



NATIONAL YOUTH LEADERSHIP TRAINING

NYLT 2017-2018

Unit Leader & Participant's Handbook

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

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INTRODUCTION

National Youth Leadership Training (NYLT) is a weeklong 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. Venture Scouts 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 Winter Course – December 26 – 31, 2017

2018 Spring Break Course – March 12 – 17, 2018

2018 Summer Course – June 10 – 15, 2018

The course fee is \$245 per participant. 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.

Registration and the \$125 deposit fee should be done online through the event registration site at <http://www.alamoareabsa.org/NYLT>.

ORIENTATION DATES

2017 Winter Course – December 16, 2017

2018 Spring Break Course – Feb 17, 2018

2018 Summer Course – May 9, 2018

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 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 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 may 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 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 provided 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.

CHECK-IN AND CHECK-OUT

SEE EXACT DATES ONLINE AT -www.AlamoAreaBSA.org/NYLT

Youth should arrive in Full Field Uniform. (See *Uniform requirements*.) No participant is allowed in camp prior to the designated registration time. The first meal will be at approximately 5:00 pm on Check in day, unless the course has been adjusted to begin prior to lunch.

For Winter Course

Check-in is at 10:00 am on Tuesday, December 26, 2017

Checkout is after the closing ceremony at approximately 3:00 pm on Saturday December 31, 2017.

For Spring Break and Summer Courses

Check-in is on Sunday between 12:00 - 1:00 pm

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 McGimsey 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.
- Before arriving for your NYLT course, see that all badges and insignia are properly placed on the uniform.
- 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 NYLT 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 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 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.

For the Winter Course – emergency phone calls will be accepted by the Outdoor Adventure Director at 210-740-9370.

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:

(Scout's Name)
NYLT Course c/o Alamo Area Council
2226 NW Military Hwy
San Antonio, Texas
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.

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.

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, Venturers, 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.

NYLT GRADUATION

On the last day of the course 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. *Please note this will be different for the Winter 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

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 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 *note – for Spring and Summer Courses

Participants are to arrive at McGimsey Scout Park between 12 -1:00 pm the first day of their course. No one is allowed in the park prior to check-in. There will be signs and staff members 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 Scoutmaster and Assistant Scoutmasters 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, staff guests or visitors are highly discouraged during the course without specific prior authorization through the Course Director.

TRAINING COMMITMENT

For the entire week, your youth participant will be receiving the National Youth Leadership Training course. With the exception of an emergency, the 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 7:00 pm on the last day of the course, **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.

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

Winter Course – December 26 – 31, 2017

NYLT Course Director – Ann Specht, 210-275-8305, spctx@aol.com

Spring Break Course - March 12 - 17, 2018

NYLT Course Director – Heather Harrison, 830-624-5646, heatherlynn9012@gmail.com

Summer Course June 10 – 15, 2018

NYLT Course Director – Phillip Farmer, 210-413-4042, phillip@efiscout.com

NYLT Personal Equipment Checklist

ONLY THE OFFICIAL BSA 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. Normal patrol equipment will be issued. BICYCLES ARE NOT PERMITTED ON CAMP PROPERTY.

PARTICIPANTS ARE NOT ALLOWED TO HAVE CELL PHONES.

| 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 Course t-shirt.*

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

| OPTIONAL | |
|---|--------------------------|
| 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 |