

Welcome to NYLT!

Thank you for choosing to attend the 2025 National Youth Leadership Training course. The staff will be working very hard to prepare an exciting, fun filled week—a week packed with great information on advanced leadership skills to help you lead your unit.

This packet includes the following information that should answer many questions you might have:

- Important Course Information**
- Personal Equipment Checklist**

The last pages of the packet include forms that must be completed, signed, and returned to the Three Harbors Council office. These forms include:

- Course Code of Conduct**
- Routine Drug Administration Record**
- Course Electronics Policy**
- Trading Post Order Form**
- Personal Resource Questionnaire & Unit Description Sheet**
- Scouting America Annual Health and Medical Record** (dated on or after June 21, 2024)

If you have any questions, please feel free to contact us. We look forward to seeing you in June for an exciting week of learning and practicing the skills you can use to effectively lead your unit!

Sincerely,

Mrs. Mojo

Course Director

262-7051521

ThreeHarborsNYLT@gmail.com

William Steingraeber

Youth Course Lead

414-698-6443

will.s0928@gmail.com



2025 National Youth Leadership Training

Important Course Information

Course Staff

The 2025 Three Harbors Council NYLT staff members were picked for their excellent leadership skills and teaching ability. The youth staff members model a typical unit leadership structure, including a Course Leader and Assistant Course Leaders, Quartermasters, and Scribes. Youth staff members work closely with adult staff members to ensure a quality program conducted in a safe atmosphere. The following senior leadership staff members have been chosen for the course:

Billie Mojonnier	Red Arrow District	Course Director
*William Steingraeber	Aurora District	Youth Course Lead
Kayla Mulchay	Aurora District	Scoutmaster – Girls Troop
*Madilynn Puetz	Red Arrow District	SPL - Girls Troop
Tyler Gerds	Southern Shores District	Scoutmaster – Boys Troop
*Jacob Rezurek	Southern Shores District	SPL - Boys Troop
Jake Schroeder	Red Arrow District	Assistant Course Director – Service
Brian Schroeder	Red Arrow District	Assistant Course Director – Service
*Triston Zachow	Aurora District	Assistant Youth Course Lead - Service
Matthew Koronka	Aurora District	Assistant Course Director - Media
Jon Nelson	Aurora District	Assistant Course Director - Media
Justin Mulchay	Aurora District	Assistant Course Director - Program
Austin Boley	Red Arrow District	Health Officer / Admin
*Piper Daher	Red Arrow District	Assistant Youth Course Lead - Program
Melissa Schroeder	Red Arrow District	Assistant Course Director – Commissary
Rick Smith	Red Arrow District	Assistant Course Director – Commissary

Important Course Dates and Locations

The following dates have been established for the 2025 NYLT Course:

Sunday, May 18, 2025	6:00 – 8:00 p.m.	Pre-Course Meeting	Milwaukee Scout Service Center PieperPower Learning Center 330 South 84th Street Milwaukee, WI 53214
Saturday, June 14 - Thursday, June 19, 2025		NYLT Course	Camp Oh-Da-Ko-Ta 3363 Dyer Lake Road Burlington, WI 53105

Pre-Course Meeting

The meeting is geared towards participants, their parents, unit leaders, and will include a lot of information from the Leadership Team about the Course in June. **Participants MUST ATTEND the Pre-Course meeting. Participants must also wear their field uniforms and bring with them all forms that have not yet been turned in.** Photos for ID badges will be taken at the Pre-Course Meeting.

NYLT Course

Participants should plan to arrive at camp no earlier than 11:45 a.m. and no later than 12:00 p.m. on Saturday, June 14. Lunch will not be provided. **The course concludes on Thursday, June 19 with a special presentation for the families and Scoutmasters / Advisors of participants. Participation in this event is \$5. Please plan to arrive around 3:15 p.m. if you'd like to watch the closing skits, and by 4:30 p.m. for our course feast. The course ends officially at 6:30 p.m. and Scouts will be ready to be picked up for departure.**

Other Helpful Information

Medication Policy

All medications, including over-the-counter medications, will be administered by a Health Officer. It is important for everyone to understand that sharing any medication by any participant with another participant or staff member is expressly prohibited. Failure to follow this policy will result in disciplinary action up to and including dismissal from the course.

