



# NATIONAL YOUTH LEADERSHIP TRAINING

## NYLT 2017

### Unit Leader & Participant's Handbook

*(Unit Leaders, Parents, Scouts, and Venturers are expected to read thoroughly!)*

## TABLE OF CONTENTS

Introduction.....	3
Goals .....	3
Requirements for Attending NYLT .....	3
Course Dates and Fee .....	4
Registration .....	4
Waiting List Procedures .....	4
Deposits and Payments/Refunds.....	5
Alamo Area Council Refund Policy.....	5
Paperwork.....	6
Location.....	6
Check-In and Check-Out .....	6
Uniform Requirements .....	6
Medical Form .....	7
Medical Policy .....	7
Emergency Information.....	7
Mailing Address.....	7
Non-Discrimination Policy.....	7
Safety Rules.....	8
Unit Leader's General Information.....	8
Your Role.....	8
Leadership in Camp.....	8
Accident/Sickness Insurance.....	8
Campsite Health and Safety.....	9
NYLT Banquet.....	9
Pre-Course Procedures .....	9
Arrival Procedures.....	9
Opening Assembly.....	10
Orientation Trail.....	10
Visitors and Guests.....	10
Training Commitment.....	10
Program Overview.....	10
Beyond NYLT.....	11
Staff and Participant Fraternization.....	11
Additional Questions/Contact Information.....	11
NYLT Personal Equipment Checklist.....	12

## **INTRODUCTION**

National Youth Leadership Training (NYLT) is a one week experience provided by volunteer youth staff supervised by adult Scouts and Scouters of the Alamo Area Council to prepare youth leaders with effective team leadership skills. NYLT was formerly known in the Alamo Area Council as Cedar Badge.

## **GOALS**

1. To give youth an understanding of various leadership skills and techniques and how to apply them in unit leadership roles.
2. To provide youth with a learning experience in a variety of Scout craft skills which will enable them to assist their unit and unit members as they participate in Scouting programs.
3. To provide youth leaders with the knowledge to assist in creating a quality program for their own unit.
4. To provide youth with an opportunity to share experiences with other youth leaders, thus enriching their knowledge and exposure to others in the community.

## **REQUIREMENTS FOR ATTENDING NYLT**

An NYLT course is ideal for training youth unit leaders. It can also be a valuable experience for older Scouts and Venturers. In order to attend an NYLT course, a youth must meet the following qualifications before the course begins.

1. Boy Scouts and Varsity Scouts must be 13 years of age by the start of the course and fall within the maximum age allowance for their program registration. They must have completed the 7th grade. They must have earned the minimum rank of First Class Scout and have completed Introduction to Leadership Skills for Troops.
2. Venturers must be at least 14 years of age by the start of the course and fall within the maximum age allowance for their program. They must have completed the 8th grade. They must have completed Introduction to Leadership Skills for Crews.
3. Be personally recommended by their unit leader.

Question: The Troop's ASPL has been in the unit for over two years. He really needs training. He is a little uncomfortable and doesn't get along well with other youth. I think NYLT can straighten him out. **WRONG!** Even if he meets most of the requirements to attend, when the Unit Leader signs the registration form, it is telling us that this youth is being personally recommended because of his leadership abilities and his high character. NYLT is not a boarding school! Our staff is busy training youth who already have the desire and character to be great leaders. We do not have the time to spend correcting any undisciplined youth who will only detract from the training schedule. We depend upon you; your unit will receive the benefits of this training.

## **COURSE DATES AND FEE**

**2017 SPRING BREAK COURSE**, Sunday, March 12 - Friday, March 17, 2017

**2017 SUMMER I**, Sunday, June 4 - Friday, June 9, 2017

**2017 SUMMER II**, Sunday, June 11- Friday, June 16, 2017

The course fee is \$245 per participant. Registration and the \$125 deposit fee should be done online through the event registration site at [www.AlamoAreaBSA.org/NYLT2017](http://www.AlamoAreaBSA.org/NYLT2017). The remaining balance should be paid online, but will be accepted at the Participant Orientation. The full balance **MUST BE PAID IN FULL** by the Participant Orientation, usually scheduled a few weeks prior to the start of the course. If the fee is not paid, the youth will be dropped from the course and the spot will be given to the next person on the waiting list if applicable.

