



2025 Parent's Guide

National Youth Leadership Training (NYLT)

Potawatomi Area Council, BSA

June 15 - June 20, 2025

Camp Long Lake

Course Director - Matt Wagner

Course Coordinators - Rob Landquist & Jim Voigt

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Participation Requirements

Registration is limited and based on a "first-come, first-served" basis until course limits are met.

Participants must be a registered Scout.

Scouts BSA members:

- Must be 13 years of age and fall within the maximum age allowance
- Must be ranked First Class or higher
- Recommended to have completed Introduction to Leadership Skills for Troops (ILST)

Venturers and Sea Scouts members:

- Must be at least 14 year of age, or 13 years of age and have completed the eighth grade, and fall within the maximum age allowance
- Recommended to have completed Introduction to Leadership Skills for Crew or Ships (ILSC or ILSS)

It is also strongly recommended that the youth has attended at least one long-term camp prior to attending NYLT.

There are no limits on how many participants from each Troop/Crew/Ship may register.

Registration System (Black Pug)

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

All registration information, additional T-shirt purchases, and health/dietary concerns are collected through the Black Pug registration system.

Registration Fees (2025)

To get the discounts, registrations must be paid in full by the discount deadlines.

** NOTE ** NYLT counts as the first week of CLL Summer Camp. Any "second week" camp discount is applied to the week attended after NYLT.

Your registration is not reserved until the deposit is paid.

	Deposit	Early	Regular	Late
	Due Before 3/9/25	Timely Deposit + Balance 4/9/25	Full payment by 5/2/25	After 5/2/25
Participant Fee	\$100	\$390	\$405	\$415

Participants receive two (2) free T-shirts with their registration. Additional T-shirts may be ordered for \$10 each.

How to Pay

Participants 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 an approximate 4% fee (per total transaction to card) to offset processing charges required by Black Pug's provider.

Refund Policy

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 before arrival at camp. 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 Code of Conduct and Scoutmaster Information are required to be turned in prior to the NYLT course week. Forms should be sent to:

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

OR: emailed to pacnylcourse@gmail.com

T-Shirts / Uniforming

The only shirts allowed at NYLT are the field uniform (Class A) and the official NYLT activity T-shirt. Two (2) activity T-shirts are included with your registration. **Additional T-shirts are \$10 each.** Additional T-shirts may be ordered through Black Pug during registration.

All T-shirts are ordered in adult unisex sizes.

There will not be a supply of T-shirts available to purchase while at camp.

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 participant is not in the Official Uniform Shirt, they will need to be in an NYLT program T-shirt; the rest of the uniform stays the same. The NYLT program T-shirt is a part of our security system while at camp, therefore, other activity T-shirts are not allowed.

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

Code of Conduct

By signing the NYLT Course Code of Conduct, all participants and their parents agree to the conditions of the statements contained within. It is further understood that serious misconduct or infraction of rules and regulations may prevent your scout from completing the course and require you to provide transportation home should your scout's participation in the program be terminated.

Scoutmaster (Unit Leader) Information

Unit leader permission is not required to participate in the NYLT program. Unit leaders are still encouraged to use an internal selection process to recommend NYLT to their Scouts.

NYLT will be contacting unit leaders prior to the course to give them the opportunity to share with us what they would like their scouts to achieve/learn during the program and to provide any insight into the scout to make their NYLT experience as successful as possible.

After the NYLT program, unit leaders will receive information about how their scouts fared during the program and will receive a copy of the Liv-IT the scout completed during the course.

Information about the unit leader (name and contact information) is collected on the Scoutmaster Information form.

Medical Records and Medications

Medical Form: All participants 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 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 BSA 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 participants. 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 to camp 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 participants 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 May 1, 2025. The NYLT Health Officer will contact participant's families that have submitted health or dietary information. The NYLT program team will work with you and your scout to make every reasonable effort to accommodate special dietary needs for health or religious reasons.

Submitting Medical Forms: Please do not send medical forms ahead of camp. Bring a copy of all medical and medication forms to Check-In on Sunday, June 15, 2025.

