



# Western Montana MBU25 Leader Guide

MBU Points of Contact:  
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We'd like to welcome you to the Annual Western Montana MBU25 MISSOULA  
Sponsored by the University of Montana, UM ROTC and Mullan Trail District.

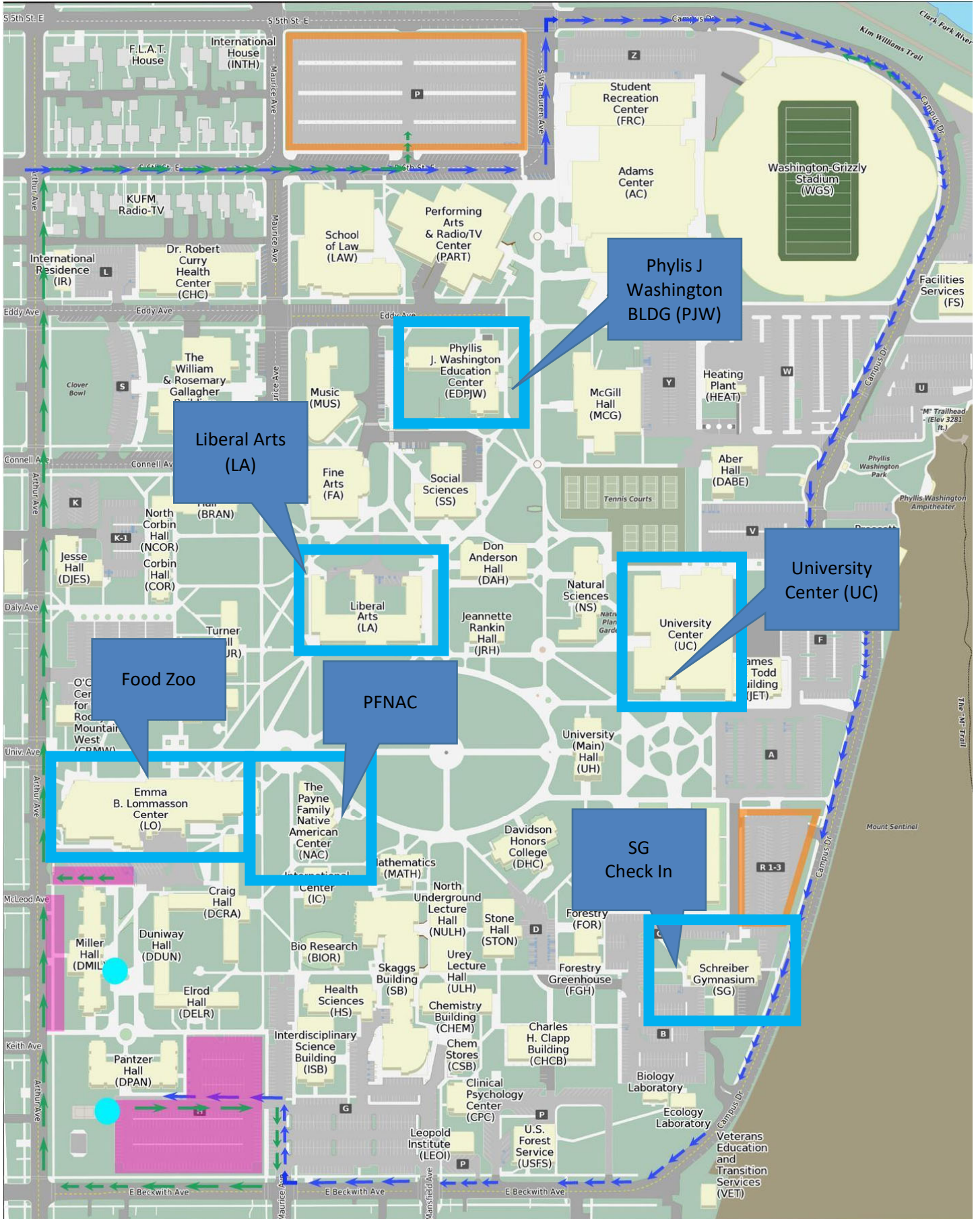
## Where:

Schreiber Gym, 32 Campus Drive, Missoula, MT  
[Google Maps: https://goo.gl/maps/ThZxyUTPA9V715Hf6](https://goo.gl/maps/ThZxyUTPA9V715Hf6)

