

December 2018

Greetings:

We would like to take this opportunity to invite you join us to serve on the 2019 Potawatomi Area Council's National Youth Leadership Training (NYLT) Staff. You are highly encouraged to attend an informational meeting for prospective staff members on **Wednesday, January 9, 2019**, at 6:30 p.m., at the Council Office (804 Bluemound Road). We hope that you will give this invitation to staff thoughtful consideration and join us as a part of the team. Serving as a staff member gives you the opportunity to enhance your own leadership knowledge, as well as share the knowledge and skills of 21st Century leadership with your peers. As a staff member you will experience the satisfaction of making a difference for others!

At our meeting on **January 9**, we will review in detail the responsibilities and commitments that are associated with serving as a NYLT staff member including: what it means to be a staff member; hear from returning staff members; answer your questions (or your parents); collect paperwork; and conduct brief interviews. Parents are welcome to sit-in on our meeting. This will allow them to learn a little about NYLT training. The meeting will take approximately one hour.

All are expected to abide by the Staff Code of Conduct. Highlights of NYLT staff responsibilities include:

1. Having earned or earning your NYLT Bolo (completing your LIV-IT) by May 31, 2019.
2. Attending the All Staff Meeting on Sunday, January 20, 2019, from 1:00 to 4:00 p.m., at St. Dominic's Church
3. Attending the weekend training session starting Friday, February 15, 2019, beginning at 6:00 p.m., and ending on Sunday, February 17, 2019, at 11:00 a.m., at ESITEC in Waukesha
4. Attending the Staff Development and Lock-in Saturday, March 9, 2019, beginning at 1:00 p.m. and ending at 12:30 on Sunday, March 10, 2019, at St. Dominic's. Ice Cream Social to follow.
5. Attending the NYLT Ice Cream Social on Sunday, March 10, 2019, from 12:30 to 3:30 p.m., at St. Dominic's
6. Attending all of the Sunday staff development sessions (4/7, 4/28, 5/5), from 1:00 to 4:00 p.m.
7. Attending the 23 hour weekend training on Friday, May 17, 2019, beginning at 6:00 p.m. to Saturday, May 18, 2019, at 4 p.m.
8. Attending camp beginning on Friday, June 7, 2019, at 6:30 p.m., until 11:00 a.m., on Saturday, June 16, 2019, at 11:00 a.m.
9. "Being Prepared," to assure that your staff assignments are completed on time and to the best of your abilities.

For the 2019 program, we have decided to allow any former participant interested in joining staff to earn their NYLT beads by May 31, 2019, whether or not the 18-month deadline has passed. Also, keep in mind that NYLT is a BSA-wide program allowing for youth to serve on staff until they are 21 years old as a member of a Venturing crew.

If you think you can meet the responsibilities mentioned above, then we would like you to fill out the enclosed/attached NYLT Staff application. We will review all applications and make staffing decisions based upon your application and an interview on **January 9**. Your performance as a participant will also be taken into consideration. All returning staff should fill out the application as well.

Please complete and bring the attached staff application to our meeting. Our primary means of communication will be email. Please let us know if this presents a problem for you. Make sure we have the correct email address now so you do not miss any communication. You are welcome to include a parent or family email to facilitate communication.

Have questions about staffing NYLT? Please contact us!

Luke Teske
NYLT Coordinator-Administration
NYLT 2019
luketeske@gmail.com
(262) 893-7869

Kathy Boyd
NYLT Coordinator-Support
NYLT 2019
onmyonr@sbcglobal.net
(262) 893-6969

Chris Dirr
NYLT Coordinator-Program
NYLT 2019
tudorfan@att.net
(414) 378-8831

2019 NYLT STAFF APPLICATION - "On My Honor I Will Do My Best"

First Name: _____ Last Name: _____ Youth Staff Adult Staff

Home Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ Email: _____

Home Unit: _____ Unit Leader: _____

Unit Leader Email: _____ Age: _____ Birth Date: _____

Scout Rank(if applicable): _____ Unit Leadership Position(if applicable): _____

Staff Position Applying For*: _____

Any known conflicts with NYLT Staff Schedule (see below)? If so, please list: _____

