

## Class Catalog

2018 Scouting University, Princeton High School

### College of Cub Scouting

<b>C01</b> A-B Session: 8:30 – 10:20 am	<b>Successful Pack Campouts</b> Proven methods and tips for great Pack campouts. Ideas for where to go, and programming in the outdoors.
<b>C02</b> A Session: 8:30 – 9:20 am D Session: 1:10 – 2:00 pm	<b>Knots for Cub Leaders and Cub Parents</b> Beginners hands-on class to learn great knots for use with Cub Scouts and effective ways to teach them to the Cubs.
<b>C03</b> A Session: 8:30 – 9:20 am D Session: 1:10 – 2:00 pm	<b>New Cub Parent and Cub Leader Introduction</b> Let's talk, we know what's it's like to be a new parent and leader in Cub Scouting. We will share together best practices for having fun, keeping your Cubs engaged, explore how things really work and how best to share the program with other parents and Cubs.
<b>C04</b> A Session: 8:30 -9:20 am	<b>Understanding Boy Scouts from a Cub Scout Perspective</b> Moving from Cub Scouts to Boy Scouts - what do I need to know? Are all troops the same? How do I pick a troop?
<b>C05</b> B Session: 9:30 – 10:20am	<b>Wood Crafts / Knife Safety / Basic Carving</b> Every Cub wants to carve! Learn how to teach simple wood crafts to your Cubs and learn how to grow their knife safety and carving techniques
<b>C06</b> B Session: 9:30 – 10:20 am	<b>How to Have Year-Round Fun at Dan Beard Camps</b> Learn how to plan for your pack to earn the National Summertime Pack Award, Day Camp, Resident Camp, Fun with Son, Leave No Trace. We will share lots of ideas to make the most of summer fun in the sun.
<b>C07</b> B Session: 9:30 – 10:20 am	<b>Tips to Running a FUN Webelos Program</b> Using the National Program, learn different delivery methods, explore the Den and Pack resource guide, and discover how to make this program meet the needs of your Cubs.
<b>C08</b> C Session: 10:30 -11:20 am	<b>Cub Scout Cooking</b> Use cooking and food as a teaching tool. Here are simple and fun recipes that Cub Scouts can use to prepare their own foods at home.
<b>C09</b> C Session: 10:30 – 11:20 am	<b>Cub Scout First Aid</b> Discuss ways for parents and adult leaders to be prepared during Cub Scouting events and practical ways to integrate basic first aid into your Cub Program.

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- C10**  
C Session: 10:30 – 11:20 am  
**Cub Scouts and Commissioner Discussion (NEW)**  
Come join a group of Commissioners for an introduction to Commissioner service for new Cub Scout leaders and parents. We'll explain the role of the Commissioner, what to expect from your Commissioner and how to get the most from the partnership to help you, your Cubs and your unit succeed. The format will include a friendly dialogue, an exchange of questions and answers plus opportunity for learning and networking.
- C11**  
D Session: 1:10 – 2:00 pm  
**Intro to Boy Scouts for Cub Leaders**  
Learn how a Boy Scout troop functions - the similarities and differences compared to Cub Scouts. Ideal for Cubmasters and Den Leaders to understand the progression of the Scouting program as the youth advance, and how to be better able to prepare Webelos for Boy Scouts.
- C12**  
D-E Session: 1:10 -3:00 pm  
**Blue and Gold Banquets**  
Learn how to organize and plan a Blue and Gold Banquet.
- C13**  
E Session: 2:10 – 3:00 pm  
**Planning Pinewood Derbies**  
Did you know there are other kit style derbies that your Pack can run? Learn about Space Derby, Rain Gutter Regatta as well as Pinewood Derby.
- C14**  
E Session: 2:10 – 3:00 pm  
**Webelos to Boy Scout Transition**  
Discuss ways to promote troops to Webelos and to help Webelos find a troop that's a good fit for them; ways to help prepare Webelos for Boy Scouts; and ideas for Arrow of Light and Crossing Over. (Assumes some prior knowledge of Boy Scouts or have taken Intro to Boy Scouts for Cub Leaders)
- C15**  
F Session: 3:10 – 4:00 pm  
**How to Use Den Chiefs**  
Cub Leaders, want to use Den Chiefs, but aren't sure how? Want to have a better experience versus last time? Come learn about the ways to maximize the effectiveness of a Den Chief in your Pack or Den.
- C16**  
F Session: 3:10 – 4:00 pm  
**Leave No Trace Principles for Cub Scouts**  
Come learn simple and fun ways to add leave no trace principles to your Cub Activities
- C17**  
F Session: 3:10 – 4:00 pm  
**Cub Religious Emblems: Light of Christ & Parvuli Dei**  
These Emblems are a joint activity between the Cub Scout and his parents. This one-hour introduction course covers Religious Emblem Coordinator responsibilities and Roman Catholic Youth Protection Requirements. Additional training will be required to become certified by the Archdiocese of Cincinnati.
- C18**  
D Session: 1:10 – 2:00 pm  
**Adult Leader Succession Planning for Packs**  
Every leader will need to be replaced... eventually. The best way to ensure your pack has functioning leadership in the years to come is to start planning for it now. In this course we will examine a set of principles and strategies that have been successfully used in a local pack.

