



May 29th, 2017

Over the past few years, units from our Council have had difficulty making reservations for Philmont Treks. In light of this, the Capitol Area Council has reserved 96 spaces (eight 12-person crews) for a Council Contingent to Philmont in the summer of 2018. We will be traveling to Philmont **Sunday** June 24<sup>th</sup>, 2018 and will return to Austin, Saturday July 8, 2018. At least 7 of the 8 crews will be allocated to units in the Capitol Area Council. One crew will be reserved for Scouts who have financial limitations.

Applications from interested units will be accepted at the Council Service Center through May 1<sup>st</sup>, 2017. After applications have been received, they will be ranked based on their history of application for our Council Contingents, their history of attendance at Philmont, how much support the unit has provided to the Capitol Area Council, and other factors. The highest-ranking units will be allocated crew slots on the Contingent. The remaining units will be placed on a wait-list that will be used to fill vacated unit-based crew slots in the 2018 Contingent. A \$200 deposit must accompany applications for all contingent crews.

The cost for the Contingent trek is currently estimated to be \$1330 per person (there may be minor adjustments to this as the expenses are completely determined). This price will include all transportation, meals, a Contingent duffle bag, contingent council shoulder strip, contingent patch, and sectional topographic maps. It does not include crew or personal equipment or personal spending money. It also does not include expenses related to crew preparation activities.

Contingent crews are comprised of 12 participants. There must be at least two but no more than four adults (21 years of age or older) combined with Scouts or Venturers for a total of 12 participants in a crew. Crews with female youth crewmembers must have female adult leadership. If a unit has fewer than 12, they must either link with another unit or be committed to recruit youth from other units. **Each selected unit is financially responsible for paying for 12 participants. LEADERS AND YOUTH PARTICIPANTS MUST MEET THE AGE and the HEIGHT AND WEIGHT REQUIREMENTS FOR PHILMONT. THESE REQUIREMENTS ARE STRICTLY ENFORCED BY PHILMONT!** Proper BSA registration; certification in Wilderness First Aid and CPR; and Youth Protection Training for all adults is also mandatory. The contingent requires youth and adult crewmembers wear the full "class-A" BSA field uniform (including Scout pants or shorts) for travel and some activities while at Philmont.

The unit application form for a crew is included with this mailing and is also available on the contingent website (accessible via the Council website at [www.bsacac.org](http://www.bsacac.org) or [www.sccovington.com/philmont](http://www.sccovington.com/philmont)). Units may apply for up to three crew slots. Selected units will be first allocated a single crew. This will continue until all selected units have been allocated a crew slot. After this, the highest ranked will be allocated a second crew. This process will continue until all crew slots have been assigned. There is no guarantee that a selected unit will be granted more than one crew slot but the priority order will be maintained for the contingent waitlist.

Please be aware that some financial assistance may be available for Philmont youth participants. This scholarship money is available to youth going to Philmont with any group; it is not limited to the Council Contingent. Feel free to contact me regarding these scholarships

Thank you for all that you do to support Scouting in the Capitol Area Council.

Sincerely,

**Mark McDermott**  
Philmont Contingent Advisor

**Frank Davol**  
CAC High Adventure Chair



The Capitol Area Council is sponsoring a Council Contingent for Philmont for the summer of 2018. The Council has been allocated 8 crews of 12 participants each (96 participants total) for this Contingent. At least seven of these crews (84 participants) will be awarded to units.

The Contingent trek will be a total of fourteen (14) days which includes two travel days. Crews will depart Austin **Sunday, June 24<sup>th</sup>, 2018** and will return Saturday, **July 7<sup>th</sup>, 2018**. Crews will be at Philmont Camping Headquarters for approximately 24 hours and then will be backpacking in the Philmont backcountry for 11 days before returning to Austin.

Applications will be accepted for complete twelve-person crews from Capitol Area Council units. **These applications must be postmarked on or before April 1<sup>st</sup>, 2017** and received in the Council Service Center on or before **April 15<sup>th</sup>, 2017**. Alternatively, the applications may be hand delivered to the Council Service Center on or before **April 15<sup>th</sup>, 2017**.

Units applying for a Contingent crew are required to agree to adhere to all the Philmont rules and regulations regarding participation in treks as well as the Contingent's rules and guidelines. These include but are not limited to age requirements, adult/youth crew makeup, Youth Protection requirements, height/weight limits, uniform requirements, etc. These rules may be found on the contingent website. Reservations are not transferable and may be made for one unit only (although one unit may join with another unit or units to create a crew).

Units must agree to participate in **all** Contingent planning meetings. There are normally three of these meetings and at least one adult leader from each crew is **required** to attend each meeting. All crew participants and their family members are welcome at these meetings and are encouraged to attend.

After all unit applications have been received, the Council Philmont Contingent committee will select units to participate in the Contingent. The selection will be made along the guidelines below and the selection decision is final. Applicants will be notified of their selection or position on the wait-list by approximately **May 1<sup>st</sup>, 2017**.

