

SAM HOUSTON AREA COUNCIL BOY SCOUTS OF AMERICA

# SCOUT FAIR 2009 UNIT LEADER'S GUIDEBOOK



**JOIN US IN  
“CELEBRATING THE ADVENTURE”**

**APRIL 18, 2009  
RELIANT ARENA 11:00 A.M. TO 4:00 P.M.**

**Available on-line at: [www.samhoustonbsa.org/scoutfair](http://www.samhoustonbsa.org/scoutfair)**

---

---

## MESSAGE FROM THE CHAIRMAN

---

---



**William Carr**  
*Scout Fair General Chairman*

**W**elcome to the 2009 “Celebrating the Adventure” Scout Fair. As this year’s Scout Fair General Chairman, I’m excited that you and your Scouts will be joining thousands of other Scouts and adult leaders to make this Scout Fair the best ever.

You and your Scouts involvement will help make the Sam Houston Area Council Scout Fair the nation’s largest.

This year’s Scout Fair not only offers your unit the opportunity to show case Scouting skills, but the planning and teamwork that go into participating provides your Scouts with many program and learning opportunities.

In addition, Scout Fair is a great way for your unit to very easily raise the necessary funds needed to operate a top quality program. Your Scouts selling Scout Fair Value Packs can add thousands of dollars to your unit’s treasury.

Scout Fair is the largest single event in the Sam Houston Area Council, and this guidebook will explain all the details, and how easily you and your Scouts can become involved.

Thanks for being an integral part of Scout Fair. I look forward to seeing you on Saturday, April 18 at the Reliant Arena.



---

---

## OVERVIEW

---

---

**F**or seven decades, Scout leaders - from enthusiastic, first-time rookies, to confident, all knowing veterans - have turned the pages of guidebooks like this one to begin their unit's ventures into the fun, excitement and profits of the Scout Fair. And, as rookie Scouters have evolved into veterans, the Sam Houston Area Council Scout Fair has grown to become the nation's largest.

This year's Scout Fair will be even larger and better than its predecessors, and your unit's involvement begins immediately. Scout Fair promises your unit:

- An exhibit-oriented show, featuring your unit's display and hundreds of others showing Scouting at its very best.
- A challenging project your Scouts can all work on together to display their talents and skills while demonstrating to your community the excitement and benefits that Scouting offers.
- Individual and unit incentives and recognitions for your Scouts' participation and ticket sales efforts.
- An easy, unit profit-earning project, selling both Scout Fair Value Pack and Yearbook Ads.

Your unit committee and your adult and youth leaders should begin working closely now to develop and implement your unit's Scout Fair plans. Reading through this guidebook, you'll recognize how easy it is for your unit to become involved in Value Pack, and Participation.

You'll discover all the details about each area, plus a special on publicity tips.

In addition to this guidebook, you'll find valuable information offered at Roundtables and other District and Council Scout Fair-related meetings and at: [www.samhoustonbsa.org/scoutfair](http://www.samhoustonbsa.org/scoutfair).

While planning your unit's Scout Fair involvement, keep in mind these key dates:

- ◆ **FEBRUARY 5 & 12 - VALUE PACK KICK-OFF MEETINGS.** Value Pack and materials distributed to Unit Value Pack Sales Chairmen at your District Roundtable meeting.
- ◆ **FEBRUARY 12 THROUGH MARCH 23 - TRIPLE STAMP DAYS.**
- ◆ **MARCH 24 THROUGH APRIL 13 - DOUBLE STAMP DAYS.**
- ◆ **MARCH 13 - UNIT PARTICIPATION APPLICATION DEADLINE.**
- ◆ **APRIL 18 - SCOUT FAIR - 11:00 A.M. TO 4:00 P.M. - RELIANT ARENA.**
- ◆ **MAY 29 - DEADLINE FOR CLEARING ALL UNIT VALUE PACK SALES ACCOUNTS.**



**SAM HOUSTON  
AREA COUNCIL  
SCOUT  
SHOPS**

*... Your Official Scout Fair Prize Stamp  
Redemption Center!*

Your Scouts will be able to redeem their Prize Stamps for the prizes of their choice from the Prize Brochure at these convenient Sam Houston Area Council Scout Shops locations:

**Stafford Scout Shop**

10435 Greenbough Dr., Suite #125  
Stafford, TX 77477-5035  
281-207-2340

**Camp Strake Scout  
Shop**

11322 IH 45 South  
Conroe, TX 77304  
1-800-864-1568

**Houston Scout Shop**

2225 N. Loop West, Suite A  
Houston, TX 77008  
713-865-5190

**Champion 1960 Scout Shop**

6512 F.M. 1960 West  
Houston, TX 77069  
281-444-1152

**Clear Lake Scout Shop**

1300 Bay Area Blvd., Suite #101  
Houston, TX 77058  
281-282-6067

*Scout Fair Prizes are redeemable from February 18, 2009 through September 30, 2009*

---

---

## VALUE PACK SALES

---

---

Scout Fair not only offers your Unit the opportunity to feature its best Scouting skills and talents, it also gives your Scouts the chance to earn some great prizes while easily raising money to support your Unit program. This segment of the Leader's Guide will assist you in your Value Pack Sales effort.

### VALUE PACK SALES KICK OFF MEETINGS

Value Pack Sales this year begins with **Value Pack Sales Kick-off Meeting on February 5 & 12** for all Unit Value Pack Sales Chairmen. Value Pack and support materials will be distributed at these meetings. Value Pack Sales can begin as soon as you pick up your tickets!

**Value Pack Sales Kick-off meetings are scheduled to start at 7:00 p.m. at your district roundtable. Check your District Site.**

### PRIZES FOR YOUR SCOUTS

The prizes your Scouts can earn by selling Scout Fair value pack are better than ever! All Scouts will be mailed a special Prize Brochure explaining all the details about Triple Stamp Days

and Double Stamp Days and the great prizes available.

This brochure is also available on-line at [www.samhoustonbsa.org](http://www.samhoustonbsa.org)

### TRIPLE STAMP DAYS THROUGH MARCH 23

Normally for each value pack sold, a Scout receives one Prize Stamp. Accumulated Prize Stamps can then be redeemed for a wide range of valuable prizes.

A Scout's value pack sales abilities will earn him three times as much during Triple Stamp Days! Through March 23, your Scouts will earn three Prize Stamps, instead of one, for each ticket sold. All money collected during Triple Stamp Days must be turned in to the district ticket money turn-in center no later than **March 24** in order to receive triple stamps.

### DOUBLE STAMP DAYS MARCH 24 THROUGH APRIL 13

Starting on **March 24** and ending on **April 13**, your Scouts will earn two stamps for each value pack they sell. Again, all money collected during Double Stamp Days must be turned in to the district value pack money turn-in center no later than **April 14** in order to receive double stamps.

From **April 14** through **April 18**, each value pack sold will earn one stamp for the Salesman.