Participants who need to take prescription medications during NYLT will need a completed (and signed) Routine Drug Administration Record. If a participant needs to carry emergency prescriptions such as inhalers, EpiPens, and heart medication, please mark the "Emergency Medication" section on the Routine Drug Administration Record. Participants who may need over-the-counter medications should make sure the Over-the-Counter Medication section is completed and signed.

Uniform Options

NYLT requires the full Scout or Venturing field uniform. This means that Scouts need to wear the official uniform shirt, shorts (or pants), belt, and socks. The Course Leadership Team understands that many units only require the uniform shirt for outings and meetings, and that many Scouts and Venturers do not have Scout/Venturing shorts, pants, socks, or belts. If purchasing these items may be difficult for certain families, options are available for rental or replica uniform parts. Please contact the Course Director for more information. **Participants without a full field uniform will not be allowed to check in on the first day of the Course.**

Emergency Contact Information

In case you need to contact your Scout or Venturer while he or she is at NYLT, please use the following contact information. We will relay messages as quickly as possible. (**NOTE:** These numbers are for EMERGENCY contact only.)

Billie Mojonier

262-705-1521

Course Director

Melissa Schroeder

414-292-6339

Assistant Course Director

2025 National Youth Leadership Training

Personal Equipment Checklist

CLOTHING

- Face mask/covering (multiple)
- Uniform shirt (short sleeve preferred)
- Uniform shorts/pants (2 pairs minimum)
(Minimum 6" inseam)
- Uniform Socks (3 pairs minimum)
- Scout/Venturing Belt and buckle
- Hiking Boots
- Extra Scouting America or Plain white t-shirts (2-3)
- Underwear (5 pairs minimum)
- Fleece/Sweatshirt/Lightweight Jacket
(If printed, must be Scout appropriate)
- Work Gloves*
- Raingear
- Swimsuit (One-piece for females, shorts for males)
- Sleepwear
- Shower shoes*

SLEEPING GEAR

- Sleeping Bag
- Sleeping Pad
- Pillow
- Blanket*
- Tent (for week-long use)

EATING GEAR

- Utensils - Knife/Fork/Spoon
- Plastic Plate, Bowl & Cup

CAMPING/HIKING GEAR

- Backpack / Duffel Bag
- Matches in waterproof case*
- Flashlight or Head-lamp
- Ground Cloth or Tarp
- One or Two-Person Tent

TOILETRIES

- Toothbrush, Toothpaste
- Soap (in container)
- Shampoo
- Comb/Brush
- Deodorant/Antiperspirant
- Bath Towels (2)
- Washcloths (2)
- Sunscreen, insect repellent, lip balm, etc.
(No Aerosols)

MISCELLANEOUS

- Personal First Aid Kit*
- Folding Chair w/back*
- Pocket Knife or Multi-Tool*
- Pens (3)
- Watch (Non-electronic)*
- Sewing Kit*
- Safety Pins (6)*
- Extra Flashlight bulb and batteries
- Large Trash Bags (2) (for dirty/wet gear)
- Small backpack/school bag for day-to-day use

PROHIBITED

- Electronics (games, iPod/MP3, cell phones)
- Food, snacks, soda
- Open-toed Shoes
- Tobacco / Drugs / Alcohol / Fireworks
- Clothing with inappropriate images or messages, doo-rags
- Pornography, fireworks, pets
- Sheath knives

*Optional items

NOTE: All uniform parts (first four items on list) must either be Scouting America issue with official insignia properly placed, or a close replica except when Activity shirts are allowed. Uniform issues should be discussed with the Course Director. Please make every effort to acquire or borrow a lightweight tent.

2025 National Youth Leadership Training

Course Code of Conduct

NYLT is a positive, safe, and enriching environment for all participants; thus the following code of conduct has been developed to offer the opportunity for leadership growth for all.

