

Leitfaden

für Woidarbeiter*innen

...Guide line for woid workers

Niederösterreichische Pfadfinder und Pfadfinderinnen

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PFADFINDER*INNEN
NIEDERÖSTERREICH

Contents

Welcome.....	4
Our goal	5
“A to Z at the camp” – information for woid workers	6
Arrive at the camp site.....	6
Arrival and departure	6
Construction and dismantling	7
Equipment provided.....	7
Bicycles or other means of transport.....	7
Gastro and shops opening times:.....	8
Childcare “WoidzwergerIn”	8
Crisis exercise.....	8
WoidLa24 Camp rules.....	8
Camp contribution for woid workers.....	9
Magic Hour.....	9
Material.....	9
Material loans.....	9
Medical care	10
Night rest.....	10
“Safe from Harm!”, child and youth protection at the camp.....	10
Timetable at the camp	10
Catering for woid workers.....	11
Offsetting costs.....	11
Woid workers festival “WoidParty”	11
“ZACH” (= stressful).....	12
Organisation.....	12
Übersicht	12
Departments.....	13
Finance & Merchandising.....	13

Health & Safety	13
Infrastructure & Logistics	14
PR & Advertising	14
Program.....	14
Age groups.....	14
Woid resident meals = Participants meals.....	15
Woid worker catering = staff catering.....	15
Department heads	15
Units for Sustainability and youth participation.....	15
Sustainability.....	16
Youth participation.....	16
Project management	16
Core team.....	16
Communication.....	17
Appendix.....	17
Version history.....	17

Lower Austrian state camp WoidLa24

The camp will take place from August 5th to 15th, 2024 in Waldreichs

Welcome

Thank you for your interest in working with WoidLa24. With this document we would like to make your collaboration easier and give you an initial insight into the current planning status. For this reason, this document is continually updated. You can find a version history in the appendix.

The project management team (PLT)

We are a team of five with a lot of large scout camp experience in a wide variety of areas. Since the beginning of 2020, we have been working on the implementation of a Lower Austrian state camp in the summer of 2024. We are in constant contact and coordinate on all relevant topics.



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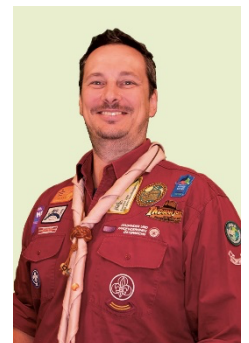
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Some topics are particularly important to us and we hope that, no matter what area you want to work in, you try to implement them as best you can:

- **Design a camp with and for young people**

We think opportunities for young people to help shape the camp are extremely important. Always think about how you can collect ideas and opinions from young people and incorporate them into your area.

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- **Live sustainability**

In this camp, sustainability should not be a buzzword or a checklist tick-off. We want every employee to always strive to find and implement the most sustainable solution, within the scope of their possibilities.

- **Be brave and creative**

No decision should be made because something has “always been done that way”. Think new ways, find exciting solutions and make the state camp something special.

Our goal

The 2024 International State Camp of the Lower Austrian Boy Scouts and Girl Scouts was co-planned and co-designed by young people. Since emphasis was placed on this during the planning phase, the camp can be designed sustainably by all employees, leaders and participants.

Our sustainability motto “Stay Drrrran” applies in all areas! It encourages us to constantly question decisions and find the most sustainable solution.

DRRRRAN BLEIBEN!



Denk dran: Was brauche ich unbedingt?
Kann der Effekt auch noch anders erzielt werden? ► *Rethink*



Reduce: Was kann ich weglassen? ► *Reduzieren*



Reuse: Kann ich bereits vorhandenes verwenden? Was kann ich nach dem Lager weiterverwenden? ► *Wiederverwenden*



Recycle: Wenn etwas nicht wiederverwendet werden kann, kann es problemlos recycelt werden? ► *Recyceln*



Regional: Möglichst kurze Transportwege für Waren & Personen.



Alle zusammen: TeilnehmerInnen miteinbeziehen. Welchen Beitrag können sie leisten? Vorab und während des Lagers. ► *Partizipation*



Nachhaltigkeit leben: Wie können wir sichtbar machen, wie, wo und warum Nachhaltigkeit am Lager gelebt wird? Vorab und während des Lagers. ► *Transparenz*

Registration as a woid worker (= Woidarbeiter*in)

Registration as a woid worker is done via the VASO registration tool:

<https://woidla24.at/vaso/>

The data can be changed at any time in the self-administration tool. Helpers who only help on the set-up and dismantling weekends must also register as woid workers for the period. This also applies, for example, to leaders who help set up or dismantle and camp with their children and young people during the camp.