### SUPER SALESMAN PATCH

To help get your Scouts started off right, each Scout Value Pack Salesman will receive a special Super Salesman Patch for selling his first ten tickets. Patches will be available at district value pack money turn-in centers through **April 14** and at the Scout Fair.

### WEEKLY DRAWINGS

In addition to Stamp Prizes, each time a Scout sells 10 value pack he can enter a weekly drawing for a special Back Pack. Entry forms must be at the Cockrell Scout Center by 4:00 p.m. on the dates of the drawings: **February 20, 27, March 6, 13, 20, 27, April 3, and 10.** Winners will be notified by telephone.

### HOUSTON SCOUT SHOPS ARE PRIZE REDEMPTION CENTERS

Your Scouts can redeem their Prize Stamps for the prizes of their choice from the Prize Brochure at any of the five convenient Scout Shops locations. They can pick

out the prizes they've earned by finding their prize on display in the store, and exchanging the Prize Stamps they have (affixed to official Prize Stamp Cards properly filled out) for their prize. It's that easy!

On **April 18**, prizes will also be available at Scout Fair. In order for the prizes to be available at Scout Fair, one week prior to Scout Fair, prizes will not be available at the satellite stores. Two days prior to Scout Fair, prizes will not be available at the Cockrell Scout Center store. All stores will have prizes available one week after Scout Fair.

### TOP VALUE PACK SALESMAN FOR EACH DISTRICT

The Scout who sells the most Value Packs in each District earns a special trophy, and a tent, compliments of Texsport.

### TOP THREE VALUE PACK SALESMEN FOR THE COUNCIL

**FIRST PLACE** - The Scout who sells the most Value Packs in the Council earns everything for being the Top Salesman for his District, plus a very special trophy, and a \$100 Scout Shop gift certificate.

---

---

## VALUE PACK SALES (continued)

---

---

**SECOND PLACE** - This Scout will receive a second-place trophy and a \$75 Scout Shop gift certificate.

**THIRD PLACE** - This Scout will receive a third-place trophy and a \$50 Scout Shop gift certificate.

### DEADLINE- TOP VALUE PACK SALESMEN

The deadline to turn in the Top Value Pack Salesman for each District to the Cockrell Scout Center is Noon, Friday, April 17, 2009.

### UNIT COMMISSIONS

**40%!!** If your Unit participates with a Scout Fair exhibit, your Unit will earn a 40% commission (\$4.00) for each \$10.00 Scout Fair Value Pack you sell. If your Unit does not participate with a Scout Fair exhibit, the Value Pack Sales commission drops to 30%.

Scout Fair Value Packs are easy to sell. Each Value Pack admits an entire family. Commissions will be paid to each Unit after all money, and/or unsold Value Packs are turned in, and your Unit's Value Pack Sales account is cleared (has a zero balance).

Your help is needed - all Units turning in money throughout the Value Pack Sales period on a check from your Unit account will help us expedite your commission process - thank you!

**If your Value Pack Sales account is cleared by April 16th, your commission can be paid to you at the Fair. If you clear your account at the Fair, your check will be mailed to you no later than May 11, 2009.**

Value Pack Sales money turned in after **April 18, 2009** will earn 10% commission, and after **May 30, 2009**, 5% commission. Any money you've turned in on or before **April 18** will continue to earn your original 30% or 40% commission. As you can see, it is very important and profitable to clear your account as soon as possible.

### IMPORTANT COMMISSION CHECK INFORMATION

All commission checks will be made payable to and mailed to the person officially registered as COMMITTEE CHAIRMAN of your unit. It is important for you to see that the person listed in the registration department as your COMMITTEE CHAIRMAN is the correct person with the correct address.



---

---

# UNIT PARTICIPATION

---

---

**It's Easy and Fun** to show off your Unit's talents and skills, and earn recognitions and awards at Scout Fair.

Once your Unit has selected your Scout Fair theme, exhibit size and type, fill in all the information requested on your **Unit Participation Application** at [www.samhoustonbsa.org/scoutfair](http://www.samhoustonbsa.org/scoutfair) as soon as possible but no later than **Friday, March 13, 2009**. Early application will help ensure your placement with other Units from your district.

## YOUR EXHIBIT'S THEME

In selecting your exhibit theme, you'll want, most importantly, to choose one that's fun and interesting to your Scouts, as well as one that supports the overall Fair theme and that demonstrates the best of Scouting.

Starting with monthly Cub and Scout program themes, Cub achievements and electives, Scout skill awards and merit badges, and Venturing activities and specialty interests, you have thousands of exhibit theme ideas. Or you may want to focus on current events or popular activities. The list of possible exhibit themes is endless. Have your youth and adult leaders brainstorm the possibilities, then determine which is the best for your Scout Fair exhibit. For more information please go to [www.samhoustonbsa.org/scoutfair](http://www.samhoustonbsa.org/scoutfair) or for help with your plans for Scout Fair, contact **Donna Burke at 713-756-3322**.

---

---

## EXHIBIT BOOTHS

---

---

◆ **BOOTH** - Indoor booths are available in two sizes (10'x10' or 10'x20') and, to the best of our ability, will be grouped by District and in some cases by program (Sea Scouts, Venturing, etc.). These booths will have drapery hung from aluminum tubing. They have 8' high drapery across the back and 3' high drapery on the sides separating each booth. (See typical 10'x10' booth on page 9)

◆ **STANDARD INDOOR ACTIVITY AREA** - For exhibits too large for a booth, simply indicate your needs on your Unit Participation Application. Maximum size is 400 square feet (20' x 20'). **The number of indoor activity areas are limited, and may be at the back of the hall, possibly out of your District area or outdoors. Due to limited**

**space in the Reliant Arena, areas larger than 400 square feet cannot be made available.** Indoor activity areas have twine tied to 3' high stanchions to define area. **(Drapery is not provided for activity areas).**

◆ **STANDARD OUTDOOR AREA** - Outdoor activity area is available in one size (12'x15'). This is on the pavement, so frames must be brought for tents **(no stakes or spikes in pavement)**, and all fires must be in elevated fireplaces. See page 16 "Fire, cooking & Propane Stove Safety Requirements."

◆ **FURNISHINGS** - All booth furnishings must be supplied by your unit. If you are unable to borrow them, the decorating company at Reliant Arena will have

tables & chairs available for rent at the following prices:

4' Table - \$10.00 each

6' Table - \$14.00 each

8' Table - \$18.00 each

Chairs - \$3.00 each

**Please do not send money for any of these items with your application, you may rent them on site.**

◆ **ELECTRICITY** - Electrical outlets are available for your area for a **\$85.00** per single outlet fee **(fee is subject to change by vendor)**. These outlets are 115-VAC, 10 amp circuits, and will not handle coffee pots or hot plates. Use your Unit Participation Application to order electrical outlets and pay \$85.00 when you submit the application. If using electricity for tape players, microphones, etc., please consider neighboring displays when set-

ting volume levels. They must be used only for the specific purpose outlined in your application and only by your unit. Fire laws prevent running extension cords between booths and control monitors will be checking for violations. **There is no electricity available for outside booths.**

◆ **EXHIBIT NUMBERS** - You will find a number card in the right rear of your booth or area. This card should remain on display throughout the Fair.

