

ArrowCorps⁵

Section COC / LEC Training

Session Length: 15-20 Minutes

Learning Objectives:

At the end of this session, participants will:

- Have basic and essential knowledge of *ArrowCorps*⁵
- Learn some interesting aspects about one of the sites
- Understand important dates and timelines

Materials Needed:

- Flipchart w/easel
- Markers
- Computer w/projector (optional)



TRAINER PREPARATION

Type of Trainer

This session will ideally be facilitated by the section chief, section youth *ArrowCorps*⁵ coordinator, lodge chief or council youth *ArrowCorps*⁵ coordinator.

Audience

It is anticipated that the audience for this session will consist of the section council of chiefs or lodge executive committee. The approach and material is tailored to leadership at the section and lodge level.

Follow the Syllabus

The syllabus has been written to provide maximum delivery flexibility for trainers but care should be taken to follow the contents of the syllabus in order to ensure consistency. It is understood that delivery methods will vary based on the training venues available.

Use of Resource Materials

The authors of this session have provided varied resources to enhance the presentation. Constraints in facilities are recognized and so a number of the resources available may not be able to be used at a given site (e.g. a PowerPoint presentation in an outdoor training venue). Each presentation should strive to utilize provided resources and at a minimum use a flip chart with easel. Flip charts should be pre-prepared based on samples provided with the resource materials.

A good trainer understands that PowerPoint presentations can be a very powerful and effective tool to use during a training session. However, trainers should remember that PowerPoint presentations are meant to complement prepared training and not be the crux of the session. Slides are meant to emphasize and illustrate points - care should be taken to not read directly or verbatim from PowerPoint slides.

Physical Arrangements

Physical arrangements and set up of the training room or location are at the discretion of the session trainer. The session is meant to be brief and informality is encouraged. Effort should be made to ensure that participants have a place to take notes (e.g. desks or tables) even in outdoor venues.

SESSION NARRATIVE

Introduction

5 Minutes

Begin PowerPoint/Flipchart Presentation

Slide1/Page1

Trainer Tip: The majority of content for this session centers on facts and information which may not necessarily result in a very exciting training session. Consider some different approaches to presenting this information (e.g. responsive feedback, check for understanding, allow for questions, etc.) Keep the tempo of the session light and informal.

Slide
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By now, unless you've lived under a rock for the last year, I'm pretty confident that you've at least heard of *ArrowCorps*⁵. However, in order to promote an event effectively you have to be knowledgeable and be a source of information. Let's briefly cover some of the key highlights.

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What do you guys know about *ArrowCorps*⁵? [seek answers – aim for the following]

Slide
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- **Five Sites / Five Weeks**
 - *Mark Twain National Forest* (June 7-14, 2008)
 - *Manti-La Sal National Forest* (June 14-21, 2008)
 - *George Washington & Jefferson National Forest* (June 21-28, 2008)
 - *Shasta-Trinity National Forest* (July 12-19, 2008)
 - *Bridger-Teton National Forest* (July 26-Aug 2, 2008)

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- **Five Thousand Arrowmen**
 - Approximately 1,000 per site including staff
- **Largest single service project in the history of the Boy Scouts of America**
 - This is a historic, once-in-a-lifetime event

Slide
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- **Both youth and adult Arrowmen can participate**
 - Need to meet Philmont weight limits for backpacking and hiking (see appendix).
 - Councils are encouraged to send contingents to the site(s) of their choice, however individual Arrowmen can attend one or all of the sites.
- **Cost**
 - Cost will be **\$250** per person per site. This includes food, supplies and recreation.
 - Some sites require participants too bring their own tenting and sleeping equipment. Specific requirements will be sent to each participant.
- **Transportation**
 - It is the responsibility of staff and participants (through their contingents) to coordinate transportation to get to individual sites. In some instances, there will be transportation provided between the closest local airport and the site, but this service is limited and site specific.
- **Recreation Opportunities**
 - There will be one full day of recreational opportunities provided at each site for participants. Recreation will differ at each site and so specific details will be provided on a site by site basis.
- **Registration Information**
 - Packets were sent to each council on September 15th. We'll discuss registration information later in the session.

