

NATIONAL YOUTH LEADERSHIP TRAINING 2025

Dear NYLT Adult Staff,

Thank you for volunteering to staff National Youth Leadership Training (NYLT)! This packet provides information on the staffing process and necessary paperwork.

During the next several months as you learn how to staff an NYLT course through the development process, you will have a chance to learn and be reminded of leadership, mentoring, and Scout skills that you can use in your own unit. Learning the skills of mentoring and servant leadership is an important part of this process. You and other staffers from units all over the San Diego-Imperial Council will be camping and working together as members of a team. You will be mentoring youth staff to teach this course to the next round of eager youth. You are an important part of the knowledgeable staff that is being assembled to facilitate this youth-led training.

The staff registration fee covers: the cost of all meals, course equipment, (2) NYLT t-shirts, (1) NYLT hat, and NYLT program and training materials. Upon your successful staffing of the course, we are certain you will have further developed your leadership skills and built lifelong friendships. Bring your Scout spirit, positive attitude, and full Scout Field uniform for the Scouting America program in which you are registered.

Over the process of about 6 months, the NYLT team will meet, about once a month, for what we call Developments (or Devs). This may be one day, it might encompass an entire weekend, or it may be something in between. Be sure to get our schedule merged with yours. Be sure to include your family so they know you are occupied on those dates. The purpose of this process is to prepare each staffer to deliver their part and as a team deliver the entire course to the participants. This may mean adding more time to get ready. Don't be surprised if there are a few Zoom meetings along the way. You may also be responsible for completing tasks in between developments to help you be prepared for course.

The developments and course will be busy with lots of learning, mentoring, and lots of activities. For this reason, we cannot have visitors during the week. An emergency telephone number for camp is provided but must be used for emergencies only.

Attached is a list of the equipment you should bring with you to the course and overnight developments. If you have any problems with acquiring any of these items, check with your Unit leader for help. Let us know if you have any unresolved equipment problems prior to the start of the course.

We have attached (or linked to) forms that need to be completed and returned by Staff Orientation. Due no later than Staff Development 1.

1. **Medical Forms:** Annual Health and Medical Record form Parts A, B, & C. Forms A & B must be completed and returned ASAP. Form C may be turned in later but must be received prior Course Set-Up. ***Staff cannot be accepted on the course without signed medical forms from a licensed healthcare practitioner – No Exceptions.***
2. **Code of Conduct:** All staff members must sign this from agreeing to behavior standards for the course.

3. **Scouter Code of Conduct:** Each Adult staffer must sign this form, agreeing to a set of behavior standards set down by National.
4. **Staff Participation Agreement:** Each adult staffer must sign and return this form committing their time to the NYLT developments and course time needed to be a staff member.

Additionally, we need the following items by Staff Orientation. **Due no later than Staff Development 1.**

1. A copy of your current YPT certification.
2. A copy of your AB506 online training completion certificate; you must also submit your fingerprints via Live Scan to Council.

Mandatory Staff Orientation Meeting: Attending the staff orientation meeting by **adult staff is mandatory**. If you absolutely cannot attend the staff orientation meeting, please contact your Course Director immediately to make arrangements for the collection of forms and the dissemination of important information. You will need to turn in all required forms no later than **Staff Development 1**. Adult Staffers will not be allowed to attend the course without their completed forms.

We are very excited about staffing course and hope you are too! We believe it will prove to be a most fulfilling, enriching, and exciting training experience for you. We are confident you will find yourself better qualified, better prepared, and more motivated to serve in your current and future Scouting leadership positions. We also believe NYLT will not only benefit your Scouting activities but will have a positive effect on your personal life as well.

If there are any questions after reading the information provided, please contact either of us at the numbers below, or email us anytime.

