



NATIONAL YOUTH
LEADERSHIP
TRAINING
NYLT 2012

UNIT LEADER'S HANDBOOK

(PLEASE SHARE WITH PARTICIPANTS)

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INTRODUCTION

DESCRIPTION

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 Scoutcraft skills which will enable them to assist their unit and unit members as they participate in Youth 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 community¹

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 have the following qualifications by the beginning of the course:

- 1 Boy Scouts and Varsity Scouts must be 13 years of age (by the end of May 2012) and fall within the maximum age allowance for their program registration. They must have completed the 7th grade. They must have earned (minimum) the 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 end of May 2012) and fall within the maximum age allowance for their program. They must have completed the 8th grade. They must have completed Crew Officer Orientation and Introduction to Leadership Skills for Crews.
- 3 Have completed a long term camp experience (ie summer camp, high adventure, etc).
- 4 Be personally recommended by their unit leader.
- 5 Be of good character.
- 6 Completed the on-line Venturing Youth Protection Training course.

¹Question: 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.

Requirements for NYLT Staff

The Course Director recruit's adults to serve as assistant course directors. Together, they recruit the youth staff. Minimum requirements for youth staff members include:

- 1 Be at least age 14 and completed the 8th grade
- 2 Have held a position of leadership in their home unit.
- 3 Have been a NYLT course graduate or have completed the NAYLE bridge course if they are new Venturing staff who have not had an opportunity to take NYLT.
- 4 Be personally recommended by their Unit Leader.
- 5 Completed the on line Venturing Youth Protection Training Course.

Course Dates and Fee

NYLT will be held from June 3-9, 2012.

The course fee is \$200 per Scout if paid by Friday, April 13, 2012. After April 13th, cost is \$210.00. Please make checks payable to the Alamo Area Council, BSA and bring them or mail them to the Council Service Center (2226 NW Military Highway, San Antonio, TX 78213). Please note the Youth's name(s), unit number, and "NYLT 2012" on the check.

Registration

Unit Leader nominates worthy attendees by:

Completing the reservation form attached to this Unit Leader's Handbook along with the \$20.00 deposit and submitting it (by mail or in person to the Alamo Area Council Service Center at 2226, N.W. Military Hwy., San Antonio, TX 78213. (Note that the names should be listed in their order or merit from the unit.) Registration to attend NYLT course is on a first come first serve basis filling 9 teams of 8 scouts allowing for a total of 72 course participants. Registration opens on Friday, January 6th at 8:30AM. Once the 72 slots are filled a Waiting List will be started for those still interested in participating in the course. Vacancies and drop-outs are filled in a first come first serve order and spots are not held for Troops or Crews who's scouts drop out.

Waiting List Procedures

Waiting List will also be on a first come first serve basis and does include the \$20 deposit to hold your spot. If a scout does not make the initial 72 accepted slots, it is highly recommended to be placed on the Waiting List as based on past history a majority if not the full waiting list has been accepted into the course but does not guarantee participation. Those on the Waiting List are also required to attend the May 5th Orientation meeting with a parent and registered unit leader and be prepared to pay the remainder of the full course fee of \$200. At this meeting, those in the initial 72 slots who have been accepted but either do not attend 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 \$20.00 deposit for each participant must accompany the reservation form, including those on the Waiting List. If any scouts remain on council Waiting List after the course begins, they will be refunded their deposit. Fees and deposits for cancellation will not be refunded after May 5, 2012. Please allow 3 to 4 weeks after NYLT event to receive your refund.

The balance is due at the Council Service Center by May 4th, 2012 and will be accepted at the orientation meeting on May 5th. This final payment is required to keep the participant on the accepted list.

Final payments received before April 13, 2012 qualify for the early incentive of \$200.00

Paperwork

Accepted nominees will receive the following paperwork:

- Parental Consent form
- Personal Resource Questionnaire
- Medical Form – Most current Medical Form, Parts A, B, and C (submitted to the Scout Office)
- Statement of Understanding, Code of Conduct
- Required and Optional equipment lists

All paperwork and t-shirt orders are expected to be completed and turned in no later than the mandatory May 5th orientation meeting.

