

Okpik Staff



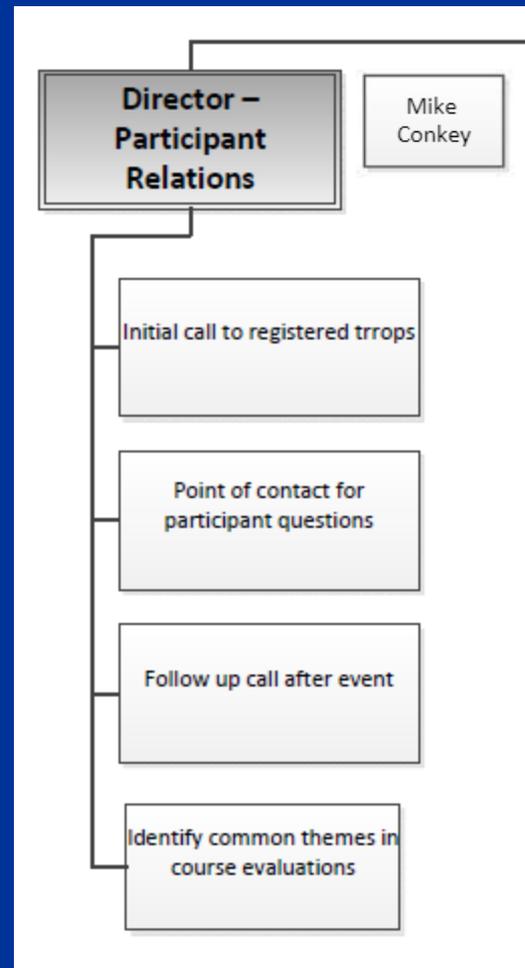
Training

OVERVIEW

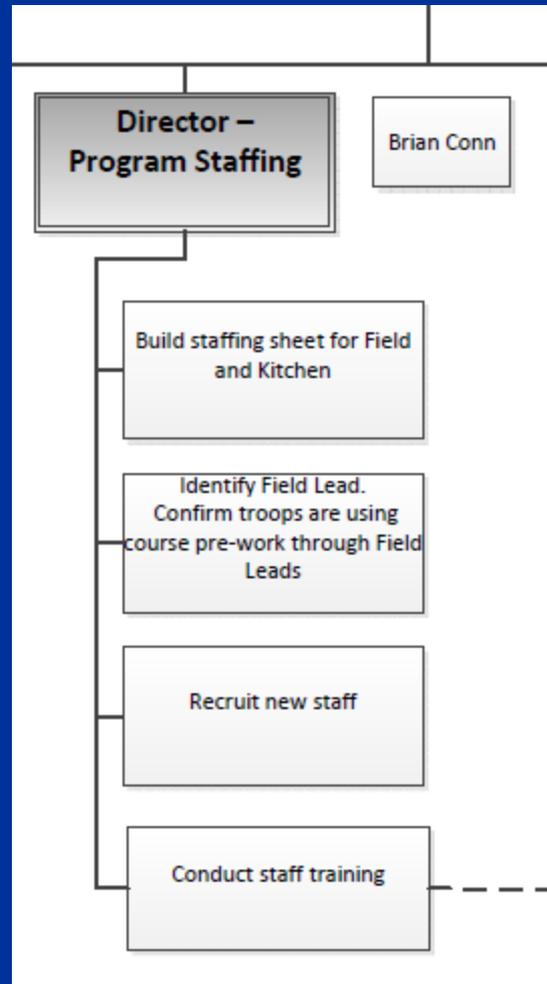


- Okpik Leadership Structure
- Sign Up and staff duties
- One to Two Weeks Before Your Weekend
- Friday Evening- Check-in & Classroom
- Saturday- In the Field
- Sunday- Back to Camp & Check-out
- Weekend Close-Out