Yours in Scouting,

NYLT 2025 Course Directors

D.D. Hutto, Week 1
Jeff Shepherd, Week 2

NATIONAL YOUTH LEADERSHIP TRAINING 2025

LIST OF ENCLOSURES

<input type="checkbox"/>	ITEM	ACTION TO BE TAKEN
	1. Instructions and Helpful Hints for Staff.	Read this for compliance and useful information.
	2. Personal Equipment Checklist.	Use this to help determine what to bring to the course (and what NOT to bring).
	3. Map to Mataguay Scout Ranch.	Use this map to help you drive to Mataguay.
	4. Map of Mataguay Scout Ranch	Use this map to help get around Mataguay.
	5. Code of Conduct signed adult staff members	Complete and return at the Staff Orientation Meeting. (Due no later than Dev 1.)
	6. Scouter Code of Conduct signed by Adult Staff	Complete and return at the Staff Orientation Meeting. (Due no later than Dev 1.)
	7. Staff Participation Agreement	Complete and return at the Staff Orientation Meeting. (Due no later than Dev 1.)
	8. NYLT 2025 Schedule	Yours to keep
	9. Annual Health and Medical Record <i>KEEP A COPY FOR YOUR RECORDS IN CASE IT GETS LOST IN THE MAIL!</i>	Complete and return at the Staff Orientation Meeting. (Due no later than Dev 1.) <i>Please note that Part C requires the signature of a licensed healthcare practitioner.</i> Staff will not be accepted on the course without valid medical forms – No Exceptions.
	10. How to provide Military Proof of Health Insurance	SDIC cannot make a copy of your ID card, and a military ID card does not guarantee that a dependent is insured. Please follow these instructions to download your proof of insurance document.

Completed Forms

Bring to the Staff Orientation. Due no later than Dev 1

Payment Information: You will be provided with a link to register for staff via DoubleKnot. You must register no later than Staff Development 1. The total registration fee for staff is \$150. A non-refundable deposit of \$75 is due upon sign-up. Full payment is due by May 1st. **No refunds after May 1st (we must purchase supplies).** Refunds will only be considered for extreme extenuating circumstances. All refund requests must be submitted in writing on or before May 1st.

NATIONAL YOUTH LEADERSHIP TRAINING 2025

INSTRUCTIONS AND HELPFUL HINTS FOR STAFF

COURSE CONTENT

We are certain you have heard many things about National Youth Leadership Training (NYLT). NYLT has no secrets, but many of the participants who return to staff find that they experience a whole new side of NYLT. The activities and events that take place during the course are best experienced without any prior knowledge or anticipation, so we encourage you to not share specifics about the course content with potential participants. This is a Leadership Course; all course time is pre-planned and there are no optional activities. Youth staff will be very busy setting up and running games, activities, and discussion sessions. As adult staff you are present to oversee safety and to provide support and mentoring.

PHYSICAL FITNESS

The six-day course requires a lot of physical activity. There are no running or endurance tests, but a lot of walking, standing, and long hours. The [Annual Health and Medical Record \(Parts A, B, & C\)](#) must be completed and turned in as soon as possible. Parts A and B are required at Staff Orientation; by Staff Development 1 at the latest. Part C is required before the start of course and a last-minute medical appointment may be impossible to schedule. Please don't put it off! **Scouts and Scouters will not be allowed to attend the course without properly completed medical forms.** If you attend camp regularly, you might already have a valid Scout medical form that you can provide, and you will only need to update the information, which must include, **Parts A through C. Please make sure a licensed healthcare practitioner signs your form. It must not expire prior to June 28, 2025, for Week 1 or July 5, 2025, for Week 2. Please keep a copy for your files in case it gets lost during delivery or in the mail!**

NYLT UNIFORMS AND PACKING

The course will be conducted in the official **full and complete Scout Field uniform** throughout the week. Keep in mind you will be camping in the outdoors for six days. The number of uniforms on the enclosed Personal Equipment Checklist is a suggested minimum. Washing machines and drying facilities are **not** available during the course. You may choose to wash your clothing by hand but do anticipate weather which may be unsuitable for air-drying and there may not be much time for hand washing clothes. Borrowing uniforms and equipment from fellow Scouters/friends before your arrival is encouraged. If you are active in your Scout Unit, you should already have a full and complete Scout Field uniform and should not have to incur additional costs. Two NYLT course t-shirts will be provided upon arrival at course set-up. An option to buy more t-shirts for \$15 each will be included with the staff registration link.

You will wear the full and complete Scout Field uniform of your home Unit. Do not remove any insignia from your uniform. If you do not have one, a NYLT neckerchief will be provided. **Please do not bring your Unit neckerchief, OA sash, or Wood Badge neckerchief, but Wood Badge beads are encouraged.** The traditional full and complete Scout Field uniform is the combination of an official Scouts BSA, Venturing, or Sea Scout shirt, official shorts or pants/trousers (the switchback pants with zip-off legs are excellent for this type of camp), official belt or switchback belt, Scout appropriate hat, and official socks (though, clean socks are more important than official ones.)

