

# National Conservation and Leadership Summit

## Administrative Guide



**For staff to the Leadership Summit**

**Revised May 20, 2007**

## **IV. ADMINISTRATION**

### **NATIONAL CONSERVATION AND LEADERSHIP SUMMIT**

The twofold purpose of the 2007 National Conservation and Leadership Summit is to train key management and strike team leaders for the 2008 *ArrowCorps*<sup>5</sup> program and to present the Order of the Arrow's 2008-2012 Strategic Plan to its key lodge, section, and region leadership.

Approximately 800 *ArrowCorps*<sup>5</sup> staff members will be trained and certified in techniques that will prepare them for leadership roles. The training will include project planning, conservation methods, tool usage, logistics, health and safety, and other important topics.

The Order's key leadership will learn how the OA plans to serve and support Scouting, develop leaders of character, promote outdoor adventure, and be an active, honored brotherhood over the next five years. Training sessions, workshops, and discussion groups on how to implement the new five year plan will be a part of the summit program.

### **DATES AND LOCATION**

The 2007 NCLS will begin with dinner on Saturday, July 28 and conclude at 11:00 a.m. on Wednesday, August 1 at Indiana University, Bloomington. Between June 15 and July 15 all council contingents and conservation staff members may select arrival times for Saturday, July 28, through the NCLS Registration Portal at [register.ou-bsa.org](http://register.ou-bsa.org).

### **CANCELLATION AND REFUND POLICY**

For council contingents, the \$100.00 per-person deposit is transferable to a substitute participant within the same council on a one-for-one basis but it is nonrefundable, and may not be applied to the balance due for another person. Participants canceling their reservation after June 30 will forfeit their entire summit fee.

Conservation staff members canceling their reservation after May 31 will forfeit \$100.00 of

their NCLS fee. Staff members canceling after June 30 will forfeit their entire NCLS fee.

### **NATIONAL OA COMMITTEE**

The National Order of the Arrow Committee, led by Chairman Brad Haddock, will host and provide overall guidance and leadership to the 2007 NCLS.

Veteran Arrowmen from around the nation make up the national committee and bring to the NCLS not only extensive Order of the Arrow and Scouting experience, but years of experience in staging and administering national events.

Mike Hoffman of Scottsdale, Arizona has been appointed NCLS chairman. Clyde Mayer, OA Director, will be the NCLS staff adviser.

The following national OA committee members have been appointed to serve as DEPUTY NCLS CHAIRMEN:

#### **Conservation (*ArrowCorps*<sup>5</sup>) Training**

Scott Beckett, Dana Point, California  
E-mail: [scottwbeckett@cox.net](mailto:scottwbeckett@cox.net)

Responsible for training *ArrowCorps*<sup>5</sup> staff in the following disciplines: Logistics and resources, crew management, outdoor curriculum, staff promotion and recruitment, and staff development.

#### **Leadership (2008-2012 Strategic Plan) Training**

Ray Capp, Nashville, Tennessee  
E-mail: [rcapp@conduitcorporation.com](mailto:rcapp@conduitcorporation.com)

Responsible for presenting the Order's 2008-2012 Strategic Plan to its key lodge, section, and region leadership. OA leadership will learn how the OA plans to serve and support Scouting, develop leaders of character, promote outdoor adventure, and be an active, honored brotherhood.

## **NCLS Program**

Clint Takeshta, Dublin, California

E-mail: [ctakeshta@sbcglobal.net](mailto:ctakeshta@sbcglobal.net)

Responsible for events and activities, gatherings, communications, and region operations at the NCLS.

## **NCLS Logistics**

Carey Mignerey, Atlanta, Georgia

E-mail: [mignerey@alumni.virginia.edu](mailto:mignerey@alumni.virginia.edu)

Responsible for NCLS promotion, administrative services, facilities, service corps, registration, and technology.

## **Financial Services**

Glenn Ault, Hacienda Heights, California

E-mail: [gtault@prodigy.net](mailto:gtault@prodigy.net)

Responsible for oversight of daily financial and business operations of the NCLS, including the successful operation of the trading post.

## **TRADING POST ORDERS**

NCLS participants and staff must place trading post orders through the Trading Post Portal on [tradingpost.oa-bsa.org](http://tradingpost.oa-bsa.org) to order merchandise in advance of the NCLS. This will help ensure all mementos desired can be obtained and avoid long lines and possible disappointment in attempting to purchase merchandise at the NCLS. Additional items not found on the portal will also be available for purchase at the NCLS.

Unique NCLS merchandise will be available for ordering by April 1 for those attending and for those unable to attend the NCLS. After placing an order, Scouts and Scouters should print a copy of their order.

All mail orders for those unable to attend the NCLS will be shipped from the NCLS site between July 29 and July 31. All other orders must be picked up on Saturday, July 28 or Sunday, July 29.