Participant Relations

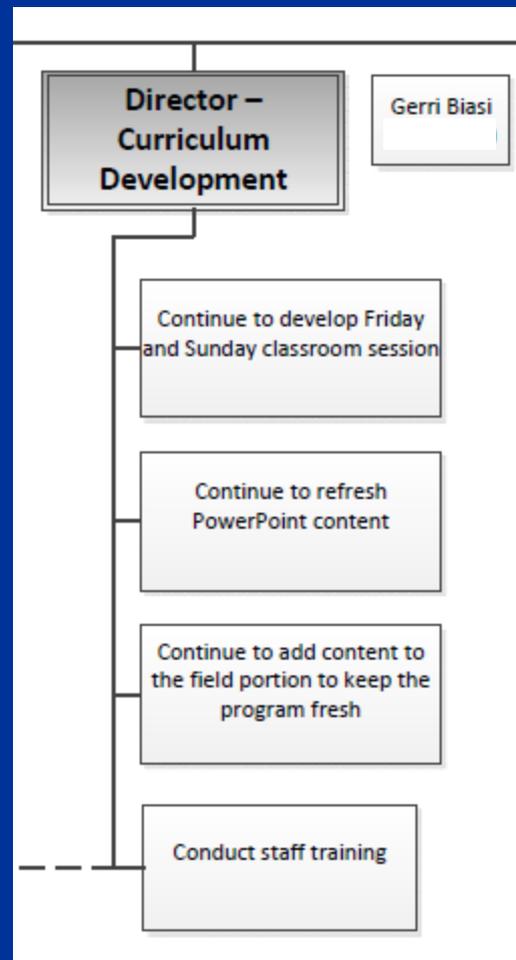


Staffing

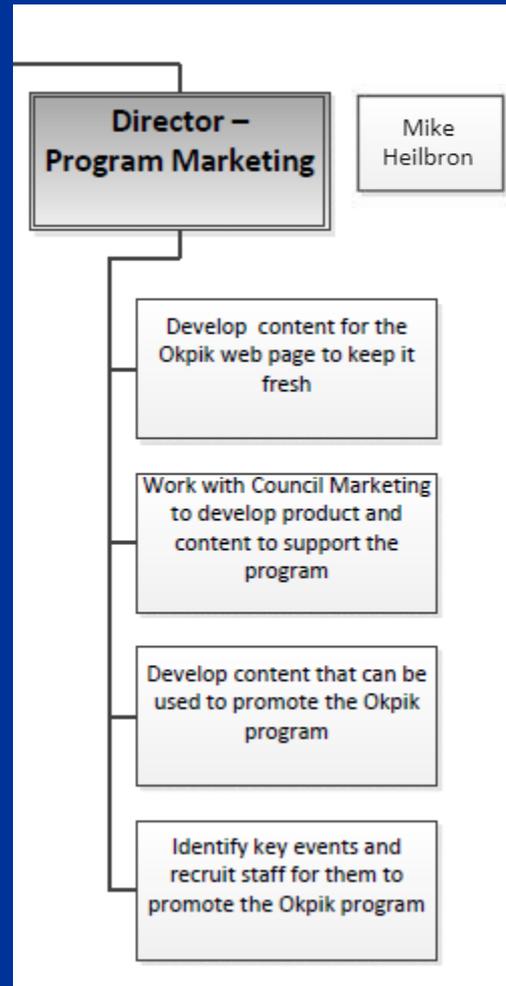


We're too committed to the program! If you feel ill the week that you are staffing, please don't wait until Friday to tell us.

Curriculum



Marketing



Ambassador program?
Scout Show
Merit Badge colleges
Mailings
Round Table support

Promotions

Weekly 'Three sentences and a picture'

New trifold flier

Before we move on

A big thanks to Frank
Kvietok for his work
on the program over
the last few years

Communication

Mike C. will contact the leader who **registers** the troop and discuss the pre-work as early as we have details

Pre-work is on the
DAC Web site

Weekend field leader will contact the troop leader who is on the **roster** two weeks before the weekend to review details and answer questions

Web Site Navigation

The image shows a website navigation interface with a blue background. At the top, there are four red tabs labeled "Programs", "Districts", "Camp", and "Training". Below the tabs, the left sidebar has a blue "Questions" header. Underneath, there is a "General Information" section with a list of links: "2019 Council Camporee >", "Aquatics >", "Camp Maps >", "Camp Staff >", "Madden Scholarships >", "Camperships >", "Climbing >", "Conservation Committee >", "Donate Your Vehicle >", "Forms >" (highlighted in yellow), "Medical Form - Parts A, B, C >" (highlighted in yellow), "Medical Form - Colorado Addendum >" (highlighted in yellow), "Camping Documents Library >", "Year Round Camping >", "Order of the Arrow - Tahosa Lodge >", and "Contact Us for Additional Information >". The main content area on the right lists several items: "Boy Scout Adventures >", "Peaceful Valley Scout Ranch >", "Camp Cortlandt Dietler >", "Camp Cris Dobbins >", "Camp Tahosa >", "Alpine Adventure Trek >", "C.O.P.E. >", "EaglePoint Base Camp >", "Hooked on Tahosa >", "National Youth Leadership Training >", "Okpik >" (highlighted in yellow), "Tahosa Mountain Men >", "Tahosa Trek >", "Angel Fire Program >", and "High Adventure Bases >".

