

Troop 714

High Adventure Planning Guide

The purpose of this planning guide is to help in the preparation and planning of High Adventure treks. As its name states, this is a guide and does not contain a complete list of preparation tasks for any and all High Adventure treks. It is recommended that this guide be used as a starting point in the planning process and a reference document to help create the specific tasks for a specific High Adventure trek. It is strongly recommended to speak with the outfitter or the High Adventure facility to get specific requirements for the trip since each trek will be different.

High Adventure Treks. There are several different kinds of High Adventure Treks. BSA manages 4 High Adventure base camps. In addition, Troop 714 has planned other High Adventure treks. The following lists some examples of High Adventure treks:

- Philmont – 137,493 acres of challenging Scout adventure set in among the mountains and mesas of northern New Mexico. A Philmont planning guide can be found at: <http://www.philmontscout ranch.org/Camping.aspx>
- Northern Tier – Northern Tier is set in the boundary waters of Minnesota. Northern Tier offers wilderness canoe trips. There are no lodgings along these trips, and aircraft and motorboats are heavily restricted. Typical treks cover 50-150 miles and take 6-10 days. A Northern Tier planning guide can be found at: <http://www.ntier.org/TripPlanning.aspx>.
- The Summit – 10,600 acres located in Mount Hope, West Virginia. The base camp is located adjacent to the New River Gorge National Park, a 70,000 acre park that exemplifies the typical rugged Appalachian Mountains, and is popular for white water rafting, mountain biking, and rock climbing. A Summit planning guide can be found at: <http://www.summitblog.org/programs/>.
- Sea Base – Formally known as Florida National High Adventure Sea Base. It is located in the Florida Keys on the lower end of Matecumbe Key. Sea Base offers large boat sailing adventures with scuba and snorkeling options. A Sea Base planning guide can be found at: <http://www.bsaseabase.org/Resources.aspx>.
- 50+ mile treks – Troop 714 is known for lots of backpacking opportunities. The troop has organized many backpacking treks over 50 miles and some well over 100 miles.
- Alaska – in 2012, the Troop planned a 12-day High Adventure trek to Alaska that included sea kayaking, river rafting, hiking, and deep-sea fishing.
- Hawaii – The troop is currently planning a trek to Hawaii in 2015.

Crews. A Crew is the name of the unit of scouts and adults who participate in a High Adventure trek. Crew numbers vary depending on the location. Make sure to check with the outfitter or the High Adventure camp for specifics.

Scout restrictions. High Adventure treks are not for all scouts. These treks have certain restrictions that scouts must meet before they are eligible to participate in a crew.

- High Adventure age restrictions are 13 or 14. Check with the outfitter or High Adventure camp for specific age requirements and age cutoff dates.
- Each scout must be willing to comply with the training requirements.
- Registered with the troop.
- Active in the troop.

Make sure you check with the high adventure facility for specific restrictions. For example, Sea Base has the following participant requirements.

1. Each participant must be a registered Boy Scout, Varsity Scout, Venture Scout, or Adult Leader.
2. Participants must be thirteen (13) and graduated from the 8th grade or fourteen (14) years old to participate in all programs. *Youth who would be eligible to attend the summer season (May-*

August) ARE eligible for spring program of that year (February-April). AGE REQUIREMENTS FOR SEA BASE CANNOT BE RELAXED. PLEASE DO NOT REQUEST OR EXPECT EXCEPTIONS!

3. The ability to swim 100 yards (official BSA swim test) and stay afloat for one (1) minute.
4. Must be in good health evidenced by a BSA Health and Medical form filled out and signed by your doctor within the past 12 months. A special SCUBA Medical and Waiver are required for the SCUBA Certification Program. Inquire early with questions about medical requirements for participation.
5. Must be a Certified Diver for the SCUBA Adventure Program by a certified agency nationally recognized by the BSA.
6. No participant may weigh in excess of 295 pounds. Participants not meeting this requirement will be sent home at their own expense.
7. All participants must know and use the scout Oath and Law as their guide to appropriate behavior at Sea Base.