Please be sure to specify the days on which you will be present at the camp. To do this, please use the Calendar menu item in the registration tool.

Please enter your PPÖ membership number in your profile. You can find the membership number on the membership card. We can use this number to check whether you are registered. This is necessary to clarify your insurance status.

If you are not a member of the PPÖ, enter "None".

"A to Z at the camp" – information for woid workers

Arrive at the camp site

The address of the storage area is 3594 Franzen, Waldreichs 1, NÖ Landeslager 48.603247, 15.341129

When you arrive at the campsite, please register at check-in. The admin will be open continuously from August 5th, 2024 from 9:00 a.m. to 9:00 p.m. Opening times before August 5th are yet to be announced. When you check in you will receive your Woidarbeiter package (scarf, camp information card, goodies,...). Please make sure that you have taken care of everything (payment, health data sheet, etc.) in advance.

Arrival and departure

Public arrival: Shuttle service is offered for certain arrival times from Herzogenburg train station and Krems train station on Friday, August 2nd, 2024, Saturday, August 3rd, 2024 and Sunday, August 4th, 2024.

Public departure: Shuttle service will be offered for certain departure times on Friday, August 16th, 2024, Saturday, August 17th, 2024 and Sunday, August 18th, 2024 from the storage area to Herzogenburg train station and Krems train station.

The exact departure times will be announced later.

Arrival by car: A parking space for motor vehicles and trailers must be booked via the VASO registration platform. The vehicles are registered using a number plate and parking tickets are issued. Parking at and around the storage area is only possible with a parking permit.

Construction and dismantling

In general, construction is possible from July 2024.

On the two weekends before the start of the camp, July 27th/28th, 2024 and August 3rd/4th, 2024, there will be food for woid workers. See meal times daily routine. Exception dinner is from 6:30 p.m. to 8:00 p.m.

There will also be food for woid workers on the dismantling weekend from August 16th to 18th, 2024

Please announce your attendance times in the VASO registration tool

Equipment provided

- Camp information card and badge: participation for one day or more
- Neckerchief and goodie (loop scarf): participation for three days or more
- 1 T-shirt: upon payment of the full camp fee of € 170,

T-shirts are ordered in sizes XS – XXL.

Bicycles or other means of transport

Bicycles that are needed for work as an employee are registered as company bikes in the administration and receive a numbered plate that must be attached to the bike.

Riding on the camp site is only permitted at walking speed with a registered company bicycle.

The use of motorized means of transport (e-scooters, e-scooters, etc.) is not permitted on the camp site. In exceptional cases, e-bikes can be used as company bikes as long as walking speed is maintained.

Gastro and shops opening times:

GuSp: daily from opening to closing: 2:00 p.m. – 5:00 p.m., 7:00 p.m. – 10:00 p.m

on August 11th - 14th additionally 10:00 a.m. – 12:00 p.m

CaEx: 10:00 a.m. – 12:00 p.m., 2:00 p.m. – 5:00 p.m., 7:00 p.m. – 11:00 p.m

RaRo Bar large: 8:00 p.m. – 1:00 a.m. (0:30 a.m. last order),

RaRo Music Café 10:00 a.m. – 10:00 p.m

RaRo leader bar 9:00 a.m. – 9:00 p.m

Woid workers/leaders: 7:00 p.m. – 1:00 a.m. (0:30 a.m. last order)

Vienna Coffee House: To be announced

Potato Wheels: in the afternoon outside of meal times

Shops: 10:00 a.m. – 8:00 p.m. (subject to change)

Childcare “WoidzwergerIn”

For children of woid workers aged 3 to 9, the camp fee is €8.50 per day. This includes meals and, if necessary, care in kindergarten.

Childcare starts on August 5th, 2024 and ends on August 15th, 2024 and takes place during the day from 8:30 a.m. to 5:00 p.m. in the “WoidzwergerIn” camp kindergarten. Please bring children to the camp kindergarten after breakfast and pick them up again before dinner. Children must be registered or deregistered for childcare for the respective day.

Crisis exercise

At the beginning of the camp there will be a crisis exercise with ALL Woid residents. This exercise is for your safety and the safety of all participants. The signals and required reactions are described in the camp information card. All Woid residents must take part in the crisis exercise and follow the instructions of the camp management and the Health & Safety Team.

