

## **Be Prepared. Be Flexible. Be Available. Be Informed. Be Considerate.**

Although the Presidential Inaugural Committee (PIC) has not given assignments to volunteers, you should begin preparing your troop for Inauguration. A Leader Resource will be available with your volunteer assignment.

### Be prepared

- **to attend the adults-only *mandatory* training on Friday, January 18, 2013**   
Each troop must have one adult attend this training.  
**Check-in: 6:00 pm; Training: 6:30 - 7:30pm; Merchandise pick-up available before or immediately following the training**

**Howard University School of Law  
2900 Van Ness Street, NW, Washington, DC, 20008  
Moot Court Room in Houston Hall**

*There will be signs directing you to the room where we will meet.*

**Nearest Metro: Van Ness/UDC Station (east side) on the red line. Then one block south to Van Ness Street**

**There is a free parking available in the lot to the left to the Law Library.**

- **to provide personal information; name, address, date of birth, place of birth, and social security number and digital photo for each participant in your troop. ONLY if required by the PIC.**
- **to be outdoors on your feet all day in January. Average temp 29° - 43° F. You will purchase the required Inaugural Outerwear Package be worn that day from NCAC-BSA or GSCNC.** Dress in layers, wear appropriate footwear: boots are best. Fashion should be unimportant. **Participants that cannot withstand cold temperatures or prolonged standing may want to reconsider volunteering.**
- **to use only the METRORAIL system to get to your assignment.** *If your troop has never taken the METRORAIL as a troop, taking a day trip on the METRORAIL to practice, during rush hour (crowds) is recommended. [www.wmata.com](http://www.wmata.com)*
- **to be patient with receiving information about your assignment.** The PIC is totally in charge. When NCAC-BSA and GSCNC know, you will know.

### Be Flexible

- **with your time, your assigned activity may begin at 5 AM and continue to 7 PM. Please *Inform the boys/girls and parents of this time commitment. No late arrivals or early departures.***
- with your assignment. It may change at anytime.
- with cell phone service that day. *You may not have reception at all.*

### Be Informed

- **with all information provided by NCAC-BSA and GSCNC via email.**
- of any road closures on Monday, January 21, 2013.
- of weather forecasts for Monday, January 21, 2013. This may affect your travel plans.

## Be Considerate

- Of other Boy Scouts/Girl Scouts wanting to participate in the Inauguration. **If you have boys/girls unable to attend please let the Inauguration Committee Chairs know as soon as possible.** Please contact:  
At NCAC-BSA: Jennifer Coke, [jennifer.coke@scouting.org](mailto:jennifer.coke@scouting.org)  
At GSCNC: Catherine Moore, [cmoore@gscnc.org](mailto:cmoore@gscnc.org) or Diana Kane, [dkane@gscnc.org](mailto:dkane@gscnc.org)

## Preparation Timeline

January 8-14 (2 weeks until event)

- Learn the Metrorail system: how to use, system map; best station. *Remember the most convenient station may not be the best station to use.* [www.wmata.org](http://www.wmata.org)
- Get connected with Metro for info on Inauguration Day, register at [http://www.wmata.com/getting\\_around/metro\\_events/inauguration.cfm?nocache](http://www.wmata.com/getting_around/metro_events/inauguration.cfm?nocache)
- **Purchase Metrorail cards for all troop participants. Metro's 2013 commemorative SmarTrip card, the reusable plastic card comes pre-loaded with a One-Day Pass that provides unlimited travel on Metrorail on the day it is first used. Each commemorative SmarTrip costs \$15 - just \$1 more than the cost of a regular one-day pass and \$4 less than the cost of purchasing a SmarTrip card and One-Day Pass separately. As an added bonus, your commemorative SmarTrip can be used as a "flash pass" for unlimited Metrobus travel on Inauguration Day. Once the One-Day Pass is used, you can reload your commemorative SmarTrip card just like a regular SmarTrip card.**  
[http://www.wmata.com/about\\_metro/news/PressReleaseDetail.cfm?ReleaseID=5386](http://www.wmata.com/about_metro/news/PressReleaseDetail.cfm?ReleaseID=5386)
- Learn the federal area of Washington DC. Use maps available online to familiarize all participants with the city.
- Request approval from your employer for the day off. Although January 21, 2013 is a federal holiday, Martin Luther King, Jr. Day, this may not be a holiday for some employers.
- Make sure all troop participants have appropriate clothing and equipment.
- Learn what your assignment is and what your responsibilities are.
- Prepare materials, resources and yourself for your assignment, as well as the general questions from the public.
- Plan your route and alternate routes to and from your assignment location.
- Develop an emergency evacuation plan for your assigned location.