Training. To ensure the success of the trek, all participants must comply with the trek's training requirements that will include both physical training and BSA certifications. Below is a list of recommended training.

- All participants must have a current complete notarized BSA health form. Check to see if the High Adventure camps have further health form requirements.
- All adults must be registered with BSA and have Youth Protection Training.
- A minimum of 1 adult in each crew must be certified in CPR and Wilderness First Aid. Recommended 2 or more Adults have this training and at least 1 scout.
- All participants must be willing to attend 4-6 pre trek weekends to prepare for the trip.
- Powder horn recommended for a minimum of 1 adult.
- Wood Badge recommended for a minimum of 1 adult.
- Call council to see if there are any specialized training requirements for the trip.
- Foothills Philmont preparation training for a minimum of 1 adult recommended.

Health. Physical fitness is critical for both scouts and adults. For example, Philmont treks involve hiking with a 35-50 lb. backpack between 6,500 and 12,500 ft. elevations and daily hikes are 6-10 miles. Philmont recommends that participants carry a pack weighing no more than 20-30% of their body weight. It is recommended that all scouts and adults spend the necessary time prior to the trek to achieve the level of physical fitness where they will thrive during the trek rather than just survive.

Crew Preparation. In order for crews to operate efficiently and safely, the crew must practice and bond together as a team. The following are some recommendations to help prepare the crew for the trek.

- Gear shakedown. This ensures that all participants have the appropriate gear for the trek. It is important to make sure each crew participant has the proper gear. It is also important that crew members don't bring unnecessary gear that may bog down the crew on the trail.
 - Conduct a gear shakedown at every prep hike or event
 - If significant hiking is involved, work with the scouts to lighten their bags. Work to find gear that is not necessary or gear that can perform dual purposes.
- Prep hikes. For High Adventure treks that entail significant hiking, it is recommended a minimum of 6 prep weekend hikes of varying difficulty to prepare the crew for the trek. These prep hikes should be organized with a duty roster like the one that will be utilized on the trek so the crew members will be familiar with the duties of the crew.
- Prep overnights. For High Adventure treks that do not entail significant hiking, it is important for the crew to bond. Several prep overnight activities are recommended to help the crew bond. Some suggestions are:
 - Canoeing or kayaking
 - Hiking
 - Dump camping

Fundraising Ideas. High Adventure treks can cost a significant amount of money. It is important for the scouts to earn some if not all of the funds for the trek. The following are some fund raising ideas for the crew.

- Sell pizza before Troop meetings or other activities.
- Utilize popcorn sales or pine straw sales revenues in scout accounts.
- Sell water bottles or other items.
- Hold a Troop Garage sale.
 - Ask other garage sales to donate to the scouts rather than someone else. Troop 714 has a Tax ID number so the donations will be tax deductible.
 - Arrange a pickup for anything that does not sell.
 - If the garage sale is 2 days, need to arrange overnight sleeping and protection for the items.
 - Get permission from the church.
 - Get tables from church.
 - Arrange for signage.
 - Post on Craigslist.

Costs. High Adventure treks can cost \$1500 or more. The major costs involved in High Adventure treks are:

- Transportation
- Air
- Ground
- High Adventure fees/Outfitter fees
- Food
- Hotel (day of arrival and day of departure)

Planning. Planning for High Adventure treks can take a year or more. It is never too early to begin planning for a trek. The following is a recommended Planning Schedule:

12 months out

1. Find Adult in charge
2. Find ASM in charge
3. Find Scout in charge
4. Estimate costs
5. Contact outfitter or base camp to secure reservations
6. Acquire event checklist from Activity Chair
7. Create event flyer
8. Send flyer for approval
9. Send flyer for posting
10. Create signup sheet
11. Get signups
12. Collect first installment payment from participants
 - a. Recommend large non-refundable deposits to secure commitments
13. Setup a payment schedule for remaining fees
 - a. Recommend all fees are collected within 6 months of the trek
14. Create trip accounting spreadsheet
 - a. You will need to account for all payments made by the troop and all deposits collected for the event. Fundraisers will also need to be split up and allocated to scout accounts. A spreadsheet will make for better tracking.
15. Pay deposits (if necessary)
16. Determine cancellation policy for participants and trek