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**College of Boy Scouting**

<b>B01</b> A Session: 8:30 – 9:20 am	<b>Planning the Perfect Troop Campout</b> All the secret ingredients for a Perfect Troop Campout. Opportunities to share ideas with fellow Scouters.
<b>B02</b> B Session: 9:30 – 10:20 am	<b>Troop Program Planning “A Year of Fun”</b> How to help the Patrol Leaders plan fun and effective troop meetings.
<b>B03</b> B Session: 9:30 – 10:20 am	<b>Effective Scoutmaster Conference</b> Tips and techniques for developing skills for this critical role and a bit of myth-busting concerning the Scoutmaster conference.
<b>B04</b> B Session: 9:30 – 10:20 am	<b>Troop Advancement Chair</b> What is your role? Find out best practices to support the Scouts in your unit on their scouting journey.
<b>B05</b> A Session: 8:30 – 9:20 am	<b>Commissioner Service to Troop Discussion (NEW)</b> Bring your questions and ideas to this roundtable discussion about Commissioner service to troops. We’ll address the role of the Commissioner, how to build a partnership with your Commissioner and what to expect from your Commissioner. We’ll even discuss and dispel some common myths. Come learn more and see why Commissioners are important to the success of your scouts, leaders and units.
<b>B06</b> C Session: 10:30 – 11:20 am	<b>How to Prepare for High Adventure</b> How to plan that first adventure experience. Procedures and guidelines. Getting ready for Philmont, Sea Base, or Northern Tier.
<b>B07</b> C Session: 10:30 – 11:20 am	<b>Leave No Trace Principles for Scouts BSA and Crews</b> Come learn simple and fun ways to add "leave no trace" principles to your Scouts BSA and Crew activities
<b>B08</b> B Session: 9:30 – 10:20 am E Session: 2:10 – 3:00 pm	<b>Coaching the Coach – How to Work with your Eagle Scout Candidate (NEW)</b> This class is intended for District Advancement Representatives and adult coaches/mentors that coach Life scouts who are navigating their way to the rank of Eagle Scout. We will review some of the common pitfalls that can result in delays and even denial of the rank. After this class you will be able to guide scouts through the project, application, and board of review phases, resulting in successful advancement to the rank of Eagle Scout.
<b>B09</b> D Session: 1:10 – 2:00 pm	<b>Youth Led Troops</b> Learn how to use BSA tools and training to work with your Committee and Youth Leadership Team to build a Youth Run, adult guided Troop
<b>B10</b> D Session: 1:10 – 2:00 pm	<b>Lightweight Backpacking (NEW)</b> Learn how to reduce overall pack weight and how to make your carry weight more comfortable on the trail

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### **B11**

E Session: 2:10 – 3:00 pm

### **Weekend Wilderness**

The very best places to go in Ohio, Indiana and Kentucky for backpacking, hiking, cycling, canoeing, climbing, and caving.

### **B12**

E Session: 2:10 – 3:00 pm

### **Campfire Planning**

The campfire program can make or break a Scouting event. Learn about the elements and logistics of a great campfire and how to plan them into an event your families will remember for years to come!

