

# Adult Trek Leader Training

Question: What is an Adult Trek Leader?

Answer: Someone who is willing to give the time and energy needed to make the trek successful. Someone is knowledgeable about the activity planned but is willing to stay behind the scenes and let the Scout Trek Leader lead the Scouts.

### **Adult Trek Leader Responsibilities**

1. Teach the Senior Patrol Leader (SPL) and Scout Trek Leader (STL) how to plan and lead a safe trek.
2. Coordinate with the other adult leaders.
3. Contact the site headquarters.
4. Make it happen.
5. Follow up.

## Adult Trek Leader Responsibilities

1. Teach the Senior Patrol Leader (SPL) and Scout Trek Leader (STL) how to plan and lead a safe trek:

**Work behind the scenes - give suggestions, not instructions.**

Check progress of bulletins, emails, sign-ups, skills instructions, equipment checks.

Review the Trek Plan for safety, realistic goals, adult support;  
what's the planned activity? car camping, backpacking, aquatics?  
will the site support the planned activity;  
are there properly trained adults available (see Tour Permit);  
will there be Scoutmasters available to sign-off books;  
are the Scouts properly trained and equipped;  
is there an emergency plan.

Special consideration for:

Snow Camping: special gear, pack checks;

Aquatic Treks: required merit badges, PFDs;

Cycling Treks: bicycle inspections, helmets;

Backpacking Treks: hiking boots, water filters, rain gear.

## Adult Trek Leader Responsibilities

### 2. Coordinate with the other adult leaders:

Take responsibility early (4-6 months in advance).

Check the Troop archives for previous trip reports. Learn from past experiences at the same site.

Contact the Reservations Planner:

- number of campsites reserved;
- restrictions on number of participants, vehicles, etc;
- check-in procedures.

Provide Trek Plan and roster to Driving Chair:

- number of participants;
- scheduled departure and return times;
- route and driving time to site.

Send out an email to the adults with the details of the trip: dates, departure and return times, distance, what kind of trek.

## Adult Trek Leader Responsibilities

### 3. Contact the site headquarters:

Check on facilities available:

parking

water

latrines

firewood

Will there be any camping or parking fees required?

Will the site support the trek as planned?

Get maps of campsites, trails (let STL do this if possible).

Are there any restrictions on fires, wood gathering?

Any local hazards (ticks, poison oak, snakes, bears, streams)?

## Adult Trek Leader Responsibilities

### 4. Make it happen:

File a Tour Permit with the Council Office:

Form available on-line and can be faxed in;

Council Office has a file with all our driver info, so just state  
"Information on file";

Tour Permit requires properly trained adults:

CPR

Safety Afloat and Safe Swim

Climb on Safely

Youth Protection

Check out equipment for the adult campsite:

same as a patrol, just better food.

Check on local weather shortly before departure.

Provide maps to drivers and other adults attending the trek;

Route to trek site;

Map of site, showing location of our campsites;

Cell phone numbers of drivers;

If you have drivers that are picking up only, make sure they get  
maps at previous troop meeting or at departure time.

Collect required forms (or make sure Scouts have them):

roster

permission slip

medical

firearm permission

drivers

Handle the finances (and get reimbursed by Treasurer):

campsite fees (usually paid with reservations)

parking

firewood

tolls.

## Adult Trek Leader Responsibilities

### 5. Follow up:

File a Trip Report:

Names of attendees, both Scouts and Adults;

Status of site;

Unusual occurrences;

Activities;

Include suggestions on how to improve the experience next time.

Give a verbal report at next Committee Meeting.

Provide info to Advancement Chair for special awards earned.

## Senior Patrol Leader Responsibilities

- Delivers the initial bulletin to Troop, providing dates, location, type of trek, restrictions (-8 weeks);
- Recruits the Scout Trek Leader (-8 weeks);
- Consults with STL and ATL on required skills, special equipment needed (-6 weeks);
- Schedules skill sessions, equipment checks, menu planning for Troop meetings leading up to trek date.



## Scout Trek Leader Responsibilities

- Develops the Trek Plan: departure times, trails to be used, miles per day, campsites to be used, number of days, rendezvous required (if two groups or if re-supply is needed), advancement and merit badge opportunities, campfire program (-6 weeks);
- Helps SPL incorporate skills sessions, pack checks, menu planning into Troop meetings leading up to Trek (-6 weeks);
- Starts and maintains the sign-up sheet (-4 weeks);
- Delivers periodic bulletins at Troop meetings to encourage participation, answer questions;
- Sends out emails to Troop with details of Trek Plan, including age/rank/merit badge requirements, equipment lists;
- Recruits skills instructors from older Scouts or Adult leaders;
- Reviews patrol menus;
- Acquires necessary maps and charts; campsite, trails, topographic;
- Provides ATL with Trek Plan, roster, maps;
- Oversees equipment check-out at last Troop meeting prior to departure, checks out Troop level gear;
- Leads the Trek:
  - assigns point man on trails;
  - assigns campsites;
  - posts duty rosters;
  - leads campfire programs;
  - oversees cleanup;
  - leads "Scouts Own".
- Gives verbal trip report to Troop at next meeting, relating successes, problems, special awards.

## Patrol Level Equipment

- First Aid Kit;
- Stove and fuel bottle;
- Water filter;
- Cook kit and Chef kit;
- Tents (2 Scouts per tent, 3 only if necessary);
- Trash bags;

## Troop Level Equipment

- Bear bags, with rope;
- Safety line (for water crossings);
- Wood tools, Ax yard supplies: ax, saw, stakes, rope, sharpening tools;
- Rain fly;
- Spare stove and water filter;

## Campsite Rules:

- Rule #1: NO Scouts leave the camp area without permission & never alone;
- All patrols should camp as patrols - tents organized neatly, away from fire pit and dining area;
- Duty Rosters should be posted at each patrol site;
- An Ax yard should be set up and roped off (if required);
- All campfires should have sand and/or water “buckets” near fire pits for fire safety (typically just one fire for Troop);
- Patrol flags should be displayed if possible;
- Kindling wood and firewood should be near the fire pit. Use wood tools in ax yard only;
- All stoves must be lit by adults or older scouts (supervised);
- As part of the LNT (Leave No Trace) policy, scouts should disturb the environment as little as possible (don't move all ground material out from under tents);
- No scouts bunk alone;
- No scouts bunk with adults;
- Position tents safely: be aware of drainage, wind, wildlife, trees;
- One Troop First Aid kit should be at each Patrol site;
- Display the Troop flag and American flag if possible;
- Establish a “lights out” time & stick to it;
- Check for nearby campers - be careful of excess noise;

- Be aware of emergency escape route in case of: fire, serious injury, flood, or other unexpected emergency;
- Find the latrine, or set up a “cat hole” area, or dig a latrine trench;
- Locate the nearest water;
- Locate the spot for Bear bags or Bear canisters;
- Set up a garbage bag site (possibly one per patrol) and dispose of bags before turning in