



Date: January 1, 2025
To: National Camping School Participant
From: Stephen Smith NCS Course Director (Stephen.Smith@scouting.org)
Braxton Rhodes, NCS Local Council Liaison (Braxton.Rhodes@scouting.org)
Subject: Welcome to National Camping School at Summit Bechtel Reserve

Congratulations, your National Camping School application has been received! On behalf of the faculty, we look forward to serving you at the Summit Bechtel Reserve (SBR). The following information will help you prepare for NCS, please read carefully.

SBR is excited to welcome you to the Training and Leadership Center! You could not have picked a better location to attend your event in the heart of the Appalachian Mountains. With the combined efforts of our staff and facilities, we strive to make your stay a time to remember.

Critical information about your National Camping School participation

LOCATION:

Summit Bechtel Reserve
2550 Jack Furst Dr.
Glen Jean, WV 25846

COURSE DATES:

September 20-26, 2025

CHECK-IN:

When you arrive at the SBR North Gate, please proceed to the Pigott Bunkhouse for check-in (can be found on the attached camp map). All participants should plan to arrive between 9:00 a.m. and 11:00 a.m. (Eastern Time) on Saturday, September 20th, 2025. Driving directions are listed below and a camp map is attached to this letter. Any registration-related questions may be directed to the Scouting America National Office (ncs@scouting.org).

EARLY ARRIVALS*:

If you need to arrive on Friday, September 19th due to travel arrangements, please select "Early Arrival" in the online registration system. The early arrival fee of \$55* includes dinner on Friday and breakfast on Saturday. Early arrival check-in will be at the Pigott Bunkhouse.

Note: For those who are not registered as early arrivals, your first meal will be lunch on Saturday, September 20th.





TRANSPORTATION (Additional Fee):

The Summit recommends guests fly to Charleston, WV Yeager Airport (CRW). If you wish to use a Summit shuttle, please use the following link to buy a ticket. ([SHUTTLE LINK](#))

DRIVING DIRECTIONS:

Driving directions to Summit Bechtel Reserve are attached to this letter.

ANNUAL HEALTH & MEDICAL RECORD:

Your camp health screening will take place at check-in. Please make sure Part C of your Annual Health & Medical Record has been signed by a Medical Doctor, Physician's Assistant (master's degree) or a Licensed Nurse Practitioner within 12 months of the last day of this NCS session. Those without a current Annual Health & Medical Record will be required to obtain one at their own expense before being allowed to remain in camp. The Annual Health and Medical Form can be found at: [Annual Health & Medical Record](#)

DIETARY NEEDS:

If you have special dietary requirements, please let Summit Bechtel Reserve know in advance through the registration process. During mealtimes, notify the kitchen staff of your specific need. While we try to meet the most common needs, we cannot address them all. If we are unable to meet your need, please bring your own food.

PREREQUISITES:

Please note that there are pre-requisite training courses which you **MUST** have before you attend NCS. Please ensure you bring support materials (certificates) with you as proof. Those participants who arrive without their prerequisites completed may not be certified.

- **ALL:** Scouting America Youth Protection Training, Current Scouting America Membership
- **Long-term Camp Director and Long-term Camp Program Director:** Online NCAP and Unlawful Harassment Prevention training links are available on the NCS webpage at <https://www.scouting.org/ncs>
- **Range Activities Director:** NRA Rifle Instructor, NRA Shotgun Instructor, USA Archery Level 1 Online Course (practical portion of this course will be completed at NCS)
- **COPE Director:** COPE Level 1 Instructor
- **Climbing Director:** Climbing Level 1 Instructor
- **CCPT:** Current NCS COPE Director or Climbing Director certification, portfolio demonstrating 50 hours of face-to-face COPE or Climbing instruction with participants as a NCS Director or Level I or II instructor within the last 3 years. No more than 5 hours can be in administrative activities

WEATHER:

Some of the scheduled programming will take place outdoors. While daytime temperatures in September can be in the low to mid 60's, it can be chilly at night. Please bring suitable warm clothing, rain gear, and a hat.





