

Unit Number
Council
Week of Camp
Campsite

Adult Leaders

Name	Dates in Camp	Phone Number
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____

Scouts

Name	Phone Number	Name	Phone Number
1) SPL: _____	_____	16) _____	_____
2) _____	_____	17) _____	_____
3) _____	_____	18) _____	_____
4) _____	_____	19) _____	_____
5) _____	_____	20) _____	_____
6) _____	_____	21) _____	_____
7) _____	_____	22) _____	_____
8) _____	_____	23) _____	_____
9) _____	_____	24) _____	_____
10) _____	_____	25) _____	_____
11) _____	_____	26) _____	_____
12) _____	_____	27) _____	_____
13) _____	_____	28) _____	_____
14) _____	_____	29) _____	_____
15) _____	_____	30) _____	_____

RKSR

3c

Photo Order (optional)

Use this form to order unit photos. All pictures are 8 x 10. Pictures will be taken after the health re-check during check-in. Bring this form with you to camp and include the appropriate fees on RKSR 3.

Due Date
At Check-in
Return to
Bring with you to camp

Unit Number
Council
Week of Camp
Campsite

Photo Order

For your convenience, you may use the space below to list the people in your Unit who would like to order pictures. However, all that is required on this form is the total quantity.

Name	Quantity	Name	Quantity
1) _____	_____	11) _____	_____
2) _____	_____	12) _____	_____
3) _____	_____	13) _____	_____
4) _____	_____	14) _____	_____
5) _____	_____	15) _____	_____
6) _____	_____	16) _____	_____
7) _____	_____	17) _____	_____
8) _____	_____	18) _____	_____
9) _____	_____	19) _____	_____
10) _____	_____	20) _____	_____

We would like to order _____ photos x \$10 = _____

RKSR

3d

Shooting Sports Release

Due Date

1st Session

Return to

Shooting Sports Staff
during 1st Session
of Class

Unit Number

Council

Week of Camp

Campsite

Shooting Sports Parental Release

The Boy Scouts of America has long supported safe marksmanship through proper training of firearms. Camp Raven Knob will be offering pistol training this summer for Venture Crew members. Participants will receive training in safety and discipline through our National Rifle Association Trainers. The camp will provide all firearms, ammunition and safety equipment. Personal firearms and ammunition are not allowed.

Participants will need to have this form completed and signed by their parent/guardian. This form will need to be presented to the Shooting Sports Director upon arrival for the opening session.

Participants Name: _____

Venture Crew No.: _____ Council: _____

Parent/Guardian Signature _____

Telephone: _____ Email: _____

Date: _____

Final Payment

All financial transactions for your unit are recorded below to find the amount due. Mail this form with accompanying payment prior to check-in, however do not mail this form or payment less than two weeks before your arrival at Raven Knob. This form should not be submitted without accompanying payment.

Due Date

June 1st, 2010

Return to

Camp Director
266 Raven Knob Road
Mt. Airy, NC 27030

Unit Number
Council
Week of Camp
Campsite

Summary of Fees

Camp Fees

Old Hickory Council
Number of Scouts _____ Scouts x \$225 = _____

Other Councils
Number of Scouts _____ Scouts x \$255 = _____

Leaders Fees

Leader-Space 2* x Free = Free
Additional Leader-Space _____ x \$100 = _____

Program & Outback Fees

- Program Fee: Art _____ x \$5 = _____
- Program Fee: Basketry _____ x \$10 = _____
- Program Fee: Beadwork _____ x \$20 = _____
- Program Fee: Cooking _____ x \$10 = _____
- Program Fee: Carpentry/Work. _____ x \$10 = _____
- Program Fee: Indian Lore _____ x \$10 = _____
- Program Fee: Leatherwork _____ x \$5 = _____
- Program Fee: Photography _____ x \$20 = _____
- Program Fee: Pulp and Paper _____ x \$10 = _____
- Program Fee: Rifle Shooting _____ x \$5 = _____
- Program Fee: Snorkeling BSA _____ x \$5 = _____
- Program Fee: Shotgun _____ x \$30 = _____
- Program Fee: Space Exploration _____ x \$7 = _____
- Program Fee: Woodcarving _____ x \$5 = _____
- Outback Fee: Climbing _____ x \$20 = _____
- Outback Fee: Mtn. Biking _____ x \$20 = _____
- Outback Fee: Golf _____ x \$20 = _____
- Outback Fee: Cripple Creek _____ x \$30 = _____
- Outback Fee: Rampage! _____ x \$50 = _____
- Outback Fee: Pistol Shooting _____ x \$20 = _____
- Brotherhood Fee _____ x \$15 = _____
- Troop Photos _____ x \$10 = _____