## Quick Schedule

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- 3-07-2024 -- **Friday**
  - 5:00-8:00 pm Check-in table opens
  - 5:00-8:00 pm Dinner at the Food Zoo
  - 7:00 pm - 9:30 pm University Center Game Room, Games in the gym.
  - 7:00 pm - 8:00 pm Planetarium Show
  - 8:00 pm - 9:00 pm Planetarium Show
  - 10:00 pm Back in the Gym, Quiet time.
  - 10:30 pm Lights out.
- 3-02-2024 -- **Saturday**
  - 6:30 am Wake up, Pack up all gear and return to vehicles.
  - 6:30 am Check-in opens for troops arriving Saturday morning.
  - 7:00 am Breakfast - By Name Check
  - 7:30 am Check-in closes.
  - 7:30 am Climbing MB Bus Load
  - 7:40 am Opening Ceremony in Urey Lecture Hall
  - 8:15 am Break Out/Load Buses
  - 8:30 am Morning session begins.
  - 12:00 pm-1:30 pm Lunch
  - 1:15pm Break Out/Load Buses
  - 1:30 pm Afternoon sessions begin
  - 4:45 pm Bus Load Out
  - 5:00 pm Classes end
  - 5:15 pm Counselor Check In
  - 5:30 pm Closing Ceremony in Schreiber Gym



Big Sky Agriculture Site	Animal Science
LA201	Architecture
PJW312	Art
NAC	Astronomy
GYM	Athletics
Master Technicians	Automotive Maintenance
NAC201	Cit. in Community
NAC011	Cit. in Nation
NAC202	Cit. in Society
NAC014	Cit. in Society
NAC009	Cit. in World
YMCA	Climbing
LA202	Communications
PJW215	Crime Prevention & Finger Printing
PJW214	Dentistry
NAC103	Disabilities Awareness
LA207	Family Life
GYM304	Fire Safety
GYM303	First Aid
LA138	Geocaching
UC215	Geology
PJW334	Law
NAC105	Leatherworking
LA203	Mamal Studies
Missoula Library	Movie Making
LA204	Music
LA205	Personal Management
GYM203	Pioneering
UC224	Plant Science
PJW315	Public Health & Health Care Professions
PJW214	Radio
Mansfield	Reading
TBD	Skating
PJW352	Sports
The Peak	Swimming

Jones Brothers Trucking	Truck Transportation
TBD	Weather
UM West Campus	Welding

## Payment & Cancellation

- Payment can be made by credit card through Black Pug.
- Once registered for classes, you will have a total amount due listed on the Black Pug registration website. Registration fees are required within a week of your registration to confirm your class schedules.
- Refunds for participants who cancel after registration closes or do not show up for the event will not be issued. If your plans have changed and you will not be able to attend please let us know. We may be able to refund partial payments if the classes can be reassigned.

## Arrival

- Troops may arrive any time after 5:00 pm on Friday until 8:00 pm or Saturday between 6:30 and 7:15 am
- Please check-in before unloading gear. We will have specific instructions for parking and gear unloading.
- Troop check-in will be in the entryway of Schreiber Gym. (See Map)
- Leave your troop in a waiting area and send one adult leader to the check-in desk.

We need the following items in order to speed your Check-in:

- Troop Roster
- Scout and Adult Medical Forms A & B – Turn in at check-in, pick up at check-out
- Once the Troop is registered, adult leaders can proceed to unload all required gear. If you are arriving on Friday, you can take your camping gear to the gym on the second floor.

## Troop Point of Contact

Each Troop must have a point of contact registered with MBU Missoula. The point of Contact must be onsite at all times, as they are the direct line of communication between the MBU staff and Scouts. The Point of Contact must be a BSA registered adult.

The Point of Contact will be responsible for the following:

- Check-in
- Maintain a cell phone that can be reached all day by MBU Staff (provide the cell phone number, as well as the names, times of relief and cell phone number of any other adults that are taking over responsibility. There must be at least one Point of Contact for each troop onsite at all times.
- Maintain presence at MBU and be able to assist with problems or issues while

troop members are in attendance.

- Support and enforce Scout Law and Scout Oath.
- Support and enforce LEAVE NO TRACE.
- Ensure their Scouts know who the Troop Adult Contact is.
- Hand out meal tickets, information, and schedules.
- Monitor attendance and early departure of Scouts.
- Sign their Troop out at the end of MBU and secure MBU Patches.

## Sleeping Arrangements

- Gym City: Male Scouts will sleep overnight in the gym. Females Scout and Leaders will have separate classrooms to sleep and there will be locker rooms and bathrooms available.

## Parking

- Parking prior to 5pm will require a parking fee. You can download the app on your mobile device. **Passport Parking.** <https://www.umt.edu/transportation-parking-services/drive/passport-app/default.php>. This website will explain how to set up an account.
- Parking after 5pm Friday is free.