January 15-20 (1 week until event)

- Have at least one adult attend the MANDATORY training meeting on Friday, January 18, 2013.
- Monitor weather, traffic, and Metrorail and event news to be prepared for your assignment.

January 21, 2013 (the event)

- Be on time to your assignment: *most likely* 6 AM, but will confirm at training
- **Be prepared for an opportunity of a lifetime: smile, have fun, and relish the moments!**

## Preparing for the Inauguration

This has been put together to help you prepare for the Inauguration. It will be a long day in very cold weather so please follow the guidelines to make it a safe and enjoyable event for you.

### Who You Represent

During the event you are the face of Girl Scouts and Boy Scouts as well as of the Presidential Inauguration itself. We have all seen cases of good and bad customer service, and how that makes us feel about an organization. As we provide this service remember we are ambassadors of goodwill and need to be considerate and helpful. Just keep your Boy Scout or Girl Scout Law in mind. Your behavior and how you conduct yourself might just be what people remember the most, which could be in a positive or a negative way.

### What to Expect

You will be given what time you need to arrive, which may be very early. The Presidential Inaugural Committee (PIC) is running the show and gives us times, numbers, etc that we must adhere to. If you are at or around the swearing in and parade you will most likely need to be in well before the attendees arrive. Security issues also affect what time we need to be there. Depending on your assignment you may have long periods of time to stand around and wait after you arrive.

Although this inauguration may not be as crowded as the last, it still will be very crowded, so be prepared for that. There may also be last minute changes that we receive from PIC that will be relayed through the adult in charge of your area. There will be changes through the day also, things beyond our control and things that nobody expects. Security or crowd issues may change things at any time, such as additional road closures or metro stations shutting down due to overcrowding. In other words, be flexible and be prepared for things not to go as they are planned.

Since you will be identified as a volunteer at the inauguration, the public will come to you with questions. Although that may not be your primary assignment, to provide the best service you should be prepared for questions. Most will be how to get from place to place. Many won't know of the road and Metro station closures. More information is in the Event Informational Resources in the next section.

Don't expect to be rubbing elbows with the president or other dignitaries. Your assignment may not be in a spot where you can even see the parade. Just remember you are there to provide a service.

### What to Bring & Not to Bring

See the What to Bring Checklist for a complete list. Following are details about some items, while proper clothing information is in the Preparing for Cold Weather section.

Inaugural Hat and Tunic – These are being supplied to all Girl Scouts and Boy Scouts who have been selected to participate. They identify you as an official volunteer and must be worn to allow you access to your assigned and other areas.

Food/Snacks - You should eat some good energy foods before you arrive and bring some food with you. Carbs the night before and that morning will help give you a good start. Food you bring should be something that will give you quick energy but not too bulky. Carrying energy or granola type bars, peanuts, peanut butter, trail mix, cheese, sandwiches, and even carrots for a nutrition is a good idea. Don't forget a bottle of water or Gatorade type drink. Compact is the

name of the game as you don't want to have to worry about keeping track of a bag and they may not be permitted in some locations.

Personal Health & Safety Items – All girls and boys need to supply a permission slip, and girls need to supply a health history also. The leader will collect and keep these forms during the event. If a boy or girl will be in need of any medication during the day they should bring it in the original container and it needs to be identified on the permission slip. *(Need to think about carrying meds)*

Items such as lip balm, tissues or a bandana, and hand sanitizer may be useful for both comfort and to protect you through the day. The emergency contact information for GSCNC or NCAC-BSA should be on hand as well in case you need to contact them during the event. If at all possible things should go through your adult in charge/team captain though.

Contact Information for Adult in Charge or Assigned Crew – This will be the adult that will be overseeing your assignment area. You will need to check in with them when you arrive, they will give you instructions and inform you of any changes during the day, answer any questions, and then you will check out with them before leaving. This may be a Girl Scout or Boy Scout volunteer, and they may be working under a PIC volunteer also.