Where are WE Headed?**5 Minutes**Slide
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Trainer Tip: The purpose of this portion of the session is to discuss some interesting aspects of one of the sites the lodge or majority of councils in the section are planning to attend. It might be a site that is geographically closest to the council/section or one that is of most interest to your COC/LEC. Choose a site to discuss in a little more detail about where it is and what to expect. Use the information in the appendix to provide some details about the site you are discussing. A LEC may also want to start talking about transportation or other logistics about a given site.

The Role of Lodge Leadership**5 Minutes**

Now that we know about *ArrowCorps*⁵ and some interesting aspects about the site we're most interested in, we can begin to effectively promote this event. As a leader in your lodge, members will look to you for information about *ArrowCorps*⁵ and you play a critical role in its overall success.

As a lodge leader, be it youth or adviser, here is a summary of what we're asking each of you to do to support *ArrowCorps*⁵ registration and promotion. Please see the

appendix for additional details regarding the role of the lodge chief & adviser and council youth & adult coordinator.

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1. **Understand basic information about ArrowCorps⁵.** As we discussed earlier in the session, the best way to promote the event is to know all you can about it. Be familiar with promotional resources including the *ArrowCorps⁵ website*.
2. **Appoint Youth and Adult Lodge ArrowCorps⁵ Coordinators.** Each council will be asked to appoint a youth and adult coordinator through initial registration packets mailed on September 15th. There are corresponding coordinators at the section level as well. The youth and adult coordinator will lead planning efforts for *ArrowCorps⁵* in your council, coordinating registration, transportation and making sure deadlines are met.
3. **Set a goal of meeting Council Trailblazer Status.** Requirements for Council Trailblazer include:
 - a. Appoint a youth coordinator for *ArrowCorps⁵*
 - b. Appoint an adult coordinator for *ArrowCorps⁵*
 - c. Provide a minimum number of participants and/or staff for *ArrowCorps⁵*

Number of lodge members	Minimum number of participants
1-199	5
200-499	10
500-999	25
1000-1999	35
2000+	50

4. **Coordinate transportation.** There will be limited transportation between closest airports and *ArrowCorps⁵* sites. Councils should plan to provide all of their transportation and should work in conjunction with other council contingents where it makes sense.
5. **Promote ArrowCorps⁵**
 - a. Discuss and review at your lodge/council activities
 - b. Update your lodge websites with information
 - c. Include information in your communication to members

Conclusion

3 Minutes

As a leader in the lodge, you play a critical role in the success of *ArrowCorps⁵*. Not only should each and every one of you plan to attend at least one site, but you are also the key messengers and source of information. Here are some critical dates to remember:

- November 15th – Council contingent coordinator appointments with estimated number of participants due in national office
- February 1st – Registration transmittals due in national office which includes names of participants and \$100 deposit per participant
- May 1st – Final payment (\$150 per participant) due in the national office

I'm looking forward to seeing many of you at an *ArrowCorps⁵* site!

APPENDIX: PHILMONT WEIGHT LIMITS FOR BACKPACKING AND HIKING

Each participant in a Philmont trek must not exceed the maximum acceptable limit in the weight-for-height chart below. The right column shows the maximum acceptable weight for a person's height in order to participate in a Philmont trek. Those who fall within the limits are more likely to have an enjoyable trek and avoid incurring health risks. Every Philmont trek involves hiking with a 35- to 50-pound backpack at elevations of 6,500 to 12,500 feet. Philmont recommends that participants carry a pack weighing no more than 25% to 30% of their body weight.

Participants 21 years and older who exceed the maximum acceptable weight limit for their height at the Philmont medical recheck will not be permitted to backpack or hike at Philmont. For example, a person 5' 10" cannot weigh more than 226 pounds.

The Philmont physicians will use their best professional judgement in determining participation in a Philmont trek by individuals under 21 years of age who exceed the maximum acceptable weight for their height. Participants under 21 years of age are strongly encouraged to meet the weight limit for their height, and exceptions are not made automatically, and the maximum allowable exception will be 20 pounds. Discussion in advance with Philmont regarding any exception to the weight limit for persons under 21 years of age is required, whether it is over or under.