## Friday Night On Campus Activities

- Dinner will be available for those who purchased them at the Food Zoo. There is a By Name List in the Troop Packet. The Zoo is open from 5:00 – 7:30 pm.
- The Planetarium will be airing two presentations by the University of Montana Astronomy department. There are 30 seats available for each showing. These shows are open to scouts and adults at a charge of \$3 each. Shows will begin at 7:00 p.m. and 8:00 p.m. You must register for which show you plan to attend on Black Pug.
- University Game Room, \$1 per hour Pool, ping pong and arcade games.
- Your troop is encouraged to bring basketballs, Frisbees, etc. and to start up some games with other troops. Make sure your gear is marked.
- Adults wanting to be helpful, please see Graham or Susie at the check-in desk and we may have an area for you to help keep an eye on or a task to help lighten the load.
- All Scouts must be back in the gym NLT 10:00 and accounted for by their leaders..
- There will be a mandatory 10:15 meeting with Scout Masters in the 1<sup>st</sup> Floor Conference Room.
- Scout Masters are expected to control the phone usage of their scouts so they do not disturb or disrupt the other Scouts sleep.



## Saturday Morning

- Overnighters will need to be packed and have their gears out of their sleeping area by 7:00 am.
- Breakfast will be served in the 2<sup>nd</sup> Floor Gym from 7:00 to 7:30 am. A By Name Roster will be used for those that purchase breakfast.
- Those signed up for the Climbing MB will need to load the bus at 7:30 am as their class at the YMCA will have to start 30 minutes earlier than the other badges.
- Troops will gather at 7:35 am with their flag and move to the Opening Ceremony in Urey Lecture Hall.
- Opening Ceremony will be 7:45-8:00 am.
- After the ceremony, we will move back to Schreiber Gym and each participant will gather under their class sign, where their counselor will be expecting them and taking attendance.
- Counselors will then take their participants to their classes.
- Off Campus merit badges will take a bus to go to their location.

## Lunch

- Lunch will be served in two groups. Group A will eat from 12:00 – 12:35 at the Food Zoo. Group B will eat from 12:40 – 1:15.
- Group designations will mostly be by Troop. Some individuals from some Troops will be different based on bus schedules for offsite Merit Badges.
- Group designations will be in the Troop Packets. Scout Masters will send their meeting point after classes end for lunch.

## Afternoon

- Scouts will gather back in the Schreiber Gym at 1:20pm to locate their afternoon Merit Badge. The Counselor will take attendance and lead you to your classroom.
- Scouts will return to Schreiber Gym after their 2<sup>nd</sup> Session at 5:00pm.
- MBU Staff will finish inputting Merit Badge requirements into the system and print off documents for the Troop Leaders.
- A closing ceremony will be held at 5:30pm in the gym. Troop Leaders can pick up their Packets after the ceremony.

## Be Prepared

- All Troops need to bring their Troop Flags with Stands for Opening and Closing Ceremony
- Scouts should wear BSA field uniform.
- Scouts must have their Merit Badge Worksheets filled out with the completed prerequisites.
- Scouts should be prepared with a notebook and a pencil/pen.

- Scouts are responsible for any required materials for Merit Badges.
- Scouts should bring a water bottle for the day.
- Scouts need to bring clothing appropriate for the weather. Some classes take place outside, and all Scouts will be outside from time to time.
- Scouts and Adults **MUST** wear their name tag **AT ALL TIMES**. This is a safety requirement directed by Campus Security.

## A Scout is:

At Merit Badge University, we are guests at the University of Montana, please do your part to:

- Observe and live by the Scout Oath and Scout Law.
- Attend classes as assigned.
- Be courteous to other students, counselors, and staff.
- Be personally responsible for attitude and behavior.
- Take care in maintaining others' property.
- Leave No Trace.
- Clean up trash after eating and camping/sleeping.
- Always have a buddy.
- Have a great time!

## Merit Badge Record

- Merit Badge Counselors will fill out their Badge Requirement Grid. At the end of the instruction period, MB Counselors will bring the completed sheet to the Admin Office in Schrieber Gym for the Merit Badges to be uploaded-
- Black Pug will be used to record all the completed requirements at the end of each class. The unit leader will get a printed copy of the report showing what was completed for each scout after the closing ceremony.
- This Merit Badge report can be exported from Black Pug and imported in Scoutbook format using Scoutbook's "**advancement.csv**" template.
- In Scoutbook, once logged in in your troop, simply select "Import Black Pug Data", activate all the possible option, and import the file.
- For the Merit badge that are not complete, the scouts will be able to work with the counselor after MBU. They should have had their contact info at the beginning of the class.



## Health, Safety, and First Aid

There will be a First Aid kit at the Check-in/Info table. The next level care will be at the Curry Medical Center. In the event of an emergency, Scouts not in classrooms should proceed to the Emergency Muster Point in front of Schreiber Gym, scouts in classrooms will remain in the classroom as directed by their Merit Badge Counselors, awaiting further instruction from MBU Administration. AED's are located throughout the campus.

## Lost and Found

The Lost and Found is located at the Check-in/info table. Please be sure to check before you leave. Put your name on EVERYTHING: books, papers, lunch boxes, coats, hats – EVERYTHING.

## Questions

Please don't hesitate to contact [missoulambu2023@gmail.com](mailto:missoulambu2023@gmail.com) if you have any questions that weren't answered above.