### Eligibility:

- A Boy Scout Troop/Team or Venturing Crew ("unit") chartered in the Capitol Area Council may apply for 12-person crew slots for the 2018 Capitol Area Philmont Contingent Trek.
- Units unable to organize a crew of 12 participants may partner with one or more other units to create a full crew. One unit must be designated as the "primary" unit in this event and will have all Contingent responsibilities that would apply to a single unit crew. Each unit must complete an application and all applications for units partnering together should be stapled together for submission. The "primary" unit must be clearly designated.
- Units applying for the Contingent Trek **must include a \$200 deposit** for each crew requested with their application. For those units selected to participate, this deposit will be applied to the crew's outstanding balance. Units not selected to participate may choose to leave the deposit with the Council as long as they remain on the 2018 wait-list or have it returned and be removed from the 2018 wait-list.
- **If a unit selected for the Council Contingent is on Philmont's waitlist for a unit-based 2018 trek, the unit must formally withdraw from one or the other.**
- Applications must be approved and signed by the Unit's Committee Chair.
- **Units may apply for up to three crew slots.** Selected units will be first allocated a single crew. This will continue until all selected units have been allocated a crew slot. After this, the highest ranked units requesting multiple crews will be allocated a second crew. This process will continue until all crew slots have been assigned. There is no guarantee that a selected unit will be granted more than one crew slot but the priority order will be maintained for the contingent waitlist.
- If a selected crew later determines it will not participate, its deposit will be forfeited and a replacement crew will be selected from the waitlist by the Contingent Advisor. The Council will refund any other payments made by the unit prior to withdrawal less any unrecoverable expenses incurred on behalf of the unit. This refund will not be made and the unit will remain fully financially responsible for the entire crew fee until the Contingent Advisor successfully replaces the unit. If a replacement unit is not found, the unit is financially responsible for the total cost.
- The (primary) unit is financially responsible for complete crews of 12 participants. There is a maximum of 4 adults per crew. Be aware that Philmont considers an "adult" to be a participant 21 years of age or older for this purpose — this age limit does not apply to Youth Protection rules which follow the standard BSA guidelines.
- Units must conform to the Council and National Youth Protection policies. In the case of co-ed Venturing Crews, female adult leadership is required at all times.
- There will be no carryover from year to year. Crews applying will be selected for 2018 or will be on waitlist for 2018. When the 2018 Contingent is complete, any units remaining on the 2018 wait-list will have their deposit refunded.
- **The unit should try to recruit at least 75% of crewmembers (9) that have never participated in a Philmont trek.**

## Unit Application

### 2018 Council Contingent — Philmont Scout Ranch

- The unit must commit to the estimated financial cost of \$1,250 per person (\$15,000 per crew) and contingent’s payment schedule. Units not keeping current with the payment schedule may be dropped and replaced with a unit on the 2018 wait-list. The \$1,250 charge includes all transportation, meals, fees, a Council shoulder patch, a contingent logo patch, sectional topographic maps, and a contingent duffle bag. Participants are responsible for their own spending money and personal equipment. Participants may also be financially responsible for crew preparation activities, crew tee-shirts, and other crew-related expenses.

**Selection:**

- Mailed applications must be postmarked on or before April 1<sup>st</sup>, 2017** and received in the Council Service Center on or before **April 15<sup>th</sup>, 2017**. Alternatively, the applications may be hand delivered to the Council Service Center on or before **April 15<sup>th</sup>, 2017**.
- Selection is not be made on a first-come, first-served basis.** There is no benefit for early submission.
- Applying units will be “ranked” based on:
  - Number of times unit has applied for a crew slot on the Council Contingent since their last Contingent participation and has not been selected. Preference will be given to units that have not participated in a previous Council Philmont Contingent.
  - Last time the unit has had crews participate at Philmont (treks, cavalcade, etc.)
  - Number of times unit has attended summer camp at Lost Pines between 2012 and 2016.
  - Number of times unit has attended winter camp at Lost Pines between 2012 and 2016.
  - Number of times unit has sent to Scouts to summer and/or winter Silver Pines between 2012 and 2016.
  - Number of session’s youth from unit has staffed summer camp at Lost Pines between 2012 and 2016.
  - Number of session’s youth from unit has staffed winter camp at Lost Pines between 2012 and 2016.
  - Number of session’s youth from unit has staffed Silver Pines between 2012 and 2016.
  - Number of session’s youth from unit has staffed Cub Resident Camp between 2012 and 2016.
  - Number of times unit participated in Family FOS program between 2012 and 2016.
  - Number of times unit participated in Council Popcorn sale between 2012 and 2016.
  - Number of times the unit has achieved Quality Unit status between 2012 and 2016.