Sturdy, close-toed shoes are required. We recommend comfortable shoes that can dry out easily after hiking in the rain and mud. Hiking boots are best. Tennis shoes make a good pair of spare shoes. Open-toed sandals are **not allowed** for safety reasons except for use in the shower facilities. Shoes must be worn at all times while in camp.

EQUIPMENT

All necessary course equipment will be issued, and food will be provided for developments and on course. You will need to bring **your own** tent for sleeping. The NYLT course does not provide tents for the staff. We encourage you to bring a two-person tent or smaller as space is limited. You must bring a suitable sleeping bag; a sleeping pad makes it much more comfortable for the week.

Rain is rare at this time of year at Mataguay, but some courses have experienced several days of rain - as always, be prepared. You should expect hot weather so please bring sunscreen, lip balm, **bug spray, and a water bottle**. These will be critical items.

DO NOT BRING

Do not bring any alcohol, marijuana, or illegal drugs. Do not bring food items, as you will be well fed on the course. Food items kept amongst personal gear attract animals and pests and can be a health/safety hazard. Special dietary foods needs must be given to the Quartermaster at the Staff Orientation Meeting. (No later than Staff Development 1.) Please help us to plan ahead. If you are bringing special dietary foods to camp, please label, and give them to the Quartermaster upon check-in to be stored in the kitchen.

PRESCRIPTION MEDICATION

Please use the Medical Forms ABC to list each medication you take in detail (name, dose, frequency, time of day). You will be responsible for the keeping and taking of your medications. Medications must be kept in a locked container (such as a locking bank bag or lock box) that can be left with your belongings, kept on your person at all times, or you can choose to have them kept securely with our health officer. If storing them with our health officer, medications must be in their original packaging and should be brought to course in a re-sealable plastic bag with your name written on it.

Be sure to bring required prescriptions in appropriate quantities in original containers, as listed on your medical form. Please keep medical forms current. As your medications and/or conditions change, please provide our medical officer with an updated form.

STAFF ORIENTATIONS MEETING

A **MANDATORY** STAFF ORIENTATION MEETING will be held at Atherton Hall, Camp Balboa (1207 Upas St) from 8:00am until 5:00pm on Saturday, January 11. You will have an opportunity to meet the other youth and adult staff. Youth staff must have at least one parent/guardian present for approximately the first 30 minutes of this meeting. Be sure to bring all your completed paperwork, a copy of your current YPT certificate, and if you are over 18, a copy of your AB506 training completion certificate.

CONTACT INFORMATION WHILE AT CAMP

Emergency-Only phone numbers:

Week 1 Course Director: D.D Hutto 619-762-0495

Week 2 Course Director: Jeff Shepherd 858-999-5454

NATIONAL YOUTH LEADERSHIP TRAINING 2025

Staff Personal Equipment Checklist

(Prepare for long-term campsite living)

IMPORTANT

- Forms not yet submitted (Medical, YPT, etc.)
- Medications (bagged and labeled)

CLOTHING

- *Official Scouting America Field uniform short-sleeve shirt (min. 1, 2 suggested)
- *Official Scouting America Field uniform shorts/trousers/switchbacks (min. 1, 2 suggested)
- *Official Scouting America uniform socks (any length) (3-6 pairs)
- *Official Scouting America belt & buckle (or part of switchback pants already) (1)
- Scouting America Activity shirt (2 NYLT t-shirts will be provided)
- Shoes suitable for hiking (1 pair)
- Change of shoes, as desired (no open-toed shoes)
- Raincoat, poncho, or rain suit (1)
- Sweater, jacket
- Underclothing
- Pajamas
- Knit Cap/Beanie

* Required for course - Should be worn at check-in.

EQUIPMENT

- Lightweight two-person tent for base camp
- Ground cloth (waterproof)
- Sleeping bag
- Air mattress or foam pad
- Pillow
- Day pack

ESSENTIALS

- Canteen or water bottle
- Wristwatch – important & a must! (A cell phone is NOT a watch)
- Sunglasses

- Compass
- Flashlight, w/ spare batteries & bulb
- Personal first aid kit
- Ball-point pen, pencil, note taking paper
- Pocketknife (no fixed blades) (Only if Totin' Chip earned)
- Bandana
- Work gloves

PERSONAL HYGIENE

- Hand soap and container
- Mirror (metal)
- Toothbrush and paste
- Comb
- Deodorant
- Towel – for shower
- Washcloth
- Shower clogs/flip flops (indoor use only – not around camp)
- Shaving gear
- Sunscreen
- Lip Balm/Chapstick
- Insect repellent
- Sewing kit
- **FEMALE SCOUTS** – feminine hygiene products

