

## RECOMMENDED PREPARATION PLAN

Unit - (u), Council Contingent (cc)

WHEN	SUGGESTED ACTION	PERSON RESPONSIBLE	
<b>WINTER/ SPRING/ SUMMER 2014</b>	Conduct critique with a previous year's expedition Advisors (cc)	_____	
	Council Philmont Kick-off (cc)	_____	
	Determine attendance objective for council and districts (cc)	_____	
	Establish schedules for mailings, meetings, promotions (cc, u)	_____	
	Confirm two-deep leadership per crew with at least one alternate (cc, u)	_____	
	Announce details in Council bulletin and provide Philmont updates noting leadership participation, trip details, <b>age/grade requirements, and weight requirements for participation</b> (cc)	_____	
	Share Philmont plans with Camping Committee (cc)	_____	
	Share Philmont plans with Unit Committee (u)	_____	
	Promote Philmont at Roundtables (cc)	_____	
	Recruit participants and collect Reservation Fee Payment from each participant (cc,u)	_____	
	Transmit Reservation Fee Payment to Philmont (cc - May 1, u – Jan 30)	_____	
	<b>FALL 2014</b>	Collect advance fee payment from each participant (cc, u)	_____
		Transmit advance fee payment to Philmont (due Oct. 1) (cc, u)	_____
		Philmont Committee meets with all selected expedition Leaders and reviews plans (cc)	_____
CONDUCT PHILMONT PARENTS' RALLY (cc, u)		_____	
Sign up 100% of quota (cc)		_____	
Share risk advisory statement with parents (cc, u)		_____	
Arrange transportation and overnight accommodations to and from Philmont (cc, u)		_____	
Make plans for training and the second parent's meeting (cc)		_____	
Receive BSA Annual Health and Medical Record forms from Philmont or download online (cc, u)		_____	
Apply for Waite Phillips Scholarship (due Dec 31) (u)		_____	
<b>DEC 2014/ JAN 2015</b>	Each participant schedule medical exam - review completed medical forms prior to shakedown activities (cc, u)	_____	
	Continue updating Philmont news in Council bulletin (cc)	_____	
	Begin physical fitness training plan (cc, u)	_____	

WHEN	SUGGESTED ACTION	PERSON RESPONSIBLE
DEC 2014/ JAN 2015 Cont'd	Each crew conducts a series of training experiences prior to arrival at Philmont (at least 2 weekends recommended); start easy and increase difficulty, with several days of camping and hiking with full packs (Philmont has produced step by step guides to help with two shakedown weekends. <a href="http://www.PhillmontScoutRanch.org">www.PhillmontScoutRanch.org</a> )(cc, u)	_____
	Submit Scholarship Certification Form to Philmont by due date (cc)	_____
MARCH/ APRIL 2015	Transmit final fee payment to Philmont by March 1 (cc, u)	_____
	Receive Advisor's Packet mid-March for 12-Day Treks or mid-April For 7-Day Treks & Cavalcade Treks. It includes <i>Itinerary Guide</i> , <i>Guidebook to Adventure</i> and map from Philmont (cc, u)	_____
	Continue physical fitness training. (cc, u)	_____
	12-Day reservations complete online itinerary selection beginning April 1 (if arriving June 8 – July 8) Or April 2 <sup>nd</sup> (if arriving July 9-Aug 9) And no later than May 1 (Itineraries are booked on a first come, first served basis and many fill-up early.) 7-Day and Cavalcade Reservations will be instructed on their itinerary selection process. In 2014, 83% of crews received their first or second choice.	_____
	Share accident and sickness insurance information, risk advisory statement, expedition number, Philmont address and emergency telephone number with parents (cc, u)	_____
	Complete a Tour Plan worksheet online and submit to your council. Print and travel with your approved Tour Plan. (cc, u)	_____
	Continue physical fitness training (cc, u)	_____
MAY 2015	Complete details-confirm travel plans (cc, u)	_____
	Enter Crew Roster on the new online “Philmont Roster and Arrival Gateway”. Advisors will be able to enter, update, or modify information. Please complete the roster at least two weeks prior to arrival. (cc, u)	_____
	The Reservation contact will receive instructions on how to use this exciting online system during the second week of May. For multi-crew reservations, the reservation contact will be able to provide a link for each crew to enter information.	_____
	Complete arrival and departure information at the new online “Philmont Roster and Arrival Gateway”. Please complete this information two weeks prior to arrival. (cc, u)	_____
	Prepare and release "Story" to news media (form in Advisor Packet or online at: <a href="http://www.philmontscoutranch.org/PressRelease.aspx">www.philmontscoutranch.org/PressRelease.aspx</a> (cc, u)	_____
	Continue physical fitness training (cc, u)	_____
JUNE/ JULY/ AUGUST 2015	<b>This year's expedition is all set to go! Bring to Philmont:</b> completed BSA Annual Health and Medical Records w/proper signatures and copy of health insurance card, Wilderness First Aid /CPR verifications, approved Tour and Activity Plan, itinerary Confirmation and a copy of roster completed online with any last minute changes noted. (cc, u)	_____
	Email <a href="mailto:Philmont.Logistics@scouting.org">Philmont.Logistics@scouting.org</a> or call Logistics (575-376-2281) with any last minute changes to arrival plans.	_____
	Evaluate Philmont trek and preparations - prepare for next High Adventure experience (cc, u)	_____
	Follow-up event: Plan family program to share photos/stories.	_____