## **ORIENTATION DATES**

**2017 SPRING BREAK PARTICIPANT ORIENTATION**, Saturday, February 4<sup>th</sup>, 2017

**2017 SUMMER I**, Wednesday, May 10<sup>th</sup>, 2017

**2017 SUMMER II**, Saturday, May 6<sup>th</sup>, 2017

## **REGISTRATION**

The **Unit Leader** nominates worthy participants by completing the **ONLINE ONLY** registration along with the \$125.00 deposit per nominated youth. Each Unit should **ONLY** register up to 4 youth in order to allow for more Units to benefit from this leadership training. All names should be listed by the Unit Leader in preferential or merit order. Registration to attend the NYLT course is limited to 4 youth per Unit on a first come, first served basis. Once the allowed spots are filled, a Waiting List will be started for others interested in participating in the course. Vacancies and drop-outs are filled on a first come, first served order beginning with Units who have not reached the 4 youth per Unit limit. Drop-out spots are not held for Troops or Crews whose youth dropped out. Nominations must be done by the Scoutmaster or Venture Crew Advisor **ONLY**. Participants not nominated by the Scoutmaster or Venture Crew Advisor will be dropped from the participant list immediately.

## **WAITING LIST PROCEDURES**

The Waiting List will be on a first come, first served basis. If a youth does not make it in the initial participant slots, it is highly recommended he be placed on the Waiting List. Units wishing to send more than 4 youth may put the additional names on the Waiting List. As based on past history, a majority if not the full waiting list has been accepted into the course. The Waiting List does not guarantee participation. Those on the Waiting List are also required to attend the Participant Orientation with a parent and registered unit leader and be prepared to pay the full course fee of \$245 after the 2nd orientation session should a spot open. As of the second orientation date, those in the initial spots who have been accepted, but did not attend orientation or have not paid in full will be dropped to the bottom of the waiting list. Those in attendance from the Waiting List with payment will be given opportunity for participation according to their spot on the Waiting List.

## DEPOSITS AND PAYMENTS

A \$125.00 deposit for each participant must accompany the online reservation. If any paid youth does not attend, a refund will be issued in accordance with the published council refund policy.

The balance for accepted participants is due online or at the Participant Orientation. This final payment is required to keep the participant on the accepted participant list.

## ALAMO AREA COUNCIL REFUND POLICY

*(Last Modified August 2014)*

### Statement

The Alamo Area Council strives to achieve a balance between the consumer's expectations; providing quality customer service and adventures; and protecting the assets of the organization.

In advance of each event, The Alamo Area Council commits financial resources to employ staff, purchase food and program supplies, and prepare for the event operation. Consequently, participants are also expected to make a financial commitment to attend Alamo Area Council events. Even though you may not be able to participate in an event or activity in which you prepaid due to a family situation or choose not to participate due to the weather forecast, this does not change the fact that the Council purchased goods and services on your behalf in expectation of your participation.

### Refund Policy

This policy applies to all events and activities held in the Alamo Area Council unless otherwise specified in the event literature and website.

To ensure the council can provide the best service to the Scouts and to make better investments into the lives of our youth the Alamo Area Council has adopted the following refund policy:

- Paid registration fees are refundable up to eight (8) days prior to the start of an event, less a 10% supply fee, upon written request with a copy of the receipt of payment.
- From the seventh (7) day up to 24 hours prior to the start of an event fees are 50% refundable, upon written request with a copy of receipt of payment.
- From 24 hours prior to the start of an event and up to seven days after the event, refunds will only be issued in the event of a valid medical emergency, summer school or military assignment. Proper documentation must be provided.
- Scouts are allowed to coordinate with other scouts to fill the position being vacated. Please notify Council of the change and we will update the roster, as required. (With the exception of events with Wait Lists).
- Transfers to another session within the same event and same year (ex. Bear Creek Session 1 to BC Session 4) are allowed but *funds cannot be transferred to another event or another year.*
- Deposits are non-refundable.
- When the event is cancelled by the Council a full refund will apply.

