



**2011**

**COUNCIL & UNIT  
PLANNING  
GUIDE**

**PHILMONT SCOUT RANCH  
HIGH ADVENTURE  
DEPARTMENT  
BOY SCOUTS OF AMERICA**

## PREFACE

This guide is designed to assist council contingents and units plan a successful Philmont adventure. Your Philmont journey has already begun and proper preparation now will result in a smoother more enjoyable Expedition.

It is important that each adult Advisor become familiar with every aspect of the trip. Equally important is sharing information with participants and their parents. Philmont is not like other Scout camps and Philmont may not be for everyone. The stamina required to hike is much greater because of the distance, elevation changes and length of the Expedition. Every participant should understand Philmont's Risk Advisory (page 16) and be aware of potential hazards. Philmont is placing a special emphasis on physical preparation, including a detailed **Health and Medical Record**. However, each group must carefully select participants that are capable of completing an Expedition. The height/weight chart on page 19 can serve as a guide to help determine who will attend.

Philmont and the Boy Scouts of America expect all participants will conduct themselves in a Scout-like manner. An estimated 22,000 participants will attend Philmont in 2011 from across the nation and several foreign countries. This provides many enriching opportunities, but also requires respect for other participants. Let the Scout Oath and Law guide the actions of your group in all situations.

Please read this guide carefully. Experienced Advisors and new Advisors will find the answers to their many questions regarding Philmont. Good luck as you continue preparing for your Expedition, we look forward to serving your group next summer.

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**Visit the Official Philmont Store:**  
[www.toothoftimetraders.com](http://www.toothoftimetraders.com)

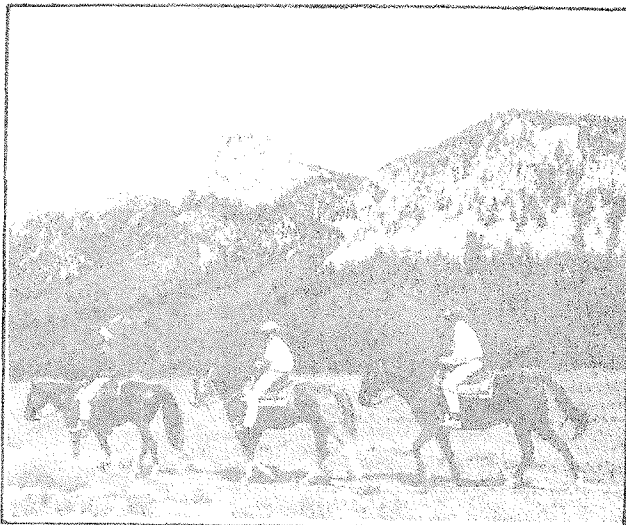
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# CONTENTS



ADULT LEADERSHIP-BSA POLICY .....	1
YOUTH PARTICIPANTS .....	1
FIRST AID & CPR CERTIFICATION .....	2
RELIGIOUS BELIEFS AND MEDICAL CARE .....	2
HEALTH AND MEDICAL RECORD .....	3
IMMUNIZATIONS .....	3
MEDICATIONS .....	3
YOUTH PROTECTION .....	3
HAZING-INITIATIONS-DISCIPLINE .....	4
ORGANIZE YOUR CREW .....	4
CREW SIZE-12 MAXIMUM-7 MINIMUM .....	4
CREW LEADER .....	5
CHAPLAIN AIDE .....	5
WILDERNESS PLEDGE <i>GUIA</i> .....	5
UNIFORMS .....	5
EXPEDITION TRAINING .....	6
ADVISORS KIT .....	6
FEE PAYMENT POLICY .....	6
FEE PAYMENT SCHEDULE .....	7
SCHOLARSHIPS .....	7
CONTINGENCY FUND .....	7
BUDGET .....	7
BUDGET WORKSHEET .....	8
RECOMMENDED PREPARATION PLAN .....	9,10
ARRIVAL/DEPARTURE .....	11
SECURITY .....	11
INSURANCE .....	11
TRANSPORTATION .....	12,13
PRIVATE VEHICLES .....	13
TOUR PERMIT .....	13
TOURS AND EXPEDITIONS .....	13
PHILMONT BUS SERVICE .....	13
EMERGENCY TRANSPORTATION .....	13
OVERNIGHT ACCOMMODATIONS IN THE PHILMONT AREA .....	14
PHILMONT PARENT'S RALLY .....	15
RISK ADVISORY .....	16
THE PHILMONT EXPERIENCE .....	16
RECOMMENDATIONS REGARDING CHRONIC ILLNESS .....	16-19
PHILMONT WEIGHT LIMITS FOR BACKPACKING & HIKING .....	19
PHYSICAL PREPARATION FOR A PHILMONT TREK .....	20
SUGGESTED CONDITIONING PROGRAM .....	20
SPECIAL FOOD NEEDS FOR ALLERGIC OR RELIGIOUS REASONS .....	21
KOSHER TRAIL MENU .....	20,22
PROMOTIONAL HELP .....	22
TRADING POST .....	22
PRESERVING THE PHILMONT WILDERNESS .....	22
PHILMONT GLOSSARY .....	23,24
SPECIAL INDIVIDUAL TREK EXPERIENCES .....	25,26
EQUIPMENT LISTS .....	27,28