Location

Youth will camp in tents in one of the many campsites at McGimsey Scout Park. Tents, water, dining table, dining fly, trashcan, bulletin board, showers and bathroom facilities near each camp will be provided. Youth must bring their own sleeping cots. Tents have wooden floors but it may rain during this time of year.

Check-in and Check-out

Check-in is on Sunday, June 3, 2012 between 8:00 am and 9:00 am. No participant is allowed in camp prior to registration. The first meal will be at approximately 12:00 noon on Sunday. There will be a non-denominational service provided on Sunday evening.

Checkout is at 4:00 pm on Saturday, June 9, after a full day of campsite clean up and C.O.P.E. challenge. The Staff will inspect each campsite before releasing the participants from their site. Any damaged equipment must be paid for prior to leaving McGimsey Park. You are welcome to attend the closing ceremony at 4:00 p.m. on Saturday to observe your Youth(s) receiving their certificates of completion and their patches. Participants dismissed or not in attendance of the closing ceremony will not receive course credit or refund. The **Unit Leader** is strongly urged to bring your 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.

Uniform Requirements

Each participant must come prepared with the proper "Class A" Dress Scout uniform.

Boy Scout & Varsity Youth: BSA Scout short sleeve uniform shirt, uniform shorts (or pants), Scout socks (long or short), and appropriate footwear.

Venturing youth will wear the BSA Venturing short sleeve uniform shirt, uniform shorts (or pants), socks (long or short), and appropriate footwear.

Open toed shoes are not allowed at McGimsey Park, except at the swimming pool. Open toed shoes are NOT to be worn to and from participants campsites. A hat and T-shirt will be worn as class "B"'s (2) and will be issued at time of registration.

Upon successful completion of the course, each graduate is authorized and encouraged to wear and display the National Youth Leadership Training patch. The patch will be issued at graduation along with the certificate of completion for the NYLT course.

Medical Form

The Boy Scout Medical Form parts A, B and C is to be used. The medical history plus immunizations and medical release portions must be filled out and signed by the Youth's parent or legal guardian. The parent must certify that the Youth has had a medical examination within one year of the current week of the course attendance. **Expiration date of "current" medical exam must be AFTER June 10, 2012.** NO ONE will be permitted to register or stay at the McGimsey Park without a properly completed most current Medical Form. The Talent release section must have been signed within the last year. Any and ALL allergies or allergic reactions must be clearly listed on the medical form or in a signed attachment. The medical form is part of the required paper work to be filed with the Council office by April 30, 2012.

Medical Policy

Scouts and Texas State Health Board regulations require that Scouts on all prescribed medication must turn in the medicine to the course medical staff at registration. 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 WILL BE TURNED IN.** The medicine will be stored in a locked container and administered by the medical staff only, even over the counter medications. **IT IS THE SCOUTS 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 at the McGimsey Program Center at 210-341-0773. 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 mobile phones or 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 2012

Alamo Area Council, BSA

2226 NW Military Highway

San Antonio, TX 78213

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

Non-Discrimination Policy

NYLT rules for acceptance and participation is 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, or Venturing Oath, at all times
- work with your team, obey the acting Team Leader, and follow instructions.
- camping and cooking fires 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 McGimsey Park property (crossing a fence)
- no cutting trees or stacking rocks
- participants must stay in their team site unless required by schedule or instructed by a Staff member
- no food, flames or open fires in tents
- no smoking, adult 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 allowed

Violation of any of the above rules, youth protection guidelines or any actions that jeopardize the health or safety of any scout or staff member are grounds for immediate dismissal from course at the discretion of the course director without course credit or refund of course fees.

Unit Leaders General Information

Your Role

You are just as involved in the NYLT course as the Staff is. You are accountable for furnishing good, dependable, trustworthy Youth and seeing that they get to the course and home. 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 your scouts with the understanding of the leadership skills they will hone, 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 runs the course.

The Youth Staff consists of past NYLT (formerly named Cedar Badge) participants. Many of the Youth Staff have served on NYLT (formerly named Cedar Badge) 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 Leader’s should know what type of health insurance the Youth’s family is providing. **A copy of current Insurance Card or statement of coverage is required in the case of 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 welfare standards are being met.