All refund requests will only be considered if submitted in writing to [Refunds@AlamoAreaBSA.org](mailto:Refunds@AlamoAreaBSA.org) or mailed to: Alamo Area Council, ATTN: Refund Request, 2226 N.W. Military Hwy, San Antonio, Texas 78213

## PAPERWORK

Accepted participants must submit the following paperwork at Participant Orientation.

- NYLT Code of Conduct, Signed by the participant and parent.
- Medical Form – Current BSA Medical Health Form Parts A, B, and C

All paperwork and final payments are expected to be completed and submitted no later than the required participant orientation. Participant Orientation Dates are listed on page 3 of this document.

## LOCATION

All Participants and staff will camp in their own tents in the Cub Country area near the teepees and McGimsey House at McGimsey Scout Park. Council WILL NOT be providing tents. Water, a picnic table, trash can, and bulletin board will be provide at each Patrol Campsite. Bathroom facilities are located near the campsites and showers a short walk away. Youth must bring their own tents, sleeping bags, pillows, sleeping cots, etc.

\*\* The SUMMER II Course will be held at Mays Family Scout Ranch and tents and cots will be provided. Participants will need to bring their own tent for the outback.

## CHECK-IN AND CHECK-OUT

SEE EXACT DATES AVAILABLE ONLINE AT [www.AlamoAreaBSA.org/NYLT2017](http://www.AlamoAreaBSA.org/NYLT2017)

Check-in is on Sunday between 12:00-1:00pm Youth should arrive in Full Field Uniform. (*See Uniform requirements*.) No participant is allowed in camp prior to Sunday registration. The first meal will be at approximately 5:00 pm on Sunday.

Checkout is after the closing ceremony at approximately 8:00 PM on Friday. The staff will inspect each campsite before releasing the participants from their site. Any damaged equipment must be paid for prior to leaving the Scout Park. Parents and Scout Leaders are welcome to attend the closing ceremony to observe youth receiving their certificates of completion and patches. Participants dismissed from the course for cause prior to the closing ceremony will not receive course credit or a refund.

The Unit Leader is strongly urged to bring the participating youth leader(s) to the course and pick them up at the conclusion. NYLT is intended to strengthen the bond between the participating youth leader(s) and the Unit Leader. A debriefing between the participating youth leader(s) and the Unit Leader is highly encouraged to discuss the implementation of learned methods.

## UNIFORM REQUIREMENTS

Each participant must come prepared with the proper Field Uniform.

- Boy Scout & Varsity youth: BSA Scout uniform shirt, uniform shorts or pants, BSA belt, Scout socks (long or short), and appropriate footwear.
- Venturing youth will wear the BSA Venturing uniform shirt, uniform shorts or pants, BSA belt, Venturing socks (long or short), and appropriate footwear.
- Two NYLT t-shirts and one hat will be provided at the time of check-in for each participant and staff member.

- An NYLT course neckerchief will be issued at check in and will be part of the Class A uniform while participating in NYLT.

Open toed shoes are not allowed at BSA Properties, except at swimming pools. Open toed shoes are NOT to be worn to and from participants' campsites. An NYLT hat and t-shirt will be worn alternatively for activities.

Upon successful completion of the course, each graduate is authorized and encouraged to display the National Youth Leadership Training patch on their Scout or Venturing uniform. The patch will be issued at the closing ceremony along with the certificate of completion for the NYLT course.

## MEDICAL FORM

Completed and valid BSA Medical Form Parts A, B, and C along with the participant's proof of health insurance must be submitted at the participant orientation. **Expiration date of "current" physical exam must be AFTER the last date of the course.** Any and ALL allergies or allergic reactions must be clearly listed on the medical form or in a signed attachment. NO ONE will be permitted to check-in or stay at the Scout Park without a properly completed and current Medical Form. Medical Forms will be returned at the completion of the course.