# PHILMONT

# PHILMONT HIGH ADVENTURE EXPEDITIONS

## ADULT LEADERSHIP - BSA POLICY\*

The best available adult leadership should be recruited to accompany each crew. In keeping with the policy of the Boy Scouts of America, there are no gender restrictions for adult leadership at Philmont except that each Coed Venturing crew must have coed adult leaders. **Each adult must be a registered member of the Boy Scouts of America.**

Each Philmont Expedition or group must have at least two BSA registered adult Advisors for Boy Scout groups, one advisor must be at least 21 years of age; the second Advisor must be at least 18 years of age. **Each crew is required to have a majority of youth participants, and the maximum number of adults (over 21) is four (4) per crew.** Participants 18 through 20 years of age may be counted as youth or adult crew members.

Coed Venturing Crews are required to provide coed leadership while en route to and from Philmont and while hiking the trails of Philmont. A Coed Venturing Crew must have at least one male Advisor and at least one female Advisor, each of whom must be at least 21 years of age. Male and female youth participants will not share the same sleeping facility. Male and female Advisors are required to have separate sleeping facilities. Married couples serving as adult Advisors may share the same quarters if appropriate facilities are available. Female Advisors must be responsible for the female participants; male Advisors must be responsible for the male participants.

When staying in tents, no youth will stay in the tent of an adult other than his or her parent or guardian.

All Advisors must be physically capable of hiking and camping in Philmont's high mountains for the length of the Expedition. Each Advisor is expected to reflect high moral standards established by custom, traditional values, religious teaching and follow the youth protection guidelines.

Philmont recommends groups identify alternate leadership able to "step in" at the last minute in the event a leader is not able to attend. Philmont **cannot provide staff to meet the BSA, two-deep leadership requirement.**

\* Refer to *Guide to Safe Scouting*, No. 34416, for additional adult leadership policy.

## YOUTH PARTICIPANTS

**2011 Philmont participants must be 14 years of age OR completed 8th Grade and be at least 13 years of age prior to participation. Please do not request or expect exceptions. Requirements for Philmont participation cannot be relaxed.**

In keeping with the policies of the Boy Scouts of America, rules for participation are the same for everyone without regard to race, color, national origin, age, sex or disability.

Youth must be registered members of the Boy Scouts of America, and may participate in a Philmont expedition in one of the following ways:

- As members of a chartered unit - Scout Troop, Varsity Team or Venturing Crew.
- As members of a council contingent or district contingent with required leadership. (A coed crew must consist of all registered Venturers and not be a mix of Boy Scouting and Venturing Programs. It must operate under the guidelines of the Venturing Program.)
- As individuals in the Rayado Men/Women, Ranch Hands, Trail Crew Trek, ROCS Men/Women (Roving Outdoor Conservation School), or the Order of the Arrow Trail Crew.

**Unregistered guests or family members are not permitted.**

## OTHER REQUIREMENTS

### FIRST AID AND CPR CERTIFICATION REQUIRED

Philmont requires that at least **one person**, preferably two, (either an Advisor or a youth participant) **in each crew be currently certified in Wilderness First Aid or the equivalent\* and CPR from the American Heart Association, the American Red Cross or the equivalent.** Wilderness First Aid is the assessment of and treatment given to an ill or injured person in a remote environment where definitive care of a physician and/or rapid transport is not readily available. Wilderness First Aid training is a sixteen hour course. Several hours may be required for Philmont staff to reach a remote backcountry location after a message is delivered to the nearest staffed camp. Wilderness First Aid and CPR training will result in proper and prompt attention being given to injuries and/or illnesses. **You must present current certification cards upon check in to verify this requirement.**