## **Summit Clinic**

NCLS participants will have a full-time health care staff available at the summit. A medical

staff with first aid capabilities will be available. The summit clinic will be located at Shoemaker Building and will be open 24 hours each day of the summit.

## **Medical Requirements**

All participants must submit certification of physical fitness on the BSA's official form, Personal Health and Medical Record, Class 3, No. 34412.

Maintenance of good health is of utmost importance, and it is with this objective in mind that the following must be enforced:

- Each youth and adult participant will be required to get a complete medical examination by a physician licensed to practice medicine. Examinations conducted by licensed health care practitioners, other than physicians, will be recognized for BSA purposes in those states where such practitioners may perform physical examinations within their legally prescribed scope of practice.
- The examination must take place no more than twelve months prior to the start of the Summit (July 28, 2007).
- Each youth and adult participant must provide a legible copy of the Personal Health and Medical Record, Class 3, to the council service center for approval by the lodge's contingent leader.
- **Completed medical forms for youth and adults must be kept by the contingent leader. He/she must provide a copy to the Summit registration officer upon check-in of the lodge contingent.** It is strongly advised that the contingent leader keep a copy of the medical forms during the Summit. The copy provided at registration will not be returned.

## Immunizations

Immunization requirements are based on recommendations of the U.S. Public Health Service. Youth and adults must provide proof of immunization for tetanus within ten years (since 1997). In addition, youth participants must provide verification of the following immunizations since birth:

- Diphtheria and pertussis.
- Measles, mumps, and rubella (MMR).
- Trivalent oral polio vaccine (TOPV) – four doses recommended.

## Exception to Immunization

If there is a medical reason why any participant should not comply with the vaccination requirements, submit a written statement to that effect from a physician. The statement must include specific reasons so it can be given full consideration by the Summit health and safety staff.

Many of the activities at the Summit are strenuous and could result in the need for special medical support or consideration. Therefore, it is necessary for the contingent leader and Summit staff to be aware of participants who may require special considerations.

Every effort will be made in advance to provide resources and accommodations for Scouts and Scouters with disabilities of any kind. **Facilities for disabled participants are limited and require advance arrangements.** Please review the material on conditions requiring a medical waiver, below, and make sure to indicate any special needs on the individual's application. The Summit Committee cannot guarantee that last-minute arrangements for special needs can be accomplished.

### **Medical conditions requiring waivers are as follows:**

- Cardiac problems requiring medication.
- Diastolic blood pressure more than 99 mmHg.

- Diabetes mellitus under treatment (with insulin or oral medication).
- Marked obesity.
- Bronchial asthma under treatment any time within the past twenty-four months (acute or severe).
- Sickle-cell anemia, hemophilia, leukemia, severe blood dyscrasias or HIV infection.
- Epileptic seizures having occurred within the past twelve months.
- Psychiatric illness under current treatment.
- Physical disabilities.

In order to plan, prepare and support the participants who have these medical conditions, an individual evaluation of each situation by the Summit health and safety staff and national director is required. There may be instances where adequate medical care at the Summit site is impossible. Under such circumstances, a waiver may be denied.

**Any person with a severe physical disability or one of the nine conditions listed above must have prior approval through the director.** Address requests to the National Director, Order of the Arrow, Boy Scouts of America, 1325 West Walnut Hill Lane, P.O. Box 152079, Irving, TX 75015-2079. Please include, (1) a statement of request by the adult, or by the parents or guardian of a youth member under age 21; and (2) a letter of concurrence from the individual's physician with his address and telephone number included. The physician's statement must include any limitations on the type of physical activity and list any required medical attention. **A copy of the participant's Personal Health and Medical Record, Class 3, No. 34412, should accompany the waiver request.**

THOSE ARRIVING AT THE SUMMIT WITH ANY OF THESE CONDITIONS WITHOUT PREVIOUS CLEARANCE MAY BE REFUSED ADMITTANCE AND SENT HOME AT THEIR OWN EXPENSE.

## **LEADERSHIP POLICY FOR ALL ORDER OF THE ARROW TRIPS AND OUTINGS**

It is the policy of the Boy Scouts of America that trips and outings may never be led by only one adult. **Two registered adult leaders or one registered adult leader and a parent of a participant, one of whom must be twenty-one (21) years of age or older, are required for all trips and outings.**

It is the responsibility of the council/lodge to ensure that sufficient qualified adult leadership is provided for all local, section, region, and national Order of the Arrow outings, conclaves, training events, and conferences.

The interpretation of "adult" leadership and "adult" membership, as opposed to youth membership, in the Order of the Arrow continues to be one determined by age, not BSA registration. An individual who is twenty-one (21) years of age or older holds adult membership in the Order of the Arrow while an individual under the age of twenty-one (21) holds youth membership, regardless of what type of BSA registration is held.