◆ **SALES** - All sales by individuals, units or districts are prohibited. A sign acknowledging the gift or loan of materials is permitted.

◆ **DISPLAY AREA** - All displays must remain within the assigned area, and not extend into the

Continued on Page 9

---

---

## EXHIBIT BOOTHS (continued)

---

---

aisles. Booth displays may not extend beyond the front edge of the side dividers, including but not limited to, balls, rubber bands, marbles, golf balls, etc.

◆ **INSTRUCTIONS TO PARENTS** - While we will have information booths to direct people, please pass along your booth number and hall in which you will be located to all parents, friends, and others. Please be sure all parents, friends and others know your Pack, Troop, Team, Crew, Post or Ship number and your Scouting district.

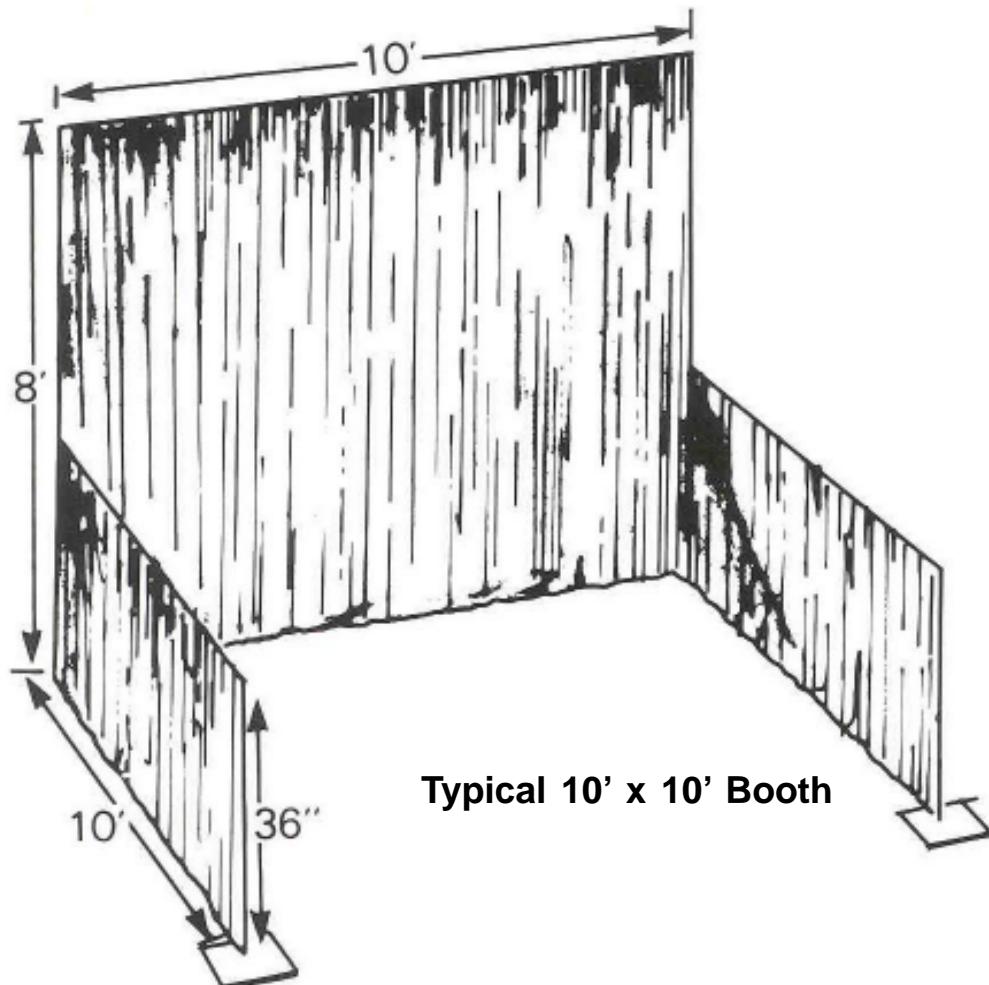
◆ **DISTRICT BOOTHS** - District Booths are to serve units and participants to get the maximum value from the Scout Fair. The district booth of every district will be judged on its ability to:

1. Identify itself (20 points)
2. Provide adequate staff (30 points)
3. Provide service (20 points)
4. Be attractive (30 points)

◆ **DECORATING** - Nothing may be attached to the booth curtains (pins staples, etc.). You can hang signs across the back of the booth with hooks over the aluminum tubing (shower curtain hooks or hooks made from wire coat hangers work well). Less than two pounds per hook may be hung from tubing; limit four hooks per 10' section. **Nothing may be attached to any part**

**of the building (walls, pillars, doors, etc.).**

The decorating company at Reliant Arena has additional stanchions, rods and drapes available for rent.



---

---

## PUBLICITY

---

---

Effective neighborhood Scout Fair publicity, provided by your Unit's leaders and Scouts, will assist your Scouts in their Value Pack sales effort.

When discussing or publicizing the Scout Fair, remember to use these details:

- You're involved in The Sam Houston Area Council Scout Fair.
- The Sam Houston Area Council Scout Fair is the nation's largest.
- A United Way agency, the Sam Houston Area Council covers Houston and 16 surrounding counties.
- Value Pack sales support Houston Scouting.

Contact your local community, church, synagogue and subdivision newspapers to distribute a news release featuring your Unit's activities and involvement in the Scout Fair. (See sample for a guide). Discuss with editors, reporters and photographers your program and your Scout Fair plans and invite them to see you and you Scouts at the Fair.

**Distribute posters** prepared by your Scouts, throughout your neighborhood, in grocery stores, shopping centers, schools, churches, synagogues and businesses. Also, ask fast food restaurants, insurance and real estate agencies and other businesses to feature Scout Fair announcements on their billboards and marquees. When preparing and distributing posters or announcements remember your objective is to sell Value Packs.

---

---

### SAMPLE NEWS RELEASE

---

---

The following news release is only a guide. Add information about your Unit and your Scout Fair plans, and deliver it personally or email it to your local newspaper. Be sure to include the name and phone number of someone to contact for further details. Follow up on your news release with an invitation for reporters and photographers to attend the Scout Fair.

**(FOR IMMEDIATE RELEASE)**

Contact: (Your Name)  
Phone: (Your Phone Number)

**LOCAL SCOUTS CELEBRATE THE ADVENTURE AT THE WORLD'S LARGEST SCOUT FAIR**

Cub Scouts from Pack 12 (change your program and unit type and number), chartered by First United Methodist Church (your Chartered Organization), will join thousands of other Cub Scouts, Boy Scouts, Venturers, parents and visitors for Scout Fair.

Under the leadership of Joe Smith of Houston (your unit leader's name and town), Pack 12 will (describe your units exhibit in one or two action-oriented sentences).

