



**Date:** November 20<sup>th</sup>, 2025  
**To:** National Camping School Students  
**From:** Ken Lyons NCS Course Director ([Kenneth.Lyons@scouting.org](mailto:Kenneth.Lyons@scouting.org))  
Braxton Rhodes, NCS Local Council Liaison ([Braxton.Rhodes@scouting.org](mailto:Braxton.Rhodes@scouting.org))  
**Subject:** Welcome to National Camping School at the Summit Bechtel Reserve

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

**Critical information about your National Camping School participation**

**LOCATION:**

Summit Bechtel Reserve

2550 Jack Furst Dr.

Glen Jean, WV 25846

**COURSE DATES:**

May 9 – 15, 2026

**CHECK-IN:**

When you arrive at the Summit Bechtel Reserve, please proceed to the Pigott Bunkhouse (can be found on the attached camp map) for check-in. All students should plan to arrive between 9:00 a.m. and 11:00 a.m. (Eastern Time) on Saturday, May 9<sup>th</sup>, 2026. 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](mailto:ncs@scouting.org)).

**EARLY ARRIVALS\*:**

If you need to arrive on Friday, May 8<sup>th</sup> 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.*



**TRANSPORTATION (Additional Fee):**

The most convenient airport for attending the Summit Bechtel Reserve NCS is Yeager International Airport [CRW]. For an additional fee, the host council will provide airport shuttles for pick up. Please put your arrival and departures forms the airport shuttle ticket link.

Airport pick-up shuttle link: ([SHUTTLE LINK](#))

The host liaison will contact you directly on your shuttle time for arrival and departure. Shuttle price varies but from CRW it is \$75 round trip. All payments must be made through the shuttle link.

PLEASE NOTE: Shuttle reservations must be submitted by May 3<sup>rd</sup>, 2026.

**DRIVING DIRECTIONS:** Driving directions to the 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 the Summit know in advance either through the registration process or by emailing [Braxton.Rhodes@Scouting.org](mailto:Braxton.Rhodes@Scouting.org).

Meals are varied, and there is always a salad/fruit bar, cereal with milk, and peanut butter and jelly available for sandwiches. Refrigeration is available in the Health Lodge for medications.

**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. Students who arrive without their prerequisites completed may not be certified.

- **Range Activities Director:** NRA Basic (Rifle & Shotgun), NRA Instructor (Rifle & Shotgun), online portion of the USA Archery Level 1 course
- **Aquatics Director:** Current Lifeguard certification (BSA Lifeguard, Red Cross Lifeguard, YMCA Lifeguard, Starfish Aquatics Institute Starguard, Ellis & Associates International Lifeguard Training Program, or equivalent) Safe Swim Defense and Safety Afloat training and proven swimming skills.
- **COPE Director:** COPE Level I Instructor
- **Climbing Director:** Climbing Level I Instructor





- **Long-term Camp Director and Long-term Camp Program Director:** The required Online NCAP assessor training module (done through [my.scouting.org](https://my.scouting.org) – click [here for instructions](#)) and [Unlawful Harassment Prevention Training](#) must also be completed before arriving.
- **ALL: BSA Youth Protection Training CCPT:** Current NCS COPE Director or NCS Climbing Director certification, have a 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 spent on administrative activities.

#### WEATHER:

Some of the scheduled programming will take place outdoors. Day times temperatures may be 65-80 degrees and lows of 45-60. Please bring suitable warm clothing, rain gear, and a hat.

#### Lightning Advisory

- Lightning advisories are announced when lightning is detected within **12 miles** of The Summit.
- **All Aquatics and Aerial Sports activities are suspended:** All must exit 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.

#### Lightning Alert

- Lighting alerts are announced when lightning is detected within **8 miles** of The Summit.
- **All outdoor activities suspended.** All must move to a safe location.
- The entire Consol Energy Bridge is closed under a lightning alert.
- Wait until **ALL CLEAR** is announced before resuming activity.

#### ACCOMMODATIONS:

Housing will be in bunkroom style housing. Bedding, linens, and towels are provided. Toiletries are not provided. If you need access to electricity for a CPAP machine, please bring an extension cord.

#### DAY ONE CAMP-WIDE SCHEDULE (Saturday, May 9<sup>th</sup>)

7:15 am – 8:00 am	Breakfast
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 STUDENTS:**

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 NCS guests are permitted on property while the course is in session.

**DEPARTURE:**

Departure will be after graduation on Friday, May 15<sup>th</sup>. Students who are enrolled in recertification sections will be able to depart after lunch on Tuesday, May 12<sup>th</sup>.

**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: [NCS Trading Post Items](#). All items purchased online will be shipped to your home. SBR will provide time to shop at the Summit retail store and offer a hot iron branding session

If you have any questions before you arrive, please feel free to reach out to me at **Kenneth.Lyons@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,

Kennth Lyons  
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.*

**ADDITIONAL POLICIES**

## QUIET HOURS (11PM-6AM)

Quiet hours are from 11pm-6am. 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.

## 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.

1. Dining facilities
2. Any permanent structure with supported roofing
3. 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.





#### **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 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 \$5.00 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**

You are liable for any damage to your lodgings or property caused by you or anyone in your party, whether staying at The Summit Bechtel Reserve or not. We reserve the right to retain your credit/debit card details and charge the card as necessary to cover costs or expenses from such damage. If damage is discovered after departure, you authorize us to charge your card for any incurred costs, including property damage, missing items, smoking fees, cleaning fees, etc. We will try to fix any damage internally before hiring a specialist to minimize costs.

Damages or removals to lodgings, fixtures, furnishings, equipment, electronic equipment, towels, linens, blankets, and a like will incur a fee of 125% of full and new replacement value. Any damages to property, whether accidental or willful, is the responsibility of the registered guest for each lodging. Any costs associated with repairs and/or replacement will be charged to the credit card of the registered guest.



**Mailing Address**

Your Name – “event”  
Summit Bechtel Reserve  
2550 Jack Furst Drive  
Glen Jean, WV 25846

**Recommended GPS Address**

Glen Jean Post Office  
102 Co Rte. 25/9  
Glen Jean, WV 25846  
Go past the post office and cross the train tracks.

**Main Phone Number:** 304-465-2800

**Emergency Number:** 304-465-2900

**Website:** [www.Summitbsa.org](http://www.Summitbsa.org)

**Directions:** [CLICK HERE](#)

**Virtual Map:** [CLICK HERE](#)

**Links:**

Annual Health & Medical Record: [AHMR](#)

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

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