Camping History: Please list any week-long (or longer) camping experiences and year(s) (Example: Summer Camp – Camp Long Lake 2013) _____

Present or Last Staff Position(s) (if applicable): _____

Please list two people we could contact as references to your performance (Name, Relationship, Phone, Email Address): _____

Name four skills that qualify you to be an NYLT staff member and please explain why: _____

GUIDELINES FOR NYLT STAFF

1) Youth must have earned your NYLT Bolo (your LIV-IT completed) by May 31, 2019.

2) You will attend the following training sessions:

- All Staff Meeting on Sunday, January 20, 2019, from 1:00 to 4:00 p.m
- Weekend training session starting Friday, February 15, 2019, beginning at 6:00 p.m., and ending on Sunday, February 17, 2019, at 11:00 a.m.
- Staff Development and Lock-in Saturday, March 9, 2019, beginning at 1:00 p.m. and ending at 12:30 on Sunday, March 10, 2019. Ice Cream Social to follow.
- NYLT Ice Cream Social on Sunday, March 10, 2019, from 12:30 to 3:30 p.m.
- Sunday staff development sessions (4/7, 4/28,5/5), from 1:00 to 4:00 p.m.
- 23 hour weekend training on Friday, May 17, 2019, beginning at 6:00 p.m. to Saturday, May 18, 2019 at 4 p.m.

3) You will attend the NYLT Week at Camp Long Lake, 6:30 pm, Friday, June 7, 2019 through cleanup (approximately 11:00 am) Saturday, June 15, 2019, at 11:00 a.m.

4) You will notify your NYLT Unit leadership (Scoutmaster and Senior Patrol Leader) of any problems with participation or attendance immediately. You will update the Google Attendance Form as soon as you have notified the appropriate individuals.

5) You understand that your final NYLT assignment will be based on the needs of the course.

6) You understand that staff members are selected based upon qualifications and prior performance.

7) You will be prepared to teach and help with ALL assignments given to you.

8) You understand that any violation of Youth Protection, BSA Guidelines and Policies and the NYLT Code of Conduct WILL BE GROUNDS FOR DISMISSAL.

9) You will agree to pay a \$50 charge to be a youth staff member (this covers your food for all of training). This is non-refundable and has to be paid by the February training weekend (2/15-2/17).

I _____ (Print your name) accept the invitation to serve on the 2019 NYLT Staff. On my honor as a Scout/Venturer, I promise that I will live faithfully according to Code of Conduct as a NYLT Staff Member. I will respect and help create a safe haven for those I will be training. I will set the example in Knowledge, Skills, Attitude, and Uniforming as a Staff Member. I have reviewed the staff guidelines and the time schedule with my parents or guardian. I understand the commitment involved and that others will rely on me to follow these commitments. I am prepared to DO MY BEST.

Signed: _____ Date: _____

*Minimum positions available: Senior Patrol Leader (2), Assistant Senior Leader (4), Team Guide (12), Youth Quarter Master (2)

Dear Parent/Guardian:

If your son/daughter accepts the invitation to be a member of the 2019 NYLT Staff, we need you to understand the commitment he/she has made to scouting. **PLEASE** review the dates of both the staff training sessions and the week of the NYLT Course in June. If there is a problem, we need to know about it now. It is not fair to the adult staff and youth volunteers to have a youth back out at the last minute, or just not show up.

It is an honor for a youth to serve on NYLT staff. It is hard work! It requires preparing lessons, presentations, reading the National Youth Leader Training Guide, and honing skills used within this course. Please read and discuss the guidelines with your son/daughter before he/she accepts this invitation. Please take special note of the reference to Safe Haven and the NYLT Code of Conduct. These guidelines will be strictly enforced.