Under no circumstances will any individual over 295 pounds be allowed to participate regardless of height or age. This limit is necessary due to limitations of rescue equipment and for the safety of Philmont personnel. The maximum weight for any participant in a Cavalcade Trek and for horse rides is 200 pounds.

HEIGHT		WEIGHT (POUNDS)	
FT	IN	RECOMMENDED	MAX
5'	0"	97-138	166
5'	1"	101-143	172
5'	2"	104-148	178
5'	3"	107-152	183
5'	4"	111-157	189
5'	5"	114-162	195
5'	6"	118-167	201
5'	7"	121-172	207
5'	8"	125-178	214
5'	9"	129-185	220
5'	10"	132-188	226
5'	11"	136-194	233
6'	0"	140-199	239
6'	1"	144-205	246
6'	2"	148-210	252
6'	3"	152-216	260
6'	4"	156-222	267
6'	5"	160-228	274
6'	6"	164-234	281
6'	7"	170-240	295

APPENDIX: SAMPLE FLIPCHART SUGGESTIONS

The following is a recommended list of flip chart pages that can be used for visual presentation.

ArrowCorps⁵
Section COC/LEC Training

Your Name

Page
1

ArrowCorps⁵ Facts

[write answers as you obtain answers from audience]

Page
2

Where are WE Headed?

What ArrowCorps⁵ site do we plan to attend?

Page
3

Role of Lodge Leadership

Understand basic information about ArrowCorps5

Appoint Youth and Adult Council ArrowCorps5 Coordinators

Goal to meet Trailblazer Status

Coordinate transportation

Promote!

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Important Dates

September 15th Registration packets mailed to lodges

November 15th Council contingent coordinator appointments due

February 1st Registration transmittals due which includes names of participants and \$100 deposit per participant

May 1st Final payment (\$150 per participant) due

Page
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APPENDIX: FREQUENTLY ASKED QUESTIONS

Where do I find updated information and deadlines?

The ArrowCorps⁵ website (www.event.oa-bsa.org) will have all the current information. You can always call your section chief or section adviser for updated information.

Are adults allowed to attend ArrowCorps⁵?

Yes, both youth and adults are strongly encouraged to attend any ArrowCorps⁵ location. This is the best opportunity for adults to have a high adventure program experience. However, every youth and adult must be physically fit to attend.

What if our Council wants to attend two different service sites?

Councils can send more than one contingent. Council members not going to a site where their council contingent is attending can also attend other work sites by traveling with another local contingent. Section and region coordinators may work with contingent coordinators to arrange transportation for Arrowmen traveling to any ArrowCorps⁵ site they desire.

What should we do, if we are sending a contingent to one site, but only one Arrowman wants to attend a different site?

The adult coordinator still should register everyone going in their council. Councils must reserve spaces for everyone from their council going to any ArrowCorps⁵ site even if they are not traveling with their contingent.

Can councils travel together? If two or more councils are traveling together, how do they need to register? Councils still register all their members that are attending an ArrowCorps⁵ site through their home council. Council coordinators and section coordinators will work together to arrange transportation for all participants. Official travel guidelines for members traveling with other councils will be posted on the ArrowCorps⁵ website in the coming months.

Can a service site fill up? Is there a possibility a site will not accept contingents?

Each site has a maximum capacity of 1,000 participants. The Order of the Arrow is trying to complete large service projects at each site. In order to complete these projects, each site needs a particular amount of participants (i.e. it can not have too many people or too few). All sites are on a *first come, first served* basis, so councils should send their deposits early.

Will I need to bring my own tools?

No, tools will be provided for you onsite. NOTE: Some personal equipment will be required, including gloves and personal work shoes. After registering, council contingents will receive a packing list for each site their council members are attending.

Will shelters be provided? Will I need to bring my own tent?

You may need to bring your own tent – this varies by site. You will be camping in or near a U.S. National Forest and so you should plan to bring anything you would need to be in the wilderness for a week. A full list of items you need to bring will be given to your contingent coordinator after sending in deposits.

Will food be provided?

Yes, your meals will be provided during the project time period.

