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 49 Robin Hill Drive
 Racine, Wisconsin 53406
 www.aviationexplorerbase.com

AVIATION EXPLORER BASE CAMP ADVISOR PACKET

Year	AirVenture Dates Monday - Sunday	Aviation Explorer Base Camp Saturday - Saturday
2010	July 26 - August 1	July 24 - July 31
2011	July 25 - July 31	July 23 - July 30
2012	July 23 - July 29	July 21 - July 28

Greetings from the Aviation Explorer Base Camp! AEB promises a week of fun, excitement, hard work, good food, and Wisconsin weather. As you can see by the dates above, each year AEB begins two days before AirVenture's opening day. A majority of pilots arrive early and we better serve the Custom/Home Built parking area by training and scheduling our volunteers before AirVenture begins.

Unit Registration Form/Mail by April 1: This form will give us the information that we must submit to EAA in mid-spring.

Individual Registration and Medical Forms/Mail by June 1: The BSA Class 3 Medical Form is to be signed by licensed medical personnel and also signed by individuals over 18 years of age or signed by a parent or guardian for explorers under the age of 18.

Tour Permit/Mail a copy by July 1: A BSA Tour Permit is required. Submit a tour permit request to your local BSA Council. If you are less than 500 miles from Oshkosh, complete the Local Tour Permit (allow 4 weeks for council approval). If you are more than 500 miles from Oshkosh, complete the National Tour Permit (allow 6 weeks for council approval). Insurance, valid drivers license and vehicle information for drivers is required.

Flight line Training Sessions: Flight line training will be held on AEB's opening Saturday, after the evening meal. Flight line training is required and must be completed annually before working on the flight line. If your unit cannot arrive in time for the training, please let us know ahead of time so we can schedule an alternative session.

Arrivals and Departures: Meal planning and work schedules are begun well in advance of our arrival at Oshkosh so it is important to know the number of people that will be in camp each day and their estimated date and time of day of arrival and departure. Include detailed information on your registration form and notify camp at the above address of any changes in as timely a manner as possible.

Please distribute the registration materials to your unit members. Copies of the forms may be found on the AEB CD or the the Explorer Base web site, www.aviationexplorerbase.com. Late registration requests will be considered if space is available. Late registrants will be charged an additional \$20 and there may be a charge for the wristband required for admission (see the EAA website for costs).

Contact:

Marla Smith, Aviation Explorer Base Camp Registrar, 262-884-7675 (home) / email: explorerbase@wi.rr.com
 Katie Clark, Aviation Explorer Base Camp Director and Chairman, 414-443-2847 (work) / email: kclark@mccbsa.org
Send all forms to Marla Smith, 49 Robin Hill Drive, Racine, Wisconsin 53406.



CONTINGENT GUIDELINES

Aviation Explorer Base Camp

1. Only youth and adult leaders registered with the Boy Scouts of America, Learning for Life, or EAA Chapter 838 and registered as contingent members are allowed to camp with the Explorer Base.
2. Units are limited to two Advisors for up to three youth; three advisors for four to five youth; four advisors for six to seven youth; five advisors for eight to nine youth; six Advisors for 10 to 11 youth; and so on. Co-ed Units must have both male and female advisors.
3. Explorer Units interested in attending AirVenture as part of the Explorer Base must register with the Aviation Explorer Base at least sixty (60) days prior to the convention.
4. Responsibility will not be accepted for former Youth or other non-registered youth or adults who volunteer their services to the EAA AirVenture and just want a place to stay.
5. Flight line passes will be issued only to individuals who are registered on time with the Aviation Explorer Base Contingent. The Aviation Explorer Base will not jeopardize its status by giving free passes to anyone who should pay the full entrance fee.
6. Activities for all registered Explorer Base Contingent members are confined to the EAA AirVenture grounds and to areas determined to be a regular part of the convention. You will receive a complete set of procedures prior to the camp to inform your Youth. Information and rules concerning authorized activities will be posted in the Explorer Base Camp.
7. Friends and families of Explorer Base Contingent members are always welcome to visit. If you are expecting visitors, notify the camp staff a day in advance so they can arrange your work schedule around the visit. Make arrangements to meet your guests at a specific time and place and BE THERE! Do not expect the camp staff to locate you for your guests.
8. Maps of the convention grounds will be available prior to the convention. (Grounds map available online at airventure.org.)
9. If anyone with your Unit plans to bring an RV, space is limited and donations for use of electricity is requested.
10. Transportation to and from the convention is the sole responsibility of each participating unit. Advisors and Youth who drive their own vehicles to the Convention WILL NOT be permitted to use their vehicles during their stay at the Explorer Base Camp due to gate pass restrictions. Units who plan to arrive by bus should use the contact information listed below for instructions.
11. All Explorer Units must review the Official Exploring Flying Policy prior to arriving at Oshkosh. The Aviation Explorer Base will abide by that flying policy.