Staff Youth Protection

Youth protection requirements state that no youth can share a tent with adults who are not their parents.

One of the things we pride ourselves in is having youth staff in our program, and history tells us that our ratings are better with staff closer to participants age.

How do we reconcile youth staff at Okpik with Youth Protection?

Staff Requirements

- Adult Staff and Youth Staff can all sleep in the Medicine Lodge and the cabin together.
- This includes female staff.
- If any of the staff is uncomfortable with this, then they can sleep in the extra dome tent that will be provided, a quinzee from last week, or under the stars.
- The Adult Okpik Leader for the weekend is responsible for ensuring all staff members are comfortable with the sleeping arrangements.



Okpik Mixed Groups

We've had female participants for many years

We were ahead of the game!

Friday and Sunday Presentations

The screenshot shows the website www.denverboyscouts.org/openrosters/view_homepage.aspx. The header features the Boy Scouts of America logo and the text "BOY SCOUTS OF AMERICA® DENVER AREA COUNCIL". Below the header is a red navigation bar with tabs for "Programs", "Districts", "Camp", "Training", and "Activities / Events". The "Training" tab is selected. On the left side, there is a "Questions" section with a list of links, including "Forms >" and "Camping Documents Library >". On the right side, there is a "OKPIK Information" section with a list of links, including "2018 Okpik Leader Training", "Okpik Equipment List", "Okpik Footwear", "Okpik Friday Night Presentation", "Okpik Layering", "Okpik Quinzee Construction", "Okpik Secrets of Winter Warm", "Okpik Sleeping", and "Okpik Sunday Presentation".

We'll add this presentation here in the next couple of days.

OKPIK Information

- [2018 Okpik Leader Training](#)
- [Okpik Equipment List](#)
- [Okpik Footwear](#)
- [Okpik Friday Night Presentation](#)
- [Okpik Layering](#)
- [Okpik Quinzee Construction](#)
- [Okpik Secrets of Winter Warm](#)
- [Okpik Sleeping](#)
- [Okpik Sunday Presentation](#)

Okpik 2019

SIGN UP AND STAFF DUTIES

Staff Field Teams

- Plan ahead- sign-up for weekends as-soon-as possible.
- Goal is to have 3 Adults and 1 Youth each weekend.
Please, no more than four staff on a weekend as logistics gets ugly at that stage.
- Need a minimum of 3 Staff per weekend
- Leader is responsible for ensuring all the staff know their sections of Friday's presentation.
- Need to be at Camp no later than 6 PM on Friday for participant check-in and classroom setup.
- If you know you're going to be late, call the designated leader or Camp Ranger (303-440-4040).
- Remember, there's no cell service beyond Boulder
- Do a quick check of sunset time so you can plan when it'll be dark (particularly if you choose an early week to staff)

Kitchen Staff

- Need 2 Kitchen Staff per weekend
- They need to be at Camp no later than 7 PM on Friday Evening to fix evening snack & to prepare food bags for the field.
- Responsible for preparing Friday Evening Snack, Saturday Breakfast, Prep next weekend's food and Sunday Lunch.
- Rest of the time you can enjoy yourself around camp.

Okpik sign up moves from Excel!

