

Shipping Procedures for Out-Bound Program Materials

Purpose: Describe the shipping process for sending program materials out after the 2017 National Jamboree.

Limitations:

- This document addresses **out-bound shipments**.
- Shipper is responsible for all shipping costs.
- Out-bound shipping is available via US Postal Service (no UPS or FEDEX).
- This document addresses postal operations only for Thursday, 7/27 and Friday, 7/28.
- For shipping prior to 7/27, visit one of the post office locations

Full Service Locations:

The Post Office will staff two locations, below, offering full services. Generally they will be open the same hours as the Summit Center. For out-bound support the operating hours and services are as follows:

Location	Hours of Operation	Services
GW41 – Gateway Village next to main Trading Post	7/19-26: 9am-4pm 7/27: 9am – 5pm 7/28: 9am – 5pm	Receipt of prepaid/labeled packages Flat Rate boxes and packaging materials Stamps and commemorative purchases Package weighing and postage service
Echo Basecamp – opposite dining hall, next to Tickle Lake	7/19-26: 9am-4pm 7/27: 9am – 5pm 7/28: 9am – 5pm	Receipt of prepaid/labeled packages Flat Rate boxes and packaging materials Stamps and commemorative purchases Package weighing and postage service

After close of business on 7/28, the Post Office WILL NOT REOPEN!

Pickup-Only Locations:

As a matter of courtesy to Scouters, USPS has offered to pick up packages (FULLY PACKED, POSTAGE PAID, LABEL ATTACHED ONLY!) at the following locations:

Location	Pickup Times	Services
STEM Quest Ops Tent – SQ01, east end behind large Innovation Hub tent	7/27: 5pm 7/28: 5:15pm	Pickup of prepaid, labeled and packaged parcels
Duty to God and Country HQ – LE17 located behind large DTCG pavilion	7/27: 5pm 7/28: 5:15pm	Pickup of prepaid, labeled and packaged parcels

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Packages dropped at these locations prior to dispatch will be secured by on-duty staff members until pickup time. If packages are left after the dispatch, the shipper assumes all responsibility.

Outbound Package Options:

Staff may mail their packages using either a Pre-paid label or by using full service locations on site.

Pre-Paid and Labeled Shipping

- A. Set up an account. This can be done prior to coming to the Jamboree, and takes 3-5 minutes.
 1. Visit <https://www.usps.com/welcome.htm>
 2. Click "Mail & Ship" (<https://www.usps.com/ship/welcome.htm>)
 3. Click "Print & Ship"
(https://reg.usps.com/entreg/LoginAction_input?app=GSS&appURL=https://cns.usps.com/labelInformation.shtml)
 4. Set up an account if you do not already have one. Steps 1-3 can be done prior to coming to the Jamboree and takes 3-4 minutes

- B. Once you know what you need to ship off-site:
 5. Go to #3 above.
 6. Create labels and pay for shipping. You will need to know the size and weight of the carton.
 7. Print labels and affix them firmly to sealed packages.

- C. Bring your pre-paid packages to either of the Post Office locations (Gateway or Echo) or to the drop-off points (STEM Quest or DTGC HQ on 7/27-28 ONLY, by 5pm)

If you need computer/printer access, contact your area/team lead or visit the Summit Center HQ at GW36 no later than Thursday, 7/27 at 6pm. After this time, we will have packed up and turned in our technology items.

Full Service Shipping

- A. Package your item(s) in your own packaging or the Flat Rate boxes available at the Gateway or Echo locations.
- B. Bring your packages to the Gateway or Echo post office to have it weighed. Purchase your postage and USPS will take it from there.

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Our thanks to the folks at the United States Postal Service for offering this service to support the 2017 National Jamboree.