A member of the Order, between age 18 and 21, who is registered as an assistant Scoutmaster or Venturer may fulfill the leadership requirements as one of the adult leaders for an Order of the Arrow trip or outing although they hold youth membership in the Order of the Arrow.

Contingents that do not meet the minimum of two adult leaders requirement as set forth by the Boy Scouts of America will not be authorized to participate in the Summit.

**Adult female leaders will be provided housing in facilities separate from their contingent.**

## **REGISTERED PARTICIPANTS ONLY**

**Only those persons officially registered with a council contingent or serving as approved Summit staff will be allowed to participate in the Summit.**

## **INSURANCE**

Accident and sickness insurance is provided to all those attending the 2007 NCLS. The cost of this insurance is included as part of the national NCLS fee.

Coverage for registered members of the BSA will be effective during travel from their homes to the NCLS sites, from the NCLS site back home, and during their stay at the Summit.

### **Benefits for Accidental Death, Dismemberment, Loss of Sight and for Paralysis**

When injuries result in loss of life or any of the other specific losses listed below within one year from the date of the accident and from loss which is independent of sickness, the company will pay for loss of:

Specific Injury	\$2,500 - 20,000
Accidental Death	\$10,000

### **Benefits for Medical Expenses, Dental Treatment and Ambulance Services**

#### **Medical Expense Benefits**

For each injury or sickness, benefits are payable for medical or surgical treatment, prescription drugs, hospitalization, or the exclusive services of a private duty nurse (RN or LPN), which begin within 60 days from the date of the accident. Benefits will be paid for service or treatment performed and supplies furnished within 52 weeks of the date of the covered accident (subject to the Primary Excess provision) up to the usual, reasonable charges normally made within the geographic area where the treatment is performed.

Accidental Medical Expense Benefits:  
up to \$15,000

#### **Specified Injury Benefits**

Injury maximum of up to \$35,000 will be paid for medically necessary treatment due to the following specified injuries: (a) loss of sight in both eyes, (b) dismemberment, (c) paralysis, (d) irreversible coma, (e) entire loss of speech or (f) loss of hearing in both ears.

### **Dental Treatment Benefits**

Pays for dental injuries, up to a total of \$5,000 for treatment and/or replacement of sound, natural teeth. If, within the 52-week period following the date of the accident, the insured's attending dentist certifies that dental treatment and/or replacement must be deferred beyond such 52-week period, the insurance will pay the estimated cost of such treatment; however, benefits shall not exceed a total of \$5,000. This benefit shall be in addition to any other benefit payable under the terms of this plan.

### **Ambulance Service Benefits**

Pays up to \$6,000 for professional ambulance service for surface transportation to a hospital. These benefits shall be in addition to any other benefits payable under the terms of this plan. Pays up to \$6,000 for air ambulance when, in the judgment of the duly authorized medical authority or the senior representative of the camp or activity, such service is needed to facilitate treatment of injuries and no other ambulance service is available.

### **Primary Excess Provision**

When surgical treatment or hospital care is involved, benefits in excess of the first \$300 will be payable only for the covered expenses which are not recoverable under any other insurance policy or service contract. If no other collectible insurance is available, this primary excess provision will not apply. Parents and leaders are advised to comply with the reporting requirements of any personal health-insurance coverage available; national Summit coverage does not provide benefits for late-reporting exclusions.

### **52 Weeks Provision**

Benefits for medical expenses, dental treatment, and ambulance services are payable only for services or treatment performed or supplies furnished within 52 weeks to the date of the covered accident. Treatment must begin within 60 days of the date of the accident.

### **Weekly Disability Indemnity Benefits**

All registered adult leaders 21 years of age or older are eligible for this benefit.

When covered injuries result in Total Disability beginning within seven (7) days after the date of an accident, benefits will be paid for one day or more during such Total Disability at the rate of \$200 for each full week, not to exceed 52 weeks for any one accident. Benefits begin on the date of first medical treatment during Total Disability.

(Total Disability means that period of time during which you receive medical treatment, are wholly and continuously disabled and are completely unable to engage in your occupation.)

### **Exclusions**

This policy does not cover (a) the cost of medical or surgical treatment or nursing service rendered by any person employed or retained by the Boy Scouts of America or Learning for Life; (b) suicide or any attempted suicide; (c) intentionally self-inflicted injuries; (d) treatment by persons living with, related to or employed by the insured; (e) eye refractions, replacement of eye-glasses or contact lenses or hearing aids, or the fitting thereof; (f) war; or any act of war; (g) dental treatment or dental X-rays, except for injuries to sound, natural teeth.

Benefits are not payable for any injuries covered under workers' compensation or employer's liability laws.

