

Agenda - June Advisor and Crew Leader Briefing

Administrative (crew) - Contingent Executive and Contingent Administrator (at back of room before briefing)

- Review financial status of all crew members
- Review [Watchu Passport](#) and certify completion
- Distribute airline tickets
- Distribute and review administrative paperwork needed for travel and Philmont
- Distribute backpack bags*
- Distribute daypacks
- Distribute merchandise ordered from Watchu Mountain Outfitters*
- Advisor questions concerning administrative issues

*NOTES:

1. Gear included in your [Watchu Experience Fee](#) and merchandise ordered from the Watchu Mountain Outfitters will be distributed ONLY if all members of your crew have made all payments, including the 5th Payment that was due in April. If all payments have not been made, gear will be available at the Council office after all outstanding payments have been received.
2. Verify counts of all items distributed before leaving briefing.

Opening ceremony and remarks

Break-out session for youth Crew Leaders

- Introduction of Tour Advisor
- Philmont crews are youth-led
- [The Colorado Tour](#)
- Day 1 at Philmont - [Virtual Tour of Base Camp](#)
- Crew's Philmont Ranger will spend time one-on-one with Crew Leader about role

Administration - paperwork you must bring to Colorado and Philmont (advisors session)

- All crew members carry BSA registration card
- All advisors carry Youth Protection card or certificate
- Lead Advisor carries originals of
 - [Colorado Tour \(Blue Sky Adventures\) release form](#) for each crew member
 - [Echo Canyon rafting release form](#) for each crew member
 - Philmont *Expedition Crew Roster* (multi-part form or [MS-Word version](#))
 - Philmont [Talent Release](#) (PDF or [MS-Excel version](#))
 - Copy of contingent financial statement
 - Wilderness First Aid and CPR cards or certificates
 - [BSA Annual Health and Medical Record](#) for each crew member
- Second advisor carries copies of all items above
- [How to handle medical forms](#) - each crew member carries a copy of his or her form, with an extra copy at home

Airport procedures (advisors session)

- Flight schedules - paper tickets and [Travel and Tour Information](#) (flight numbers and times not available before June)
- Patriot's Path will handle the online check-in for each contingent - **DO NOT ATTEMPT TO INDIVIDUALLY CHECK-IN ONLINE**
- Arrive at least two hours before flight time, check-in by crew, obtain boarding passes, and then head to the security screening
- Photo IDs: mandatory for adults (over 17 years old) strongly suggested for youth
- TSA security screenings - comply with all requests, no joking
 - TSA regulations on flammables, sharp objects and fluids onboard aircraft
 - Airline baggage rules - weight and dimensional restrictions

The Colorado Tour

- Reason for the tour: hydration, elevation, fun, education (hats, jacket and water)
- Tour Advisors: introduce, explain role
- Crew opportunities on tour: geography, history, the Old West, team building
- Advisors serve as crew tour guides - study Colorado and New Mexico history
- Trading posts and gift shops
- Sleeping accommodations in Colorado Springs - room assignments
- Trek planning opportunities on bus or in the evening - bring overall map, TREKS, etc.

Villa Philmonte Tour

- Villa Philmont patch for taking the tour is included in your [Watchu Experience Fee ; reimbursement](#) procedure

Controlling your crew - Crew Leader and advisor responsibility

- [Uniforms on Tour](#): looking sharp and being proud - worn correctly, BSA all the way. Demonstrate switch from A to B (and back again) for Garden of Gods hike, whitewater rafting, and after arrival at Philmont.
- Crew Leaders and advisors set the example in every way - no substitute clothing
- Language: only the king's good English.
- Philmont and Watchu policies for radios, walkman, videos, and games on the airplane, on the bus, in Base Camp, and in the backcountry
- Rules of the Road: The Scout Oath and Scout Law
- Unwelcome events from the past - don't become a future example of what not to do!

Getting your gear to Colorado and Philmont

- [Shipping your stoves and fuel bottles](#) - demonstrate and discuss
- [Preparing your backpacks as checked baggage](#) - demonstrate and discuss
- [Packing your Watchu Sling Daypack](#) - demonstrate and discuss
- [Packing your Watchu Tour \(Carry-on\) Bag](#) - demonstrate and discuss [packing list](#)

Questions, Comments, Suggestions, and Concerns

Benediction

Service Project - break down / clean-up room

Supplemental Tour Information:

[Northeast New Mexico](#)

[Villa Philmonte](#)

[Cimarron](#)

[History of Cimarron](#)

[Walking Tour of Cimarron](#)

Break-out session for contingent Tour Advisors

- Work with crew Chief and Blue Sky representative
- Review Bus Narrative / showing videos
- Distribute Feedback forms as bus leaves Cimarron
- Collect Lead Advisor and Tour Advisor hangtags
- Mail back Feedback forms, hangtags, and videos promptly after return