NYLT Banquet

On the last evening of the course (Friday) at 6:00 pm, there will be a banquet to celebrate the participants’ successful completion of the week of training. Unit Leaders and one adult guest from each unit that has a participant attending the 2012 course are cordially invited to attend. Please fill out the appropriate information on the registration form. The banquet will continue with a ceremonial fire.

RSVP will be required by the May 5th orientation and check-in will be required for banquet attendance. Additional leaders/parents will be welcome at the ceremonial campfire.

Pre-course

A mandatory pre-course interview will be held at the McGimsey Dining Hall. The date of the meeting is May 5, 2012 at 1:00 p.m. The meeting will give an overall view of the NYLT course and its objectives. Participants will attend the meeting in the BSA Class A uniform. Pictures will be taken at this time. There will be a question and answer period at this event. Please bring a camping chair to ensure enough seating.

Additional Questions

Questions from any and all Unit Leaders are encouraged, so please feel free to contact Rick Shelton, NYLT Course Director, at 210-843-8168 (please leave your name & number if no answer) or email: rpsdshelton@gmail.com; OR the NYLT Professional Advisor Jason Derscheid, 210-341-8611, ext. 145, or e-mail: jdorsche@bsamail.org.

Arrival Procedures

Unit Leaders must arrange transportation to arrive at McGimsey Scout Park between 8:00 am and 9:00 am. No one is allowed into the park prior to registration. There will be signs and Staff members in the park to direct you to the registration area at the McGimsey House. Unload all equipment at the Order of the Arrow Building and promptly remove all vehicles to the designated parking area.

A Staff member will meet and direct you to registration and will check for the following items:

- 1 completed forms: parental consent form, Personal Resource Questionnaire, and Medical Form
- 2 prescription medications
- 3 copy of Venturing Youth Protection completion
- 4 complete payment of course fees

Upon completion of the registration and medical check-in, the participant will be assigned to a TEAM. In the team area, a Team Guide will be available to greet the new participant, introduce new arrivals, answer questions, and make the youth feel welcome.

While the participants are being registered, Assistant Course Director(s) will be available to assist the visiting Unit Leaders.

Opening Assembly

At 10:00 am, the NYLT Course Director and the Assistant Course Director of Youth Operations will welcome the participants in the opening ceremony.

Orientation Trail

The 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.

Training Commitment

From Sunday through the following Saturday, your Youth will be receiving the National Youth Leader Training course, formerly known as “Cedar Badge”. 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 4pm on Saturday, the 9th, 2012, **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 leave 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 he must **KNOW**, and what he 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, which each team goes on a, “*Quest for the meaning of Leadership*” An 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 EDGE:** Explain, Demonstrate, Guide, Enable
- **Stages of Team Development:** Forming, Storming, Norming, Performing
- **Leading EDGE:** Explain, Demonstrate, Guide, Enable
- **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 you and together develop some goals to make your unit better. They should already have listed two sample goals for each of the 11 leadership skills. Please work with your Youth in refining their goals so that they can accomplish this personal commitment.

2012 NATIONAL YOUTH LEADERSHIP TRAINING RESERVATION FORM

Please enroll the following Youth(s) in the National Youth Leader Training to be held at McGimsey Scout Park from June 3-9, 2012. It is understood that the Youth(s) currently meet the minimum standards posted in the Unit Leaders Handbook. Verification of records will be accomplished by NYLT Staff. *No more than 8 scouts per unit.*

Name	Address (incl. ZIP Code)	Phone	Age	Rank	Unit & Position

Enclosed is a check in the amount of \$_____ as a \$20 deposit for each of the applicants. The course fee is \$200 per participant if paid by April 13. After April 13th, the fee is \$210.00. We understand that this is transferable, but not refundable after May 5, 2012. Applications, Personal Resource Questionnaires, Medical Forms, and other information will be sent directly to the Scouts listed above. Must be turned in by April 30, 2012. All participant and waiting list scouts must attend May 5th orientation.

Unit Leader	Unit Type/ District	Address – Including Zip Code	Phone

The following two adults will represent my unit at the banquet on Friday, June 8th, at 6:00 pm.

NAME	POSITION/PHONE

Check if you will not have anyone representing your Unit at the banquet.

Mail or hand-deliver this form and payment to the Alamo Area Council, BSA: 2226 NW Military Hwy, San Antonio, TX 78213.