I agree to adhere to the following established rules:

- I will follow the Scout Law, Scout/Venturing Oath, and Outdoor Code. I will remember that these are the basis for all of the following rules and should be the guide for all of my actions.
- NYLT is a *Special Place*. Bullying, hazing, abusive language or profanity will NOT be tolerated!
- I will attend all scheduled activities and participate as required. In consideration of other participants, I agree to follow all schedules and curfews of the NYLT course.
- I will use proper personal hygiene and will keep myself dressed neatly in the appropriate uniform at all times.
- I understand that no visitors will be allowed in camp at any time.
- Only those assigned to a cabin/campsite are permitted in it (except course staff)
- I will keep my sleeping quarters neat at all times, and all personal gear neat and orderly at all times.
- Serious violations—including cheating, stealing, dishonesty, fighting, and the use of tobacco, alcohol, drugs, or fireworks—may result in dismissal from the conference. Parents or guardians of a dismissed participant will be contacted and will be responsible for taking the participant home.
- Vandalism will not be tolerated. I will treat all camp property and equipment with respect at all times. If I damage any property owned by the camp, NYLT, or another individual, I will pay for it.
- I have read and understand the course policies regarding cell phones and electronics and agree to abide by them.
- I will use matches and lighters safely and only when appropriate.
- I will follow safe knife, ax, and saw handling practices at all times.
- I will use the buddy system at all times.

The NYLT staff is primarily responsible for the safety and welfare of the participants during the conference. All staff members have the right and responsibility to help correct any problems they encounter. I will follow the directions of the staff and course leaders/directors as if they were my unit's leaders.

I have read and agree to the requirements above. I understand that NYLT is an outdoor leadership program which is intended for the mature and experienced Scout/Venturer, and will act and behave as such at all times.

Participant's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

2025 National Youth Leadership Training Routine Drug Administration Record

Name: _____ Unit Number: _____

List ALL Medication Allergies: _____

(NYLT Staff Use Only) Team: _____ Campsite: _____

Instructions

- **ALL participants must complete and submit a signed copy of this form**, even if no medications are provided.
- All medication (prescription and over-the-counter) must be in an ORIGINAL container and placed in a zip-lock bag identified with the Scout's name and Unit Number. Some OTC medications may be available but will only be dispensed if permission is granted below.
- Any medications unclaimed at the conclusion of NYLT will be destroyed.

Prescription Medication Section

My child will **NOT** be taking any prescription medications at NYLT.

My child will be taking the following medication(s) at NYLT:

Parent's Signature: _____ Date: _____

***If the medication is an emergency medication that needs to be carried with the participant, check the box next to "Emergency Medication." (Emergency medications are those that need to be administered immediately when needed, like inhalers, EpiPens, or heart medication.)*

Medication: _____	Dosage: _____	<input type="checkbox"/> Emergency Medication
Prescribing Physician: _____	Phone Number: _____	
Approximate date Started: _____	Reason for medication: _____	
Storage Instructions: _____	Side Effects: _____	
Times: <input type="checkbox"/> As Needed <input type="checkbox"/> Once/day <input type="checkbox"/> Twice/day <input type="checkbox"/> Three times/day <input type="checkbox"/> Four times/day <input type="checkbox"/> Before meals <input type="checkbox"/> After meals <input type="checkbox"/> Before bed		

Medication: _____	Dosage: _____	<input type="checkbox"/> Emergency Medication
Prescribing Physician: _____	Phone Number: _____	
Approximate date Started: _____	Reason for medication: _____	
Storage Instructions: _____	Side Effects: _____	
Times: <input type="checkbox"/> As Needed <input type="checkbox"/> Once/day <input type="checkbox"/> Twice/day <input type="checkbox"/> Three times/day <input type="checkbox"/> Four times/day <input type="checkbox"/> Before meals <input type="checkbox"/> After meals <input type="checkbox"/> Before bed		

Medication: _____	Dosage: _____	<input type="checkbox"/> Emergency Medication
Prescribing Physician: _____	Phone Number: _____	
Approximate date Started: _____	Reason for medication: _____	
Storage Instructions: _____	Side Effects: _____	
Times: <input type="checkbox"/> As Needed <input type="checkbox"/> Once/day <input type="checkbox"/> Twice/day <input type="checkbox"/> Three times/day <input type="checkbox"/> Four times/day <input type="checkbox"/> Before meals <input type="checkbox"/> After meals <input type="checkbox"/> Before bed		

If more than three medications will be taken at NYLT, please make a copy of this form to list more medications.