## MEDICAL POLICY

The BSA and Texas State Health Board regulations require that Scouts on all prescribed medication must turn in the medicine to the course medical staff at check-in. The medicines must be in the original container, labeled with the youth's name, dosage, frequency, prescription number, date filled, and the physician's name on the label of the container. **ONLY ENOUGH MEDICATION NEEDED FOR THE WEEK SHOULD BE BROUGHT TO CAMP AND TURNED IN.** The medicine will be stored in a locked container and administered by the medical staff. This includes over the counter medications. **IT IS THE SCOUT'S RESPONSIBILITY TO ENSURE ALL MEDICATIONS ARE TAKEN IN A TIMELY MANNER.**

## EMERGENCY INFORMATION

Emergency phone calls will be accepted at the Council Service Center at 210-341-8611 Ext. 111 or by contacting the Course Director (Scoutmaster). The youth will NOT be allowed to come to the phone; emergency messages will be delivered. A course medic will be on duty during the course. Participants will not be allowed to use personal cell phones during the NYLT Course, so please DO NOT bring them.

## MAILING ADDRESS

Correspondence during the course can be sent to:

{Youth's Name}, NYLT Course  
c/o Alamo Area Council, BSA  
2226 NW Military Highway  
San Antonio, TX 78213

Letters are great. **PLEASE NO FOOD.** General use telephones will not be available to the participants during the course. ***No cell phones will be allowed at camp for participants.***

## NON-DISCRIMINATION POLICY

NYLT rules for acceptance and participation are the same for all, without regard to physical impairment, religion, or national origin. BSA standards and guidelines will be adhered to.

## **SAFETY RULES**

- Follow the Scout Oath and Scout Law at all times.
- Work with your patrol, follow the guidance of the Patrol Leader, and adhere to all instructions.
- Camping and cooking fires are permitted only in designated areas under proper BSA regulations with adherence to local burn ban policies (lighting a fire under a burn ban is grounds for dismissal).
- No leaving the Scout Park property, including crossing a fence.
- No cutting trees or stacking rocks.
- Participants must stay in their patrol site unless required by schedule or instructed by a staff member.
- No food, flames, or open fires in tents.
- No smoking, alcoholic beverages, or non-prescription use of controlled substances.
- No firearms or pyrotechnics.
- No rock throwing.
- No knife throwing or “practice”.
- Swimming will be in compliance with BSA rules.
- Respect personal privacy.
- Disrespectful horseplay, hazing, and name calling are not permitted.

**Violation of any of the above rules, youth protection guidelines, or any actions that jeopardize the health or safety of any Scout, Venturer, or staff member are grounds for immediate dismissal from course.**

## **UNIT LEADERS’ GENERAL INFORMATION - YOUR ROLE**

You are just as involved in the NYLT Course as the staff. You are accountable for recommending good, dependable, trustworthy youth and seeing that they get to the course on time and home afterwards. You should make sure that each of your youth has the required items from the list provided to them.

We are pleased that you can send your “cream of the crop!” You’ll be proud of your youth for their accomplishments. Please send youth with the understanding of the leadership skills they will acquire, their role in bringing these skills back to improve your unit, and their ability to utilize these skills for their lifetime.

## **LEADERSHIP IN CAMP**

There are BSA registered adults (21 years of age or above) in camp at all times for the safety, health, and welfare of the NYLT participants and staff.

The adult staff is comprised of Scouters who have a vast array of scouting experience. Many have been through the Wood Badge training course. NYLT operates as a normal unit should; the adults oversee the entire course, but the youth staff run the course.

The youth staff consists of past NYLT participants. Some of the youth staff have served on NYLT staff for multiple years. Many are Eagle Scouts and most have attained the rank of Life Scout.

## **ACCIDENT/SICKNESS INSURANCE**

The Alamo Area Council, BSA has Camper’s Accident and Sickness Insurance with Excess Provision. The plan will only pay for expenses that are not recoverable under any other insurance or service contract. Health insurance information required for claim forms is requested in the youth’s registration information. Unit Leaders should know what type of health insurance the youth’s family is providing. A copy of the current Insurance Card or statement of coverage is required in case any participant or staff member needs medical attention.

## **CAMPSITE HEALTH AND SAFETY**

Each campsite will be inspected daily by the staff to ensure that the campsite is being maintained in an orderly fashion and that health and safety standards are being met.