*Consideration will be given in the ranking process to Venturing Crews relative to attendance at summer and winter camp. They will however, be ranked generally based on their participation in Council activities.*

- Selection of participating crews and wait-list priority will be final.**

**Financial:**

Estimated Cost: **\$1,300 per participant** (\$15,960 per crew)

Payment schedule:

Payment Date	Per Person	Per Crew	
Deposit with application	\$ 16.67	\$200.00	<i>Financial assistance (scholarships) may be available to youth participants.</i>
<b>July 1<sup>st</sup>, 2017</b>	328.33	3,940.00	
<b>October 5<sup>th</sup>, 2017</b>	328.33	3,940.00	<i>The amount available will not be known until fall 2017.</i>
<b>December 22<sup>nd</sup>, 2017</b>	328.33	3,940.00	
<b>March 1<sup>st</sup>, 2018</b>	328.33	3,940.00	
<b>Total:</b>	<b>\$1,330.00</b>	<b>\$15,960.00</b>	

All payments should be made to:  
**Capitol Area Council**  
 12500 N IH 35  
 Austin, TX 78753  
 Please make one check per payment for the net amount due at the payment date.

**NOTE:** *this cost and payment schedule may be updated when the 2018 Philmont budget has been confirmed. It is not anticipated that it will vary significantly from the above.*

**Additional Information:**

Additional information regarding the Council Contingent Trek is available on the Contingent website (below). Philmont and Council rules relating to the Council Contingent and information specific to the 2018 Council Contingent may be obtained there. Other questions may be addressed to:

**Rick Denison**  
 Director of Support Service  
 (512) 617-8627  
[rick.denison@scouting.org](mailto:rick.denison@scouting.org)  
[www.bsacac.org](http://www.bsacac.org)

**Mark McDermott**  
 Philmont Contingent Advisor  
 (512) 750-0743  
[mcdermott@austin.rr.com](mailto:mcdermott@austin.rr.com)  
[www.sccovington.com/philmont](http://www.sccovington.com/philmont)

**Unit Type:**  Boy Scout Troop/Team  Venturing Crew **Unit #:** \_\_\_\_\_ **District:** \_\_\_\_\_  
 Unit Chartered to: \_\_\_\_\_ If combining with other units, which unit(s)? \_\_\_\_\_  
 Number of full crew slots the unit is applying for: \_\_\_\_\_ (If applying for multiple crews, please attach copies of this page for each and indicate priority order \_\_\_\_\_)

**Scoutmaster/Venturing Crew Advisor Name:** *If combining with other unit(s), attach the same information for those unit(s)*  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_  
 E-mail  Preferred Home \_\_\_\_\_  
 Preferred Work \_\_\_\_\_

**Adult Leader Contact for Crew:** *(this is the adult anticipated to be the adult Crew Advisor and will go on the trek)*  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_  
 E-mail  Preferred Home \_\_\_\_\_  
 Preferred Work \_\_\_\_\_

**Proposed Crew makeup:**

Male Youth	
Female Youth*	
Male Adults	
Female Adults	
Total:	<b>12</b>

} Maximum of 4 adults per crew

\* Female adult leadership required

***For crew makeup purposes, Philmont considers anyone 21 years of age or above an "adult." All other participants are considered "youth."***

- Does the unit commit to be financially responsible for 12 participants?**  Yes  No  
 Will at least 75% of the Crew's participants (9) have never been to Philmont?  Yes  No  
**Does the Crew agree to follow Philmont's rules** (age, height/weight, etc.)?  Yes  No  
**Does the Crew agree to follow the Contingent rules** (uniform, paperwork schedules, etc.)?  Yes  No  
 Will the unit participate in any unit-based activity (cavalcade or trek) at Philmont in 2018?  Yes  No  
 Does unit have another Philmont activity in 2018?  Yes  No  
 Is the unit on Philmont's waitlist for a 2018 trek? If yes, waitlist # \_\_\_\_\_  Yes  No

Year unit last attended Philmont ( Trek,  Cavalcade,  other \_\_\_\_\_)  
 If your crew is not selected, do you want to remain on the waitlist in case openings occur?  Yes  No  
*(If you do not want to remain on the waitlist, your deposit will be returned.)*

Complete the following:	2012	2013	2014	2015	2016	Total
Attended summer camp at Lost Pines	<input type="checkbox"/>	_____				
Attended winter camp at Lost Pines	<input type="checkbox"/>	_____				
Youth from unit from unit attended Silver Pines	<input type="checkbox"/>	_____				
Youth from unit staffed summer camp at Lost Pines	<input type="checkbox"/>	_____				
Youth from unit staffed winter camp at Lost Pines	<input type="checkbox"/>	_____				
Youth from unit staffed Cub Resident Camp	<input type="checkbox"/>	_____				
Youth from unit staffed Silver Pines	<input type="checkbox"/>	_____				
Unit achieved Quality Unit/Centennial Quality Unit	<input type="checkbox"/>	_____				
Unit held a Family FOS presentation	<input type="checkbox"/>	_____				
Unit participated in the Council Popcorn sale	<input type="checkbox"/>	_____				

Submitted by \_\_\_\_\_ Scouting Position \_\_\_\_\_  
(printed name) (signature)  
 Unit Committee Chair \_\_\_\_\_ Date \_\_\_\_\_  
(printed name) (signature)