### **Claims**

As in the case of all insurance policies, prompt notice of any loss insured against is necessary. Failure to comply with this requirement may cause annoyance, embarrassment and, under certain circumstances, denial of coverage by the insurance company. Claims should be promptly reported to the director, Order of the Arrow. For claims made after the Summit, Health Special Risk, Inc. Jean Craig at 866-726-8870.

## **EMERGENCY PROCEDURES ENROUTE**

In case of serious injury or illness enroute to or from the 2007 National Conservation and Leadership Summit:

DO THESE THINGS IMMEDIATELY:

1. Take care of injured or sick person(s).
2. Make sure all other personnel are safe.
3. If necessary, get local emergency help.
  - a. Dial "0" or "911."
  - b. Inform local law enforcement officers in the event of an accident.

After taking these steps, gather the information indicated in steps 4 and 5 below. Before you leave home, compile information on telephone numbers, tour permit number, etc.

4. Notify your local BSA council by telephone. (The council should notify the parents or spouse of the injured participant as soon as possible.)

Daytime office number:

(     )

Emergency night or weekend:

(     )

Alternative night or weekend:

(     )

5. Be prepared to provide the following information:
  - a. Contingent housing location:
  - b. Your name and NCLS position:
  - c. Local/National Tour Permit No.
  - d. Location of accident (nearest town, highway, etc.)
  - e. Hospital name and location:

f. Name(s) of those ill or injured:

g. Nature of illness or injuries:

h. Action taken – location of ill or injured and current condition:

i. Name of physician and phone number:

j. Phone number where a responsible leader in your group can be reached:

k. Local law enforcement officers involved and the name of officer in charge:

## **Responses to News Queries**

Most accidents immediately become public knowledge over police, fire, or emergency radio circuits and you may receive inquiries from news reporters. Respond factually, truthfully, and promptly. Be as helpful as possible; stick to the facts. Avoid making accusations, claims, charges, or speculations on how the accident happened.

## **ARRIVAL AND DEPARTURE PROCEDURES**

### **Check-In**

1. When your contingent arrives at the Summit, at its assigned time, the contingent leader should report to the registration area at the McNutt Resident Hall. The lodge chief or his representative should also report to register the lodge contingent for the week's activities and receive important information. **ONLY THESE TWO INDIVIDUALS SHOULD ENTER THE REGISTRATION AREA UNLESS OTHERWISE INSTRUCTED.**

The contingent leader should have all medical forms, copies of registration materials, a list of contingent participants, and completed Participant and Staff Hold Harmless Agreements for each person.

**EXPRESS SERVICE CHECK-IN:** The 2007 NCLS registration, housing, and training teams will operate an EXPRESS SERVICE CHECK-IN station at McNutt Residence Hall on Saturday, July 28 with the goal of completely processing within 15 minutes all lodge contingents meeting the following criteria:

- a. All Summit fees were paid to the national Order of the Arrow office by the May 31 DEADLINE with no on-site changes necessary.
- b. A complete HOUSING ROSTER was faxed to the Summit Housing Office (address and phone number listed on the Summit Lodge roster and room assignment form) with no on-site changes necessary. (This form will be available on the [register.oa-bsa.org](http://register.oa-bsa.org) web site by June 30.)
- c. A key deposit of \$50.00 is made during Express Service Check-in for the lodge contingent.
- d. All Individual Registration Information was entered in the on-line registration system by the May 31 DEADLINE with no on-site training changes necessary.

A large poster listing the eligible express service lodges will be posted at the entrance of the McNutt Residence Hall registration area.

2. After receiving a resident hall assignment, each lodge contingent should proceed to their region's orientation area and then to their assigned resident hall.
3. After unloading vehicles and trailers at their assigned resident hall, lodge contingents should park vehicles in assigned long-term parking areas.

### **Departure**

1. All linens are to be stripped from beds, towels and wash cloths collected and deposited as instructed.
2. All rooms are to be inspected, certified clean by the lodge leadership. **(All items brought into the room by an NCLS par-**

**icipant must be removed upon departing.)**

3. The contingent leader collects and turns in all room keys and other materials as instructed.
4. Complete other check-out procedures as may be instructed.

All lodge contingents must depart on Wednesday, August 1 by 10:00 a.m. Meals are "on your own" after breakfast on Wednesday, August 1.

**PLEASE NOTE: ALL SUMMIT PARTICIPANTS AND STAFF WILL CHECK IN AT McNUTT Residence Hall as noted above. There will be no exceptions.**

### **KEEP THE UNIVERSITY GROUNDS CLEAN**

One of the challenges in connection with an event the size of the Summit is maintenance of orderly and neat conditions in heavily used areas. The cooperation of all participants is requested to see that all trash is deposited in the containers provided. Constant leadership in this regard will be helpful in preventing a major problem. Make it a practice and a tradition -- no one passes by trash -- pick it up and put it in the proper container. SCOUTS LEAVE AN AREA BETTER THAN THE WAY THEY FOUND IT!