BSA Swim Test

The NYLT program includes an Outpost component. In the past, this Outpost component has included water activities. If your scout has a current, valid BSA 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 for participants to complete a BSA 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 & Ice Cream Social

All registered participants and those who are still thinking about attending NYLT are encouraged to attend the NYLT Pre-Course Participant Meeting & Ice Cream Social on Sunday, March 9, 2025 at 1:00 pm at the Council Service Center.

Important information about the NYLT program is given out at the Pre-Course Participant Meeting. This is also an opportunity for parents and participants to ask questions. We will be collecting the additional required forms and will have staff who can assist with the registration process. We will also be taking participant photographs at the event.

On Arrival / Check-In

Check-In begins at 1:00 pm in the Boes Reception Center on Sunday, June 15, 2025. Please arrive in full uniform.

Late arrival is not possible as the program begins promptly after Check-In.

There is no driving in camp, participants will be carrying their gear to their campsites following the check-in process, so plan accordingly.

Any forms not sent prior to the NYLT course will be collected at check-in. This includes: Codes of Conduct, Scoutmaster Contact Information, Medical Forms, Medication and Medication Forms. Please have these readily available to turn in at Check-In.

Suggested Packing List

Only the complete official uniform (Scouts BSA, Venturing or Sea Scouts) is acceptable.

Make sure the participant is prepared to carry their gear to a remote location for an overnight campout (backpack style camping) as part of the Outpost program.

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
- Lip Balm
- Tent & Ground Cloth (each participant needs their own - NO SHARING - with a minimum of 30 square feet of space)
- Backpack
- Sleeping Bag
- Air Mattress / Foam Pad (as desired)
- Mess Kit
- Water Bottle
- Flashlight (and spare batteries)
- Personal First Aid Kit
- Pen / Pencil
- Notebook (for notes)
- Required / Prescribed Medication (in ziplock bag to turn in at check-in)
- Pocket Knife (no sheath knives)
- 10 Pre-Made Fire Starters
- Annual Health & Medical Record (to turn in at check-in)

Optional Items

- Day Pack
- Compass
- Watch
- Sunglasses
- Extra Prescription Eyeglasses
- Undershirts (enough for the week)
- Work Gloves
- Pillow & Pillow Case
- Extra Towels
- Laundry Soap (small packet)
- Sewing Kit
- Stationary & Stamps

Notes

- All youth will be in the official uniform (uniform shirt, shorts, socks, and belt) before moving to the campsite.
- A backpack must be used for getting gear from the drop-off site to the campsite
- Participants must not use suitcases, footlockers, or trunks at the campsite.
- Scouts will tent individually for the program week; outpost may allow for participants to tent in pairs for that night.
- Normal group equipment will be issued by the NYLT program (ie: cooking equipment, dining flies).
- Ensure appropriate patches and insignias are properly placed on the participant's uniform.

DO NOT bring cell phones, lighters, food, soda, candy, or snacks from home. The participants will be very busy and will have plenty of food to eat during the week of the program.

Graduation / Check-Out

Families and Scouters are invited to attend the Friday Night Graduation Ceremony for NYLT 2025 on Friday, June 20, 2025, 6:30 pm - 8:00 pm.

Please assemble at the Boes Reception Center beginning at 6:15 pm. Guests will be escorted to the campfire.

Following the ceremony, families and participants can retrieve gear and personal medication at the Boes Reception Center. Participants leave camp with their families after the ceremony on Friday night.

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 Director:
Matt Wagner

Course Coordinators:
Rob Landquist
Jim Voigt

Course Business Manager:
Kathy Boyd

Course Administrative Support:
Liz Danner

Staffing Information:

If you are interested in joining NYLT as Staff please reach out to the course director and fill out the staff application (<https://forms.gle/cpMkfcYreRqsa9Zp6>).

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 must have successfully completed an NYLT course (either through Potawatomi Area or another Council). It is recommended (for Potawatomi Area Council participants) to have completed their LIV-It.

Adult staff are encouraged, but not required, to have Wood Badge training. Some adult staff positions require Wood Badge training, with a recommendation for having also served as a Troop Guide on a Wood Badge course.

Additional Forms:

NYLT Code of Conduct

NYLT Scoutmaster Contact Information Form

NYLT Medication Card

Suggested Gear Packing List

Graduation Invitation

Scout Early Release Form

Annual Health & Medical Record