WoidLa24 Camp rules

- Alcohol consumption is permitted **from RaRo age between 6 p.m. and 1 a.m**
- Smoking and consuming products containing nicotine (snus, heaten, etc.) is permitted **from the age of 18 in the designated areas**

- Night rest **must be observed** (see night rest)
- Upon arrival at the camp or departure from the camp, a **registration must be made** with the admin
- If the camp site is left during the camp period (e.g. leisure activities), a **deregistration must be made** to the department management
- **Pets (dogs, cats, etc.) are not permitted** at the campsite for safety reasons
- **There are more extensive camp rules for participants and their leaders - these also apply to woid workers, please read them carefully.**

Camp contribution for woid workers

Standard (all storage days present): € 170.00

Children (3 years to 9 years): €8.50 per day (including kindergarten if required)

Part-time (not present on all camp days): €17.00 per day, maximum €170.00

Magic Hour

The first hour at the camp site should be an unforgettable and positive experience for all participants, including woid workers.

Material

On the Woidhaben platform (VASO classifieds (<https://www.woidla24.at/vaso>) materials such as tents, cooking materials, etc. as well as transport options can be searched for and made available. All participating groups and woid workers can hide material and lend.

Material that cannot be organized yourself or via the Woidhaben platform must be reported to Infra.

Material loans

Groups receive compensation in the form of Hervis vouchers for renting material. e.g. 1 hanger = €50.00 Hervis vouchers.

Medical care

Our Health & Safety Team ensures medical care at the warehouse and also provides basic first aid supplies during set-up times from August 3rd, 2024 and dismantling times until August 18th, 2024

Night rest

GuSp: 10:30 p.m. at the campsite, **11:00 p.m. in the tent**

CaEx: 23:30 at the campsite, **00:00 in the tent**

RaRo: 01:00 catering closes, **02:00 in the tent**

Leaders/Woidworkers: 01:00 am Gastronomy closes, if possible there will be a campfire area for a quiet end afterwards. Please be considerate of the young participants and their leaders and their rest times.

“Safe from Harm!”, child and youth protection at the camp

The protection of the children and young people entrusted to us and the correct interaction with one another is the top priority for the entire camp.

The PPÖ's code of conduct "Safe from Harm!" and the provisions of the PPÖ's child and youth protection policy apply to the entire camp for all participants - including woid workers - at all locations (including outside the camp area) and for the entire duration of the camp from the beginning from construction to the end of dismantling. Reporting channels have been set up via the Health & Safety's Mental Health Team. Please report all incidents without exception so that we can respond promptly and correctly. Special mental health offers are available for woid workers.

Timetable at the camp

07:00 - 08:00	Breakfast service TN
07:00 - 08:30	Serving breakfast for woid workers
08:00 - 09:00	Lunch lock if required
09:30 - 10:30	Core team meeting

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09:00 - 11:30	Morning program TN
11:00 - 12:00 p.m.	Lunch service TN
12:00 - 1:30 p.m.	Lunch distribution for woid workers
3:00 - 5:30 p.m.	Afternoon program TN
5:00 - 6:00 p.m.	Dinner service TN (exception cooking event: 4:30 p.m. - 5:30 p.m.)
7:00 - 8:30 p.m.	Food
6:00 - 7:30 p.m.	Serving dinner for woid workers
8:00 - 10:30 p.m.	Evening program

Catering for woid workers

On the two weekends before the start of camp, July 27th/28th. and August 3/4, 2024 there will be food for woid workers. During the camp, all registered woid workers are fed by our woid worker catering team.

Please provide attendance times and meal information via the VASO registration tool.

Food will be provided on the dismantling weekend from August 17th to 18th, 2024.

Please bring your own lunch box! No lunch boxes will be handed out at the camp

Offsetting costs

You can settle expenses such as travel costs, consumables and other expenses that you have spent on the WoidLa24 using the enclosed billing form after approval from your department management. Please note our sustainability concept "Stay DRRRRAN" and discuss your planned costs with your department management in advance.

Woid workers festival "WoidParty"

The WoidParty will take place on Friday, August 16th, 2024, from 6:00 p.m. with free drinks and food for ALL Woid workers. Please announce your participation in the Woidarbeiter*innenfest via the VASO registration tool. Of course there will be a good atmosphere and one or two surprises. Let yourself be surprised.