17. Determine adult and scout training requirements
18. Send announcements to newsletter
19. Create contact list (adults, scouts, parents)

10 Months out

1. Elect Crew Chief
2. Develop itinerary
 - a. Air
 - b. Hotel
 - c. Ground transportation
3. Finalize trip dates
4. Plan fundraisers
 - a. Recommend a minimum of 3
5. Schedule weekend prep hikes and excursions
6. Collect Installment payments
7. Create a Crew Personal Equipment List
8. Create a Crew Gear Equipment List
9. Obtain crew gear
10. First gear shakedown

6 Months out

1. Secure plane tickets
 - a. Make sure there are no unaccompanied minors traveling
2. Secure hotel for the day of arrival and the day of departure
3. Secure ground transportation
4. Perform swim tests if necessary
5. Collect final payments
6. Determine other crew positions
7. Execute on the prep weekends
8. Execute on fundraisers
9. Assign a adult medical officer to administer medications and to handle all health forms.

3 Months out

1. Submit BSA tour permit
2. Arrange for any local permits
3. Get med forms (A, B, C) from all participants
4. Make final payments
5. Order crew shirts (optional)
6. Gear shakedown

4 Weeks out

1. Get copies of all tickets and itineraries from all participants
2. Collect all health forms and check for completeness
3. Confirm ground transportation
4. Confirm hotel arrangements for the day of arrival and the day of departure
5. Confirm reservations with outfitter or base camp
6. Arrange drivers to and from airport
7. Confirm training requirements are completed
8. Create trek journal (separate document example posted on the Troop website)
9. Create trek duty roster

2 Weeks out

1. Last gear shakedown

2. Obtain local licenses if needed (i.e., fishing)
3. Arrange time to meet at church
4. Conduct final event meeting. Answer last minute questions
5. Review trek itinerary
6. Make any final changes

1 Week out

1. Check weather reports
2. Print maps/directions
3. Send reminder to scouts to trim finger and toe nails and get hair cuts

Day of trip

1. Meet at the church
2. Collect prescription medicines
3. Collect permission slips

Crew Positions. It is important for crews to be well organized for High Adventure trips. Without this organization, the crew experience may be less than optimal. It is important to be able to execute all tasks in the wilderness with efficiency so the crew can get the maximum fun and excitement of the outdoor experience.

Daily tasks such as health, hygiene, camp setup, clean up, navigation and cooking, need to be taken care with excellence and speed. Hence the crew must be organized and trained around a plan. There are many ways to make this happen. The following crew positions are only examples and can and should be modified for the specific High Adventure trek.

It is also important to note that the crew positions should be determined early in the planning and assigned prior to the prep trips. Participants should practice these positions on the prep trips so that they are familiar with their responsibilities on the actual High Adventure trip.

Crew Chief (youth crew member): The Crew Chief is a youth member elected by the youth members of the crew. The Crew Chief is also considered the Scout in Charge. The success of the trek is absolutely dependent on the Crew Chief. The Crew Chief provides leadership for the crew members and is accountable for all crew activity. The Chief organizes the prep treks with the Adult in charge and ASM in charge. The Chief creates the duty roster for the trek and prep treks and supports all crew members in executing their assignments. The Chief makes certain the crew is healthy, clean, safe, and eating good food. The Chief also makes certain the crew accurately navigates the trek and the crew stays on schedule. The Chief picks the camp location and organizes the location of the tents, bear bags, sump, and kitchen. Most of all, the Chief establishes a social environment that guarantees all crew members have fun.

Adult in Charge (adult non-crew member): The Adult in charge is not a crew member and helps organize the trek with the Crew Chief and the ASM in charge. For example the Adult in charge may help plan fundraising activities or design and order the crew shirts. The Adult in charge is the point on contact between the crew and the troop during the trek to help provide consistent communication between the crew and the troop if necessary.