## **NYLT GRADUATION**

On the last day of the course, Friday at 7:00 PM, there will be a graduation ceremony to celebrate the participants' successful completion of the week of training. Parents and Unit leaders are welcome to attend and take pictures.

## **PRE-COURSE PROCEDURES – PARTICIPANT ORIENTATION**

It is **mandatory** for the youth participant, Scoutmaster, and a parent or troop representative attend a pre-course orientations held at the McGimsey Scout Park.

The orientation will give an overview of the NYLT course and its objectives. Participants **MUST** attend the meeting in BSA Field Uniform and plan to meet one-on-one with the youth staff. Participant pictures will also be taken at this time. There will be a question and answer period at this event. It is the Scoutmaster's responsibility to provide course information and brief the participant and parents with course expectations. Please bring a camping chair to ensure enough seating.

## **COURSE ARRIVAL PROCEDURES**

Participants are to arrive at the Scout Park between 12 -1:00pm on Sunday. No one is allowed in the park prior to check-in. There will be signs and staff members in the park to direct you to the check-in area. Unload all equipment at the designated area and promptly remove all vehicles to the designated parking area.

A staff member will meet and direct you to check-in:

- Receive name badge, patrol assignment, neckerchief, t-shirts, and hat
- Turn in prescription medications
- Submit completed forms and payment if not already done so.

Upon completion of check-in, the participants will meet with their patrol and spend some time getting acquainted, answering questions, and making everyone feel welcome.

While the youth participants are being checked-in and meeting their patrol, the Course Director and Assistant Course Director(s) will be available to assist the visiting Unit Leaders.

## **OPENING ASSEMBLY**

At 3:00 PM the NYLT Course Director and the Assistant Course Director will welcome the youth participants in the opening ceremony.

## **ORIENTATION TRAIL**

The Youth Participants will go through the Orientation Trail to demonstrate/review camping skills to be used throughout the week. These will include tent setup, kitchen set up and care, fire building, and dining area and kitchen equipment care and cleaning.

## VISITORS AND GUESTS

The Alamo Area Council and specifically the NYLT staff have worked long and hard to provide a quality program for all the youth participants. A week is barely enough time to get through the massive amount of course material. Keeping this in mind, youth participant or staff guests or visitors are highly discouraged during the course without specific prior authorization through the Course Director.

## TRAINING COMMITMENT

From Sunday through Friday, your youth participant will be receiving the National Youth Leadership Training course. With the exception of an emergency situation, this training will NOT be interrupted and the participant must attend **ALL** of the activities. The youth cannot leave **early FOR ANY REASON**, except emergencies. If any participant(s) leaves the course prior to the graduation scheduled for 7 PM on Friday, **THEY WILL NOT BE AWARDED CREDIT FOR ANY PORTION OF THE COURSE OR REFUND OF COURSE FEES. THIS IS A FULL WEEK COMMITMENT.** Sports involvement is **NOT** an approved early release situation - NO EXCEPTIONS. Please be sure that your youth's schedule does not conflict with this course.

## PROGRAM OVERVIEW

The NYLT Course centers around the concept of what a leader must **BE**, what a leader must **KNOW**, and what a leader must **DO**. The Key elements are then taught with a clear focus on **HOW TO**. The skills come to life in the course of the week, in which each Team goes on a *“Quest for the Meaning of Leadership”*. The NYLT Course is set up to represent an activity cycle in the life of a typical Scouting unit. This might be a month in the life of a Troop or a series of meetings leading to an activity in a Venturing Crew.

- Vision – Goals: Planning: Creating a Positive Future Success
- SMART Goals: Specific, Measurable, Attainable, Relevant, Timely
- Planning and Problem Solving Tool: What, How, When, Who
- Assessment Tool: SSC – Start, Stop, Continue
- Teaching and Leading EDGE: Explain, Demonstrate, Guide, Enable
- Stages of Team Development: Forming, Storming, Norming, Performing
- Conflict Resolution Tool: EAR – Express, Address, Resolve
- Making Ethical Decisions: Right vs. Wrong, Right vs. Right, Right vs. Trivial
- Communication: MeSeR – Message, Sender, Receiver
- Valuing People: ROPE – Reach Out, Organize, Practice, Experience

## **BEYOND NYLT**

During this training, youth will be asked to complete a “Personal Conference Goals” sheet. This sheet is a contract that they are being asked to make with themselves. They are told to share it with the unit leader and together develop some goals to make their unit better. They should already have listed two sample goals for each of the 11 leadership skills. Unit leaders are asked to work with their youth in refining their goals so that they can accomplish this personal commitment.