### **POLICY ON SMOKING, ALCOHOL AND DRUGS**

Whenever a member of the Boy Scouts of America appears before the public, especially in uniform, that member is literally on parade before the people of America. This is especially true of the thousands that will be traveling to the Summit, participate in the week's events, and then depart for home. All of us must make sure that the conduct of every single participant is above reproach. This places a great responsibility on each of us.

The policy is while in uniform, Scouts and leaders will not smoke on occasions when, by doing so, they would subject the Boy Scouts of America to adverse criticism by the public.



The use of alcoholic beverages, non-prescribed drugs, or controlled substances will not be permitted at the Summit and will result in immediate dismissal from the Summit.

### **CHILD ABUSE**

As a Summit leader, you will find yourself among thousands of youth and adults you may never see again. Unfortunately, as hard as we try to select only the very finest leaders, child molesters occasionally manage to slip through. As a leader, you are in a critical position to help safeguard our youth.

Abuse of children falls into many forms. There can be physical, mental, sexual, and even verbal abuse. It can happen within or outside the child's home. Abuse can come from a variety of sources within Scouting, including abuse by other youth, by Summit leaders, and, even by parents themselves.

It is important to point out that most youth, most leaders, most merit badge counselors, and most parents don't abuse the children with whom they come in contact. It is a rarity in Scouting.

Child abuse is difficult to spot, and therefore hard to do anything about. But, as a Summit

leader, there are things you can do. It is your responsibility as a leader to believe any youth who tells you of sexual molestation or abuse of any kind. They will only tell you this if they feel that they have your trust, and you must respect that trust. They will have come to you, possibly because no one else is willing to listen and believe them.

If the suspected abuse occurred during Summit-related activities, you must report the case to the OA director. If abuse is reported to you, but it did not occur during Summit-related activities, you still have an obligation to report it to the OA director. Child abuse is against the law. Child abuse will not be tolerated in the Boy Scouts of America or the Order of the Arrow.

### **YOUTH PROTECTION TRAINING**

All Arrowmen 18 years of age and older attending the 2007 National Conservation and Leadership Summit must complete the Boy Scouts of America one-and-a-half hour "Youth Protection Guidelines: for Volunteer Leaders and Parents" training course. The training must be completed prior to arriving on the Indiana University campus.

## **V. GENERAL INFORMATION**

### **TOUR PERMIT**

An application for a tour permit (national tour permit if the Summit is more than 500 miles from your home area, or a local tour permit if it is less than 500 miles) must be submitted to your local council service center for approval at least two months before your departure. An excellent guide and checklist for organization and administration of your travel and tour can be found in Tours and Expeditions, No. 3734.

### **YOUR TRIP TO AND FROM THE SUMMIT**

There are many things to consider as you plan a trip to the Summit in Bloomington. It is much more than getting on a train or bus, sitting still for a matter of hours or days, and then getting

off at your destination. You have a group of healthy, red-blooded, active American youth whose ability to sit still can be measured in seconds, unless they are absorbed in an interesting activity. What are you going to do for them?

To come up with an answer, think about the overall objective of the Summit. We bring youth together from all parts of the nation. In the act of traveling to the Summit, we have an excellent opportunity to allow our youth to see a part of our nation he perhaps has never seen, to visit places and experience things he has never before had the opportunity to experience. Make the most of this opportunity.

It would be helpful for you to know something of the lore of your route. Many state visitors' centers have guides that list points of interest along the way. Using such an outline, develop a story of people, events, and locations of significance in the expansion of America. Make it available to your youth leaders so that they may, in turn, tell the story to their members as they see the land for themselves. This will greatly facilitate telling the Summit story to others when they return home.

### **Record the Trip**

This trip calls for a scribe to put into a log the events of the trip. A reporter should be named to assist the scribe in the accumulation of data for the log. Select a photographer to keep a photo log of your adventures.

### **VEHICLE INSURANCE**

All vehicles used for Scouting or Learning for Life programs must be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. It is recommended, however, that coverage limits are at least \$100,000 combined single unit. Any vehicle designated to carry ten or more passengers is required to have liability limits of \$500,000. In the case of rented vehicles the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle.

### **VEHICLE DRIVERS**

All drivers must have a current valid driver's license and be at least 18 years of age. A driver, 16 years of age may drive provided the following qualifications are met: (1) Six months' driving experience as a licensed driver (time on a learner's permit or equivalent is not to be counted); (2) no record of accidents or moving violations; (3) parental permission has been granted to contingent leader, driver, and riders; (4) a 21-year-old licensed driver must be a passenger in the vehicle.