ACCOMODATIONS:

Housing will be in bunkhouse style buildings with showers on each floor. Bedding and linens are provided. Soaps and shampoos are not provided. Internet Wi-Fi is available throughout the Summit Bechtel Reserve campus. Wifi Router: attwifi (no password)

DAY ONE CAMP-WIDE SCHEDULE (Saturday, September 20th, 2025)

7:15 am – 8:00 am	Breakfast (<i>for early arrivals and staff only</i>)
8:00 am - 9:00 am	Staff Preparation in Section Areas
9:00 am - 11:00 am	Check-in, Registration, Section Interviews and Campsite Check-in
12:00 pm – 1:00pm	Lunch & Mealtime Presentation
1:00 pm - 5:00 pm	Course Instruction
5:00 pm - 5:45 pm	Personal Time
5:45 pm - 6:00 pm	Assembly & Retreat
6:00 pm - 6:45 pm	Dinner
6:45 pm – 7:00 pm	Mealtime Presentation
7:00 pm - 8:30 pm	Course Instruction
8:30 pm - 9:30 pm	Welcome Campfire
9:30 pm - 10:00 pm	Cracker Barrel
10:00 pm - 11:00 pm	Personal Time/Study Time

DRESS CODE:

National Camping School graduates set the example when it comes to wearing the right uniform at the right time in camp. Scouting America Field Uniform will be required for meals, formations and campfire. Scouting America Activity Uniform will be worn at all other times. Please be sure to bring enough activity uniform polos and T-shirts to get you through the week. You do not need to arrive in Field Uniform, but you will need it for the Opening Lunch on Saturday.

EQUIPMENT/GEAR NEEDED BY PARTICIPANTS:

Please see a list of equipment and gear required for your week at National Camping at the following link: [Equipment Needed for NCS.pdf](#). Many sections require that you bring program items or copies of Council documents in addition to your personal camping gear.

VISITORS:

Please do not plan to have visitors or additional attendees such as spouses or children. Only participants and faculty are permitted on property while the course is in session.

DEPARTURE:

Departure will be after graduation on Friday, September 26th, 2025. Participants who are enrolled in recertification sections will be able to depart after lunch on Tuesday, September 23rd. You do not need to check out with SBR staff after you have been dismissed from NCS. Please leave your linens and towels on your bed and you can drive to the gate. Be sure to collect any information that your section director may have been holding as part of your event.





TRADING POST

National Supply will not have a trading post on-site at National Camping School. If you are interested in purchasing National Camping School branded items you may view them at:

<https://www.scouting.org/outdoor-programs/national-camping-school/>. All items purchased online will be shipped to your home. SBR will also provide time to shop at the Summit Retail Store (a hot iron branding session will be added to the NCS schedule).

If you have any questions before you arrive, please feel free to reach out to me at Stephen.Smith@scouting.org. As a member of your council's long-term camping leadership team, you will be providing Scouts with an experience they will remember for a lifetime. Thank you for making the decision to attend National Camping School. I look forward to seeing you at the Summit!

Yours in Scouting,

A handwritten signature in blue ink, appearing to read "Stephen Smith".

Stephen Smith
NCS Course Director

** The early arrival fee is handled through the event registration system. Do not pay the early arrival fee to the host camp. You may or may not be expected to cover it personally (discuss with your local council). The fee includes lodging the night prior to the start of the course, dinner Friday night and breakfast Saturday morning. No activities are planned for early arrivals as the staff is busy with preparations.*





Attachments:

Additional Summit Bechtel Reserve Information

Links:

Annual Health & Medical Record: [AH&MR](#)

Unlawful Harassment Prevention Training: <https://www.scouting.org/ncs>

Equipment Needs List: [Equipment Needed for NCS.pdf](#)

SBR Interactive Camp Map: [Click Here to visit](#)



Additional Summit Bechtel Reserve Information

Quiet Hours (11 pm – 6 am)

Quiet hours are from 11 pm – 6 am. If you become aware of a disruptive guest, please contact staff immediately. Or contact the SOC (304-365-2900). Televisions, voices, or other devices must be kept at a respectful low level.

Lightning Advisory

Lightning advisories are announced when lighting is detected within 12 miles of The Summit. All Aquatics and Aerial Sports activities are suspended: All staff and guests exit the water or descend from their aerial sports activity and move to a safe location. Consol Energy Bridge: The wingtip walkways are CLOSED. The main wooden walkway is open.

