

Council and Course Coordinator Guidelines

BSA Leave No Trace Level 2 Instructor Course

The following are general guidelines that help define the responsibilities of the hosting council and the Course Coordinator for a BSA Leave No Trace Level 2 Instructor course. The Course Coordinator is the key liaison between the host council and the BSA Outdoor Ethics Subcommittee and Lead Instructor (LI). Responsibilities include:

- Coordinate with volunteer and professional scouters in the host council, such as, the professional staff advisor, the Council Outdoor Ethics Advocate (COEA), the council short term camp administrator, and council support staff, to make all the local council arrangements for the course.
- Coordinate with the designated BSA Outdoor Ethics Subcommittee Coordinator (OESC) on the initial planning and with the assigned Lead Instructor on the detailed plan after the course is approved.
- Coordinate with the COEA and OESC to prepare the "Request for Authorization to Conduct a BSA-Sponsored Leave No Trace Level 2 Instructor Course" form for submission, and obtain local council signatures.
- Work with host council to set up the course registration and payment process. As registration progresses, obtain registration status and participant lists (spreadsheet including contact information) for the LI.
- Publicize course to targeted Scouters within the host and surrounding councils. The BSA OE Subcommittee will handle national publicity.
- Provide indoor classroom for sessions at start and finish of course.
- Provide required AV equipment and classroom setup for indoor sessions.
- Coordinate the detailed course meal plan with the LI, and provide base camp and field meals, including a special "Scouting formal" graduation meal at the end of the course.
- Arrange for shuttle to/from nearest major airport. (Optional)
- Provide shuttle to/from field experience (if needed).
- Provide group (non-personal) equipment for use with base camp and field training.
- Coordinate with the LI to plan the detailed trek itinerary and obtain necessary permits.
- Coordinate with the LI to order and/or print course materials.
- Coordinate with the LI on the emergency plan for the course.
- Coordinate with the LI to identify and invite guest instructors. (Optional)
- Coordinate with the LI to identify and arrange a Leave No Trace related service project during the course.
- Coordinate with the COEA and LI to identify and invite appropriate Scouting, agency, or other guests to the graduation.
- Work with the host council to finalize finances per planned budget at the conclusion of the course.