Niederösterreichische Pfadfinder und Pfadfinderinnen

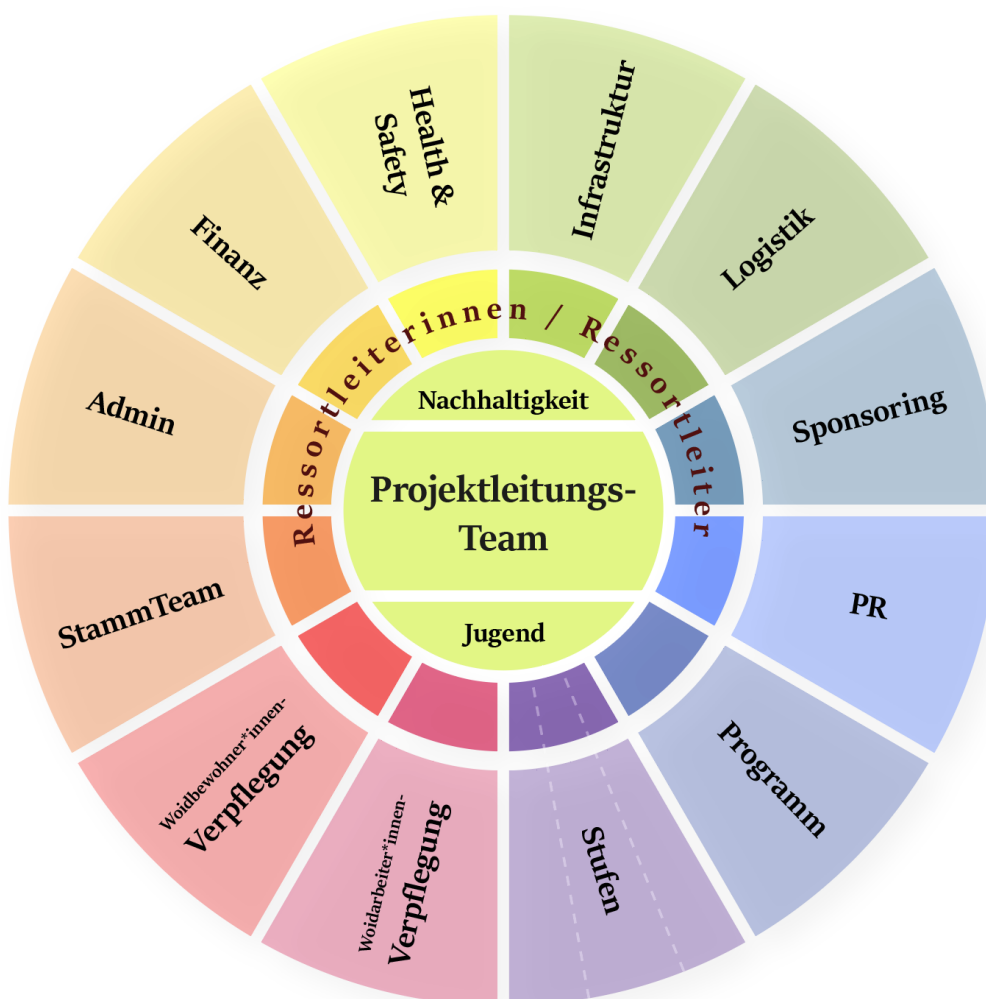
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“ZACH” (= stressful)

If we don't treat each other with patience, appreciation and trust it might get stressful. If something goes wrong, remember: the person you are talking to is working on a voluntary basis just like you to create a great camp for children and young people and may have completely different challenges in their area of responsibility.

Organisation

Übersicht



WoidLa24 can only be successful if all departments work well together. The PLT sees it as its task to create the best conditions for this cooperation. The departments are located equally around the PLT. A member of the PLT is available to the heads of the departments as a direct contact person. Decisions are made together and the status of things is regularly compared.

See also: [organizational chart](#)

Departments

Admin & Office

collects data about all camp participants for overarching purposes: collection of camp contributions, interface between meals/program/levels, clear identification of authorizations at the storage location.

Head of Department: Wili Nagy, Office: Doris Federanko

Contact: admin@woidla24.at , info@woidla24.at

Finance & Merchandising

Management of warehouse finances & organization and support of the shops in the warehouse, search and support of sponsors

Head of department: Markus Kerschhofer & Susanne Affenzeller

Contact: finanz@woidla24.at & sponsoring@woidla24.at

Health & Safety

Guarantees the physical and mental health and safety of the camp participants and employees, reporting point for safety reasons!, supervision of the "WoidzwergerIn" kindergarten at the camp site

Head of department: Ernst M. Felberbauer & Martin Sturm

Contact: healthandsafety@woidla24.at

Infrastructure & Logistics

Gas, water, canal, storage buildings, timber, materials, transport of people and goods

Head of department: Helmut Salat & Richard Hauer

Contact: infra@woidla24.at

PR & Advertising

Responsible for the identity of the camp internally and externally (logos, CI, website, social media,...), photography, media contacts, camp newspaper, mailings

Head of department: Marisa Fedrizzi & Agnes Koreska

Contact: pr@woidla24.at

Program

Planning and implementation of the cross-level supporting program such as: beginning and end ceremonies, activities outside the level program, spiritual, bike rental, etc.