OPTIONAL

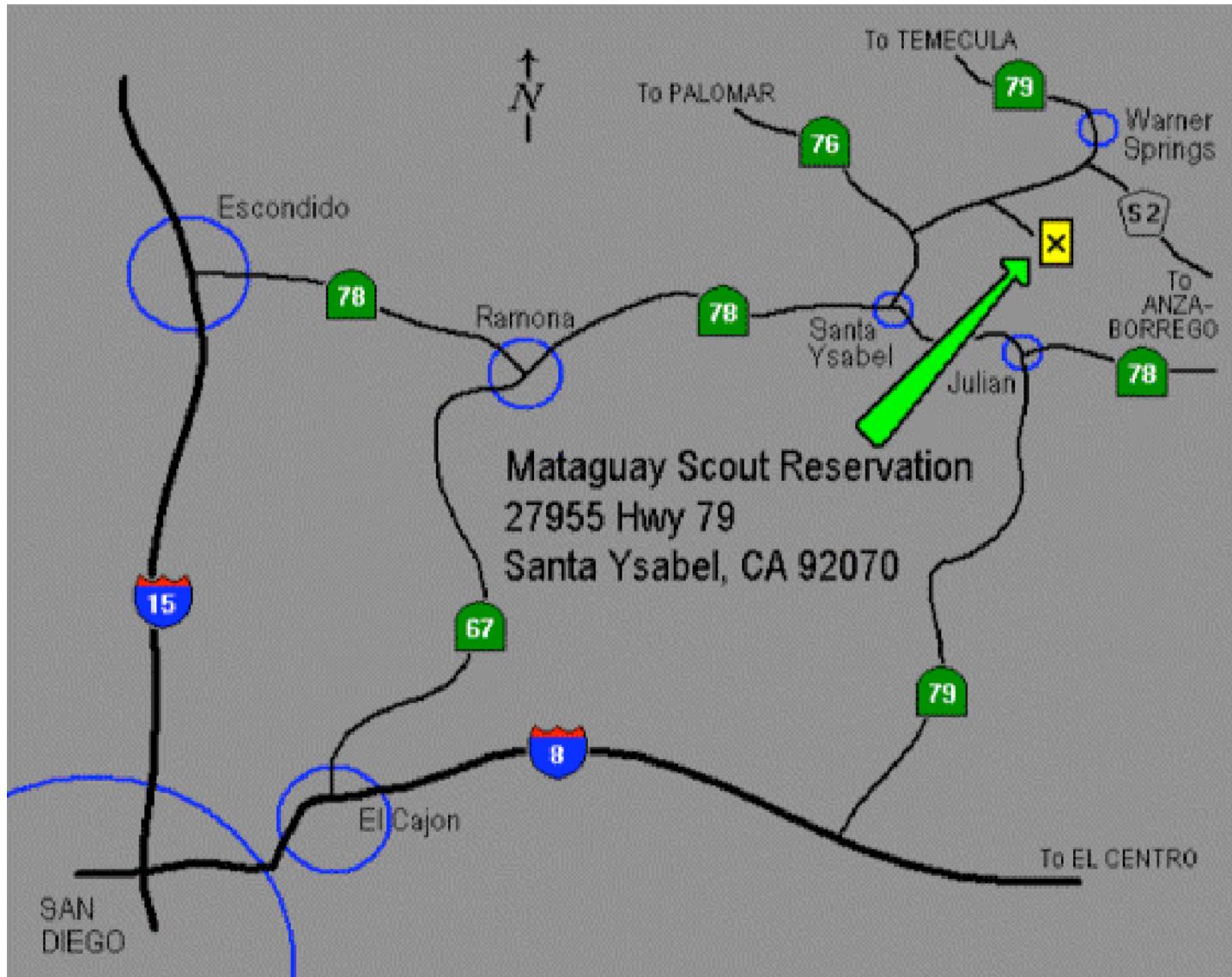
- Official long-sleeve shirt
- Camera (Please - no Cell Phone Cameras)
- Favorite personal Scouting equipment
- Musical instrument (small only)
- Folding camp stool
- Scouting America Handbook or Field book
- Religious books

LABEL EVERYTHING WITH YOUR NAME AND UNIT #

DO NOT BRING:

Do not bring any alcohol, marijuana, or illegal drugs. Do not bring fireworks, sheath knives, or pornography. Do not bring food items, as you will be well fed on the course. **Food is not permitted in tents; the animals will find it!**

Mataguay Scout Ranch



Directions:

- Take 67 North from El Cajon, or 78 East from Escondido to Ramona.
- From Ramona, take 78 East to Santa Ysabel.
- Take 79 North past the turnoff to 76.
- Watch for the small sign that says "Mataguay Scout Ranch" indicating right turn onto dirt road.
- Follow signs approximately 3 miles to Mataguay entrance.
- Once on site, follow the road and "NYLT" signs (refer to camp map).