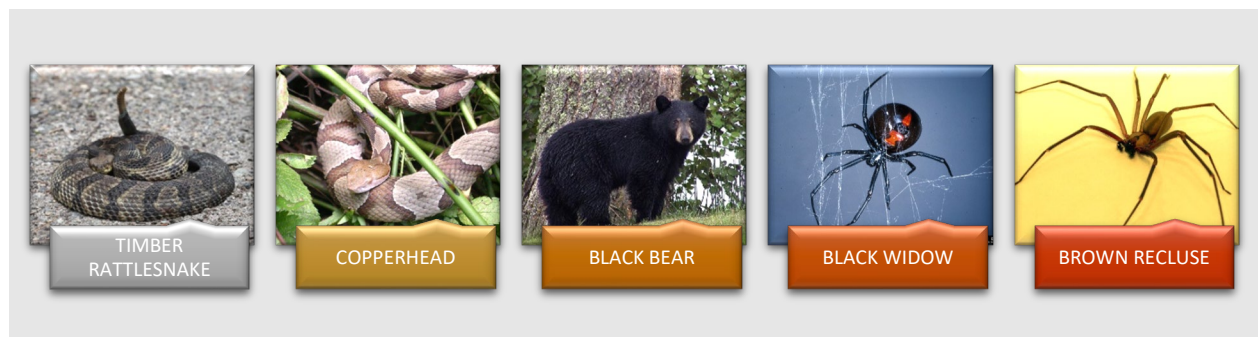
Emergency Locations

We monitor the weather and will announce hazardous conditions via the camp-wide PA system. Follow staff instructions during storms. If necessary, SOC will move personnel to secure locations, and transportation will be provided during extended severe weather. In case of an emergency weather alert, seek shelter in the following order: best to worst.

- Dining facilities
- Any permanent structure with supported roofing
- Shower houses

Wildlife Hazards

DO NOT FEED OR TOUCH ANIMALS. We respect and reduce the risk of animal encounters by making ourselves and our base less approachable to them. Contact the SOC if wildlife encroaches in your campsites or if they pose a threat to you. The following wildlife are dangerous and should ALWAYS BE AVOIDED.



Park At Own Risk and Personal Vehicles

Park in designated areas. All vehicles are parked at the risk of the owner. SBR does not assume liability or responsibility for any vehicle, occupants, or contents while operated or parked on property. Please follow the posted speeds and park in designated areas. The Summit does not hold





responsibility for damages that occurs to your vehicle on property.

Nametags

All guests are to wear their nametags while at PTC. Nametags provide access the dining hall and is proof you have gone through security and a medical recheck.

Lost & Found Policy

SBR assumes no liability for misplaced, stolen, or damaged valuables or belongings. If you discover that you have left something behind, please call us immediately at (304) 465-2800 and we will help. Lost and found items are held for fourteen (14) days while we try to contact the guest. If we are unable to connect with the guest in that time, the unclaimed item(s) are thrown away, donated, or disposed of accordingly.

Returning Personal Items

We will return your lost item(s) to you by United States Postal Service. Your reservation will be charged packaging and postage, plus a \$10.00 handling fee. SBR is not responsible for any item lost or misdirected during shipment by the United States Postal Service.

Damages Or Tampering with Detection Systems/Equipment

The Summit Bechtel Reserve reserves the right to take action against any guest or visitor who tampers with fire detection or firefighting equipment, including detectors, break glass points, and extinguishers. Such individuals will be charged for any resulting costs and evicted from the site. Depending on the severity, law enforcement may be involved. If tampering is discovered after departure, we may charge your credit or debit card in accordance with our damage policies.

Damages and/or Theft of Property

The Summit Bechtel Reserve reserves the right to take action against any guest or visitor who tampers with fire detection or firefighting equipment, including detectors, break glass points, and extinguishers. Such individuals will be charged for any resulting costs and evicted from the site. Depending on the severity, law enforcement may be involved. If tampering is discovered after departure, we may charge your credit or debit card in accordance with our damage policies.

Phone Numbers

Main Phone Number: 304-465-2800

Emergency Number: 304-465-2900