Head of department: Magdalena Heinz & Martin Sauermann

Contact: programm@woidla24.at

Age groups

The respective phased camp management is responsible for organizing the program and the infrastructure in the respective phased camp. The phased camp management coordinates these tasks together with the individual infrastructure and program departments as well as with catering and catering.

Head of GuSp department: Martin Hasenhündl & Stefan Grausenburger

Contact: gusp@woidla24.at

Head of CaEx department: Alexander Denes & Daniela Roitner

Contact: caex@woidla24.at

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Head of RaRo department: Sabrina Hengl & Hannes Schmuck

Contact: raro@woidla24.at

Woid resident meals = Participants meals

Responsible for catering for participants and the catering areas: from purchasing to logistics as well as creating the menu for the participants.

Head of department: Bettina Löb & Herbert Farkalits

Contact: verpflegung@woidla24.at

Woid worker catering = staff catering

Meals for all employees

Head of department: Andreas Kranzelmayer & Michael Wech

Contact: staffverpflegung@woidla24.at

Department heads

Department heads are responsible for the areas of responsibility within their department. Critical decisions are made by department heads in consultation with the PLT and in coordination with other departments in the core team meetings. In addition, department heads are responsible for the design and staffing of their department themselves. The "Stages" department is made up of the respective camp managers for the GuSp, CaEx and RaRo levels. In collaboration with the other departments, they are responsible for camp life at the respective level. All other departments are headed by two department heads. The Biber and WiWö levels are located in the program department.

Units for Sustainability and youth participation

Sustainability and youth participation are linked directly to the project management as staff units and are therefore available to all departments as a central point of contact for these topics.

Sustainability

The Sustainability Office provides suggestions on the topic and questions it critically. Sustainability affects all departments and includes the areas of social responsibility, mobility and climate protection, equipment and technology, procurement and waste, catering, storage location, infrastructure and communication. We are convinced that many small steps are just as important as a few big ones. So: Stay Drrrran!

Contact person: Helmuth Heidecker-Nusser

Contact: helmuth.heidecker-nusser@woidla24.at

Youth participation

The WoidLa24 is intended to be a unique experience for children and young people. By involving young people, they can actively help shape the camp themselves. For example, the camp song is created by young people.

Contact person: Noah Prigl

Contact: jugendpartizipation@woidla24.at

Project management

The PLT acts as a team and is responsible for the organization and implementation of WoidLa24 and is therefore also the final decision-making authority. It appoints department heads and staff positions and ensures that the individual departments are networked.

Core team

Department heads, staff departments and project management form the core team. This committee determines the general conditions of the camp and promotes cooperation between departments. The current status is reported in regular core team meetings.

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Communication

Name

WoidLa24

File storage

In order to make the planning and documentation of the WoidLa24 sustainable, we ask that the department heads store your files in the WoidLa24 Nextcloud and name them accordingly: WoidLa24_Datum_RESSORT_xxTitle where xx can stand for a consecutive number. For example WoidLa24_08-07-2021_INFRA_Lagerplatzbegehung.pdf or WoidLa24_09-06-2022_KERNTEAM_12session.doc

External communication

Carried out by PR via various channels, tenders are made in consultation with PLT.

The Woidla24 CD must be taken into account for external communication. Colors, logos and corresponding templates can be found here: <https://noell2024.noepfadfinder.at/nextcloud/index.php/f/22865>

Appendix

Version history

10	11.3.2024	Ergänzung Verrechnung Kosten, Organigramm	DORIS
09	06.03.2024	Ergänzungen Rückmeldung	HAMI
08	04.03.2024	Update H&S	DORIS
07	28.02.2024	Korrektur	HAMI
06	26.02.2024	Update Zusätzliche Inhalte und Anpassung	HAMI
05	08.02.2024	Update Zusätzliche Inhalte	HHN
04	28.02.2023	Update Kommunikation, Nachhaltigkeit, Organigramm	HHN
03	18.03.2022	Lagername hinzugefügt, Ressort-Grafik ausgetauscht	HHN
02	18.06.2021	Lagerdatum und Ort hinzugefügt	HHN
01	18.01.2021	Erster Entwurf mit den Ergebnissen des Kickoffs am 09.01.2021	HN

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