### **B13**

E Session: 2:10 – 3:00 pm

### **Scout / Venture Religious Emblems: Ad Altare Dei & Pope Pius XII**

This course will introduce the Scout/Venture Catholic Religious Emblems and provide information to prospective Emblem Counselors/Facilitators regarding ways to work with the young people and cover the Youth Protection Requirements of the Catholic Church. The Ad Altari Dei and Pope Pius XII Emblems are available for Scouts and all Venture Crew members, both male and female. Additional training will be required to become certified by the Archdiocese of Cincinnati.

### **B14**

F Session: 3:10 – 4:00 pm

### **Successful PLCs**

Learn how to have a successful Patrol Leaders' Council meeting - the beginning of a successful program.

### **B15**

F Session: 3:10 – 4:00 pm

### **Effective Board of Reviews**

Learn from the best of the best. How to make that Board of Review less stressful for the Scout and more effective.

### **B16**

F Session: 3:10 – 4:00 pm

### **Boy Scout First Aid**

Are you a camping adult, ASM? This hands-on class will run through of all of the First Aid requirements for Boy Scouts and address Q&A's on campout first aid and first aid kits.

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**College of Scouting Enrichment**

**E01 A, B**

A-C Session: 8:30 – 11:20 am  
D-F Session: 1:10 – 4:00 pm

**CPR**

Basic CPR by the American Red Cross **\$10 Extra Charge**. Limited to 10 people per course.

**E02**

A Session: 8:30 – 9:20 am  
D Session: 1:10 – 2:00 pm

**Girls and Scouts BSA (NEW)**

Practical tips for girl only and co-ed Packs, Troops, and Crews.

**E03**

A Session: 8:30 – 9:20 am

**Shooting Sports 101 (NEW)**

Millions of young people participate in one or more shooting sports annually—archery, rifle shooting, shotgun activities, etc.—guided by adult volunteers who have the skills and knowledge to provide quality programs in a safe and effective way. Learn about DBC's shooting sports facilities and adult certification trainings.

**E04**

B Session: 9:30 – 10:20 am

**Dan Beard Council: How We Work Together to Serve Youth in Our Community (NEW)**

From local units to our Districts through to our Council, we will discuss how we are organized to work together, what are the various roles/responsibilities, and who are the key contacts to deliver great Scouting in the area.

**E05**

B Session: 9:30 – 10:20 am

**Chartered Organization Representative (NEW)**

COR's are a member of your Unit's Key 3 and are the head of the "Scouting Department" at your Charter Organization. We will discuss COR best practices and the best ways to utilize CORs for the benefit of your Unit and the Youth we serve

**E06**

B Session: 9:30 – 10:20 am

**The Nova Awards and STEM- STEM Activities for all Scouts**

We will cover resources for STEM activities as well as how it affects a unit's program and advancement.

**E07**

C Session: 10:30 – 11:20 am

**Guide to Working with Scouts with Disabilities / Special Needs**

This class will focus on working with scouts with special needs and disabilities. We will cover resources as well as how it affects a unit's program and advancement. This class will cover all age groups from Cub Scouting to Venturing.

**E08**

C Session: 10:30 – 11:20 am

**Google Apps and Scouting**

See an overview of Google Apps used for Scouting. Create a website from scratch using Google Sites. Add a signup sheet to that website for a campout using Google Forms. Create and share Google Sheets, Docs, Slides and more both privately with other scout leaders, and publicly with scout families.

**E09**

C Session: 10:30 - 11:20

**Recruiting Volunteers**

Have a hole in adult leadership that you need filled immediately? Learn how to properly recruit volunteers and put them in a place where they will succeed and help your troop, pack, or crew for the long haul. This class will cover all age groups from Cub Scouting to Venturing.

**E10**

C Session: 10:30 – 11:20 am  
E Session: 2:10 – 3:00 pm

**A Scout is Reverent (NEW)**

Keep it relevant. We will discuss ways to meet your youth where they are and support their growth in their Duty to God as a Scouting leader or Unit Chaplain

**E11**

E Session: 2:10 – 3:00 pm

**Venturing 101: How Your Pack / Troop Can Benefit from Venturing (NEW)**

Did you know that having a strong Venturing Crew can positively impact your Pack or Troop? Come learn all about how to create a partnership