\*Equivalent training can be obtained from the following nationally-recognized organizations:

- American Red Cross - [www.redcross.org](http://www.redcross.org)
- American Safety and Health Institute - [www.ashinstitute.org](http://www.ashinstitute.org)
- Emergency Care and Safety Institute - [www.ESCInstitute.org](http://www.ESCInstitute.org)
- National Outdoor Leadership School (Wilderness Medicine Institute) - [www.nols.edu/wmi/](http://www.nols.edu/wmi/)
- National Safety Council – [www.nsc.org](http://www.nsc.org)
- National Ski Patrol – Outdoor Emergency Care - [www.nsp.org](http://www.nsp.org)
- Stonehealth Open Learning Opportunities (SOLO) – [www.soloschools.com](http://www.soloschools.com)
- The Mountaineers – [www.mountaineers.org](http://www.mountaineers.org)
- Wilderness Medical Associates (WMA) - [www.wildmed.com](http://www.wildmed.com)
- Wilderness Medical Society (WMS) - [www.wms.org](http://www.wms.org)
- Wilderness Medicine Outfitters – [www.wildernessmedicine.com](http://www.wildernessmedicine.com)
- Wilderness Medicine Training Center [www.wildmedcenter.com](http://www.wildmedcenter.com)
- Wilderness Safety Council [www.wfa.net](http://www.wfa.net)
- Wilderness Safety & Emergency Response (W.I.S.E.R.) [www.wiser-wfr.com](http://www.wiser-wfr.com)

The Boy Scouts of America and the American Red Cross have a national agreement, the primary goal of which is to help councils (with their districts and units) become self sufficient teaching Red Cross courses, including First Aid. *Wilderness First Aid* is specified in the agreement. Through this agreement a local council can coordinate training of American Red Cross courses by providing BSA volunteers who are certified to instruct the course by the American Red Cross. The fees for the course taught by the BSA volunteers are dramatically reduced and include a \$5.00 administrative fee and the cost of materials. Visit with your council service center for more information about the American Red Cross National Agreement.

Philmont encourages each crew to have at least one person trained in Wilderness First Aid or the equivalent. However, Philmont will accept the following advance levels of training and a copy of the license or certification must be shared with Philmont during the registration process:

- Wilderness First Responder
- Outdoor Emergency Care
- EMT Basic, Intermediate, or Paramedic
- Military Corpsman or Medic
- Registered Nurse
- Licensed Nurse Practitioner
- Licensed Physician's Assistant
- Licensed Physician, MD or DO

### RELIGIOUS BELIEFS AND MEDICAL CARE

The following is the policy of the Boy Scouts of America regarding medical requirements:

*Medical examinations for camp attendance are required of all campers for the protection of the entire camp group. The immunization requirement is waived for persons with religious beliefs against immunization. (Email or call Philmont for a copy of the waiver form.)*

## HEALTH AND MEDICAL RECORD

Every camper and advisor is required to have a medical evaluation within twelve (12) months of their participation date by a physician licensed to practice medicine. An examination conducted by a physician's assistant or a nurse practitioner will be recognized for states where they may perform physical examinations to students enrolled in public school systems. **The 2011 Philmont Health and Medical Record must be used.** These forms will be available in the fall of 2010 and will be mailed to the contact person for your reservation at that time.

Advisors are to collect the forms before leaving for Philmont and hold the forms to be turned in at the Health Lodge upon arrival at Philmont. **Advisors should review each participant's medical form to be familiar with any health restrictions; make sure each individual – youth and adult – meets the height and weight participation requirements; check for participant, parental and physician's signatures; and that a copy of participant's health insurance card is attached.**

An individual should always contact the family physician first and call Philmont at 575.376.2281 if there is a question about the advisability of participation. Philmont's chief medical officer and other medical staff of the Health Lodge reserve the right to make medical decisions regarding the participation of individuals at Philmont.

The new BSA Health Form available at <http://www.scouting.org> **WILL NOT** be accepted at Philmont. Only the 2011 Philmont Health and Medical Record may be used.

Each crew must bring a first aid kit. The 2011 *Guidebook to Adventure*, that your group will receive a supply of in the March 2011 Advisor Kit, will contain a recommended first aid kit supply list. Many "over the counter" medications are available at the Tooth of Time Traders.