The Scout Fair, sponsored by the Sam Houston Area Council Boy Scouts of America is the nation's largest, featuring 800 Scouting exhibits capitalizing on the theme "Race to Scouting".

Exhibits will include demonstrations on pioneering, firstaid, woodworking, sailing, computers, aviation, Indian Lore and many other Scouting activities. Visitors are invited to observe and participate.

This years Scout Fair will be held Saturday, April 18, 2009, 11:00 a.m. until 4:00 p.m. in the Reliant Arena. Scouts from Pack 12 (your unit) are selling family Value Packs for \$10.00 each, and are encouraging families to purchase a ticket and spend the afternoon enjoying the Scout Fair. Value Packs are available from any Pack 12 Scout or at the Reliant Arena.

For more information, contact Joe Smith, 713-555-5555 (your unit leader and his/her phone number), or go to: [www.samhoustonbsa.org/scoutfair](http://www.samhoustonbsa.org/scoutfair).

---

---

## SET-UP - SECURITY - VEHICLES - PARKING

### SHOW TIME - TEAR DOWN - MOVE OUT

---

---

- ◆ **SHOW TIME:** Fair time is continuous from 11:00 a.m. to 4:00 p.m. on Saturday.
  - ◆ **INSPECTIONS:** The Council Health & Safety and Risk Management Committees will make periodic inspections at the booths and displays during set-up, throughout the Scout Fair and at tear down.
  - ◆ **SET-UP:** Exhibit set-up will be allowed on **Friday**, from 6:00 p.m. to 9:00 p.m. and on **Saturday** from 8:00 a.m. to 11:00 a.m.
  - ◆ **SECURITY:** Security will be provided Friday night to ensure the safety of equipment.
  - ◆ **VEHICLES/HEAVY EQUIPMENT:** Because of Safety regulations at Reliant Arena, there will be no vehicle access to the building. Please plan on bringing your own “dollies”, “hand-trucks” and/or “wagons”, etc. to transport your equipment to your designated booth. The “final instructions” will include a map of the Reliant Arena and will show entrances for your booth. Scouts from District Service Teams will also be available to help you transport your equipment.
  - ◆ **OVERHEAD CEILING CLEARANCE:** Overhead ceiling clearance ranges from 12 feet to 47 feet depending on the section of the Reliant Arena. Your needs will be taken into consideration when assigning your designated booth, please make note of your special overhead needs on your Unit Participation Application
  - ◆ **BOOTH MATERIALS and ENTRY:** Regular booth set-up materials that are hand carried can be brought in through the regular entrances to Reliant Arena; please be extra cautious when entering through glass doors.
  - ◆ **VEHICLES ON DISPLAY:** Gasoline filler caps must be **locked and sealed** to prevent the escape of vapors. **(Fuel in the tank shall not exceed one quarter of the tank capacity or 5 gallons, whichever is less.** Vehicle **batteries** must be **disconnected**. Vehicles inside Reliant Arena may not be moved during show hours of 11:00 a.m. until 4:00 p.m.
  - ◆ **SAFETY GLASSES/ LEATHER GLOVES:** (Age Appropriate) are to be provided for each participant when demonstrating can-crushing, nail driving, and/or any activity that a Scout is hitting an object with a hammer, rubber mallet, etc.
  - ◆ **COMPRESSED AIR PROJECTS** can only be used outside.
  - ◆ **ABSOLUTELY NO BALLOONS** are allowed in the Reliant Arena. **NO EXCEPTIONS.**
  - ◆ **DECALS: Bumper Stickers and Decals and other type of stickers cannot be given away from your booth; this is a Reliant Arena regulation.**
  - ◆ **PARKING:** Scout Fair vehicles (participants and visitors) should enter from the gates off of Loop 610. Please allow plenty of time to travel to the Scout Fair; there are still multiple major construction projects in and around Reliant Park and a number of events at the Reliant Park on Saturday. The parking fee on Saturday is \$8.00 (subject to change by vendor). Please follow the directions of the Reliant Park staff in parking. Friday evening for participant set-up, there will be no change to enter Reliant Park. If you feel that you will need “in and out” access on Saturday, you may purchase a special parking permit for \$10.00 on Friday evening **ONLY** at the Reliant Park booth at the back of Hall A in the Arena.
  - ◆ **TEAR-DOWN:** Please give all visitors their money’s worth and wait until the conclusion of the Scout Fair at **4:00 p.m.** to disassemble your exhibit.
  - ◆ **MOVE OUT:** All booth materials, furnishings, and decorations must be removed from the booth immediately after the close of the Fair at 5:00 p.m. Anything left after 7:00 p.m. is at the owner’s risk. Please place all trash in the nearest receptacle. **If you use old auto or truck tires in your booth, you must take them back with you. Reliant Arena regulations prohibit leaving them behind at the close of the show.**
- NO LIVE ANIMALS, MAMMALS OR REPTILES** are allowed inside or outside of Reliant Arena.
- NO SAND, GRAVEL, DIRT OR TOPSOIL** is allowed inside or outside of Reliant Arena.
- NO LIVE OR CUT TREES OR HAY OR STRAW** is allowed inside or outside of Reliant Arena

---

---

# HEALTH & SAFETY/RISK MANAGEMENT GUIDELINES

---

---

## FLOOR SAFETY REQUIREMENTS

1. Exhibits featuring “jousting,” climbing towers, ropes, rappelling walls, bucking barrels or **other activity which has the possibility of a youth falling, must** provide padding equivalent to gym mats under all activities. (Aerobic/exercise pads are not acceptable. Bales of hay are not permitted).
2. All frames such as those that are made to contain mats and construct mazes must be padded and all bolts/nuts must be covered so as to not cause any injury upon contact.
3. Exhibits which utilizes liquids, including soap solutions, which have the capability of being spilled and making the concrete floor slippery, shall control that liquid and have provisions for cleaning up such spills.
4. Exhibitors must realize that tin cans have the probability of sliding on smooth concrete surfaces when used as “stilts” and consideration must be given to control sliding and/or install padding to minimize the possibility of injury.
5. Exhibitors exhibiting live animals (primarily snakes) shall not feed live animals to the exhibited animals.
6. All displays must remain within the assigned area, and not extend into the aisles. Booth displays may not extend beyond the front edge of the side dividers. **This includes all balls**, rubber bands, marbles, etc.
7. Staffing (in addition to activity Supervisor) must

be provided to control people waiting to participate in the activity. Control must be maintained to keep people safely lined up and to not interfere with any other activity.

8. Booth set up, operation and dismantling:

Please note that the Safety Guidelines must be followed and all necessary age appropriate personal protective equipment such as helmets, safety glasses, gloves, etc.-must be worn during set-up and dismantling the Scout Fair as well as during the activity hours.