Mataguay Scout Ranch



SAN DIEGO-IMPERIAL COUNCIL

2025 NATIONAL YOUTH LEADERSHIP TRAINING

ADULT STATEMENT OF UNDERSTANDING AND

CODE OF CONDUCT

NYLT staff are selected based on their character, camping skills, physical and personal fitness, and leadership responsibilities. Therefore, NYLT staff are asked to read and sign the Statement of Understanding and Code of Conduct as a condition of participation.

Serious misconduct or infraction of rules may result in expulsion from the NYLT course. Ultimately, each staff member is responsible for their own behavior, and when necessary, a staff member will be removed from the course.

All NYLT staff will abide by the Code of Conduct as follows:

1. NYLT adult leaders are responsible for the supervision of all course participants in respect to maintaining discipline, security, safety, and the NYLT Code of Conduct.
2. As a participant, I will use the Scout Oath and Scout Law as my guide throughout the NYLT course.
3. I will set a good example by being neatly dressed and presentable in the proper NYLT course uniform.
4. I will attend all scheduled program events on time and participate as required in cooperation with other NYLT course participants.
5. I will be responsible for keeping my tent and personal gear clean and neat. I will do my share to prevent littering of the camp facility.
6. I understand that the purchase, possession, or consumption of alcoholic beverages, marijuana, or illegal drugs by any NYLT participant is prohibited. Any violation of this code will result in expulsion.
7. Serious and/or repetitive behavior violations, including use of tobacco, stealing, dishonesty, inappropriate language, or discussions, fighting, and disrespect for others will not be tolerated and are grounds for expulsion.
8. I understand that gambling of any form is prohibited.
9. I understand that use of lasers, fireworks, or any use of fire other than for cooking, are prohibited.
10. I will demonstrate respect for NYLT and Scouting America Camp property, and will be personally responsible for any loss, breakage, or vandalism as a result of misuse of camp facilities or equipment.
11. NYLT staff will not be responsible for loss, breakage, or theft of participant personal items. Personal items should be labeled, and items of value left at home.
12. While participating in NYLT course activities, I will obey the safety rules and instructions of all staff members.
13. I understand that firearms are prohibited. Scout approved knives are allowed, but misuse will be cause for expulsion.
14. I understand that hazing, or any action that fails to show respect for an individual, has no place in Scouting, and could be cause for expulsion.
15. I understand the NYLT Health Officer will dispense all medications, unless there is approval and need for urgency in case of an emergency (e.g., life threatening allergy)

I certify that I have read the Statement of Understanding and agree to abide by the conditions of the Code of Conduct as a participant in the NYLT course. I understand that I can be expelled from the course if I do not abide by this Code of Conduct while a participant on the NYLT course.

Scouter Printed Name: _____ Date: _____

Signature of Scouter: _____

Scouting America Scouter Code of Conduct

On my honor I promise to do my best to comply with this Scouting America Scouter Code of Conduct while serving in my capacity as an adult leader:

1. I have or will complete my registration with Scouting America, answering all questions truthfully and honestly.
2. I will do my best to live up to the Scout Oath and Scout Law, obey all laws, and hold others in Scouting accountable to those standards. I will exercise sound judgment and demonstrate good leadership and use the Scouting program for its intended purpose consistent with the mission of Scouting America.
3. I will make the protection of youth a personal priority. I will complete and remain current with Youth Protection training requirements. I will be familiar with and follow:
 - o [Scouting America Youth Protection policies and guidelines, including mandatory reporting](#)
 - o [The Guide to Safe Scouting](#)
 - o [SAFE Checklist](#)
4. When transporting Scouts, I will obey all laws, comply with Youth Protection guidelines, and follow safe driving practices.
5. I will respect and abide by the Rules and Regulations of the Scouting America, Scouting America policies, and Scouting America-provided training, including but not limited to those relating to:
 - o Unauthorized fundraising activities
 - o Advocacy on social and political issues, including prohibited use of the Scouting America uniform and brand.
 - o Bullying, hazing, harassment, and unlawful discrimination of any kind
6. I will not discuss or engage in any form of sexual conduct while engaged in Scouting activities. I will refer Scouts with questions regarding these topics to talk to their parents or spiritual advisor.
7. I confirm that I have fully disclosed and will disclose in the future any of the following:
 - o Any criminal suspicion, charges, or convictions of a crime or offense involving abuse, violence, sexual misconduct, or any misconduct involving minors or juveniles.
 - o Any investigation or court order involving domestic violence, child abuse, or similar matter.
 - o Any criminal charges or convictions for offenses involving controlled substances, driving while intoxicated, firearms, or dangerous weapons.
8. I will not possess, distribute, transport, consume, or use any of the following items prohibited by law or in violation of any Scouting rules, regulations, and policies:
 - o Alcoholic beverages or controlled substances, including marijuana.
 - o Concealed or unconcealed firearms, fireworks, or explosives
 - o Pornography or materials containing words or images inconsistent with Scouting values.
9. If I am taking prescription medications with the potential of impairing my functioning or judgment, I will not engage in activities that would put Scouts at risk, including driving or operating equipment.
10. I will take steps to prevent or report any violation of this code of conduct by others in connection with Scouting activities.

Signature: _____ Date: _____

2025 NYLT Staff Participation Agreement

By signing below, I acknowledge I am aware of the schedule, and I agree to attend all developments, meetings, and campouts unless pre-arranged with the **COURSE DIRECTOR**.

Signature: _____ Date: _____

Please Print Name: _____

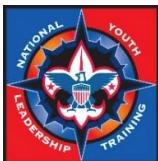
Parent Signature if Participant is under 18 years of age:

Date: _____

Telephone (best# to call): _____

Email: _____

Please note any **special dietary needs**, medical history, restrictions, limitations, or allergies that we may need to be aware of for your participation in the NYLT training:



NATIONAL YOUTH LEADERSHIP TRAINING 2025

Scouting America • San Diego-Imperial Council
1207 Upas Street, San Diego, CA 92103 • (619) 298-6121
STAFF DEVELOPMENT MEETINGS and CAMPOUTS

COURSE DEVELOPMENT SCHEDULE (BOLD is ALL STAFF)			
DATE	TIME	ACTIVITY	LOCATION
SUN JAN 1	7pm – 8pm	PLC	VTC
SAT JAN 11	8am - 5pm	STAFF ORIENTATION	Atherton Hall
SAT JAN 25	8am – 12pm	TG DAY 1	Camp Fiesta Island
SUN FEB 2	7pm – 8pm	PLC	VTC
SUN FEB 9	8am - 5pm	DEVELOPMENT 1	Atherton Hall
SUN FEB 16	7pm – 8pm	PLC (Tentative)	VTC
SAT MAR 1	8am – 5pm	TG DAY 2	Atherton Hall
SUN MAR 16	7pm – 8pm	PLC	VTC
FRI MAR 21 – SAT MAR 22	FRI 7pm – SAT 7pm	DEVELOPMENT 2	MSR Conference Center
SUN MAR 23	7pm – 8pm	PLC (Tentative)	VTC
SAT APR 12	8am – 5pm	TG DAY 3	Atherton Hall
SUN APR 20	7pm – 8pm	PLC	VTC
FRI APR 25 – SAT APR 26	FRI 7pm – SAT 7pm	DEVELOPMENT 3	MSR Conference Center
SUN APR 27	7pm – 8pm	PLC (Tentative)	VTC
SUN MAY 11	7pm – 8pm	PLC	VTC
FRI MAY 16 - SAT MAY 17	FRI 7pm – SAT 7pm	DEVELOPMENT 4	MSR Conference Center
SUN May 18	7pm – 8pm	PLC (Tentative)	VTC
WED MAY 21	5pm – 8:30pm	30 DAY MEETING	Atherton Hall
SUN MAY 25	6pm – 7pm	30 DAY MEETING	Zoom (By Request)
SAT MAY 31	8am – 5pm	TG DAY 4	Atherton Hall
COURSE SET-UP (ALL STAFF)			
FRI JUN 13 – SAT JUN 14	FRI 7pm – SAT 5pm	COURSE SET - UP	MSR Conference Center
COURSE WEEK 1 (SESSION 1 STAFF)			
FRI JUN 20 – SUN JUN 22	FRI 7pm – SUN 12pm	COURSE PREP	MSR Conference Center
SUN JUN 22 - FRI JUN 27	SUN 12pm – FRI 6pm	** SESSION 1 **	MSR Conference Center
FRI JUN 27 – SAT JUN 28	FRI 6pm – SAT 10am	COURSE CLEAN-UP	MSR Conference Center
COURSE WEEK 2 (SESSION 2 STAFF)			
SAT JUN 28 - SUN JUN 29	SAT 8am – SUN 12pm	COURSE PREP	MSR Conference Center
SUN JUN 29 - FRI JUL 4	SUN 12pm – FRI 6pm	** SESSION 2 **	MSR Conference Center
FRI JUL 4 – SAT JUL 5	FRI 6pm – SAT 5pm	COURSE CLEAN-UP	MSR Conference Center
COURSE CLEAN-UP (ALL STAFF)			
SAT JUL 5	8am – 5pm	COURSE CLEAN-UP	MSR Conference Center
NYLT COURSE CELEBRATION (ALL STAFF)			
TBA	TBA	NYLT STAFF PARTY	