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<b>E12</b> D Session: 1:10 – 2:00 pm	<b>Effective Communication Using Slack.com (NEW)</b> Does your unit's communication need some help? Just as a knife gets dull if it's not sharpened regularly, your communication tools need to be sharpened (updated) too. Sending Excel and Word docs through email just doesn't cut it anymore. There is a better way. Find out how Slack.com can help.
<b>E13</b> D Session: 1:10 – 2:00 pm	<b>Scout Book Essentials (NEW)</b> Having trouble using Scout Book? This open forum will be designed to answer any and all questions you may have and may even teach you a thing or two about Scout Book. The forum is open to Scout Book users of all different leadership backgrounds and experience levels!
<b>E14</b> D Session: 1:10 – 2:00 pm	<b>12<sup>th</sup> Point Pointers</b> Adult responsibilities in promoting religious emblems, coaching and conducting BSA Interfaith services, and more.
<b>E15</b> D Session: 1:10 – 2:00 pm	<b>What's a Unit Commissioner (NEW)</b> Unit leaders are not alone. There are caring, knowledgeable volunteers willing to help them do the best job they can to deliver the Scouting Promise to the youth in their units. Come learn who Unit Commissioners are and what we do to help your Packs, Troops and Crews be their best.
<b>E16</b> E Session: 2:10 – 3:00 pm	<b>Effective Planning and Communication Using Trello.com (NEW)</b> Learn how Trello.com can help make any leadership team or committee more effective in their organization and planning.
<b>E17</b> E Session: 2:10 – 3:00 pm	<b>High Adventure Planning (HAP)</b> Learn how to plan and execute successful high adventure trips for your unit. We will cover youth involvement in the planning process, program selection, recruiting, training, financial management
<b>E18</b> E Session: 2:10 – 3:00 pm	<b>Growing and Leading with Collaborative Assessments (NEW)</b> Learn how to get the most out of the Collaborative Assessment to help your scouts and units succeed. We'll focus on the positive aspects of honestly evaluating your program and help you understand the strategy and plan that results from effectively partnering with your Commissioner and fellow unit leaders. Collaborative Assessments should be enlightening and exciting – our facilitator will help you turn the fear and anxiety into eagerness and positive anticipation.
<b>E19</b> F Session: 3:10 – 4:00 pm	<b>STEM in Scouting? Why? (NEW)</b> Scouting is all about the outdoors, boy's independence, leadership, Be Prepared!, right? What's STEM got to do, got to do with it? (ok, get that song out of your head) Find out why incorporating STEM, alongside all the traditional scouting goals, is increasingly growing in importance each year. There are drastic changes ahead for the future of jobs in the next 10 years fueled by robotics, automation, and artificial intelligence. Millions of jobs will disappear. New jobs will be created.
<b>E20</b> F Session: 3:10 – 4:00 pm	<b>Jamboree on the Air: What it is and How to get Involved</b> Learn how Jamboree on the Air/Internet (JOTA/JOTI) can get your Scouts interested in STEM while having fun.
<b>E21</b> F Session: 3:10 – 4:00 pm	<b>How to be an Adult Advisor on a Youth-Led High Adventure</b> The key to every Boy Scout and Venturing activity is youth leadership. High adventure trips present unique growth opportunities for youth, and unique challenges for adult advisors. Staying in your role as an adult advisor (not as an adult leader) on high adventure trips fosters the youth's growth but can be more demanding and more difficult than what you encounter in your monthly unit program. This course will help you recognize and handle these additional demands and help you plan of time for success. This course is designed for seasoned Scouters as well as for parents who may be going on their first Scouting trip.
<b>E22</b> F Session: 3:10 – 4:00 pm	<b>Recognizing and Addressing Bullying &amp; Harassment</b> This course not only defines and explains these conditions, but how to identify them and create effective strategies to both correct them and avoid them.
<b>E23</b> D Session: 1:10 – 2:00 pm	<b>Food Allergies and Your Unit</b> We will discuss some truths and myths about food allergies, as well as steps your unit can take to be inclusive.

