



NYLT

Potawatomini Area Council, BSA

National Youth Leadership Training

2025

Staff Guide

Potawatomini Area Council, Scouting America

June 15 - June 20, 2025

Camp Long Lake

Course Director - Matt Wagner

Course Coordinators - Rob Landquist & Jim Voigt

Updated: 12/3/24

"On My Honor, I Will Do My Best"

Table of Contents

Staff Requirements Staff Expectations Staff Application & Approval	3
Registration System (Black Pug) Fees Payment	4
Refund Policy Additional Required Forms	5
Uniforming Code of Conduct & Tech Policy	6
Medical Records and Medications Swim Test	7
NYLT Pre-Course Participant Meeting	8
On Arrival / Check-In	8
Tear-Down / Check-Out	8
Suggested Packing List	9
Appendix / Links	11

Staff Requirements

All staff must be registered with a Scouting America Program. Adult and Youth staff must complete the Scouting America's Youth Protection Training online. Additional training will be given during Staff Developments.

Youth Staff (13-21):

- Must have successfully completed an NYLT course (either through Potawatomi Area or another Council).
- Recommended (if you were a participant in Potawatomi Area Council) to have completed their LIV-It by May 18, 2025

Adult Staff (Over 21):

- Encouraged, but not required, to have Wood Badge training.
- The Course Director and Backup Course Director, Scoutmasters and Assistant Scoutmasters are required to have completed Wood Badge as a participant. The Course Director and Backup Course Director are recommended to have served as a Troop Guide on a Wood Badge course.

There are no limits on how many staff from each Troop/Crew/Ship may register. There is no limit as to how many times you can be on staff.

Staff Expectations

All staff are expected to abide by the Staff Code of Conduct. You understand that any violation of Youth Protection, Scouting America Guidelines and Policies, and the NYLT Code of Conduct WILL BE GROUNDS FOR DISMISSAL

Other NYLT staff responsibilities include:

- Attending all Staff Developments (see NYLT Important Dates)
- Attending the NYLT Pre-Course Participant Meeting & Ice Cream Social
- Attending camp from Saturday, June 14, 2025 at 9:00 am through Saturday, June 21, 2025 at 11:00 am
- "Being Prepared" - ensure that all staff assignments are completed on time and to the best of your abilities.
- Notifying NYLT Leadership (Youth Course Lead and/or Course Director) of any problems with attendance or participation immediately.
- Final NYLT staff assignment/position will be based upon the needs of the course.

- You understand that staff members are selected based upon qualifications and prior performance

Staff Application & Approval

Anyone interested in serving on NYLT staff must fill out an application / interest form. The Course Director and Course Coordinators will review all applications and select the individuals to be offered positions on staff.

The list of staff must be approved by the Council Executive and the Council Training Chair. Once approval is received, the Course Director will contact the selected individuals to let them know of their selection as a member of the NYLT staff.

Registration System (Black Pug)

NYLT utilizes online registration via Black Pug. Parents and Adults are encouraged to create a Black Pug account to facilitate their registrations.

All registration information and health/dietary concerns are collected through the Black Pug registration system.

Registration Fees (2025)

Staff Fee is \$120 and is paid through the registration system. Staff Fees are to be paid by February 21, 2025.

First Year Staff have an additional \$20 fee that helps offset the costs associated with their NYLT staff uniform. This includes: two (2) Polo shirts, Staff Hat, Name Tag, and Bolo (or full bead set if taken outside of Potawatomi Area Council).

Additional staff clothing items will be available for purchase for new or returning staff including but not limited to: additional polos, name tags, hats, and sweat shirts, etc.

How to Pay

Staff pay online through Black Pug. The following payment methods are offered:

- CHECK: checks can be processed online via the eCheck option
- CREDIT CARD: credit cards can be processed online via the Credit Card Option. There is a ~4% fee (per total transaction to card) to offset processing charges required by Black Pug's provider.