APPENDIX: RESPONSIBILITIES OF LODGE CHIEFS & ADVISERS

Responsibilities of Lodge Chiefs

- Decide on which site the council contingent will attend. Visit www.event.aa-bsa.org for more information about sites, locations, projects, and dates. The lodge chief/adviser may choose the site before promotion begins, or they may poll the contingent.
- Complete and submit *ArrowCorps*⁵ registration online on or prior to deadline.
- Be the sole promotion leader for your council by organizing and planning a promotion program. Promotion ideas include, but not limited to, giving speeches, showing PowerPoint presentations and flash videos, and displaying flyers. See *Promotion Ideas for Section Chiefs –ArrowCorps*⁵.
- Ensure all contingent members have a completed a class 3 physical, paid fees on time, and have obtained needed equipment.
- Keep in constant communication, through the telephone or personal contact, with the contingent coordinator.
- Be familiar with and actively use the promotional website (www.event.aa-bsa.org) and the materials that will become available.
- Ensure that all the council's available slots are filled.
- Inform the council/chapters of the current status of *ArrowCorps*⁵ (i.e. how open slots, promoting, and important information).
- Give a presentation promoting *ArrowCorps*⁵ at the lodge banquet/council banquet. Also, give a presentation after *ArrowCorps*⁵ has been completed to provide the results to the lodge/council.

Responsibilities of Lodge Advisers

- Decide on which site(s) the council contingent will attend. Visit www.event.aa-bsa.org for more information about sites, locations, projects, and dates.
- In consultation with the Scout executive, confirm that the *ArrowCorps*⁵ Council Coordinator Transmittal has been returned by the Scout executive by November 15, 2007.
- Advise the lodge chief and council contingent coordinator in holding and running *ArrowCorps*⁵ contingent meetings. See *Responsibilities for lodge chiefs* for more information.
- Ensure the lodge chief and adult/youth contingent coordinators are fulfilling his responsibilities such as promotion and communication. See *Responsibilities of Lodge Chiefs* for more detailed information. Encourage him to use the promotional materials made available at www.event.aa-bsa.org.
- The lodge chief, lodge adviser, and council contingent coordinator should keep in constant communication, through the telephone or personal contact, with contingent members. Communicate information in a clear and prompt manner to each contingent member.

APPENDIX: COORDINATOR RESPONSIBILITIES**ArrowCorps5: Responsibilities of Coordinators****Adult**

- Submit contingent Registration Transmittal to the National Office by February 1, 2007.
- All travel arrangements for the contingent. Travel arrangements are left entirely to council's preference (carpool, bus, flying, etc.).
- Ensure all contingent members have a completed a class 3 physical, paid fees on time, and have obtained needed equipment.
- Check in council contingent upon arriving at *ArrowCorps*⁵ site (if attending).
- Work with the council and lodge Key 3
- Report and update the lodge adviser as to progress of council contingent.
- Ensure BSA policies are adhered to in travel planning.
- Support and advise youth contingent coordinator.

Youth

- Hold and chair *ArrowCorps*⁵ contingent meetings. Such meetings provide time to communicate vital information. Vital information includes, but not limited to, site location, project type, needed equipment, special requirements, fees, deadlines, contingent meeting dates, and travel arrangements.
- Keep in constant communication, through the telephone or personal contact, with the contingent members. Communicate vital information in a clear and prompt manner to each contingent member.
- Check in the council contingent upon arriving at the *ArrowCorps*⁵ site (if attending *ArrowCorps*⁵).
- Report updates to the lodge chief.
- Works with the section and region coordinators to disseminate up-to-date information to council contingent.
- Ensure that all the council's available slots are filled.
- Inform the lodge/chapters of the current status of *ArrowCorps*⁵ (i.e. how open slots, promoting, and important information).

APPENDIX: BASIC SITE INFORMATION

Mark Twain National Forest

The Mark Twain US Forest is over 1.5 million acres of National Forest located in the southern half of Missouri. The OA 2008 project will take place in the Bateman area that lies between Springfield and Branson, Missouri.