Driving is limited to a maximum of ten hours per day and must be interrupted by frequent

rest, food, and recreation stops. If there is only one driver, the driving time should be reduced and stops made more frequently.

Seat belts must be provided in any vehicle used, and they must be worn by all passengers and the driver. Exception: A school or commercial bus. Passengers will ride only in the cab if trucks are used.

### **UTILIZATION OF TIME WHILE TRAVELING**

When tours involve long-distance travel, plan for a full occupation of time. Such planning could include certain types of crafts, quiet games, songs, and window observation. All contribute to the unification of the group.

Whatever the activity, keep in mind your goals as a leader, seeking a controlled group that will have an outstanding experience in seeing America; and second, the desires of the participants who are off on a great adventure packed with fun and excitement. Somehow, these two points of view must become one, so that both you and the group have an enjoyable and valuable experience.

### **TRAVEL MANNERS**

Whether in uniform or not, Scouts and leaders know they are expected to live by the Scout Oath and Law they have voluntarily accepted.

In traveling to or from the Summit, however, they should be in uniform and easily identified by all who see them. This places a heavier responsibility on their shoulders, because they represent not only themselves, but all members of the Boy Scouts of America.

A careless act can easily result in critical comment or unwarranted accusation against the entire movement. All leaders must be constantly aware of this. Proper training and supervision will help significantly to reduce acts of discourtesy, carelessness, forgetfulness, or willful lawlessness to a minimum.

As we visit in homes, towns, parks, stores, and resorts, let's remember...our manners are showing. Respect for property should govern

our visit to a curio or novelty shop as well as to parks, national monuments, and resorts.

Pride in membership, loyalty to the ideals of Scouting, and the will to be a good citizen are our strongest allies in meeting this challenge. Leaders must assume the responsibility to reflect and interpret this vital concept of good manners.

### **BE READY FOR CROWDS**

There is one point in which the leadership must be completely realistic. There will be large crowds involved in many sight-seeing experiences. Keep your contingent together on such occasions and use the "buddy system." A well-organized group will ensure a minimum of confusion and a maximum of safety in loading and unloading vehicles. The importance of keeping arms and heads inside any travel vehicles must be stressed. Everyone must remain seated while a bus is in motion to avoid possible falls during starts and stops.

### **GOOD EXPERIENCE MEANS GOOD PREPARATION**

The contingent leaders must be so well informed in advance that they can tell about the sight-seeing trip or have arranged in advance for local leaders to tell the story. This requires planning and proper timing. Adequate prior planning and coordination will help avoid tiresome line-ups and a rather impersonal and inadequate view of a significant site. Keep in mind that "kids are kids" and many times the attractions of a bottle of pop or an ice cream cone will prove superior to some hallowed historical sight unless there is good group control and proper orientation.

### **TRAVEL RESPONSIBILITIES**

The contingent leader has overall responsibility for the contingent and is the one who determines policy. He may have an assistant in charge of physical arrangements who is also responsible for coordinating funds; determining start times, mileage to be covered, and time requirements; and arranging for first aid needs, meals, etc., during travel.

In handling funds, use travelers' checks for insurance against loss. Between travelers' checks and minimum amounts of cash, the contingent's needs can be met while enroute. Do not use personal checks because of difficulty encountered in cashing them. When you plan to stop at a restaurant enroute, it would be best to make advance reservations.

The assistant leader could also be responsible for gathering general information about any side trips.

### **IN CASE OF EMERGENCY**

Read "Emergency Procedures Enroute" in the administration section of this guide for appropriate action to be taken in case medical treatment or hospitalization is needed, including notification of parents, the local council, and the National Council, through the contingent leader.

### **IU EMERGENCY PHONE NUMBERS**

The emergency phone number for parents to reach you while you are at Indiana University (July 28 - Aug. 1) are:

(Summit Headquarters)  
812-855-4661

(Campus Operations/24 hours per day)  
812-855-4848

These numbers are to be used for emergencies ONLY! Anyone that may have to use the emergency phone number should be ready to give their name, lodge number, and council headquarters city for rapid identification.

### **IF SEPARATED FROM THE UNIT**

Each member of the contingent must know and understand these rules:

- Stay with your buddy.
- Stay near the point of separation.
- Phone the tour party at the next scheduled stop.
- Request police or ranger assistance.

- If necessary, check with the nearest local BSA council.

**EACH PERSON IS TO HAVE A COPY OF THE ITINERARY OF THE CONTINGENT.**

**Buddies and Credentials**

- All youth are to be paired off as buddies. This will prove advantageous in case of separation from the main group.
- Care must be exercised that every youth carries credentials identifying him as a member of the contingent along with his personal identification that includes name,

address, and telephone number of parents; religious faith; whom to notify in case of emergency; council; and headquarters city.