Refund Policy

Staff fee refunds for NYLT are based on the Camp Long Lake Refund Policy. The NYLT Committee will review each situation that is submitted via a written refund request. Due to the on-going nature of staff developments, the NYLT Staff fee might be considered a "down payment" under the Camp Long Lake Refund Policy. Any refunds will be processed through Black Pug. In case of any issues, the refund would go to the Unit account (for PAC units) or be sent as a check (for out-of-council units).

Additional Required Forms

The Staff Permission Form, Code of Conduct, and Technology Use Policy are required to be turned in prior to the NYLT course week. Forms should be brought to a development or sent to:

Ms. Liz Danner, NYLT Course Administration
% Potawatomi Area Council
804 Bluemound Rd
Waukesha, WI 53188

OR: emailed to pacnylcourse@gmail.com

Uniforming

The only shirts allowed at NYLT during the program week are the Field Uniform (Class A) and the official NYLT Polo. New Staff will receive two (2) polos. **Additional Polos are \$30 each.** During "Throwback Thursday" you are allowed to wear your NYLT Participant Activity Shirt or the polo from a previous year's course.

There will not be a supply of staff clothing items available to purchase while at camp. NYLT clothing is only available through pre-order. Order information is available through the Staff Registration process on Black Pug. Please do not contact our vendor directly for NYLT clothing, orders must be processed through the registration system.

The Field Uniform includes the Official Uniform Shirt, Official Uniform Shorts/Pants, Scout socks, and Scout belt (unless the style of Scout pants includes the belt). When a staff is not in the Official Uniform Shirt, they will need to be in an NYLT program polo; the rest of the uniform stays the same. The NYLT program polo is a part of our security system while at camp during course, therefore, other activity shirts are not allowed.

We advise that staff do not bring a merit badge sash, OA sash, favorite scouting hat (they will receive an NYLT staff hat as a first year staffer), neckerchiefs, non-NYLT bolos, or slides. These items will not be needed during the week of the program.

Code of Conduct & Technology Use Policy

By signing the NYLT Staff Code of Conduct, all staff (and their parents, if under 18) agree to the conditions of the statements contained within. It is further understood that serious misconduct or infraction of rules and regulations may require you to provide transportation home should the staff member's participation in the program be terminated.

The NYLT Staff Technology Use Policy supplements the Code of Conduct and offers a framework for the acceptable use guidelines and understanding of the use of technology during Potawatomi Area Council's NYLT Course.

Medical Records and Medications

Medical Form: All staff must have a completed Annual Health and Medical Record (AHMR) with all parts (A, B1, B2, and C) signed by a medical examiner and parent (if under 18) and a front and back copy of their health insurance coverage card. The AHMR needs a medical examiner's signature dated within at least 12 calendar months. The signature is valid until the end of the month a year after it is dated (ie: a signature dated 6/2/2024 is valid through 6/30/2025).

Medications: Following National Scouting America Standards and Wisconsin state law, all medications must be locked up in a medical box. An NYLT adult staff member, designated by our Health Officer, will administer medication to staff under 18. Exceptions are made for Epinephrine Auto-Injectors, inhalers, certain heart medications, or any other emergency medication required, which may be carried by the person for whom they are prescribed.

All medications brought must be accompanied by the NYLT Medication Card. **Medications should be sent to NYLT in the original container and prescriptions must also have the doctor's name and instructions.** Please send medications (including over-the-counter medications) in a Ziploc Bag with the staff's name written on the bag with a Sharpie marker.

Health and Dietary Concerns: All health concerns (ie: asthma, diabetes, or allergies) as well as all dietary concerns (ie: gluten free, food allergies or intolerances, or vegetarian/vegan diets) should be entered into Black Pug at registration.

All dietary accommodations must be received no later than February 21, 2025. The NYLT Health Officer will contact staff members that have submitted health or dietary information. The NYLT program team will work with staff (and parents if under 18) to make every reasonable effort to accommodate special dietary needs for health or religious reasons.

Submitting Medical Forms: Medical Forms are required during Staff Development as well as Course Week. Please bring medical forms to the January Staff Development. If your AHMR expires between the start of developments and course week, please bring an updated copy to the next possible staff development session.