Event Informational Resources – Because the public will view you as someone in the know you should be prepared to answer some common questions. Familiarize yourself with the area you will be assigned to, especially where are the Metro stations, the Capital, the White House, the bathrooms, the first aid stations. Make a copy of the Inaugural map, the day's schedule, FAQ's, Metrorail information, and anything else that you think would be helpful. You probably won't know everything off the top of your head but having these resources on hand hopefully will help you answer many questions. These will be made available to you, so watch for them.

The most questions will be asking how to get from one location to another. They will include:

- Metro stations → Capital
- Metro stations → a certain ticketed stand
- Metro stations → public viewing locations
- Capital → a certain ticketed stand
- Capital → public viewing areas
- A person's location → Capital
- A person's location → a certain ticketed stand
- A person's location → public viewing areas
- A person's location → the closest/easiest Metro station to get to
- A person's location → the other side of Pennsylvania Ave.
- A person's location → their hotel or points of interest

You can see how having a map and the suggested resources will help you provide this service. One very important thing that most people don't realize is that Pennsylvania Ave. will probably be closed the entire length of the parade route and you cannot cross it. This means that if a person is on one side and their ticketed stand is on the other, even if it is right across the street, they must travel miles down and around to get to it, or find Metro and travel to the other side, both of which last time was impossible to accomplish in time. In some previous parades they do have certain intersections that they allow crossovers for a certain amount of time. These may be closed at any time though. This is particularly true for people who attend the swearing in

ceremony and also have a ticket for a certain stand. Unfortunately they may have a ticket and will never be able to make it to their stand in time.

**What Not to Bring** – Different areas will have different security levels and therefore different restrictions. Some areas will be required to pass through security screenings, including handbag inspection. In the past, prohibited items have included, but were not limited to:

- Knives, blades, or sharp objects
- Sticks or poles
- Packages
- Large bags
- Coolers
- Laser pointers
- Posters
- Other items that may pose a threat to the security of the event as determined by and at the discretion of the security screeners
- Mace and/or pepper spray
- Pockets or hand tools, such as “Leatherman”
- Backpacks *Use a cinch sack (11”x 17”)*
- Thermoses
- Umbrellas
- Signs

There have been times in the past when some security people would allow a certain item, while others would not allow the same item. **If you are in a secure area and bring a prohibited item it will be confiscated and you will not get it back.** Please remember not to bring a pocket knife or the small fingernail scissors if you normally carry them. You will be informed if your assignment is in a secure area. The map will also show the secured areas so once you receive your assignment you can check it there. Backpacks are not allowed. Cinch Sacks (11” x 17”) are permitted. Link to [Cinch Sack](#)

### **Preparing for Cold Weather**

The weather is usually very cold during the inaugural events, and you should check the weather forecast the night before to see just how cold it will be and if precipitation is predicted.

Head & Neck – You will receive a hat with an Inaugural patch in the front, which is pretty warm. If you get cold easy you might want to have earmuffs also. You should also protect your neck by wearing a turtle neck, a neck gaiter, scarf, or even bandana/neckerchief. You may want to go with full warmth with a balaclava instead.

Main Body - When preparing for cold weather think in terms of layers. Start with long thermal underwear with tops and bottoms. The next layer(s) should be good insulating shirt, pullover or sweater, warm pants. The next layer should be a good winter coat. You will also receive a volunteer tunic that goes on the outside as an identifying piece rather than for warmth. Don’t put on too many layers so that you are too bulky to do your job. The Boy Scout uniform will be worn by Boy Scouts, but other layers should be added. Both girls and boys should look nice when all layers are on.

Hands – Nice warm gloves are a must. Mittens are warmer, but just make sure they won’t interfere with your assignment. A second pair, or glove liners, can be worn also. Disposable hand warmers are available at sporting goods stores and sporting departments of many stores, including Wal-Mart.

Feet – Warm and comfortable footwear is also a must as you will be on your feet for many hours. Start with warm outdoor socks, wool or a good blend. A smaller second pair underneath, or actual sock liners, will help also as long as it’s not too tight. Shoes, or better yet, boots, should be warm and well broken in. You can also use toe warmers. They should not be placed directly against the skin, but can go between the two socks. There are some that have an adhesive back that make it easy to stick on the sock right over the toes.

Rainwear – If rain is predicted you will need raingear as your outer wear, not an umbrella. Whatever raingear you have on hand should be used, although a complete breathable suit is the best.