## CAN CRUSHER - RECYCLING REQUIREMENTS

1. Provide “Age Appropriate” eye protection/safety glasses.
2. Provide “Age Appropriate” gloves.
3. Adult supervision required at all times.
4. Guard against pinching of hands and fingers.
5. “Floor Safety Guidelines” must be followed.

## JOUSTING REQUIREMENTS

1. The ends of the device used for jousting must be well padded.
2. All participants must wear “Age Appropriate” helmets, safety glasses and protective leather gloves.
3. Floor pads equivalent to gym mats must be provided (Aerobic/exercise pads are not acceptable).
4. Adult supervision must be present at all times.
5. Floor safety requirements must be followed.

## MONKEY BRIDGE SAFETY REQUIREMENTS

1. Monkey bridges may not be constructed higher than 5 feet above the surface nor may they be longer than 40 feet.
2. The shoulder height of the crosser should be at least the distance between the hand ropes and the foot rope. (4 feet tall at the shoulder if the distance between the hand rope and the foot rope is 4 feet).

3. Only one person is allowed to cross at a time (no one else even touching the ropes).

4. Each youth crossing the bridge must be accompanied by two adults (one on either side) walking beneath them to serve as “spotters”. One of the adults must be a member of the units (one adult may

be the youth’s parent).

5. Floor pads are not required for monkey bridges (due to requirement No.4)
6. No swinging or any form of horseplay is to be tolerated.
7. Floor safety requirements must be followed.

---

---

# HEALTH & SAFETY/RISK MANAGEMENT GUIDELINES (continued)

---

---

## CLIMBING/RAPPELLING SAFETY REQUIREMENTS

1. At least two qualified “Climb on Safely” trained persons must be in the booth at all times (during construction, during operation, and during take down). A Topping Out trained leader in booth at all times. With instructor over 21 years of age.
  - Continually inspected by the unit for structural weakness, loose connections, excess wear and other factors which would cause the structure to be unsafe.  
(Additional inspections will be conducted by representative of the Council Health and Safety Risk Management Committee).
  - All equipment must be new at the time of purchase by the unit and must comply with ACCT (Association for Challenge Course Technology) Standards.
2. Climbing/rappelling towers/walls should be:
  - A maximum of 24 feet in height.
  - Designed to be free-standing with sufficient base support. If professionally engineered, please have plans with registered seal available for review.
  - Constructed of finished lumber or scaffolding with all exposed nuts and bolts covered so as to not cause any injury upon contact.
3. The designed load-limit for the structure must be posted and observed.
4. All items of specialized equipment needed for conducting a safe program will be provided for participants and unit personnel.
5. All rope and equipment used in the activity must be new when procured. (Military surplus or used climbing equipment must not be used).
  - Rope must be high-quality, kernmantel (11 millimeters in diameter and able to withstand a 4500-lb. Test). A written log must be kept regarding the history of each rope used in the activity. The log must be available for inspection.
  - “Manufactured Commercial Harness” must be used. **NO** Swiss Seats.
6. All rappellers and belayers must wear age appropriate climbing helmets and gloves (clean of chemicals) with leather palms.
7. A figure 8 ring is to be used to control the rate of descent (Carabiners and brake bars are not to be used) or other belay devices.
8. A figure 8 on-a-bight for climbers to clip into. (This knot is easy to tie, easy to recognize and reliable).
9. At least two knowledgeable people, including one adult, must double-check knots, “Harness” and each rappelling and belaying system before use.
10. Floor Safety requirements must be followed.
11. Climbing & Rappelling activities are to follow **BSA Topping Out Manual** for all procedures and the **2009 BSA National Climbing & Rappelling Standards**.

---

## PIONEERING PROJECT SAFETY REQUIREMENTS

1. An adult leader must be present in the booth at all times (during construction, during display and during take down).
2. The project should be structurally sound. Ties and lashings must be strong, tight and substantial. They must be checked frequently.
3. Anchoring ropes must avoid friction against sharp edges of the supporting structures.
4. Climbing on any structure, such as signal towers, etc. **MUST** be limited to members of the unit putting on the display.
5. Only one person is allowed to climb on a structure at a time and a “spot-ter” must be used at all times.
6. Pioneering Projects that have the potential of a participant falling and/or slipping must provide a helmet and the individual must be secured by rope and belayed with proper equipment. Mats (per floor safety requirements) must also be provided.
7. Floor safety requirements must be followed.
8. A picture of the exhibit along with a detailed description of the operation, if there are any moving parts, must accompany your unit participation application.

Continued on Page 11

# HEALTH & SAFETY/RISK MANAGEMENT GUIDELINES (continued)

## BB/AIR RIFLE SAFETY REQUIREMENTS

1. The booth measures 10 feet by 40 feet for one firing point.
2. There must be one adult in the waiting area of the booth and one adult on the firing line when the Scouts are shooting.
3. Scouts staffing the activity as well as participants shooting must wear "Age Appropriate" safety glasses.
4. The target shall be a cardboard box at least 2 feet by 2 feet by 1 foot deep filled with tightly compacted, crushed newspaper.

5. Back of the cardboard target, there shall be an 8 foot high heavy canvas or carpet backstop across the entire width of the booth. This same material should extend from the rear of the booth, 10 feet along both sides of the booth. This canvas or carpet shall be heavy enough so that the air rifle, shot at a distance of 10 feet, will not penetrate the carpet. **See diagram below.**
6. The firing line shall be clearly marked and only one shooter will be on the

firing line at any time. The line shall be 15 feet from the target.

7. Those waiting to shoot will be retained in an area at least 6 feet from the firing line. While waiting they can be given instructions on gun safety, rifle position, sight alignment, breathing, trigger squeeze, etc.

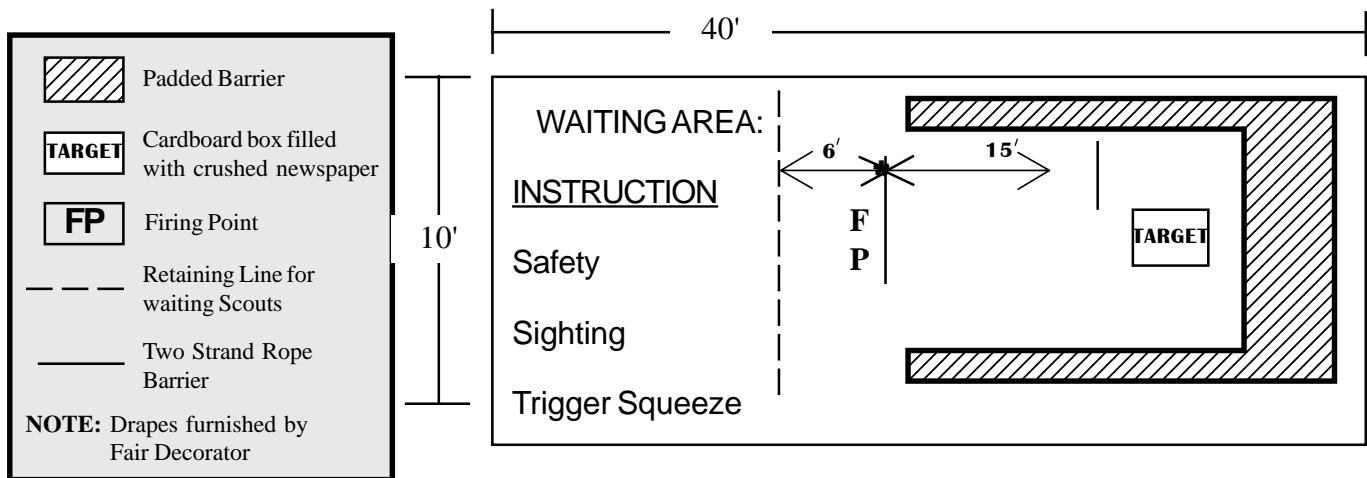
8. The entire side of the booth towards the aisle, or aisles, shall be fenced off with at least two strands of binder twine or small rope. There must be only one entrance.

