



**HIGH ADVENTURE COMMITTEE
2013 ANNUAL PLAN**

OBJECTIVE: To promote and facilitate participation in the National and Patriots' Path Council high adventure programs and facilities to help in the retention of older Scouts, Venturers and seasoned leaders, increase advancement and assist in recruiting new Scouts and Venturers.

2013 GOALS:

- A. Increase High Adventure participation by non-participating units
- B. Continue to improve and expand our Wilderness & Remote First Aid training program
- C. Promote PPC high adventure and camping programs through cooperative efforts with all Outdoor Program groups
- D. Provide Sea Base opportunities for provisional scouts and expand the program as demand dictates
- E. Investigate and plan for future Council Contingent Summit trips

TASKS:

- A. Promote National and Council high adventure bases at summer camp, The University of Scouting, Tradeshow of Scouting, and other opportunities that arise
- B. Develop enhanced electronic marketing tools for high adventure including a Sea Base section on the Council HA site
- C. Continue to develop and promote "A Scout Pays His Own Way" to help make high adventure activities attainable for more Scouts
- D. Carefully manage and control program costs for the Council Philmont and Sea Base programs
- E. Recruit new volunteers for the High Adventure Committee and Watchu weekend
- F. Promote Advisor COPE and Crew COPE programs and Crew Sabbatis treks
- G. Continue outreach program for non-participating large units
- H. Begin planning for the first Summit Bechtel Adventure

COMMITTEE MEETINGS: **2013:** Jan 22, Feb 23 & 26, Mar 26, Apr 23, May 28, June 8 & 25, Sep24, Oct 22, Nov 26.
Committee Special Events: May 18, August TBD

EVENTS:

2013 Philmont Advisor Briefings: Jan11, Mar 5, Jun 5
2014 Philmont Advisor Briefings: Feb 16, Sep 2013, Nov 2013, Jan, Mar, June, 2014
2013 Sea Base Crew & Family Briefings: Jan 26, June 2013
Watchu Mountain Adventure: May 3-5
Preparation for WMA: Apr 20 & 27
Fast Pass Night: Apr 16

WORK PLAN

2013-2014

Abbreviated Philmont Work Plan



January

- Prepare for January Briefing
- Request Philmont to send 250 Publicity maps with info on back
- Check delivery of Philmont food
- Order Black Arrowhead patches for Watchu
- Conduct January Lottery
- Order all Watchu Mountain Outfitters Products
- Prepare Advisor Welcome Package for February Orientation

February

- Schedule May COPE for Crew Advisors
- Create e-mail address list for next year's advisors

March

- Post Contingent Openings on the Council Home Page
- Book Allamuchy/Wheeler for Next Year's Watchu (May 2014).
- Recruit Staff/EMT for Watchu Adventure
- Conduct March Briefing
- Plan Badger Day-Saturday before the Watchu Mountain Adventure
- Make final Airline Payment (Fuel Charge)
- Order Philmont food for 22 crews. If 2 meals per pack:
 - Breakfast 6 Packs, Lunch 6 Packs, Supper 6 Packs/ Crew

April

- Conduct Fast Pass Night
- Final Staff Feeding Plan and Order food for Watchu Staff
- Reserve Library for September Lead Advisor Conference
- Apply for National Tour Plans
- Create a laminated Emergency Phone Number card for Watchu

May

- Develop Final Airline Instructions for Advisors and WEB
- Schedule a September Lead Crew Advisors Administrative Conference
- From all crews collect Photo Copies of Philmont Roster
- Tour and Flight Information
- Confirm all Colorado overnight and food arrangements
- Send notice for final Advisor Briefing in June
- Plan Meeting for all Tour Advisors at June Briefing
- Post Airline, Check-In, Tour Permits, Rendezvous, Tour Data on Web

June & July

- Administrative Check of Watchu Passport at June Briefing
- Schedule Annual Watchu Staff Celebration at Watchu Mountain
- Book Calvary room for next years advisor meetings
- Create system to make certain ALL know Philmont departure time
- Material for June Briefing
- Provide Tour Advisors with necessary Crew documents



- Assign Five Airport PPC Liftoff Teams
- Final Financial Check
- Philmont Check-In

August

- Book Philmont 630/702/711/713/715 for year after next
- Confirm Deposit and Payment Status via US Postcard
- Notify 2014 Lead Advisors of September meeting (F.P. Library)
- Setup 2014 Financial spreadsheet
- Council thanks Church for use of meeting room (\$400 & Letter)
- Update 2014 Advisor E-mail group
- Complete production of 2014 Advisor Guide & September 1st Letter
- Call Airlines for Preliminary Air Schedule and Costs
- Prepare marketing for Watchu/COPE/Sabattis/Staff Fellow

September/October

- Begin Watchu Grams and Watchu Alerts
- E-mail to Watchu Team announcing Sept High Adventure Meeting
- Order Philmanac, Bill Cass books
- Check booking of Allamuchy for Watchu Mountain Adventure
- Begin Purchase of Airline Tickets with Airlines
- Create publicity for January Lottery and Individual Sign-Up
- Develop Agenda for November Briefing
- Prepare Crew Member Guide for the January
- Order 750/500 Patriots Path/Philmont Council Patches (Determine border for 2014)
- Put Up 2014 Philmont Information/Application on the WEB

November/December

- Conduct November Advisor Briefing
- Staff and define January Philmont/Patriots' Lottery
- Package Video, Planning Guide for November Briefing
- Order Advisor Name Plates as per Name Plate Sheet
- Develop Agenda for January Advisor Briefing
- Create Publicity for Lottery

Develop Price/Schedule for next years Philmont Expedition

2013 -2014 Abbreviated Sea Base Work Plan

January

- Recruit as necessary to fill 2014 Crew
- Set up deposit payment for 2014 Sea Exploring Adventure
- Prepare for initial Crew / Family briefing: agenda, medicals, shirt and patch order forms
- Create budgets for 2015 trips
- Hold 2013 initial Crew briefing
-

February

- Create 2015 Sea Base brochure for Sea Exploring Adventure



March

- Create 2013 Scuba Certification brochure
- Post 2014 Sea Base brochures and begin advertising
- Arrange ground transportation for 2013 trip
- Submit T-shirt order
- Develop Airline Roster and pay airline fees if complete

April

- Confirm meeting place and date for June briefing. Send save the date.

May

- Review Crew medical forms as submitted. Follow up on missing forms
- Collect documents for Sea Base check in
- Prepare for June briefing
- Prepare advertising for 2015 "Anchor Crews"
- Advertise monthly as necessary for 2014 trips

June

- Prepare package of Sea Base check in materials for Crew advisors: medicals, training cards, registrations, photo IDs
- Hold June briefing, distribute T-shirts, travel information

July

- See Crew through check in process at Newark Airport

September

- Make Sea Base progress payment for 2014 trips
- Book airlines for 2014 trips
- Determine if there are any "Anchor Crews" for 2015 trips
- Send welcome letter to 2014 Crews, payment reminders, etc.

October

- Determine what trips the Council wants to run for 2015
- Submit applications to the Sea Base Council Contingent lottery

November / December

- Reserve meeting place for January / February 2014
- Send save the date email to 2014 Crews