Over-the-Counter Medication Section

My child is **NOT** allowed to take any over-the-counter medications at NYLT.

My child is allowed to take the following over-the-counter medications as needed at NYLT. Medications will be dispensed as needed and according to dosage and timing recommendations of the manufacturer. **Check all approved OTC medications below.**

Parent's Signature: _____ Date: _____

- Acetaminophen (Tylenol)
 Antihistamines (Benadryl)
 Anti-diarrheal (Imodium)
 Antibiotic ointment (Neosporin)
 Ibuprofen (Advil)
 Antacids (Tums)
 Anti-Itch ointment (Cortizone-10)
 Burn relief gel/Aloe (Solarcaine)
 Other (Please specify): _____

2025 National Youth Leadership Training Course Electronics Policy

Entertainment Electronics

Entertainment electronics (music devices, gaming devices, tablets, laptops, etc.) are expressly prohibited at NYLT, except for those electronics used for running the course. Use of electronic devices by participants is a disruption to the NYLT course. They are often very expensive and could suffer damage or loss.

If a participant brings entertainment electronics to NYLT, they will be required to check them in with the Assistant Course Director of Administration. They will be sent home with a parent or securely stored and returned at the end of the course.

Cell Phones

Cell phones have become a regular feature of today's society, and many parents equip their Scout with a phone for safety and/or convenience purposes. However, cell phones quickly become a distraction and can disrupt the NYLT course. The NYLT adult leaders, who are responsible for the safety and well-being of participants during the course, cannot be certain with whom participants are communicating if cell phones are allowed in campsites. Also, as with entertainment electronics, cell phones could become damaged or lost.

For this reason, cell phones are expressly prohibited at NYLT. If a participant's cell phone is found, it will be confiscated and returned at the end of the course. Unauthorized use of cell phones could be grounds for dismissal at the discretion of the Course Director. No refunds will be authorized for dismissals of this reason.

If there are serious concerns with the NYLT electronics policy, please contact the Course Director to discuss it.

I have read and agree to the requirements above. I understand that all electronics are prohibited, and any electronics found will be confiscated. Unauthorized use of electronics could result in disciplinary action, including dismissal from the course without refund of course fees.

Participant's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

2025 National Youth Leadership Training Personal Resource Questionnaire

Please fill out the following questionnaire as completely and accurately as possible. Please write legibly.

Name: _____ T-Shirt size: S M L XL XXL

Participant's Cell Phone: _____

Participant's E-mail Address: _____

Parent/Guardian #1 Cell Phone: _____

Parent/Guardian #1 E-mail Address: _____

Parent/Guardian #2 Cell Phone: _____

Parent/Guardian #2 E-mail Address: _____

School: _____ Grade Level: _____

Languages spoken: _____ Religious preference: _____

(Circle one): TROOP or CREW Unit Number: _____

Council: _____ District: _____

Years in Scouting: _____ Current rank: _____

Current leadership position: _____

Past leadership positions and length of term(s): _____

Scouting awards received: _____

Training experiences in Scouting: _____

Description of physical condition: _____

Please list any dietary restrictions we need to be aware of: _____

Physical limitations (if any): _____

Level of camping experience: _____

Can you provide a tent? [] Yes [] No If yes, what is the occupancy of the tent? _____

(You do not need to buy a tent if you do not already own one. NYLT can provide a tent if necessary.)

Why did you decide to participate in NYLT, and what do you expect to gain from it? _____

Please add a head shot of yourself to help the staff get to know you.

(Required)

2025 National Youth Leadership Training PRQ - Unit Description Sheet

Please complete the following questionnaire as completely and accurately as possible. Please write legibly.

Name: _____ Unit Number: _____

What position do you expect to hold next year? _____

What do you expect to learn at NYLT? _____

Give your best answer to the questions below. Exact numbers are not important.

How many youth are active in your unit? _____

How many youth attend a typical unit meeting? _____

How many adults attend a typical unit meeting? _____

How often does your unit have weekend outings? _____

If you are a Scout, does your troop go to summer camp every year? _____

Did your unit have a high adventure outing last year? If yes, what was it? _____

What was the best outing you have ever been on with your unit? _____

What are the three best things about your unit?

1. _____

2. _____

3. _____

If you could change something about your unit, what would it be? _____
