

Course Coordinator Guidelines

BSA Leave No Trace Master Educator Course

The following are the general guidelines that help define the function of a Course Coordinator (local organizer) for a BSA LNT Masters course hosted by a local Council:

- Coordinate with top vol/pro Scouters in the host Council to plan the course
- Coordinate with BSA Outdoor Ethics Region Coordinator as course is planned
- Coordinate with the BSA Outdoor Ethics Task Force (OE TF) and assist the host Scout Executive in preparing the "Request for Authorization to Conduct a BSA-Sponsored LNT ME course" form (21-114) for submission
- Publicize course to targeted Scouters within host Council and surrounding Councils (BSA OE TF will handle national publicity)
- Accept reservations, money, and contact information from participants
- Provide shuttle to/from nearest major airport (if needed)
- Provide indoor classroom for sessions at start and finish of course
- Provide required AV equipment and classroom setup for indoor sessions
- Provide some prepared meals (if needed) and food items for participant-cooked meals while in base camp
- Provide shuttle to/from field experience (if needed) - prefer that participants and staff be in single vehicle for a long shuttle
- Provide trek meals while in the field
- Provide group (non-personal) equipment for use with base camp and field experiential training
- Arrange for a special "Scouting formal" graduation meal at the end of the course (participants and staff do not need to cook or cleanup)
- Coordinate with the host Council and the BSA OE TF to identify and invite appropriate Scouting, agency, and LNT dignitaries to the graduation
- Provide updated and verified participant contact information to Lead Instructor (spreadsheet preferred, format will be provided) as registration progresses
- Provide updated and verified participant contact information to Lead Instructor (spreadsheet preferred, format will be provided) at the conclusion of the course
- Finalize finances per planned budget and provide full record to Lead Instructor at the conclusion of the course