## IMMUNIZATIONS

Verification is required that adequate Tetanus Immunization has been given within the last 10 years prior to arrival at Philmont. If this service must be performed at Philmont, you will be charged accordingly.

## MEDICATIONS

Each participant at Philmont who has a condition requiring medication must bring an appropriate supply. The pharmacy at the Health Lodge is limited and the identical medications may not be available. In certain circumstances duplicate or even triplicate supplies of vital medications are appropriate. People with an allergy to bee, wasp or hornet sting must bring an EpiPen or equivalent with them to Philmont. Participants will be charged for maintenance medications or medications that should have been brought to Philmont and dispensed by the Health Lodge.

## YOUTH PROTECTION

All registered adults must have current BSA Youth Protection Training (within the past two years) for participation in any national event/activity. This means all participants 18 years of age or older who are registered as an adult must have current youth protection training. Because of the great concern the Boy Scouts of America has for the problem of child abuse in our society, the Youth Protection program has been developed to help safeguard both our youth and adult members. Verification of Youth Protection Training is required as part of the National and Local Tour Permit process.

Published and videotaped materials have been prepared to give professionals and volunteers information on the resources available for educating our membership about child abuse - how to avoid it, how to identify it, and how to deal with it. These materials and local council training programs are designed to give parents and their children basic information that will increase their awareness and sense of personal power to assist in their own self-protection.

Youth Protection training and documentation are available in the local council or online at [www.scouting.org](http://www.scouting.org) or [www.myscouting.org](http://www.myscouting.org). It is required to complete your Tour Permit application and have it approved before you travel to Philmont. It can be found online at [www.myscouting.org](http://www.myscouting.org). Philmont will strictly enforce youth protection policies.

## HAZING - INITIATIONS - DISCIPLINE

Any form of hazing, initiation, ridicule, or inappropriate teasing is prohibited and must not be allowed.

### A WORD ABOUT CONDUCT . . . .

**The Scout Oath and Law should serve as the guide in all interactions with other participants and staff.** Philmont serves groups from many different backgrounds and it is important that each group respect the other. This includes coed and female crews and female staff. It is not acceptable to act in a manner which belittles, harasses or makes others uncomfortable.

Each group should develop a procedure regarding unacceptable behavior and/or conduct. The best method to accomplish this is to outline expectations before the trip, as well as consequences if a participant chooses to act in a way contrary to established guidelines. Parents/guardians must be informed of the guidelines. Remember, Advisors are responsible for their participants at all times - Philmont cannot provide supervision should a participant be removed from the trail for discipline reasons, they must be sent home at their own expense. **An adult advisor will be required to come off the trail to provide supervision and assist with transportation arrangements in the event a participant is sent home.**

Philmont strongly recommends tobacco products not be used. Smoking and the use of smokeless tobacco is prohibited in all Philmont buildings, tents, vehicles and on Philmont trails. If tobacco is used it must be in designated areas.

Possession or use of alcoholic beverages or non-prescribed drugs (including marijuana) or abuse of prescribed drugs are expressly prohibited in the Philmont program. Groups or individuals found in violation of this policy will be sent home immediately as arranged with the responsible council or parent/guardian.

## ORGANIZE YOUR CREW

### CREW SIZE - 12 MAXIMUM - 7 MINIMUM

The Philmont Scout Ranch is designed to be a youth experience. The maximum crew size is 12 people and the minimum crew size is 7 people, including adult Advisors. **These standards are strictly enforced. Each crew is required to have a majority of youth participants, and the maximum number of adults (21 and over) is four (4) per crew.**

Experience, as well as wilderness emergency procedures, and Leave No Trace principles have proven that a group of 7 to 12 people is the best size for a Philmont crew. The itineraries have been developed for this number. You will find handling crew chores more efficient, food distribution best and program opportunities greater. Also, keeping the crew together on the trail will be easier. Campsites are designed to comfortably accommodate a maximum of 12 campers. Crews with the maximum of twelve participants receive a special recognition, *La Docena Adventurado* Award.

Council contingents and other large groups should organize their crews according to hiking and camping abilities. Each crew can then choose an itinerary that corresponds to its ability, and travel at its own pace. Should something happen to one of the Advisors, adult leaders need to be prepared to move to another crew within a contingent. This may be on the same itinerary or a different itinerary.