 [Features](#) [Pricing](#) [More](#) [Create a Sign Up](#)  

ADMIN'S TOOLBAR [Edit Content](#) [Send a Message](#) [Reports & Stats](#) [Add / Edit / Delete People](#) [Print Version](#)

Want no ads? [View Plans](#)



Okpik Sign Up

Okpik 2019

Welcome to the sign up for the 2019 Okpik season

Location: Tahosa

Created by:  okpik tahosa 

Date (mm/dd/yyyy EST)	Available Slot	
01/11/2019 (Fri. 6:00pm - 7:00pm)	Field Staff (4) Sign up for field staff Sign Up 	
	Kitchen Staff (2) Sign up for kitchen staff Sign Up 	
01/18/2019 (Fri. 6:00pm - 7:00pm)	Field Staff (4) Sign up for field staff Sign Up 	
	Kitchen Staff (2) Sign up for kitchen staff Sign Up 	
01/25/2019 (Fri. 6:00pm - 7:00pm)	Field Staff (4) Sign up for field staff Sign Up 	
	Kitchen Staff (2) Sign up for kitchen staff Sign Up 	

Sign Up Genius

[Sign Up Genius](#)

You'll receive an e-mail in the next week where you can choose your date.

You'll receive a reminder e-mail ten days before your weekend

If you can't staff, you should try to find a replacement

If all else fails, contact Brian

Okpik 2019

**ONE TO TWO WEEKS BEFORE
YOUR WEEKEND**

Two Weeks Before Your Weekend

- Leaders will be provided a roster of participants for their weekend several weeks in advance.
- The Designated Field Leader for the weekend should call the adult leaders of the units coming up for their weekend.



1. **Stress that they need to review the material** we'll send them with their troop or crew participants as we **WON'T** be covering in detail that material in class, we'll only do a quick review.
2. Give them an idea of what to expect on the weekend- "We can't forecast the weather, expect almost anything." Remind them there's **NO** organized Saturday evening program
3. Expect a **very strenuous** weekend! Do their youngest or smallest boys have the physical size and maturity to complete and enjoy the course?
4. Review and emphasize the importance of bringing **everything** on the equipment list. Emphasize extra **gloves and socks, footwear, cotton, sleeping pads and tarps.**
5. Stress the importance of arriving on time! (No later than 6:30 PM.) Can they get to camp in the dark? Do they need directions?



6. Recommend they begin to **assign the boys and adults into two person teams** keeping in mind the BSA's Youth Protection guidelines. Decide on a **Patrol Leader** for the weekend. If they have an odd number of participants one will be with a 'stranger'
7. Remind them of the Okpik Web page (www.denverareacouncil.com) and the information contained there. **Pre-work ISN'T optional!**
8. Is there anything we need to know about any participant? (Allergies, diet, etc)



9. Emphasize staff is there for safety, the hierarchy is the same as any Scout event, issues should be dealt with by the Patrol Leader, then Scoutmaster, then Program Staff
10. Make sure you know if there are **female participants** as you will have to accommodate them separately Friday evening and provide them with an alternative to Aunt Martha

The Constant Dilemma

My son's birthday is a week after the troop goes to Okpik, please can he attend??

The OKPIK experience is best enjoyed as a group activity. **ALL GROUPS MUST HAVE AT LEAST TWO ADULTS.** Parent/Guardian and Scout participation is certainly encouraged. The B.S.A. Youth Protection Guidelines will be followed with team assignments (teams of two) made on the first evening at the discretion of the Okpik staff. Youth should have the physical size and maturity to enjoy and complete a very rigorous weekend. **YOUTH MUST BE 13 YEARS OLD AND 1ST CLASS AS OF JANUARY 1, 2018. NO EXCEPTIONS!** Course is limited to 26 participants.

The attached registration and health history form must be completed at least three weeks prior to your assigned weekend. Cost is \$110.00 per person. Fees are due when you reserve your Okpik dates. No reservations are held without full fees paid! Fees are transferable and not refundable. **OKPIK REGISTRATIONS ARE ACCEPTED ON A FIRST COME/FIRST SERVED BASIS.**

NO, Okpik follows National's rules on High Adventure activities. It's not our decision to amend these rules

- 13 and First Class on January 1st

The Good

- The staff really know their stuff
- I never saw a staff member stress out and lose their patience. Great job!
- Awesome support staff
- Very strong team, knew their stuff
- Very helpful and positive
- They all seemed to know what they were doing (!)
- Amazing
- Good communicators
- E-mails beforehand on clothing and preparation skills were very effective
- The food was amazing
- Camaraderie was great
- Staff had a good attitude and positive outlook
- The team had been very well trained