We hope that your son/daughter will accept. If your son/daughter does, please sign the permission below and also have your son/daughter sign the agreement. The \$50 cost to be on staff is due upon arrival at the February weekend (2/15 – 2/17). No exceptions!

I give my permission for my son/daughter _____ to participate as a member of the staff for the 2019 NYLT Course. My son/daughter and I have read and understand the guidelines, discussed the commitment, and understand the time involved.

Parent name (please print): _____

Address: _____

Telephone: (Home) _____ (Work) _____ (Cell): _____

Email: _____

Signed: _____

Please bring the staff application and parent permission form to the January 9, 2019 meeting, or please mail no later than January 3, 2019 (so it arrives by January 9, 2019) to:

Mrs. Kathy Boyd
NYLT Course Coordinator-Support
300 West North Street, Apt. 96
Waukesha, Wisconsin 53188

If you have any questions, please contact:

Kathy Boyd onmyonr@sbcglobal.net

or

Chris Dirr tudorfan@att.net

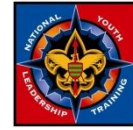
or

Luke Teske luketeske@gmail.com



2019 NYLT Dates to Remember

(as of 1/3/19)



Event	Date	Time	Location & Special Notes	Uniform
Call for 2018 Staff Meeting	1/9/19	6:30 p.m.	Council Office	Scout Uniform
All Staff Meeting - Staff Development #1	1/20/18	1:00 p.m. – 4:00 p.m.	St. Dominic’s Church 18255 W Capitol Dr. Brookfield, WI 53045	Staff Polo or NYLT Participant Shirt
Training Retreat Weekend - Staff Development #2	2/15/19 (Friday) 2/16/19 (Saturday) 2/17/19 (Sunday)	Arrive at 6:30 (Cracker Barrel) (Breakfast, Lunch, Dinner and Cracker Barrel will be served) Depart at 11:00 a.m. (Breakfast Served)	ESITEC LLC 1915 MacArthur Road, Suite 1 Waukesha, WI 53188 Enter at the back of the building. NOTE: On Saturday we will be at the Council Office, participating in Trainer’s EDGE	Staff Polo (new staff members wear NYLT participant shirt); jeans; outdoor attire for the weather
Staff Development #3 – Lock-in	3/9/19 (Saturday) – 3/10/19 (Sunday)	Arrive at 1:00 p.m. on Saturday Ice Cream Social follows	St. Dominic’s Church 18255 W Capitol Dr. Brookfield, WI 53045	NYLT Staff Polo (new staff members wear NYLT activity shirt) NYLT Full Uniform to be brought for following Social.
Ice Cream Social	3/10/19	12:30 p.m. to 3:30 p.m.	St. Dominic’s Church 18255 W Capitol Dr. Brookfield, WI 53045	NYLT Full Uniform (Staff polo with NYLT beads, scout shorts or pants, scout belt, scout socks) or Scout Full Uniform if new staff member
Sunday Staff Development #4	4/7/19	1:00 p.m. to 4:00 p.m.	St. Dominic’s Church 18255 W Capitol Dr. Brookfield, WI 53045	NYLT Staff Polo (new staff members wear NYLT activity shirt)
Sunday Staff Development #5	4/28/19	1:00 p.m. to 4:00 p.m.	St. Dominic’s Church 18255 W Capitol Dr. Brookfield, WI 53045	NYLT Full Uniform (Staff polo with NYLT beads, scout shorts or pants, scout belt, scout socks) or Scout Full Uniform if new staff member
Sunday Staff Development #6	5/5/19	1:00 p.m. to 4:00 p.m.	ESITEC LLC 1915 MacArthur Road, Suite 1 Waukesha, WI 53188	NYLT Staff Polo (new staff members wear NYLT activity shirt)
Staff Weekend -Staff Development #7	5/17/19 (Friday) – 5/18/19 (Saturday)	Arrive 6:00 p.m. on Friday; Depart 4:00 p.m. on Saturday	Muskego County Park (Tentative Location) 583 W20370 Janesville Road, Muskego 53150	Street clothes (no uniforms)
NYLT Staff Week – Note: Staff is in camp from Friday through the following Saturday	6/7/19 – 6/15/19	Arrive 6:30 p.m. on Friday, June 7; Depart 11:00 a.m. on Saturday, June 15	Camp Long Lake	Friday and Saturday – Street Clothes
NYLT Participant Week	6/9/19 – 6/14/19	Arrive 10:00 a.m. on Sunday June 9; Depart 8:00 p.m. on Friday, June 14	Camp Long Lake	NYLT uniform (Staff polo with NYLT beads, scout shorts or pants, scout belt, scout socks)