ASM in charge (adult crew member): The ASM in charge is responsible for the preparation and training of the crew. The ASM in charge works with the Crew Chief to organize and execute prep hikes and the actual trek. The ASM ensures all youth travel safely to and from the trek. The ASM advises (as opposed to leads) during the trek. The ASM only steps in if the health or safety of the crew is threatened.

Medical Officer (adult crew member): This adult is in charge of health forms and collecting and dispersing medicine during the trek. The Medical Officer must ensure that all prescription meds are stored and

secured from the crew. The only exception is that EpiPins must be in the possession of the scout who is prescribed it.

Chaplain Aide (youth crew member): The Chaplain Aide is responsible for performing the chaplain duties on the trek. This includes performing grace at meals, leading the daily thorns and roses discussion, and the executing the scout's own service. The Aide should work with the troop's Chaplain Aide to understand the role and to organize the scout's own service. This role does not usually rotate among crew members during the trek.

Cooks (youth crew members): Cooks are responsible for preparing all crew meals. In general High Adventure meals are prepared for the entire crew rather than individual meal preparation. Cooks are responsible for setting up the kitchen, keeping cooking equipment clean and keeping others out of the way. Cooks serve the meal and serve themselves last ensuring there is enough food for everyone.

Watermen (youth crew members): Watermen are responsible for the crew's water. Immediately after camp is setup, they filter and treat all crew water containers. They are responsible for having water available for the cooks when the cooks are ready to cook the evening meal and having enough water for the KP team to cleanup after the meal. They also guarantee the crew is carrying enough crew water when going into dry camps.

Firemen (youth crew members): Firemen are responsible for the maintenance of the crew's stoves. They setup and light stoves at the appropriate time for cooking under the orders of the cooks. They break down stoves after KP is completed and store them with the crew gear. The firemen are also in charge of the nightly campfire including collecting firewood, lighting the fire and extinguishing it at the end of the evening.

KP team (youth crew members): The KP team is responsible for crew sanitation. Most importantly, the KP team ensures that cooking utensils are sterile before the cook team uses them. The KP team also cleans up after meals, creates the sump, disposes waste liquids, and packs out all crew waste. The KP is also responsible for the cleanliness of the campsite and leave-no-trace when the crew breaks camp in the morning.

Navigator (youth crew member): The Navigator is responsible for reading a map and using a compass and guiding the crew along the trek. The Navigator checks the maps the evening before the assigned day and reports to the crew the plan for the next day. During the hike, the navigator leads the crew and makes decisions at trail crossings.

AM/PM Bear Bag team (youth crew members): This team is responsible for raising the bear bags in the evening and retrieving them in the morning. Bear bags should be retrieved immediately in the AM before any other activities take place. These scouts should be the first ones out of the tents.

Dweeb (any crew member): This is an extra, optional rotating position. On any trek, something is bound to go wrong at some point along the way. It is important that the crew be able to work through the issue and move along with the trek. Sometimes this is difficult for scouts. This is where the Dweeb can help. The crew member with this duty takes blame for anything that goes wrong and does not take credit for anything that goes right. While this may seem a bit odd, it does play a very important role. It allows for whatever stress that the was created to be quickly dispersed. Having the Dweeb stand up and take responsibility can bring some humor and fun into whatever situation has occurred. Rotating this around the crew can keep this position lighthearted.

Recommended High Adventure Personal and Crew Equipment List

Note: The actual equipment list will change depending on the location, season, and type of High Adventure trek. The following list is only meant to be a starting point. It is strongly recommended to

create a specific Crew Personal Equipment list that will be used for the specific trek. Gear shakedown is proper protocol to ensure all participants are well prepared with their gear.