**When putting layers together make sure clothes are not too tight as that will make you colder.**

### **Preparing to Get There and Get Around**

**Metrorail is the only way to get to your assignment.** Each troop should become familiar with riding Metrorail before the event. It will be very crowded so if you are going to practice it would be best to do so in rush hour.

**Purchase your Metrorail card well before the date of the event. Metro's 2013 Inaugural commemorative SmarTrip card, the reusable plastic card comes pre-loaded with a One-Day Pass that provides unlimited travel on Metrorail on the day it is first used. This card can also be used for unlimited Metrobus travel on Inauguration Day. Once the One-Day Pass is used, you can reload it just like a regular SmarTrip card or just keep it as a great Inaugural souvenir.**

Plan out your route to your assignment area, and your return trip, as well as alternative routes in case of emergency or because some stations maybe closed when too crowded. When coming in so early there is a better chance an alternate route may be needed coming out than going in, but be prepared. Remember to consider stations being closed and not being able to cross Pennsylvania Ave. You may have to go to a station up the line where less people are getting on and then ride back through a station that is too crowded to get on at.

Some stations will be closed that day, and some may be closed without notice if safety becomes an issue. **Find out as much as possible about Metro on their website, [www.wmata.com](http://www.wmata.com) beforehand and watch for updates.** Escalators leading down into the station will be turned off if the lower levels become too crowded for safety reasons. If a station is so crowded and they just want to move as many people through as possible they will open the turnstiles so that you won't have to swipe your card to enter.

### **Health & Safety and Security**

Preparation - Working at the Inaugural is a very unique experience, very rewarding, but can be very trying also. Because we are there in conditions beyond our control you will probably be in very cold conditions, on your feet for long hours, and outside food and drink may not be readily available. If you have medical conditions or have a difficult time with cold conditions, this may not be the best job for you. Please be safe rather than sorry. If you follow the guidelines included in this document you will be properly prepared.

Valuables – Please do not bring valuables with you. Assignments within secure areas should allow Cinch Sacks, but keeping track of belongings you can't keep on your body at all times will be a distraction.

Demonstrators/Protesters – There may be protesters at locations around the Inauguration and if you encounter any please just ignore them and do not engage them in conversation. If you feel uncomfortable please contact your adult in charge or any other volunteer adult right away.

Personal/Troop Safety – Girls participating as a single girl rather than with a troop will be assigned to a troop. Boy Scout troops will be participating as troops. No one should be by

themselves at any time and always use the buddy system and listen to adult volunteers. Adult leaders should know where their scouts are and travel as a group when coming and leaving the event.

Emergency Evacuation – Each troop should plan out alternate route or routes they will use in case an evacuation is necessary. Also decide on a meeting spot at your assignment area so you can leave as group. Keep in mind it will be very crowded with everyone having the same thing in mind. In a major evacuation Metro stations may be too crowded to enter. You may want to have an alternate plan also. If you know of someone who lives or works in the area maybe you can work out going to that location.

**When You Arrive** – When you receive your assignment you will also receive where to enter, what time, and who to report to. Last time the attendees arrived as soon as they could to try to get in as early as possible. We were allowed in before the public but you needed to push your way up to the front and the security people would let you pass. It shouldn't be that crowded this time but be aware.

## What to Bring Checklist

- Inaugural hat & tunic
- Warm layered clothing
  - Earmuffs if desired
  - Turtleneck, scarf, or even bandana/neckerchief for neck.
  - Long thermal underwear and layers for warmth.
  - Gloves and glove liners if desired.
  - Warm and comfortable footwear that is well broken in over warm socks, and sock liners if desired.
  - Rainwear if necessary.
- Hand warmers and toe warmers
- Lunch/snacks & water
  - Should be quick energy foods such as energy bars, peanuts, peanut butter, trail mix, cheese, and even carrots
- Personal health & safety items
  - Permission slip/health history
  - Any needed medications
  - Lip balm
  - Tissues or bandana
  - Travel sized hand sanitizer
  - Emergency contact information for GSCNC or NCAC-BSA
- Metro card [www.wmata.com](http://www.wmata.com)
- Contact information for team captain or assigned crew
- Event informational resources
  - Area map
  - Days Schedule
  - Parade FAQ's
  - Metro information [www.wmata.com](http://www.wmata.com)
- Wallet with extra money and ID if available
- Cell phone
- Camera, if desired
- Small lightweight Cinch Sack (11" X 17") or fanny pack