* Date/time subject to change

RSS : <https://tinyurl.com/SDNYLT2025CAL>

* Troop Guides and Quartermasters do not attend the PLC

* Troop Guides are requested to attend TG Days

San Diego - Imperial Council NYLT

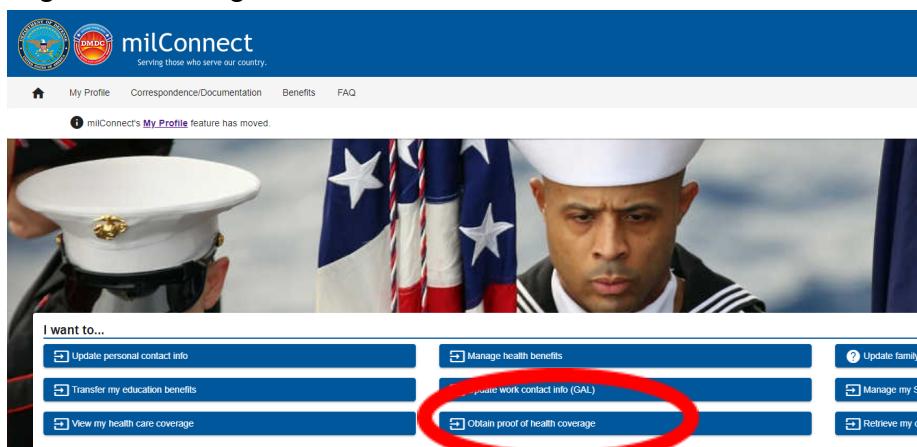
Military Proof of Health Insurance

Thank you for registering for NYLT! We are excited to have your youth on course. In order to meet the BSA requirements for camp, we are asking for proof of health insurance. While military members use their ID card when they visit the doctor, San Diego - Imperial Council cannot make a copy of your ID card and a military ID card does not guarantee that a dependent is insured. We are requesting a "Proof of Health Coverage" letter that is available online to print. Please follow the instructions below.

Method 1: Active Duty / Retired Military Sponsor

Visit <https://milconnect.dmdc.osd.mil/milconnect/milconnect/>

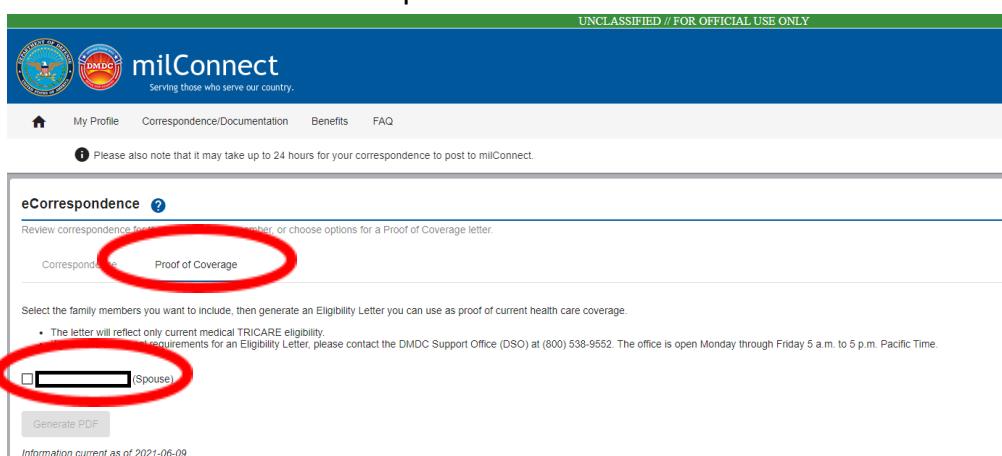
Login via DS Login, CAC, or DFAS



Select "Obtain proof of health coverage"