9. The BB guns to be used shall be the low-powered, spring type, such as the Daisy Air Rifle. CO2 or pump guns will **NOT** be used.

10. If other type rifles are present for demonstration, they shall be made inoperable by removing bolts, or firing pins or having trigger locks attached.

11. Handguns, including BB or pellet pistols, will NOT be permitted in the firing booths.

12. Floor safety requirements must be followed.



BB/Air Rifle Firing Range (one firing point)

## ARCHERY SAFETY REQUIREMENTS

1. If there is only a display of bows, arrows and accessories in the archery booth, the booth may be anywhere in the Reliant Arena. The display must be supervised at all times.
2. If arrows are to be shot, the booth must be at the end of the aisle and the archery range must be placed so two sides of the building form two boundaries of the range. The other two boundaries must be well marked and some distance from the shooting lanes. Commercial, institutional quality indoor archery targets (such as Ethafoam) must be used. **(Bales of hay and common styrofoam blocks cannot be used).** Targets must be placed in the front of one of

the solid walls.

3. Bow must be lightweight, pulling under 25 lbs.

4. Arrows must have target points.

5. Shooting will be done only by trained members of the unit carrying out the demonstration and under the constant supervision of an adult. **(Scout Fair visitors and participants will not be allowed to shoot.)**

6. All equipment must be safely stored out of reach of visitors.

7. Floor Safety Requirements must be followed.

Continued on Page 12

# HEALTH & SAFETY/RISK MANAGEMENT GUIDELINES (continued)

## FIRE & COOKING SAFETY REQUIREMENTS

### COOKING FIRES

**A.** Regulations forbid the use of charcoal, gasoline, kerosene, bottled gas or other flammable materials **inside** the Reliant Arena.

**B.** Fires will only be allowed in the outdoor display area, fueled only by charcoal only. **No liquid starters. No other fuels are permitted.**

**C.** All booths and table coverings and other combustible materials composed of cloth, paper, and similar materials must be flame retardant treated. Any material added to a booth structure must be flame retardant. This shall include signage and awnings over cooking areas or attached to the booth in any manner.

**D.** Liquid charcoal starters or other flammable liquids are strictly prohibited. Charcoal may be started with an electrical starter designed for this purpose or quick starting charcoal is also recommended.

**E.** All cooking equipment shall be situated away from the crowds, buildings or flammable or combustible materials. A minimum clearance distance of 3 feet is required.

**F.** A metal pan constructed of a minimum of No. 18 U.S. gage sheet metal shall be provided and placed under the fire box or bar-b-que pits or fireboxes to catch live coals which may fall onto the ground. The dimensions of the pan shall be such that it will provide complete coverage beneath any openings under the pit or firebox.

**G.** The area around portable cooking devices shall be provided with protective barriers such as wooden barricades, roped areas, streamers or other physical barrier acceptable to the Fire Marshal to prevent public access or exposure to cooking or heat producing devices. A minimum of 3 feet clearance distance is required and shall be maintained at all times during use.

**H.** Portable fire extinguishers shall be provided in accordance with the *Fire Code* and LSB Standard 01, "Inspection and Maintenance of Portable Fire Extinguishers".

**I.** Hot ashes, cinders, smoldering coals or other hot materials subject to spontaneous ignition shall not be deposited in a combustible receptacle within 10 feet of other combustible materials including combustible walls, awnings and partitions or within 10 feet of openings to buildings such as windows, fresh air vents or intakes, doors or other wall penetrations. We will have specially marked receptacles located in safe and secure areas for ash disposal.

**J.** In order to comply with New and Revised Houston Fire Department Life Safety Bureau Standards, we will no longer permit the use of Propane and Propane Stoves at Scout Fair. The council's Risk Management and Scout Fair event committees concur that all fires shall be charcoal only.

## FLINT AND STEEL SAFETY REQUIREMENTS

1. When starting your fire, prepare a proper fire pit, such as a tuna tin can with no sharp edges. Scouts staffing the activity as well as participants must wear age appropriate safety glasses.

2. Then take a good handful of tinder (frayed rope is the only material acceptable to use at Scout Fair) and form it into a rough bird nest shape. Make sure the wind is at your back.

3. Place this in the fire pit and lay pieces of char cloth in the dip of the "nest".

4. Make sure you use plenty of char cloth to catch the sparks. Don't be stingy!

5. Hold flint with one long, sharp edge approximately four inches above the center of the

cloth.

6. With the steel in your other hand, strike downward against the sharp edge of the flint in a series of glancing blows. This is actually shaving off tiny, hot slivers of steel, which are the sparks. Keep striking the flint until you see a glowing ring of embers on the char cloth.

7. Then fold the tinder around it, take a deep breath and blow steadily into the bundle until it ignites. Do NOT pick the bird's nest up. Keep it on or in the fire pit and quickly move away from the fire to prevent burns.

8. Floor Safety Requirements must be followed.

## CUB PUSHMOBILE SAFETY REQUIREMENTS

1. Two adult leaders must be present in booth at all times.

2. Safety of the participants must be of utmost concern.

3. All drivers must wear age appropriate protective head gear, such as a football helmet, motorcycle helmet, bicycle helmet or equivalent. All drivers must wear "Age Appropriate" protective solid leather gloves. All drivers must wear a seat belt.

4. **All vehicles must have safety blocks to limit the steering angle and turning radius.**

5. All Cub pushmobiles must be constructed to meet published and accepted standards. The following specifications and description of parts should help in insuring the construction of a safe Cub pushmobile:

- Wheels should not exceed 12 inches in diameter.

- All wheels must be equipped with solid rubber tires.

- Car frame should be made from 2-by-4 inch construction lumber.

- The overall length of the car should be a maximum of 5 feet; the wheel base a maximum of 4 feet. The outside circumference of the wheel may vary from 30 to 36 inches.

- Use roundhead 1/4 inch bolts to hold frame. Screws are a second choice. Nails are not suitable, because they may

work loose.

- All cars must have a seat with braced backrest, allowing the rider to comfortably steer with the feet.