Project Area: *Hercules Glades Wilderness (located South of Ava, Missouri)*

Project Description: *Cedar tree removal from glade areas in the wilderness to help restore native grasses.*

Recreational Opportunities: *Canoeing, horseback riding, fishing, and Branson, Missouri (approximately 40 miles west of project site).*

City / Point of Interest

- *Branson, Missouri – World's Largest Toy Museum*

Manti-La Sal National Forest

The 1,413,111-acre Manti-La Sal National Forest is located in southeastern Utah. It is managed for multiple uses such as range, timber, minerals, water, wildlife, and recreation. The Forest is divided into three land areas: the Manti Division, the La Sal Division at Moab, and the La Sal Division at Monticello.

Project Area: *Buckhorn Wash, San Rafael Swell (located east of Castle Dale, Utah), including Price BLM wilderness area.*

Project Description: *Tamarisk (invasive species) removal. Each day of will push the Tamarisk invasion back 30 years.*

Recreational Opportunities: *Green River float trips, national parks, fishing, mountain biking, and whitewater rafting.*

City / Point of Interest

- *Salt Lake City, Utah – Great Salt Lake*

George Washington & Jefferson National Forest

George Washington and Jefferson National Forest were administratively combined in 1995 to form the George Washington and Jefferson National Forest. The two National forests contain nearly 1.8 million acres of public land, representing one of the largest blocks of public land in the eastern United States.

The size and the location of the forest make it an excellent center for outdoor activities. The forest covers over 1.8 million acres and 140 miles along the Appalachian Mountains in northwestern Virginia and in eastern West Virginia. Most of the forest is in Virginia and within a day's drive for 54 million people.

Project Area: *Allegheny Highlands Trail System and Lake Moomaw.*

Project Description: *Campsite improvements and construction of seven miles of new multi-user trail north of Covington, VA.*

Recreational Opportunities: *Whitewater rafting, fishing, mountain biking, and nearby historical sites.*

City / Point of Interest

- *Washington, D.C. – Downtown Historical District / Museums*

Shasta-Trinity National Forest

It's a good thing Teddy Roosevelt had the vision and foresight to protect American forests like Shasta-Trinity — granite peaks and cliffs, canyons, glaciers, rock pinnacles, and reflective lakes offer a solitude you won't find inside any of California's sprawling cities. Here, the earth is raw and visceral; its power is palpable. As Mount Shasta looms in the distance, a plume of sulfurous smoke serves as a reminder of the awesome energy that lies hidden beneath the surface — at 14,162 feet, it is the second highest volcano in the Cascade Range.

Speak softly and carry a big stick, T.R. famously uttered — perhaps he meant a big hiking stick. Hikers can explore a labyrinth of trails that meander through the forest — more than 1,400 miles of trails carve their way through Shasta-Trinity. Those who enjoy the water can blaze their own trail on expansive Lake Shasta which offers a world-class waterskiing environment.

Project Area: *Pacific Crest Trail (located north of Redding, California) and Sisson-Callahan National Historic Trail.*

Project Description: *Significant trail maintenance and reconstruction to avoid soil erosion.*

Recreational Opportunities: *Whitewater rafting and kayaking, mountain climbing, house boating and waterskiing.*

City / Point of Interest

- *Redding, California – Gold Prospecting – Historical Sites*

Bridger-Teton National Forest

Located in Western Wyoming, the Bridger-Teton offers more than 3.4 million acres of public land for your outdoor recreation enjoyment. With its pristine watersheds, abundant wildlife and immense wildlands, the Bridger-Teton National Forest comprises a large part of the Greater Yellowstone Ecosystem - the largest intact ecosystem in the lower 48 United States. Offering nearly 1.2 million acres of designated Wilderness, over 30,000 miles of road and trail and thousands of miles of unspoiled rivers and streams, the Bridger-Teton offers something for everyone. We encourage you to visit this beautiful landscape and experience this unique piece of American Heritage.

Project Area: *Forest districts surrounding the Jackson and Yellowstone-Teton areas of Wyoming.*

Project Description: *Bridge work, campsite improvements, fence building, erosion control projects, and weed control.*

Recreational Opportunities: *Whitewater rafting and kayaking, canoeing, fishing, sightseeing in both Teton and Yellowstone National Parks.*

City / Point of Interest

- *Jackson, Wyoming – Yellowstone National Park*