Select "Proof of Coverage" and youth's name from the list

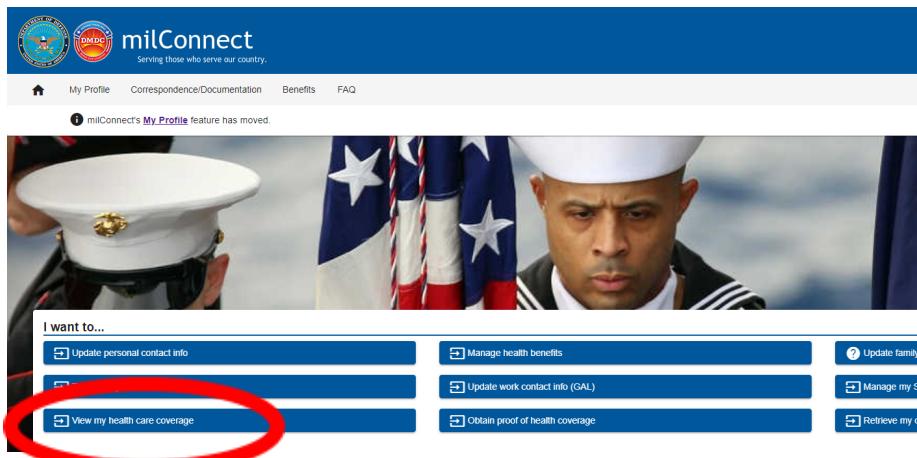
Click on Generate PDF and print



Method 2: Spouse (not the sponsor)

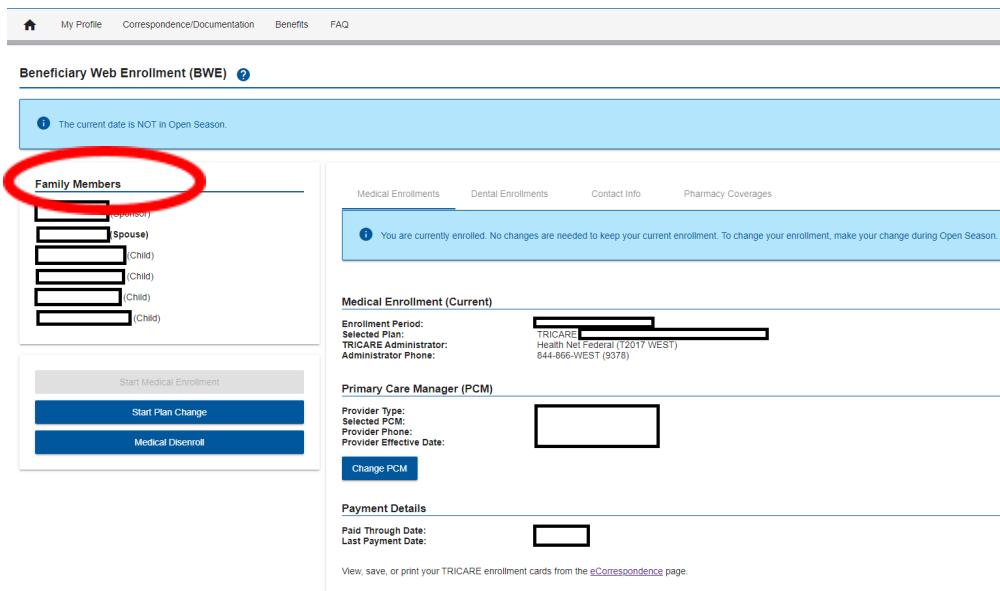
Visit <https://milconnect.dmdc.osd.mil/milconnect/milconnect/>

Login via DS Login - you can create a spouse account (this takes about 20 minutes, you will need your military ID to complete the account registration)



Select “View my health care coverage”

Select youth's name from the list and print screen



Unfortunately spouses can only print a “Proof of Coverage” for themselves. However, if your sponsor is deployed, this second method “View my health care coverage” gives a work-around that shows a dependent's registration status.

If you need additional help, please call the DMDC/DEERS Support Office (DSO): (800) 538-9552.