- Steering is done with feet, which are placed on the front axle, and by the hands holding a rope fastened to the front axle.

- If threaded axles are used, the nuts must be secured with cotter pins or wire.

- Cars must be equipped with an adequate safety belt securely fastened to the main frame of the car.

- Cars must be equipped with a handbrake with its drag rubbing surface faced with a rubber material such as a strip of an old tire. This will stop the car when dragged on the ground.

- The two 2-by-4 inch blocks must be fastened to the first axle 1/2 inch from the centerboard to the limit turning radius.

6. Floor Safety Requirements must be followed.

# HEALTH & SAFETY/RISK MANAGEMENT GUIDELINES (continued)

## TIRE SAFETY REQUIREMENTS

1. Tires used in Scout Fair booths must be safe with no exposed metal belting that can cause injury upon contact.
2. Staked tires must be secured so as not to fall over.
3. You must take all tires used in the booth home with you. Reliant Arena regulations prohibit leaving them behind at the close of the show. In addition, there are laws prohibiting the disposal of tires in commercial trash dumpsters.
4. Floor Safety Requirements must be followed.

## RUBBER BAND GUN SAFETY REQUIREMENTS

1. "Age Appropriate" safety glasses must be worn by all participants.
2. A safe backstop must be in place.
3. A safe firing line must be in place.
4. Shooting at targets only. No shooting at each other.
5. Adult supervision must be present at **ALL TIMES**.
6. The activity must be contained within the assigned area.
7. Floor Safety Requirements must be followed.

## ADDITIONAL SAFETY REQUIREMENTS

- **CATAPULTS** - Only tabletop Catapult projectile booths are permitted.
- **POWER TOOLS** - Use of any gasoline-powered tools are prohibited. All other power tools must be used under an adult's supervision.
- Bicycles, motorbikes, skateboards, rollerskates, rollershoes or rollerblades and scooters will not be permitted at Scout Fair.
- **BALLOONS**- Balloons are not allowed in the Reliant Arena. Bottles or cylinders containing helium may not be brought into the Reliant Arena.
- **WATER** - Units must provide and use mops, etc. if your exhibit involves water. Remember - keep floor dry at all times to avoid a slip or fall!
- **EXTENSION CORDS** - Heavy-duty extension cords should be used for all electrical connections. Cords must not cross walkways. Cords across floor inside booths must be duct taped to the floor.
- **SAFETY GLASSES** - Age appropriate safety glasses are required for participants in activities where eye injuries could occur. This would include can-crushing, nail driving, rubberband gun shooting, compressed air projects, etc. Leather gloves must also be provided for activities that a Scout is hitting an object with a hammer, rubber mallet, etc.
- **SAFE BACKSTOP** - Strict adult supervision and adequate areas for safe backstop and firing lines must be provided for displays involving projectiles, i.e., bean bags, blunt dart, rubber band guns, etc. Displays cannot encroach on walkways.
- **HAY AND STRAW** - Fire regulations prohibit the use of hay and straw, treated or untreated, baled or loose, in the Reliant Arena or in displays outside.
- **TREES** - Only artificial trees or hay or straw may be used for inside and outside booth decoration. Fire regulations prohibit live, tree limbs with leaves in the Reliant Arena or in displays outside. Cut trees (logs only) are permissible for pioneering projects or other displays.
- **SMOKING** - No smoking or the use of tobacco products are allowed inside Reliant Arena.
- **NO ANIMALS.**
- **NO STICKERS OR DECALS.**
- **NO SAND, GRAVEL, DIRT OR TOPSOIL.**

## "TABLETOP" CATAPULT SAFETY REQUIREMENTS

1. Only **Tabletop** catapults are acceptable.
2. "Age Appropriate" safety glasses must be worn by participants.
3. All apparatus, including projectiles, **must** stay within confines of booth.
4. Only soft objects are acceptable as projectiles.
5. No exposed sharp edges, corners or exposed bolts or nuts. Must be padded.
6. Only fixed targets are acceptable. (No catching of any type of projectile).
7. Adult supervision must be present at all times.
8. Floor Safety Requirements must be followed.

## NAIL AND HAMMER SAFETY REQUIREMENTS

1. "Age Appropriate" safety glasses and leather gloves must be worn by all participants.
2. Nail **MUST** be started by an adult pre-nailing it in board.
3. Adult supervision must be present at **ALL TIMES**.
4. Aluminum nails are suggested.
5. Floor Safety Requirements must be followed.

---

---

## JUDGING AND AWARDS

---

---

Your Unit's exhibit will earn a special Scout Fair ribbon based on a total score of 100 points. **Exhibits, not units, will be judged;** therefore, only one recognition per booth or activity area will be awarded, even though more than one Unit may be in the booth together. A copy of your approved Unit Participation Application must be visible for judge review.

Recognitions will be awarded in the following manner:

Exhibits scoring in the top third of all Scout Fair exhibit scores will receive a "**Participation with Honor and Excellence**" ribbon.

- Exhibits scoring in the middle third will receive a "**Participation with Honor**" ribbon.
- Exhibits scoring in the lower third will receive a "**Participation**" ribbon.

Each Scout and adult participating in your exhibit will be awarded a **Scout Fair Participation patch**.

### JUDGING CRITERIA

- **PROMPTNESS - 12 possible points**

Judging begins immediately upon the Fair's opening at Noon. Your exhibit should be complete and functioning at this time.

- **IDENTIFICATION - 10 possible points**

A brief description of the exhibit should be visible, as well as a United States flag, your unit's number and chartered partner name.

- **ATTENDANCE - 10 possible points**

At least two youth members and two adults should be in the exhibit at all times. The exhibit's subject matter will determine the total number of participants, however, over-staffing should be avoided.

- **PERSONAL APPEARANCE - 12 possible points**

All participants should be in appropriate uniform or Post identity, unless the exhibit requires special costumes or protective dress, i.e., aprons, coveralls, etc.

- **ATTITUDE - 12 possible points**

Courtesy should be shown to visitors and other Scout Fair participants. Horseplay is not allowed in the Reliant Arena.

- **SUBJECT KNOWLEDGE - 12 possible points**

Scouts should be able to converse with spectators and answer questions about the subject matter and how

the exhibit was prepared.

- **SUBJECT MATTER - 16 possible points**

Your exhibit, supported by your Scouts, should effectively communicate its chosen theme so that it is easily understood by spectators.

- **EXHIBIT APPEARANCE - 16 possible points**

Your exhibit should be attractive and well planned to catch spectators' attention and be easily understood. It should reflect planning and preparation by your youth members.

- **DECALS:** Bumper Stickers and Decals and other type of stickers cannot be given away from your booth; this is a Reliant Arena regulation.

## PARTICIPATION PATCH

Pick up Participation Patches from your District Booth. Please ask for patches for only the youth members and adults who are actually taking part in your demonstration at the Fair.