## **STAFF AND PARTICIPANT FRATERNIZATION**

The NYLT Course is open to all qualifying male and female Scouts and Venturers. With this in mind, there will be no fraternization tolerated between any male or female youth staff or participant. This policy is designed to protect staff and participants and any infraction at all will be grounds for dismissal from the course at the participant’s own expense.

## **ADDITIONAL QUESTIONS**

Questions from any Unit Leaders are welcome, so feel free to contact:

NYLT Council Staff Advisor

Linda Dieguez, (210) 740-9370, linda.dieguez@scouting.org

## **SPRING BREAK COURSE**

- NYLT Course Director  
Jerry McNulty, (830) 557-2919, Scouterjer@gmail.com

## **SUMMER I COURSE** June 4-9

- NYLT Course Director  
Scott Woodward, (706) 836-3220, scott.c.woodard92@gmail.com

## **SUMMER II COURSE** June 11-16

- NYLT Course Director  
Richard Ruiz, (210) 636-8933, richardrzjr@gmail.com

**NYLT**  
**Personal Equipment Checklist**

**\*ONLY THE OFFICIAL UNIFORM – SHIRT, SHORTS or PANTS, AND SOCKS ARE ACCEPTABLE.**

Be prepared for an overnight hike and camp, as well as living in camp. Participants will receive 2 t-shirts and a hat.

**NO CELL PHONES ARE ALLOWED BY PARTICIPANTS.**

REQUIRED ITEMS			
	Uniform Shirt (short sleeve)		Laundry Soap (small packet, for hand washing of clothes)
	Uniform shorts* (2 pairs)		Mirror (metal)
	Official socks (3-5 pairs)		Comb
	Official belt and buckle (1)		Backpack for overnight hike (day pack)
	Shoes suitable for hiking		Sleeping tent and lightweight tent for overnight hike
	Change of shoes (no opened toed shoes allowed)		Plate, Bowl, and Cup
	Raincoat, poncho, or rain suit		Knife, Fork, and Spoon
	Underclothing (7 sets minimum)		Canteen or Water Bottle
	Change of clothing (plain or Scout related)		Ground Cloth (waterproof)
	Swimsuit (1)		Cot
	Gloves (for pioneering)		Sleeping bag or blanket/ liner/ sheet
	Towels (2)		Flashlight with spare batteries and bulb
	Toothbrush and toothpaste		Sewing kit
	Hand soap and container		Ballpoint pens or pencils (3)
	Sunscreen		Pocket knife (no belt-clip, no sheath knives, no axes)
	Insect repellent (non-aerosol)		Pillow and pillow case
	Compass		Prescription Medicine, if necessary (to be turned in at registration and administered by the Course Medic)
	Watch with alarm or watch and alarm clock		
	Camp Chair		

\* If, for personal reasons, long Uniform Pants must be worn, this will be permissible. Open toed shoes are not allowed to and from the campsite. The uniform shorts (or pants) will be worn with the camp tee shirt.

Carry your sunscreen, water bottle, Scout handbook, pens, pencils, rain gear, and certain medication (inhalers, chap stick, or Epi Pen) in a book bag or daypack. These items should be handy at all times.

OPTIONAL ITEMS	
Croc like or aqua socks (shower) – no open toes	Religious book(s)
Sleepwear	Camera with extra film
Sunglasses	Stationery and stamps
Extra prescription eyeglasses	Foot locker and lock
Wash Cloth (2)	Hiking stick
Handkerchiefs	Air mattress or foam pad

**BICYCLES ARE NOT PERMITTED ON CAMP PROPERTY.**

Note: All participants must be in the official Field Uniform before leaving the campsite for the daily activities.

Before coming, see that all badges and insignia are properly placed on the uniform. Normal patrol equipment will be issued.