

Greetings:

December, 2021

We would like to take this opportunity to invite you to join us to serve on the 2022 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 12, 2022**, 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 12**, 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, allowing 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 your NYLT Bolo (completing your LIV-IT) by May 27, 2022.
2. Attending all Staff Developments (See attached List of Dates)
3. Attending Trainer's EDGE (See attached List of Dates) - First Year Staff Only
4. Attending the NYLT Ice Cream Social (See attached List of Dates)
5. Attending camp from Saturday, June 11, 2022, at 9:00 a.m. to Saturday, June 18, 2022, at 11:00 a.m.
6. "Being Prepared," to assure that your staff assignments are completed on time and to the best of your abilities.

Former participants interested in joining staff can earn their NYLT beads by May 27, 2022, 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 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 12**. 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 at 2022pacnylt@gmail.com

Mr. Rob Landquist
NYLT 2022 Course Director

Mr. James Voigt
NYLT 2022 Coordinator/Administration
(262) 408-2659

Mrs. Kathy Boyd
NYLT 2022 Coordinator/Support & Program
(262) 893-6969

Ms. Liz Danner
NYLT 2022 Coordinator/Administrative Support
(262) 366-0142

2022 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: _____

Age: _____ Birth Date: _____

Home Unit: _____ Unit Leader: _____

Unit Leader Email: _____

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

Staff Position Applying For*: _____

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

Camping History: Please list any week-long (or longer) camping experiences and year(s) (Example: Summer Camp – Camp Long Lake 2018) _____

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 27, 2022.
- 2) You will attend all NYLT Staff Development sessions (See attached List of Dates).
- 3) You will attend the NYLT Week at Camp Long Lake, 9:00 am, Saturday, June 11, 2022 through cleanup on Saturday, June 18, 2022, at 11:00 a.m.
- 4) You will notify the NYLT leadership (Scoutmaster and Senior Patrol Leader) of any problems with participation or attendance immediately.
- 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 \$60 staff member fee. This is non-refundable and payable by February Staff Training (2/18/22).

I, _____ (Print your name), accept the invitation to serve on the 2022 NYLT Staff.

On my honor as a Scout/Venturer, I promise that I will live faithfully according to the 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: _____

2022 NYLT Permission Form

Dear Parent/Guardian:

If your son/daughter accepts the invitation to be a member of the 2022 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 \$60 cost to be on staff is due upon arrival at the February Staff Development (2/18/22). No exceptions!

I give my permission for my son/daughter _____ to participate as a member of the staff for the 2022 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, parent permission form, signed code of conduct, signed technology use policy, and payment to the January 12, 2022 meeting, email to 2022pacnylt@gmail.com or mail no later than January 2, 2022 to:

Mrs. Kathy Boyd
NYLT Coordinator/Support & Program
N51 W34835 Wisconsin Avenue Unit 301
Okauchee, Wisconsin 53209

If you have any questions, please contact us via email: 2022pacnylt@gmail.com

**Potawatomi Area Council
National Youth Leadership Training
Technology Use Policy - Staff**

Summary:

This policy is intended to lay the framework for acceptable use guidelines and understanding of the use of technology by NYLT Staff for Potawatomi Area Council's National Youth Leadership Training course.

Guidelines:

1. All appropriate rules must be followed with regards to the rules and guidelines found in the "Guide to Safe Scouting" and also must comply with "Youth Protection" rules.
2. Inappropriate use of smartphones, cameras, imaging, or digital devices are prohibited. Although most Scouts and leaders use cameras and other imaging devices responsibly, it is easy to unintentionally or inadvertently invade the privacy of other individuals with those devices. The use of any device capable of recording or transmitting visual images in or near shower houses, restrooms, or other areas where privacy is expected is inappropriate. – "Guide to Safe Scouting." Note: The use of smart phones is prohibited during the National Youth Leadership Training course.
 - a. If a staff member is seen breaking the above core rules the staff member's device will be confiscated and held by the Administrative Coordinator to be returned at the end of the program and/or along with contacting the guardian/parent of the staff member and any other required Youth Protection guidelines' actions.
3. Staff and parent(s), if under 18, must sign and acknowledge the PAC NYLT –Technology Use Policy prior to the use of an electronic device during the NYLT course week.
4. Participants need to use the technology to facilitate their leadership development and understanding of course information, materials and activities.
 - a. Staff members will not use technology to exclude others in the course, such as secret messages, chat, picture chat, and forums.
 - b. Any usage or assumed usage that does not relate to the NYLT program will lead to confiscation of the device.
5. The NYLT adult staff will take pictures/videos throughout the week to share experiences, document activities and fun and to build excitement about NYLT. Therefore, youth staff is prohibited from taking additional pictures and/or videos of their experiences. These pictures/videos will be made available to staff and participants at the end of the course.
6. Do not let technology detract from the outdoor experience, the program experience, or the Scouting experience for the NYLT Course.
 - a. NYLT adult staff and youth leadership have discretion to request participants power off, put away, or temporarily or permanently confiscate a device (to be returned at the end of the program).
 - b. Ringers and alert messages need to be silenced/muted to not be a distraction from the program.
 - c. Devices with external cellular/mobile data services (i.e. cell phones) are allowed during staff worktimes and downtimes.
7. During all aspects of the NYLT program, cellular/data devices are not to be used in front of or with participants. If a staff member's device usage is apparent to participants, an adult leader may confiscate the device at their discretion.
8. The staff member is fully responsible for their device's care and safe keeping. The Potawatomi Area Council, nor National Youth Leadership Training are not responsible or liable for electronic devices that the staff member uses during Staff Development or the NYLT course.
 - a. The NYLT course will provide a safe-keeping area for charging and placement of electronic devices away from weather in the dining hall for use by staff members. The NYLT course suggests the use of a protective carrying method as the participants are required to travel varying distances to events and activities during the course.
9. Some NYLT activities, dictated by the NYLT adult staff may not allow devices, and will be communicated ahead of time.

By signing this PAC NYLT Technology Use Policy, I pledge to abide by it and understand that violating this Policy coupled with the NYLT Code of Conduct will result in disciplinary action.

Staff Printed Name _____ Staff Signature _____ Date _____

Parent's Printed Name & Signature (for minors) _____ Date _____



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 and 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!

2022 National Youth Leadership Training

Health Concerns and Special Dietary Considerations

NYLT Staff only:

Program Troop _____ Patrol _____

Campsite _____

Health Concerns

Health Concerns: Asthma Diabetes Allergy Other

Please specify other: _____

Will you be bringing to Camp? (check all that apply) Inhaler EPI-pen Medication

Dietary Considerations

Dietary Special Needs: gluten free dairy/egg free tree/peanut free** vegetarian

Scouts who have special dietary needs should list their modifications below. The NYLT program team will work with you to make every reasonable effort to accommodate special dietary needs for health or religious reasons.

Special Dietary Request: _____

**If you have a tree or peanut related allergy, there should be no concerns regarding the program menu, but we are asking that you indicate the type of exposure that impacts you and severity of reaction.

Reminder: This form and Annual Health & Medical Record should be submitted January 12, 2022 with NYLT Staff application so that we may accommodate your needs during staff training.