Personal Equipment List

Clothing – No cotton clothing

- Class A uniform for traveling to and from High Adventure trek
- Hiking Boots
- 3 pair of heavy hiking socks
- 3 pair of inner sock liners
- 2 pair shorts/zip off pants
- 3t-shirts including crew shirt
- 1 long sleeve shirt
- 3 pair of underwear
- 1 belt
- 1 hat
- Long johns/sleepwear
- Rain gear (jacket and pants no ponchos)
- Fleece jacket

Basic gear

- Backpack
- Straps to hold gear to pack
- Rain cover
- Stuff sacks
- 5-10 gallon sized Ziplocs
- Sleeping bag
- Waterproof compression sack
- Sleeping pad
- Tent and ground cloth
- 1 bowl
- 1 spoon
- 1 mug
- 2 (1-quart) Nalgene bottles
- 1 3 liter platypus hydration system
- Stocking cap
- Bear bag

Toiletries

- Camp towel
- Toothbrush
- Chapstick
- Sunscreen
- Hand sanitizer
- Insect repellent
- Toilet paper

Miscellaneous

- Compass
- Whistle
- Small pocketknife
- Matches or lighter in waterproof container
- Notepad and pen/pencil
- Personal first aid
- Headlamp

- Extra batteries
- Money (small bills)
- Sunglasses
- Watch with alarm
-

Optional

- Ear plugs
- Camera
- Gloves
- Seat pad
- Foot Powder
- Comb
- Postcards
- Trekking poles
- Repair kit/Duct tape
- Pillow
- Camp shoes
- Cards
- Bandanas

Sea Base is a high adventure program that takes place on water. As such, the gear list is different. Below is a recommended personal gear list for Coral Reef, Sea Exploring and Eco Adventures. Sea Base scuba adventure and fishing adventure have additional gear requirements.

- 1 Pad lock per crew for storage
- 1 Set Field or Activity uniforms
- 2 T-shirts
- Lightweight rain gear (optional)
- Sunglasses with strap (Polarized are best)
- 1 pair walking shoes for Key West (Sea Exploring Only)
- 1 pair of inexpensive water shoes (Coral Reef and Eco Adventures)
- 16 oz. of non-oily, non-aerosol, waterproof, SPF 50+ sunscreen lotion (1 bottle for 2-3 Scouts)
- 1 pair of shorts
- Pants, long-sleeve shirt & light jacket (December & spring)
- Toiletry kit
- Wide brimmed hat
- 1-2 pair of Socks
- Large-mouth water bottle with plastic clip or carabineer, (If you like coffee, please bring a mug)
- One sheet or light blanket (summer) or warm blanket or a sleeping bag (winter and spring)
- Sleeping pad – Backpacking type
- 1 Swimsuit (modest style)
- 1 towel and a small pillow
- Insect repellent
- Prescription Medication
- Proof of age/photo ID
- Copy of Medical Insurance information

Optional Sea Base Items

- Hawaiian style shirt (Luau)
- Camera (waterproof if possible)
- Personal snorkel gear
- Extra money (\$100-\$125)

- Bonine® (for seasickness)

Crew Gear. It may be appropriate for certain items to be shared as crew gear rather than all crew members packing these items as individual gear. Remember to have backup gear in the event of a malfunction or damage. Crew gear may include the following:

- Stove
- Fuel
- Cooking pot
- Pot liners
- Cooking utensils (large spoon)
- Cleaning equipment
- Soap
- Toothpaste
- Rain tarp
- Bear bag rope
- Crew bear bag
- Lighter
- Water purification system
- Large water carrying bag
- Sump
- Crew first aid kit
- Trowel
- Trail map
- First Aid kit (specific to Sea Base)
 - Sunscreen* (50 SPF minimum non-aerosol)
 - Aloe Vera cream*
 - Sea Sickness Medicine (we recommend non-drowsy Bonine®)*
 - Chapstick* (50 SPF minimum)
 - Insect Repellent*
 - Hydrocortisone Cream*
 - Medicated Powder*
 - Swimmer's Ear Drops*
 - Benadryl (anti-itch, anti-inflammatory)*
 - Vinegar (for sea-creature stings)

Footnote. Above all else, remember to have fun.