**Note: Philmont reserves the right to combine smaller crews within contingents or multi-crew groups to maximize staff resources.**

## **CREW LEADER**

A well qualified Scout or Venturer should be selected as crew leader before training begins. The crew leader is a key person for a successful Philmont expedition and the advisor must work closely with this person. The crew leader should:

- be elected by the crew.
- lead by example.
- be respected by the crew.

The crew leader responsibilities include:

- Discussing ideas with the entire crew to arrive at a consensus before taking action.
- Organizing the crew, assigning duties and making decisions.
- Choosing routes during the trek based upon the capability of the crew
- Setting up and breaking camp
- Checking that all "smellables" are properly stored
- Making sure the *Philmont Wilderness Pledge* is being upheld and that every campsite, fire pit and dish water sump is left clean.
- Guiding crew in conservation project.

## **CHAPLAIN AIDE**

Philmont strongly recommends one crew member be asked to serve as a Chaplain Aide. Someone who has earned or is working on their religious award should be considered. The Chaplain Aide will be asked to lead daily devotionals and other appropriate religious services. A kit of worship resources including the booklet *Eagles Soaring High* will be provided for use along the trail during a training session provided upon arrival at Philmont. The Chaplain Aide will certify completion of requirements of the *Duty To God* award for each crew member. (Awards may be purchased at the Tooth of Time Traders at the conclusion of the trek.)

## **WILDERNESS PLEDGE *GUIA* (Spanish for Guide)**

Each crew will select a Wilderness Pledge *Guia*. This individual will help the crew understand the principles of the Philmont Wilderness Pledge and Leave No Trace. This person will help the crew focus on camping practices that will adhere to the wilderness ethics outlined in the two approaches. With more than 21,000 participants camping each summer at Philmont, it is important that each person do their share to insure that we protect Philmont and our neighbor's properties for generations to come.

## **UNIFORMS**

Philmont strongly recommends groups wear the BSA field uniform while in base camp, especially at chapel service, dinner and opening/closing programs. The uniform is also appropriate for traveling to and from Philmont.

The Philmont Tooth of Time Traders carries a variety of Scouting tee shirts and clothing. The use of Philmont Logos is permitted, provided they are manufactured by a BSA licensed vendor. You can check out the Tooth of Time Traders online at [www.toothoftimetraders.com](http://www.toothoftimetraders.com).

## EXPEDITION TRAINING

To ensure the success and enjoyment of a Philmont trek, each Expedition should be thoroughly trained for the trek. Each crew should conduct several backpacking trips to prepare each member physically and mentally and to mold the unit into an efficient camping crew. These activities should include hiking with full packs and training in the use of map and compass.

Each crew member must be in top physical condition to enjoy the rugged, southwest experience. Personal physical conditioning should begin **months** prior to the trek. This conditioning should include regular aerobic activity. Please review the information on pages 20-21.

## ADVISOR'S KIT

Medical forms will be sent in the fall of 2010 in order to allow time for physical fitness training and conditioning. Mid-March 2011, each registered Philmont Expedition Advisor will be sent a kit of materials for each crew. Included will be the *2011 Treks Itinerary Guide*, *2011 Guidebook to Adventure (a supply for your group)*, a Philmont map, insurance pamphlet, \*Tour Permit application information, crew roster and talent release form. The Expedition Advisor's kit contains all the information needed for final preparation of your Philmont Expedition.

\*Tour Permit applications are now available online at <http://www.scouting.org/filestore/pdf/4419.pdf>.

Please notify Philmont if a change occurs in the contact person for your Philmont Expedition. Materials and information are mailed or emailed to the contact on record.

## FEE PAYMENT POLICY

The Expedition fee for 2011 is \$725 for each participant, youth or adult Advisor. A reservation fee of \$100 per participant, including adult leaders, is required to hold your arrival date. Please refer to your last financial statement for your specific payment schedule.

**ALL FEES (Reservation, Advance and Balance as indicated in fee payment schedule) ARE NON-REFUNDABLE AND NON-TRANSFERABLE TO THE BALANCE OF FEES IN THE EVENT OF CANCELLATION. BE CAUTIOUS OF MAKING RESERVATIONS OR PAYING FEES FOR THOSE WHO HAVE NOT MADE A FINANCIAL COMMITMENT.**

Philmont must commit financial resources to employ staff, purchase food and supplies, and prepare for summer operations. Participants are, therefore, also required to make a financial commitment to attend. Be conservative in making reservations to avoid losing fees due to cancellations. Additional crew members and fees can be added to fill a crew to twelve members. These additional fees can be included with balance fee payment or upon arrival at Philmont.

