

## Instructions for TFC Adults 2025 K-State Target First Class

After all attendees for the Merit Badge Conference are released after the Opening Ceremony, Target First Class Scouts will be divided into three patrols, **Alpha**, **Bravo** and **Charlie**. Troops will not be split between the patrols.

### Leaders will be split into three Categories

**First Category: Border Collies** – Two Border Collies will be assigned for each patrol. They will receive a folder containing an attendance sheet, an advancement sheet for each scout and a set of mailing labels. Please affix a label on each advancement sheet. If an unregistered scout shows up, annotate on the attendance sheet and put his name, troop #, and council on the attendance sheet.

- Do a name check at the beginning and ending of each activity. To do this, announce a troop number and have an adult leader from each troop take a count and report to you if all the members of the troop are present.
- Check the appropriate advancement blocks on the sheets near the end of each activity to record all those requirements are covered during the program period.
- If a scout needs to get a drink or go to the bathroom during an activity, have him buddy up and have a leader escort them to a bathroom (the leader does not need to go inside the bathroom, just wait until they come out and escort them back to the activity).
- Before dismissing them for lunch, pick a meeting place near where we eat lunch and tell the scouts in your patrol where to meet before you leave for the afternoon activities.
- For the last activity in the afternoon, try to determine what will be completed by the end of the program period and start recording by 3:30 PM. Please sort the advancement sheets by troop number and then by council. Turn the folders into Kent Manuel. Do not give the advancement sheet to the scouts.

**Second Category: Program Area Leaders** – Leaders will be assigned by troop number to provide leaders for the program areas.

- The three program areas are First Aid, Rope Tying, and Orienteering.
- Leaders will remain in their assigned program area throughout the day and will provide instruction to the scouts.

**Third Category: Troop Leaders** – We will try our best to assign one leader for each troop. We may assign one leader for more than one troop if only a small number of scouts from a troop are attending.

- Prior to the name checks before and after each activity, count the scouts assigned to you and report when called to the border collie if all scouts are present.
- Your patrol's border collie has an attendance sheet. If you have scouts that were registered but didn't show up, report it to him/her. Similarly, if you have a scout attending that isn't pre-registered, report his name, troop number and council to the border collie.
- Make sure your scouts make it to each program activity on time.
- During the program activities, control your scouts. If you see off-task behavior, take charge! **Don't depend on the leaders in the program areas to handle bad behavior.**
- While in the program areas, help. The more leaders we have helping in a program area, the smaller the group size, and the better we can teach your scouts. During the lunch period and at the end of the day, you are responsible for your scouts.