- Every youth must have pocket money for emergency use and the cell phone number of the contingent leader or assistant leader.

**FILE A TOUR PERMIT**

**By May 31, 2007**

**VI. SERVICES AND FACILITIES**

**RELIGIOUS OBSERVANCE**

Religious observance and services for Scouts and Scouters of all faiths will be coordinated by the Events and Activities Committee. A schedule of services will be available at check-in upon arrival at the university.

The contingent leader should plan on meeting the religious needs of contingent members that may be required prior to those available at the Summit.

**POSTAL SERVICE**

Inasmuch as the Summit will last less than one week, participants **should not** encourage those back home to send mail to the university. However, should the need arise the NCLS mailing address is:

(Your Name)  
National Order of the Arrow  
Conservation & Leadership Summit  
1101 North Fee Land  
Bloomington, IN 47406

**ADVANCE SHIPMENTS OF EXHIBITS AND EQUIPMENT**

Lodges desiring to ship exhibits, materials and/or equipment to the Summit site may do so by addressing all packages as follows:

**SHIP TO ARRIVE AFTER JULY 1**

Once you arrive on campus, check with the Summit Support Services office, in the McNutt Residence Hall, for instructions on picking up your shipment.

**TRADING POST**

The Summit trading post will be operating in the Indiana University McNutt Lounge, a convenient location on campus. It will offer a full compliment of Order of the Arrow and Summit merchandise.

Summit participants are encouraged to utilize the Summit pre-order form to order merchandise in advance of the Summit. This will help ensure all mementos desired can be obtained as well as avoid long lines and possible disappointment in attempting to purchase merchandise at the Summit.

**TRADING POST PRE-ORDER PICKUP**

All trading post pre-orders must be picked up by 5:00 p.m. on Sunday, July 29.

**TRAVELER'S CHECKS AND CREDIT CARDS**

It is recommended that everyone carry Summit money in travelers' checks. The trading post will accept travelers' checks, and MasterCard,

Visa, American Express and Discover credit cards.

### **ROOM KEYS**

Each Summit participant will be responsible for safeguarding their room key. All lodge contin-

gents will be charged a \$50.00 key deposit when the lodge registers at the McNutt Residence Hall on Saturday, which will be refunded to the contingent leader when all keys have been returned on Wednesday, August 1st.

## **VII. UNIFORMS AND EQUIPMENT**

### **SCOUT UNIFORM**

#### **Arrowmen and Adult Leaders**

Official NCLS uniform:

- Scout shorts or trousers
- Scout shirt, short-sleeve casual
- Scout khaki web or leather belt
- Scout socks
- Scout visored cap (mesh) or Summit cap
- Order of the Arrow sash

#### **Activities Uniform**

The activities uniform for youth and leaders is a NCLS T-shirt, Scout shorts, Scout socks, and Scout or Summit visored cap.

Participants attending seminars, shows and training sessions will be expected to be in full Scout uniform. The activity uniform is for use in recreational events only. (Contingent leaders are expected to set the example.)

#### **Travel Uniform**

While aboard planes, trains, buses, or automobiles enroute, youth and leaders should wear the official Scout uniform.

#### **Recommended Personal Equipment**

- Beach towel (Towels are not to be taken from residence halls)
- Personal water bottle
- Medications
- Emergency phone numbers (including work and cell phone numbers)

- Toothbrush
- Toothpaste
- Deodorant
- Underwear
- Sun glasses
- Shaving kit
- Alarm clock
- IU will provide 2 sheets, a blanket, pillow, and 2 towels

#### **Required Contingent Equipment**

- 3 Contingent rosters
  - 1 For contingent leader, with name, address and emergency contact phone number of each participant
  - 1 For turn-in to Summit registration
  - 1 Just in case

**REMEMBER! All participants must have a completed (signed) class 3 medical form to turn into the NCLS registration office.**

For IU and Bloomington information, please visit:

[www.iub.edu](http://www.iub.edu)

Bloomington/Monroe County website:

[www.visitbloomington.com](http://www.visitbloomington.com)

The website for the Hoosier National Forest

[www.fs.fed.us/r9/hoosier](http://www.fs.fed.us/r9/hoosier)

**ORDER OF THE ARROW NATIONAL CONSERVATION AND LEADERSHIP SUMMIT**

**PARTICIPANT AND STAFF HOLD HARMLESS AGREEMENT**

**All Participants And Staff Members Must Complete All Of Part I (GENERAL) And Part II (SIGNATURES) Below.**

**Please Read Carefully Before Signing. All Requested Information Must Be Provided. The Original of This Form Must Be Submitted At On-Site Registration For Each Participant And Staff Member.**

