

Philmont



Scout Ranch

**ORGANIZING**

**AN**

**EXPEDITION**

SUGGESTED PLAN OF ORGANIZATION FOR PHILMONT PROMOTION COMMITTEE IN LOCAL COUNCIL

1. Council Philmont Promotion Chairman:
  - A. Appointed by the council president
  - B. General chairman becomes a member of council Camping and Activities Committee
2. Philmont promotion chairman appoints five or more members for his committee; these selections to be made under advisement of professional staff advisor.
3. District chairman appoints a district Philmont promotion chairman from each district in the council. District Philmont chairman should be a member of the district Camping and Activities Committee. These men are members of the council Philmont promotion committee.
4. Meeting of council Philmont promotion committee: The following should attend:
  - A. Men appointed by council Philmont promotion chairman
  - B. District Philmont promotion chairman
5. First Meeting Agenda:
  - A. What is Philmont?
    1. Use slides on Philmont or new Philmont movie.
    2. Have Scout or Scouter tell about Philmont (map and "The Philmont Story" would help speaker.)
  - B. Cover Philmont promotional materials.
    1. Philmont expedition folder
    2. Individual training folder
  - C. Make tentative plans for:
    1. Side trips
    2. Hotel accommodations and eating arrangements
    3. Modes of transportation
    4. Set approximate fee for the council
    5. Set goal - number of Scouts or Explorers, 14 years of age and older; (recruit alternates)
    6. Adult leaders needed
  - D. Set up committee members to follow up on each phase.
  - E. Set date for next committee meeting.
6. Second Committee Meeting Agenda:
  - A. Check up on all items in previous agenda No. 3 and definitize them.
  - B. Draw up a Philmont calendar (see Philmont Plan). Set up a series of memos for things to happen from October until the expedition leaves. Set a deadline date for each.
  - C. Develop recruiting plan for the council to be used in the districts. (Leaders of expeditions make good recruiters.)
  - D. Discuss type of leader needed.
  - E. Draw up motion to be presented to council Executive Board for approval of Philmont expeditions.
  - F. Set date for next committee meeting. Dates should be included in Philmont promotion calendar.

IT IS SUGGESTED THAT THE PHILMONT PROMOTION COMMITTEE MEET TWICE A MONTH AT LEAST UNTIL ALL RECRUITING, TRAVEL ARRANGEMENTS, AND FEES ARE IN, AND EVERYTHING IS ALL SET FOR A SUCCESSFUL EXPEDITION.

REMEMBER! EVERY STEP OF THE ORGANIZATION PLAN PROVIDES AN OPPORTUNITY TO PUBLICIZE PHILMONT.

PHILMONT PLAN FOR LOCAL COUNCILS

- By October 1st Council executive staff meets to set up plans for Philmont participation.
- By October 15th Council Camping and Activities Committee adopts Philmont as part of their program. Council Executive Board approves the program and appoints COUNCIL PHILMONT COMMITTEE, consisting of general chairman, district Philmont chairmen, and executive staff advisor.
- By October 31st Budget developed and schedule of fee payments announced. Payments should begin early, require a registration fee. (Philmont fees are often given as Christmas presents.)
- Pick expedition dates and confirm with Philmont with \$10.00 per boy registration fee. See Philmont registration procedure already mailed to local councils. Don't forget to include the local council transmittal form made for this purpose. Transmittal forms are necessary each time fees are submitted to Philmont.
- By November 1st All district Philmont leaders selected. Philmont will accept one leader free for each ten boys who attend. The leader must be an adult 21 years of age or over. It is recommended that leaders' expenses be part of the council Philmont budget.
- Leaders immediately begin promotional visits to all units, giving special emphasis to group participation. Use Activities and Special Events Idea file, "How to Promote Philmont".
- By November \_\_\_\_\_ Make arrangements for transportation and stop-over places. Your regional USAF Staff Explorer Officer will help you with your plans for air base stops.
- Council Philmont plans presented to district committee and commissioners' staff.
- By December 1st Leaders complete promotional visits to units. (Philmont fees make good Christmas presents.)
- Transmittal forms with fees of \$10.00 per boy should have been sent to Philmont to help the council have a possibility of selected dates.
- January, February and March Continue promotion and recruiting. Hold Philmont rallies and parents' meetings. Prepare equipment. The best promoters are boys who have been to Philmont.
- March "On to Philmont" meetings.
- April, May and June Additional fee of \$19.00 per boy will be paid to Philmont at least ninety (90) days before starting date of expeditions. Don't forget to include the local council transmittal form.
- Good months for your weekend Philmont training experiences. (Fill out your tour permit and send it to regional office in April for approval.)
- June, July and August Balance of fees (\$19.00 per boy) payable on or before arrival at Philmont. Hit the trail for Philmont!

ORGANIZE TO PROMOTE - SET A PHILMONT GOAL

SUGGESTED PHILMONT PARENTS' NIGHT AGENDA

1. Purpose of the meeting -- Chairman
2. Introduction of parents by Scouts or Explorers. Mandatory that boys' parents be present.
3. Check attendance - read names.
4. Check list owing fees.
5. Cover trip detailed itinerary - pass out copy.
6. List expedition number and mailing address at Philmont. (Make explanation about phone calls to Philmont - emergencies only.)
7. Show slides of previous expedition. If slides are not available, have a man or boy who has been to Philmont give a short talk on Philmont. Show Philmont movie.
8. Pack demonstration of detailed items:
  - A. Travel items needed
  - B. Items needed at Philmont
  - C. Miscellaneous items
9. Hand out medical forms.
10. Announce shakedown encampment or training camp to be held in May to do the following: (Encampment should be two days if at all possible.)
  - A. Elect permanent crew leaders
  - B. Assistant crew leaders
  - C. Meet leader
  - D. Cook together - use trail foods if possible
  - E. Buddy assignments
  - F. Work assignments - cooking, clean up, etc.
  - G. Campfire
  - H. Cover things they will be doing on Philmont trip and trip out.
11. Explain fees:
  - A. Transportation
  - B. Insurance (medical and death); include camper insurance if local council has such insurance to offer
  - C. Philmont fee (\$48.00)
  - D. Hotels or lodging
  - E. All tour fees (no meals or spending money included)
  - F. Spending money policy
12. Announcement of next meeting.
13. Closing

IT HAS BEEN SUGGESTED THAT A SERIES OF PARENTS' MEETINGS BE HELD AS THERE IS TOO MUCH TO BE COVERED IN A SINGLE NIGHT'S MEETING. THIS SUGGESTED AGENDA COULD THEN BE DIVIDED ACCORDING TO YOUR NEEDS.