Should your registration decrease by one crew or more, you will be eligible for a refund of the "Advance" or "Balance" fees if a replacement crew(s) is secured from the waiting list. The refund will be limited to the fees paid by the number of participants registered with the replacement crew. Please notify Philmont as early as possible so replacement crews can be secured.

**SEND FEES TO:**       CAMPING REGISTRAR  
                          PHILMONT SCOUT RANCH  
                          17 DEER RUN ROAD  
                          CIMARRON, NM 87714

**FEE PAYMENT SCHEDULE: BE SURE TO COMPLETE AND SUBMIT THE RESERVATION FORM WITH THE INITIAL FEE PAYMENT.**

TRANSMITTAL	AMOUNT DUE - per person			DUE DATE
	12 Day Exp.	Short Trek	Cavalcade	
<i>Reservation</i>	\$100.00	\$100.00	\$100.00	<i>With Reservation Form</i>
<i>Advance</i>	\$312.50	\$170.50	\$300.00	<i>October 1, 2010 per financial statement</i>
<i>Balance</i>	\$312.50	\$170.50	\$300.00	<i>March 1, 2011 per financial statement</i>
	\$725.00	\$441.00	\$700.00	<i>Per Person</i>

## SCHOLARSHIPS

Philmont offers scholarships to young people through the generosity of Waite Phillips in the 1960's. The Funds are distributed in two primary methods:

- 1) Funds have been allocated to each council who have units participating in Philmont. If you have young people who need financial assistance, contact your local Scout Service Center about availability of scholarship money. Youth apply to the council and the award amount is credited prior to January 31 of the year attending. A scholarship certification form is submitted to Philmont by the local council at that time.
- 2) Individual units (Boy Scout troop, Varsity team, or Venturing Crew) may apply for a Waite Phillips scholarship. Each crew may apply for one scholarship worth \$362.50 or one half the Philmont fee. Application forms are being sent to advisors and are due back to Philmont by October 15, 2010. This scholarship is to help make it possible for a youth member to participate who might not otherwise be able to take part.

If you have questions about Philmont scholarships, please contact Philmont at [camping@philmontscoutranch.org](mailto:camping@philmontscoutranch.org).

## CONTINGENCY FUND

Groups should have a contingency fund to cover unexpected expenses such as emergency transportation, roadside repairs, equipment failure, or additional luggage fees.

## BUDGET

In establishing the actual fee for each participant, please review the following budget worksheet. It is important to include all expenses.

# BUDGET WORKSHEET

Individual Cost      Total Cost

## PHILMONT FEE

\$725.00 Expedition  
\$700.00 Cavalcade      \$ \_\_\_\_\_

Covers all Philmont meals, tents, cooking gear, program resources, camper's insurance, leader's kits, medical care, chaplain service, use of horses and burros, Philmont patch, Crew Photo etc. All Philmont participants are charged the same fee.

## TRANSPORTATION

Transportation costs to and from Philmont (see pages 11 thru 13). Be sure to check insurance coverage on packs and gear in transit.

\_\_\_\_\_

## MEALS AND LODGING

All meals and lodging en route to and from Philmont. (Use of military bases helps cut down expenses. Air Force and Army liaison officers can help on this.) Include gratuities and occasional "treats" along the way. See page 14.

\_\_\_\_\_

## TRAINING

Meals and other incidental costs for weekend training events.

\_\_\_\_\_

## PROMOTION

Costs for promotion including production of all material, postage, etc., including hats and/or T-shirts.

\_\_\_\_\_

## EQUIPMENT- PURCHASE OR RENTAL

Include purchase or rental of any equipment or supplies required by expedition. Expeditions are required to bring backpacking stoves. (Crews using commercial transportation must ship their stoves/fuel bottles using ground service only to themselves at Philmont prior to their arrival. Additional information will be included with the March mailing of the advisors kit.)

\_\_\_\_\_

## SIDE TRIPS AND TOURS

En route to and from Philmont.

\_\_\_\_\_

## CONTINGENCY

Allowance for any contingency during trip that may require unexpected expenditures. Refund at end of trip if unused.