**PART I: GENERAL:**

I, \_\_\_\_\_ (print name), in consideration of being permitted to participate in the activities and events of the Order of the Arrow National Conservation and Leadership Summit (“NCLS”) to be held at Indiana University between July 28 and August 1, 2007, hereby agree to indemnify and hold harmless the Boy Scouts of America, Inc. (“BSA”) and Order of the Arrow (“OA”), their directors, officers, employees, agents, contractors who have required the BSA or the OA to indemnify them, instructors, and volunteers including, but not limited to, those persons designated as staff members for the NCLS (the “Indemnified Parties”) from any claim, cause of action, damages of any type or kind, expenses or costs (including attorney’s fees and costs of investigation) arising directly or indirectly from my participation in said NCLS (including my travel, transportation and activities to and from the NCLS) no matter whether any injury, death or damages sustained by me (or my heirs) were caused in whole or in part by any ordinary or gross negligence, misfeasance or malfeasance of any of the Indemnified Parties. I further understand and agree that my participation in NCLS involves certain hazards which could result in my sustaining personal injury, death or other damages and hereby agree and affirm that I have assumed all the risks of my participation.

For value received, I hereby consent to the use of my (or my daughter’s or son’s if participant is under 18) name, voice and /or pictures by the Boy Scouts of America, and/or any movie, news, or broadcasting companies or their licensees for broadcasting, direct exhibition, publication, website and subsidiary purposes. Such uses will not be made which would constitute a direct endorsement by said participant or adult of any product or service.

I agree to comply with the NCLS Code of Conduct.

**PART II: SIGNATURES**

Signature of Participant \_\_\_\_\_

Signature of Parent/Guardian  
(if Participant/Staff Member is under 18 years of age) \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_ M\_\_\_ or F\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country (if not USA) \_\_\_\_\_

**CONTINGENT LEADERS ARE ADVISED TO KEEP A COPY OF THE SIGNED AND COMPLETED FORM FOR THEIR RECORDS.**

## **ORDER OF THE ARROW NATIONAL CONSERVATION AND LEADERSHIP SUMMIT**

### **CODE OF CONDUCT**

The general welfare of any group depends on the conduct of each individual member. This ensures the success of our Summit and provides the maximum benefit to every participant. As an Arrowman, I understand this and support the reasonable demands of conduct expected of me.

#### **As a member of the Order of the Arrow, I will:**

- Observe the Scout Oath or Promise, the Scout Law and the Order of the Arrow Obligation.
- Summit participants attending seminars, shows, and training sessions will be expected to be in full Scout uniform. The activity uniform is for use during recreational events only.
- Attend all planned training and general sessions.
- Confine trading and swapping to free periods and designated areas.
- Be personally responsible for breakage, damage, or loss of property.
- Observe quiet hours and lights out from 12:00 midnight to 7:00 a.m.
- Keep my quarters clean and orderly and dispose of trash in proper receptacle.
- Not change my officially assigned room without permission from Summit headquarters. The reason: emergency phone calls, for example, could not be delivered if room changes were unofficial.
- Allow no unregistered person to occupy my resident hall room.
- Wear suitable covering in the resident hall when going down the corridors. I will also wear suitable covering while swimming or participating in any Summit program.
- Observe all rules regarding the use of the swimming pools and other athletic facilities.
- Understand that the purchase, possession, or consumption of alcoholic beverages or illicit drugs at the Summit will not be permitted and will result in immediate dismissal from the Summit. This standard shall apply to all youth and adult participants. Compliance with state law and university regulations will apply at all times.
- Comply with federal, state and city laws and university regulations, including those which prohibit the use of fireworks, firearms, and gambling. Infraction of these laws and regulations will be cause for immediate dismissal from the Summit.
- Not be authorized to sell items at the Summit. I understand that the official trading post is the only source for purchasing items at the Summit.
- At all times, be the considerate guest of a considerate host university.
- Follow the Boy Scouts of America's policy on smoking and observe all university NO-SMOKING restrictions.

**ACKNOWLEDGMENT**

Received From:

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Name

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Address

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Telephone Number	Fax Number	E-mail
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This letter will acknowledge that I volunteer my time and talents to the National Order of the Arrow, Boy Scouts of America. In my role as a volunteer with the \_\_\_\_\_ committee, I may have created certain intellectual property whether it is in the form of computer programs, photographs, written materials, video/digital materials, or any other type of intellectual property. I hereby release any claim that I may have in and to said property and assign all my rights and interest in such intellectual property to the National Order of the Arrow, including any copyright, or other claim that I may have to said intellectual property. I further understand that the OA shall hereafter have and retain exclusive and absolute ownership of said intellectual property and shall have the right to use same at the OA's sole discretion.

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Volunteer's Printed Name

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Volunteer's Signature

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Date