Scouting America Swim Test

The NYLT program includes an Outpost component. In the past, this Outpost component has included water activities. If you have a current, valid Scouting America Swimmer Classification Form (dated within 12 months of the course dates) we encourage you to submit this form with the additional required forms.

There is limited ability to complete a Scouting America Swimmer Classification during program week.

We do not guarantee that the Outpost program will include water activities in any given program year.

NYLT Pre-Course Participant Meeting

There is a Pre-Course Participant Meeting that gives parents and participants the opportunity to ask questions about the program. This is the first opportunity for staff to interact with participants. All staff are required to be at the NYLT Pre-Course Participant Meeting to help promote the course.

Course Week Arrival / Check-In

Check-In begins at 9:00 am on Saturday, June 14, 2025. You do not need to arrive in uniform.

There is limited driving in camp, so plan accordingly. There will be vehicles that can drive gear if needed.

Any forms not collected prior to the NYLT course week will be collected at check-in. This includes: Codes of Conduct, Technology Use Policy, Medical Forms, Medication and Medication Forms.

Course Tear-Down / Check-Out

Staff are expected to stay through Saturday, June 21, 2025 at 11:00 am to tear-down program materials, pack and store program items, and to re-set camp for Summer Camp.

Once staff has been released, they need to check-out with designated Adult Staff before leaving camp.

Suggested Packing List

Only the complete official uniform, as discussed in the Uniforming section, is acceptable during course week. During the Saturday ahead and after, scout-appropriate regular clothing is acceptable.

Required Items

- Field Uniform Shirt
- Uniform Shorts / Pants (2 pairs)
- Uniform Socks (enough for the week)
- Official Uniform Belt & Buckle
- Shoes (suitable for hiking)
- Change of Shoes (as desired)
- Raincoat / Poncho / Rain Suit
- Sweater / Jacket / Fleece
- Underclothing (enough for the week)
- Pajamas / Sleep Wear
- Swim Wear / Water Shoes
- Towel
- Toothbrush & Toothpaste
- Soap & Shampoo
- Personal Hygiene Products
- Sun Screen
- Bug Spray
- Tent & Ground Cloth (each staffer needs their own tent - no sharing)
- Sleeping Bag
- Air Mattress / Foam Pad (as desired)
- Pillow
- Mess Kit
- Water Bottle
- Flashlight (and spare batteries)
- Backpack / Daypack
- Pen / Pencil
- Staff Binder
- Note Paper
- Laptop / Chromebook
- Presentation Materials (props, extras, displays)
- Watch

Optional Items

- Undershirts (enough for the week)
- Sunglasses
- Fire Starters
- Pocket Knife
- Laundry Soap
- Extra Towels
- "Throwback" Polo or Participant T-Shirt
- Snacks / Sodas

Notes

- Normal group equipment will be issued by the NYLT program (ie: cooking equipment, dining flies)
- Ensure appropriate patches and insignias are properly placed on uniform

Staff is allowed to bring cell phones, food, soda, candy, or snacks. Food is expected to be kept in the Dining Hall and should not be flaunted in front of participants (be discrete in eating or accessing). Cell phones should not be used in front of participants.

Staff is required to use a laptop or similar device during course week. Participants will be able to view these devices (as they are used for presentations). Please be aware of stickers or other items on the outside of these devices and the backgrounds of desktops.

There are limited Chromebooks available for use by NYLT staff during developments and course week.

Appendix / Links

Camp Address:

Camp Long Lake
N4350 Boy Scout Road
St. Cloud, WI 53079

NYLT Course Coordination Contact Information:

Course Email Address: pacnylcourse@gmail.com

Course Coordinators:

Rob Landquist

Jim Voigt

Course Business Manager:

Kathy Boyd

Course Administration:

Liz Danner

Links to Forms:

NYLT Staff Code of Conduct

NYLT Staff Permission Form (for staff under 18)

NYLT Staff Technology Use Policy

NYLT Medication Card

NYLT Staff Suggested Packing List

Scout Early Release Form

Annual Health & Medical Record

Scouting America Swimmer Classification Form