NYLT Staff
Potawatomi Area Council – Boy Scouts of America
STAFF CODE OF CONDUCT

As a staff member of NYLT you have the responsibility of setting the example and delivering a program that will enrich and enhance the lives of individuals and the Scouting program. By signing this code of conduct, you promise to demonstrate good character, use your camping skills and knowledge in a positive productive manner, and demonstrate through your actions qualities of leadership. All staff members and their parents (if a minor) agree to the conditions of the statements contained within. It is further understood that serious misconduct or infraction of rules and regulations may prevent you from remaining on staff. Should such action be required, your parent(s)/guardian are responsible for providing transportation home. As Scouts/Venturers and young adults, you are responsible for your own behavior.

AN NYLT STAFF MEMBER IS

TRUSTWORTHY – I will be prepared for all of my presentations and program related activities. I will tell the truth in all situations. I will respect the privacy of others, and enter another campsite only when invited. I will inform the adult leadership of NYLT of any wrong doings by others that affect the safety of others and the integrity of the program.

LOYAL – I will support my leaders, fellow staff members, and adult leaders. I will wear the proper uniform when asked, as a sign of loyalty to the Boys Scouts of America, and my fellow youth.

HELPFUL – I will display care for others and their belongings as I would expect the same from them. I shall willingly volunteer to help others without expecting payment or reward.

FRIENDLY – Camp brings together people with diverse backgrounds; so, I will be friendly to all. I understand the importance of following BSA’s Youth Protection and safety policies and will follow these guidelines and report all violations that come to my attention.

COURTEOUS – I will treat others with courtesy. I will respect my fellow youth, and the leadership of NYLT. I will show good manners at all times.

KIND – I will not call fellow youth, staff members or adult leaders “names.” I will treat other persons – and their property – as I would like to be treated. Hazing, harassment, and discrimination do not belong in camp. As a staff member of NYLT I will not participate nor encourage this type of behavior, and will report any observed incidents. I will be kind to all of nature’s creatures, and to our environment.

OBEDIENT – I will obey all appropriate requests made to me by people in leadership roles. I will be guided by the **Scout Oath and Law** and obey all the rules of Camp Long Lake.

CHEERFUL – I will be cheerful in all situations. I realize that my attitude can affect the level of success of each youth I come in contact with.

THRIFTY – I will recycle all appropriate materials. I will make best use of the food and other materials entrusted to me. I will use all program and camp equipment in a safe manner and for its intended purpose, returning it in good condition. I will observe “quiet time” at the opening and closing of each day.

BRAVE – I will do what is right, regardless of what anyone else may say.

CLEAN – I will set a good example by keeping myself neatly dressed and presentable. The appropriate uniform and staff identifying items are the only acceptable apparel during program hours. I will keep our campsite and my personal gear clean and orderly. I will be clean in my speech. I will not use alcohol, tobacco, or illegal drugs.

REVERENT – I will respect the beliefs of others. I will fulfill my personal religious obligations through religious services afforded me.

Staff Member’s Name: _____

Staff Member’s Signature: _____ Date: _____

Parent/Guardian’s Signature (if a minor): _____ Date: _____

On My Honor, I Will Do My Best!