These guidelines are intended to strengthen Exploring ties with the EAA and reduce our liability. These guidelines will be strictly enforced.

GENERAL INSURANCE INFORMATION FROM EAA

Insurance for EAA Convention Volunteers

Questions often arise concerning insurance and liability as a volunteer. Below are TWO of the MOST COMMON of those questions as they relate to you as a volunteer.

1. As a volunteer at the EAA convention, can I be sued if someone or someone's property is injured because of my actions?

Answer: Anyone can sue anyone. It doesn't make any difference where you are or what you're doing. Our civil laws allow any person who believes they have been injured, either personally or their property, to sue the person or persons they feel are responsible. i.e., if you are a volunteer on the flight line and you direct a taxiing aircraft into a parked aircraft and the aircraft owners feel it was your fault, sure, they can and may bring a suit against you.

2. Does EAA's Insurance cover me as a volunteer?

Answer: This question and the answer are most important. YES, the EAA Convention Insurance covers volunteers as they perform their duties as a volunteer. This means, going back to the previous example, EAA's insurance would defend and pay awarded settlements, if it was your fault. Volunteers are named as such right on EAA's Convention insurance policy as Named Insureds and that means EAA's insurance would cover you as a volunteer. Insurance coverage applies to both legal defense and awarded or negotiated settlements.

Volunteers are defined as those individuals who are under the direction of an EAA Convention Chairman, Co-Chairman, Employee, Board Member, or such other designated persons as may be authorized by one of these people. Also, this insurance applies to your potential liabilities acting in the scope of a volunteer.

Insurance is a wonderful tool, which has enabled EAA to accomplish many things. Nonetheless, the best insurance anyone can have is common sense. If it seems right, it probably is, and if it seems wrong, don't do it. There are no foolish questions, only foolish accidents, so use your head and when in doubt, ask your Chairman, Co-Chairman or Supervisor.



ADVISOR CHECKLIST

Aviation Explorer Base Camp

UNIT INFORMATION

To be Postmarked by April 1:

For your Unit:

- _____ Completed *Unit Registration Form*
 - _____ ONE check payable to Aviation Explorer Base Camp for ALL deposits; include number of Youth and number of Adults covered by deposit.
 - _____ Memo from your Boy Scout Council office stating your Unit is covered by their accident and sickness policy covering unit activities. This provides us with proof of insurance for your unit.
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To be Postmarked by June 1st:

For each individual both Youth and Advisors:

- _____ Completed *Individual Registration Form*
 - _____ Completed *Additional Information Form*
 - _____ Completed *BSA Personal Health and Medical Record Form - Class 3 (to be completed by personal physician)*
 - _____ Completed *Explorer Base Health Care Form*
 - _____ Signed *Personal Agreement Form*
 - _____ Signed *EAA Volunteer/Work Consent Form* (for ages 18 and under)
 - _____ Copy of current proof of insurance (i.e. parent's insurance card)
 - _____ ONE check for balance of ALL fees; include list of names payment applies to
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To be Postmarked by July 1:

- _____ COPY of Local or National *Tour Permit* approved by your BSA Council
- _____ All forms and payments for late registrants as approved by the camp; include list of names payment applies to (to ensure proper credit)
- _____ List of vehicles coming to camp. EAA asks for *driver's name and driver's license number; vehicle make, model, year, and license plate number and state of issue.*

NOTE: The BSA Personal Health and Medical Record Form - Class 3 is required by the Boy Scouts of America. The forms must be completed and signed before you travel to Oshkosh. Keep a copy of the medical forms with you while you travel. Original forms will be secured in the base camp office and available to each Unit advisor as needed. Please make sure you get them back before you leave for home.

RETURN ALL FORMS AND PAYMENTS TO:

Marla Smith

49 Robin Hill Drive, Racine, WI 53406

262-884-7675 explorerbase@wi.rr.com