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**School of Scouting Skills**

<b>S01</b> A Session: 8:30 – 9:20 am D Session: 1:10 – 2:00 pm	<b>To Be or Knot to Be: Knots for Beginners</b> Learn knot tying fundamentals, and how to teach them, for all levels of scouts.
<b>S02</b> A Session: 8:30 – 9:20 am	<b>Local Destinations for Beginners Backpacking</b> Where to take the group for a first experience and how to best introduce them to backpacking. We'll include sample trips.
<b>S03</b> B Session: 9:30 – 10:20 am	<b>Equipment Demo (Stoves &amp; Filters) (NEW)</b> Benefits of dehydrated meals. Benefits and drawbacks of different stoves and filters with in use demonstrations.
<b>S04</b> B Session: 9:30 – 10:20 am E Session: 2:10 – 3:00 pm	<b>Advanced Knots and Ropes</b> ADVANCED knots to amaze your troop! Includes the "Monkey Fist and the "Turk's head" knots, among others. Prerequisite: "Knots & Ropes for Beginners" or equivalent
<b>S05</b> B Session: 9:30 – 10:20 am	<b>Fire Starting with Flair</b> From the Iron Age until the invention of the friction match, the use of flint and steel was the most common method of fire lighting. This course uses a hands-on approach to learn the secrets of making fire with flint and steel.
<b>S06</b> C Session: 10:30 – 11:20 am	<b>Wilderness Survival (NEW)</b> We will talk through the seven priorities for survival in the backcountry or wilderness and other things you should do to anticipate, help prevent and mitigate hazards
<b>S07</b> C Session: 10:30 – 11:20 am E Session: 2:10 – 3:00 pm	<b>Wonders of Nature</b> You'll win the boys over if you take them on outdoor adventures! This class discusses outdoor requirements for both Cub and Boy Scouts, planning for the experience, and goes into a detailed list of facilities in the region.
<b>S08</b> C Session: 10:30 – 11:20 am	<b>Outdoor Cooking</b> Menus, techniques, shortcuts, safety, equipment, and ideas from some of the best in Council. <b>Dress for the weather.</b>
<b>S09</b> C Session: 10:30 – 11:20 am	<b>Intro to Backpacking Tips and Tricks (NEW)</b> Review 20 tips that make your first or next backpacking trip a better experience.
<b>S10</b> D Session: 1:10 – 2:00 pm	<b>Edible / Useful Plants</b> This class introduces the leader to methods to teach introductory uses of local plants including identification, text books, precautions, preparation, Interesting uses, and other information to keep the Scouts interested in learning about plants and plant foraging.
<b>S11</b> E Session: 2:10 – 3:00 pm	<b>Cold Weather Camping</b> Selecting the proper clothing, tents and sleeping bags. How to deal with unpredictable weather.
<b>S12</b> E Session: 2:10 – 3:00 pm	<b>Lashing / Pioneering</b> This class will teach the 3 basic lashings and how to use them
<b>S13</b> E-F Session: 2:10-4:00 pm	<b>Orienteering-The Gateway into Nature</b> Basic skills for successful navigation