---

---

# SCOUTING GOOD TURN FOR AMERICA

---

---

## STAR OF HOPE MISSION

Your Scouts can participate in this Good Turn to help the Star of Hope Mission by bringing some of the following urgent and ongoing needs. **There will be several drop off locations at the Scout Fair for your convenience.**

### Men's Urgent Needs

OTC Medications  
(nonalcoholic)  
Men's socks  
Men's underwear  
Dress shirts - large  
Sports coats - large  
Dress suits - large  
Dress shoes - large  
Complete Bibles  
Duffle Bags  
Gospel tracts (assorted)  
Spiritual literature/daily  
devotions

### Children's Urgent Needs

Medications—infants & children:  
Tylenol, Motril, Orajel, Pedialyte,  
gas drops for babies  
Kids sinus/cold/flu medications  
(non-alcohol)  
Infant pain reliever (0-3 yrs)  
Juice (for babies)  
Pedialyte/Electrolyte drinks  
Concentrated baby formula  
Baby bottles (not Playtex)  
#2 Pampers & Baby Wipes  
Diapers (sizes 3, 4, 5, & 6)  
Pull-ups  
Strollers  
Sippy Cups  
Children underwear - all sizes  
Socks

### Women's Urgent Needs

Adult sinus/cold/flu medica-  
tions (non-alcohol)  
OTC medications (nonalco-  
holic)  
Deodorant  
Hand & body lotion  
Large, insulated travel mugs  
with lids  
Shampoo  
Hair conditioner  
Hair gel  
Feminine products (maxipads,  
tampons)  
Ladies shaving cream  
Bath soap  
Depends (for adults)  
Women's clothing  
Women's clothing-size 16 & up  
Underwear -plus sizes  
Women's underwear - all sizes  
Socks  
Women's watches  
Large Print Bibles

### URGENT NEEDS-GENERAL

Sheets-single fitted & flat sheets  
Sheets (twin-flat & fitted)  
Single bedspreads  
Pillows and pillowcases  
Blankets  
Bath towels, hand towels, wash  
cloths  
Shower Curtains  
Toilet paper  
Hand soap  
Laundry detergent/washing  
powder  
409 (general cleaner)  
Glass cleaner  
Soft Scrub  
Cups-any kind  
TV (2 for educational/teaching  
tapes  
Alarm clocks  
Toilet Bowl brushes  
Bristle brushes  
New brooms & mops  
Plastic eating utensil sets

**Star of Hope** is a Christ-centered community dedicated to meeting the needs of homeless men, women and their children. Positive life changes are encouraged through structured programs which focus on spiritual growth, education, employment, life management and recovery from substance abuse.

We are funded through public and private donations, the United Way, churches, civic/community groups, corporations, grants and foundations. In addition, we are assisted by more than 11,000 volunteers.

---

---

## KIDS HELPING KIDS

One in three children in Houston goes to bed hungry. It could be your neighbor, or your classmate, or one of your Scout friends.

Do a good turn for hungry children,  
bring your non-perishable food items to Scout Fair!

Top 10 Most Requested Items:

**Powdered Milk**  
**Canned Meats**  
**Canned Fruits**  
**Canned Vegetables**  
**Peanut Butter**  
**Cereal**  
**Canned Soups**  
**Rice & Pasta**  
**Baby Formula**  
**Macaroni & Cheese**

**HOUSTON  
FOOD  
BANK**



There will be several  
drop off locations at the  
Scout Fair for your

Let's see  
which unit can  
collect the most  
food! Organize a  
food drive prior to  
the Scout Fair and  
bring one BIG dona-  
tion to  
Scout Fair.

The Houston Food  
Bank serves all  
16 1/2 counties  
in the Sam Houston

# MEDICAL FORM, CONSENT TO TREAT AND FIRST AID

This Current Class 1 Personal Health and Medical Record must be filled out, dated, and signed for each participant and must be available in each unit booth:

## PERSONAL HEALTH AND MEDICAL RECORD

### CLASS 1

**SAM HOUSTON AREA COUNCIL, B.S.A.**

**2009**

**Class 1 (update annually for all participants).** Activity: Day Camp, overnight hike, or other programs not exceeding 72 hours, with level of activity similar to that of home or school. Medical care is readily available. Current personal health and medical summary (history) is attested by parents to be accurate. This form is filled out by all participants and is on file for easy reference.

### CLASS 1 PERSONAL HEALTH AND MEDICAL HISTORY

(Annually by all participants)

To be filled out by parent, guardian, or adult participant. Please PRINT IN INK.

#### IDENTIFICATION

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_  
 Name of parent or guardian \_\_\_\_\_ Telephone \_\_\_\_\_  
 Home address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Business address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 If person named above is not available in the event of an emergency, contact:  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
 Name of personal physician \_\_\_\_\_ Phone \_\_\_\_\_  
 Personal health/accident insurance carrier \_\_\_\_\_ Policy No. \_\_\_\_\_

Check all items that apply, **past or present**, to your health history. Explain any "Yes" answers.

**ALLERGIES:** Food, medicines, insects, plants  Yes  No Explain: \_\_\_\_\_

GENERAL INFORMATION:	Yes	No	Yes	No	Yes	No		
ADHD (Attention - Deficit Hyperactivity Disorder)	<input type="checkbox"/>	<input type="checkbox"/>	Convulsions/Seizures	<input type="checkbox"/>	<input type="checkbox"/>	Hemophillia	<input type="checkbox"/>	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>
Cancer/leukemia	<input type="checkbox"/>	<input type="checkbox"/>	Heart Trouble	<input type="checkbox"/>	<input type="checkbox"/>	Kidney Disease	<input type="checkbox"/>	<input type="checkbox"/>

Explain: \_\_\_\_\_

List any medications to be taken at camp: \_\_\_\_\_

List any physical or behavioral conditions that may affect or limit full participation in swimming, backpacking, hiking long distances, or

playing strenuous physical games: \_\_\_\_\_

List equipment needed such as wheelchair, braces, glasses, contact lenses, etc: \_\_\_\_\_

**Immunizations:** (Give date of last inoculation.)

Tetanus toxoid _____	Measles _____	Polio _____
Diphtheria _____	Mumps _____	Hepatitis B _____
Pertussis _____	Rubella _____	_____

**I give permission for full participation in BSA programs, subject to limitations noted herein.**

**In case of emergency**, I understand every effort will be made to contact me (if participant is an adult, my spouse or next of kin). In the event I cannot be reached, I hereby give my permission to the licensed health-care practitioner selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child (or for me, if participant is an adult).

Date \_\_\_\_\_ Signature of parent/guardian or adult \_\_\_\_\_

**Some hospitals require the parent/guardian signature to be notarized. Check with your BSA local council.**

- **BOY SCOUT GUIDELINES** must be followed concerning "Two Deep Leadership" at all times.
- **FIRST AID STATION** - Medical emergencies must be reported to the official Scout Fair First Aid Station for treatment or referral to a doctor or hospital. A Personal Health and Medical Record form must accompany each individual to the First Aid Station.