\_\_\_\_\_

## SUB-TOTAL

\_\_\_\_\_

## PHILMONT SCHOLARSHIP

Information about scholarships available through your local council service center. Deduct if you have a young person who receives financial assistance.

\_\_\_\_\_

**TOTAL**      \$ \_\_\_\_\_      \$ \_\_\_\_\_

## RECOMMENDED PREPARATION PLAN

Unit - (u), Council Contingent (cc)

WHEN	SUGGESTED ACTION	PERSON RESPONSIBLE
<b>WINTER/ SPRING 2010</b>	Conduct critique with a previous year's expedition Advisors (cc)	_____
	Council Philmont Kick-off (cc)	_____
	Determine attendance objective for council and districts (cc)	_____
	Establish schedules for mailings, meeting, promotion (cc, u)	_____
	Confirm two deep leadership per crew with at least one alternate (cc, u)	_____
	Announce details in Council bulletin (cc)	_____
	Share Philmont plans with Camping Committee (cc)	_____
	Share Philmont plans with Unit Committee (u)	_____
	Promote Philmont at Roundtables (cc)	_____
	Collect Reservation Fee Payment from each participant (cc,u)	_____
	Transmit Reservation Fee Payment to Philmont (cc - May 1, u – Jan 31)	_____
<b>SUMMER 2010</b>	Continue recruiting participants if needed. (cc,u)	_____
	Continue Philmont updates in Council Bulletin noting Leadership Participation, Trip Details, Age/Grade Requirements. (cc)	_____
<b>FALL 2010</b>	Collect advance fee payment from each participant (cc, u)	_____
	Transmit advance fee payment to Philmont (due Oct. 1) (cc, u)	_____
	Philmont Committee meets with all selected expedition leaders and reviews plans (cc)	_____
	CONDUCT PHILMONT PARENTS' RALLY (cc, u)	_____
	Sign up 100% of quota (cc)	_____
	Share risk advisory statement with parents (cc, u)	_____
	Arrange transportation and overnight accommodations to and from Philmont (cc, u)	_____
	Make plans for training and the second parent's meeting (cc)	_____
	Receive health and medical forms from Philmont (cc, u)	_____
	Apply for Waite Phillips Scholarship. (due Oct 15) (u)	_____

WHEN	SUGGESTED ACTION	PERSON RESPONSIBLE
DEC 2010/ JAN 2011	Each participant schedule medical exam - review completed medical forms prior to shakedown activities (cc, u)	_____
	Continue updating Philmont news in Council bulletin (cc)	_____
	Begin physical fitness training plan (cc, u)	_____
	Each crew conducts series of training experiences prior to arrival at Philmont (2-3 recommended); start easy and increase difficulty, with several days of camping and hiking with full packs (cc, u)	_____
	Submit Scholarship Certification Form to Philmont by Jan 31 (cc)	_____
MARCH/ APRIL 2011	Transmit final fee payment to Philmont by March 1. (cc, u)	_____
	Receive Advisor's Kit (mid-March) including <i>Treks - Itinerary Guide</i> , <i>Guidebook to Adventure</i> and map from Philmont (cc, u)	_____
	Continue physical fitness training. (cc, u)	_____
	Complete online itinerary selection process with Philmont as soon as possible, and not later than May 1. (Itineraries are booked on a first come, first served basis and many fill-up early. In 2010, 91% of crews received their first or second choice.)	_____
	Share accident and sickness insurance information, risk advisory statement, expedition number, Philmont address and emergency telephone number with parents. (cc, u)	_____
	Submit, or complete online, a tour permit application through council (cc, u)	_____
	Continue physical fitness training. (cc, u)	_____
MAY 2011	Complete details-confirm travel plans in writing (cc, u)	_____
	Return <i>Arrival Plans</i> card (inside cover of <i>2011 Itinerary Guide</i> )	_____
	Prepare and release "Story" to news media (cc, u)	_____
	Continue physical fitness training. (cc, u)	_____
JUNE - JULY - AUGUST 2011	This year's expedition is all set to go! (cc, u)	_____
	<b>Bring to Philmont:</b> completed Philmont Health and Medical Records w/proper signatures and copy of insurance card, first aid/CPR verification, approved tour permit, itinerary confirmation email, <b>completed</b> crew roster <u>and</u> talent release form. (cc, u)	_____
	Evaluate Philmont trek and preparations - prepare for next High Adventure experience (cc, u)	_____
SEP 2011	Follow-up event: Family program to share photos and stories	_____