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### Leadership Specific

<p><b>T00</b> E-F Session: 2:10 – 4:00 pm</p>	<p><b>Youth Protection</b> All Cub, Boy and Venture Scout adult volunteers MUST take this course before the end of 2018 (good for two years). It is typically and best taken on line. However, this class will be a live facilitator to help with the training in a classroom setting. It covers the BSA's Youth Protection policies, kinds of abuse, signs of abuse, how to respond to disclosure of abuse, and proper reporting procedures. <b>Training Code Y01</b></p>
<p><b>T01</b> A-C Session: 8:30 – 11:20 am</p>	<p><b>Den Leader Position Specific Training</b> Specific training for all Lion, Tiger, Wolf, Bear, and Webelos Den Leaders. <b>Training Code C42</b></p>
<p><b>T02</b> D-E Session: 1:10 – 3:00 pm</p>	<p><b>Cubmaster / Asst. Cubmaster Position Specific Training</b> Specific training for all Cubmasters and Assistant Cubmasters. <b>Training Code C40</b></p>
<p><b>T03</b> B-C Session: 9:30 – 11:20 am</p>	<p><b>Pack Committee Position Specific Training</b> The Pack Committee Challenge is designed for pack committees and is the course (along with Youth Protection Training) pack committee members need to be considered "trained". <b>Training Code C60</b></p>
<p><b>T04</b> A-B Session: 8:30 – 10:20 am</p>	<p><b>Merit Badge Counselor Position Specific Training</b> Here you will learn the different Merit Badges and how to become a Counselor! <b>Training Code D76</b></p>
<p><b>T05</b> A-F Session: 8:30 – 4:00 pm</p>	<p><b>Scoutmaster &amp; Asst. Scoutmaster Position Specific Training</b> Specific Training for Scoutmasters and Assistant Scoutmasters. Course discusses the position of Scoutmaster in a boy led Troop, the Outdoor Program and the Advancement Program in a troop, and Program Planning and Troop Administration. <b>Training Code S24</b></p>
<p><b>T06</b> A-F Session: 8:30 – 4:00 pm</p>	<p><b>Venturing Advisor Position Specific Training</b> Provides information and tools needed to lead a successful Crew. Includes Crew Committee Challenge. Topics include Situational Ethics and How to Recruit Leaders. Additionally, the New Awards will be discussed. <b>Training Code P21 &amp; WS12</b></p>
<p><b>T07</b> D-E Session: 1:10 – 3:00 pm</p>	<p><b>Training the Charter Organization Representative</b> Learn what the Chartering Organization Representative should know and do. <b>Training Code D72</b></p>
<p><b>T08</b> A-B Session: 8:30 – 10:20 am</p>	<p><b>Troop Committee Challenge</b> The Troop Committee Challenge is training designed for Troop committees. Participants (along with Youth Protection training) Troop members need this course to be considered "trained". <b>Training Code WS10</b></p>
<p><b>T09</b> C-F Session: 10:30-4:00 pm</p>	<p><b>Fundamentals of Training (NEW)</b> The Fundamentals of Training is intended for both youth and adult trainers. This session is designed to introduce new Scouting trainers to teaching techniques and skills and to help Scouters, regardless of their experience, present effective training. The course will also help those who might have trained for other organizations learn the BSA's training techniques. And, it will help freshen up the skills of current BSA trainers.</p>
<p><b>YT1</b> A-C Session: 8:30 – 11:20 am</p>	<p><b>Den Chief Training</b> Den Chief Training - <b>For Youth Only</b>. <b>Training Code C31</b></p>
<p><b>YT2</b> A-E Session: 8:30 – 3:00 pm</p>	<p><b>ILST/ILSC- Introduction to Leadership Skills for Troops &amp; Crews</b> <b>For Youth Only</b>. The purpose of the course is to teach Scouts with leadership positions about their new roles and how to most effectively reach success in that role. Also, to help them in leadership positions within their troop understand their responsibilities and to equip them with organizational and leadership skills to fulfill those responsibilities. <b>Training Code S97 / P35</b></p>
<p><b>YT3</b> A-B Session: 8:30 – 10:20 am</p>	<p><b>How to Conduct an ILST</b> Open to Adult Leaders, Patrol Leaders, Assistant Patrol Leaders and Crew Officers. This training should be delivered every time there is a change in leadership. Come learn how to effectively deliver this important training to your troop or crew.</p>



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### YT4

B Session: 9:30 – 10:20

### OA Requirements for Venturing and Sea Scout OA Elections

### YT5

C Session: 10:30 – 11:20 am

#### OA Troop Representative 101 **(NEW)**

A training for both the Youth and Adult Order of the Arrow Troop Representative Positions.

### YT6

D Session: 1:10 – 2:00 pm

#### Elongomat Certification

Course Presented by an Order of the Arrow Elangomat trainer to certify potential Elangomats for future OA ordeals.

### YT7

A-C Session: 8:30 – 11:20 am

#### Venturing Project Management: Project Management for Crews **(NEW)**

Project management is the application of skills, knowledge, and resources to accomplish a task or complete a goal. This training will prepare Venturers to identify, plan, and execute projects in an efficient manner, while encouraging personal growth and development. **Training Code P37**

### YT8

D-F Session: 1:10 – 4:00 pm

#### Venturing Goal Setting / Time Management **(NEW)**

This course introduces established methods for improving a Venturer's ability to effectively manage a daily timeline in his or her life. This course is a requirement for the Venturing Discovery Award. **Training Code P36**

### YT9

A Session: 8:30 – 9:20 am

#### APO Service Beyond 18

Alpha Phi Omega (APO) is a National Service Fraternity composed of collegiate members who are organized to provide service to the campus, community, nation and Scouting. The Fraternity was founded on the fellowship of principles derived from the Scout Oath and Law of the Boy Scouts of America: to develop Leadership, to promote Friendship, and to provide Service to humanity. There are chapters located on most college and university campuses. APO can be found on page 437 of your Boy Scout Handbook.