Campsite Deposit

Yes! Please reserve our campsite for 2011.
Campsite Deposit for 2010 _____ x \$100 = _____

Total Fees

Summary of Credits

Deposits

Campsite Deposit for 2010 Deposit of \$100 _____

Unit Count Payment _____

Registration Payment _____

Additional Payments _____

Discounts

Campership Funds (from OHC only) _____

Total Credits

Balance Due

Subtract the Total Credits from the Total Fees to calculate the Total Due.

Total Due

Attach Check

This form should not be submitted without an accompanying check made payable to the Old Hickory Council, BSA

Unit Leader's signature _____

Date _____

*One leader-space is free for units with less than 10 Scouts.

RKSR

2c

Special Diet Form

Due Date

June 1st, 2010

Return to

Camp Director
266 Raven Knob Road
Mt. Airy, NC 27030

Unit Number
Council
Week of Camp
Campsite

The staff at Camp Raven Knob want to provide the best experience it can for every camper. Our Dining Hall staff provides a balanced diet for young Scouts at all meals. If you have a Scout or Leader with a special dietary concern or restrictions please complete this form. We need to know who these campers are and what is needed. The more complete information that can be provided, the better we will be able to fulfill request. Upon arrival to camp, please stop by the Dining Hall and meet our kitchen staff so they can talk with the individuals with the Special Diets. Please let us know by June 1st so we know what special needs exist in your unit. If we do not receive a form on time, we cannot guarantee that your needs will be met. Special diets that are planned in advance include Vegetarian, Kosher, and diets based on allergies.

Name	Dietary Need
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____
7) _____	_____
8) _____	_____
9) _____	_____
10) _____	_____

Insurance Form

Troops and Crews will need to furnish the name of the insurance company and policy number for accident coverage.

Due Date
At Check-In
Return to
Bring with you to camp

Unit Number
Council
Week of Camp
Campsite

Health Specialty Risk Insurance

Fill in the following information if your Troop is covered under Health Specialty Risk Insurance.

Troop _____	Council Name _____
Scoutmaster Name _____	Street Address _____
Street Address _____	City, State ZIP _____
City, State ZIP _____	Council Phone _____
Home Phone _____	Council Fax _____
Work Phone _____	POLICY # _____

Other Troop Insurance

Fill in the following information if your Troop is covered by another Insurer.

Troop _____	Insurance Provider _____
Scoutmaster Name _____	Street Address _____
Street Address _____	City, State ZIP _____
City, State ZIP _____	Provider Phone _____
Home Phone _____	Provider Fax _____
Work Phone _____	POLICY # _____
	EXPIRATION DATE _____

Unit Count

The Unit Count indicates the number of Scouts that plan to attend camp from your unit. Scouts may be added to the count later, pending available space and permission from the Camp Director. Return this completed form with a payment of \$100 per Scout. This form should not be submitted without accompanying payment.

Due Date

April 1st, 2010

Return to

Camp Director
Old Hickory Council, BSA
6600 Silas Creek Parkway
Winston-Salem, NC 27106

Unit Number
Council
Week of Camp
Campsite



! Don't forget to fill in this box on each form.

Contact Information

Unit Contact

Name _____

Street Address _____

City, State ZIP _____

Home Phone _____

Work Phone _____

E-mail* _____

Second Contact

Name _____

Street Address _____

City, State ZIP _____

Home Phone _____

Work Phone _____

E-mail _____

* Used for Online Registration and confirmations

Count Payment

We plan to bring _____ leaders (no deposit required) and _____ Scouts x \$100 = _____

I have attached check # _____ dated _____ for \$ _____.

Want a Confirmation?

Provide your name and e-mail address in the space below and we will send you an e-mail confirmation that we recieved your paperwork.

Attach Check Here.

This form should not be submitted without an accompanying check made payable to the Old Hickory Council, BSA