Areas We Can Improve

- More focus on Patrol Method Camping; SPL for the entire group
- We allocated an SPL but you never used them
- Plastic shovels were useless
- Sunday program lasted over two hours, avalanche video was too long
- The only Round Robin that was useful was stoves. Pulk demo was useless!
- Round Robin on food didn't prepare us for what we had in the field
- Maybe a bit more onsite training in the field before we started.
- The expectation that a team of three could do the program together
- **It was clear he wasn't familiar with the material he was teaching on Friday evening**
- Far harder than I was expecting, staff were very intrusive (!)
- The skis are pretty much wrecked
- **Nobody called us before the weekend, even though you told us they would.**
- **I attended twice and the round robin was completely different**
- Better inspection of quinzees before letting the boys move in
- **Staff provided conflicting direction in the field**
- I am not for standing around Sunday morning in the field doing thorns and roses
- Trenching tools wouldn't stay at an angle, always working loose.
- **Expected the staff to help more (!)**
- **Staff are not doing a great job policing up the kitchen, quinzees and paint sticks**

Okpik 2019

FRIDAY EVENING - CHECK-IN AND CLASSROOM

Classroom Setup

FRIDAY EVENING OKPIK WORKSHEET

Classroom Setup:

1. Have 26 Water Bottles ready. Remember that we need the sleeve that the water bottle fits in back. Each sleeve is numbered 1 through 26 so give it to the correct participant!
2. Have 26 Wristlets available.
3. Have Water for fabric Demo.
4. Setup Computer and Projector
5. Start Okpik Picture Presentation
6. Ensure Lesson Plan is available on Podium

Decide if you'll issue gear as the participants arrive, or at the end of the evening.

Lesson Plan

Section	# Pages	Instructor
Introduction	4	
Philosophy	2	
Heat Loss	8	
Clothing	4	
Food & Cooking	6	
Water	1	
Equipment	3	
Round Robin	Sleeping Systems	
Round Robin	Stoves	
Round Robin	Food	
Round Robin	Snow shoes, pulks and skis	
Quinzee Building	10 + video	
Wilderness Etiquette	2	
First Aid	6	
Schedule	3	

- Make sure classroom is setup prior to participants arriving.
- Have Staff sign **BEFORE FRIDAY** for sections they want to teach. Make sure that each member can cover their content to avoid us having people 'blow through' slides because they are uncomfortable with the subject
- Lead should do Introduction and any sections the other staff members are not comfortable with.

Participant Check-In

- Make sure you have a medical form for each participant.
- Write down their choice between beef and chicken meals
- Assign participants to teams (if they didn't do this before today) and give them their team number.
- Limit the number of three-man quinzees as they tend to mess up cooking and eating logistics and they can take longer to build
- Assign a cabin (put adults in a separate cabin).
 - Remember Cabin 2 is for staff
 - *No heaters in participants cabins*
 - Six beds in each cabin
- Have them take their gear to their cabin and change into the clothes they plan to wear for the weekend.
- Tell them to be back in Training Lodge by 7:00 PM.
- Make sure that there is a Scouting hierarchy. For each troop define who will be Patrol Leader for the weekend, and who is the adult lead for the weekend. *More on this in a later slide*



Friday Evening Program

- Begin class session by 7:30 PM, earlier if everyone is present. Much later and the whole evening will be pushed into the late hours.
- During the introduction- tell the participants where the bathrooms are, where the hot water for drinks is, how long the evening session may take, etc.
- Follow the Program Outline/Notes as close as possible.
- Keep the program moving. Usually one break for cobbler & drinks is adequate. If they are restless or you've kept them in their seats too long, give them a quick break.
- Shoot for 9:30 PM for completion of class.
- Before you release everyone to checkout equipment, (*if it wasn't done earlier in the evening*), emphasize:
 - Everyone gets up on Saturday morning at 6:30 AM.
 - They should dress, pack their gear and come down to the Training Lodge to get the food bags and water and go to the Nature Lodge to get their pulks and snowshoes.
 - Be back in Training Lodge at 7:25 AM for breakfast.

Equipment Check-Out

OKPIK EQUIPMENT CHECK-OUT FORM

Name: _____ Team Number: _____

Equipment	Cost	Issued	Returned
Anorak	\$50		
Wind Pants	\$30		
Mittens	\$25		
Wristlets	\$10		
Water Bag	\$12	Bag #	
Outer Bag	\$200		
Fleece Liner optional	\$35		
Sleeping Pad optional	\$12		
Spoon	\$1	Spoon #	
Sunglasses optional	\$10		
Snow shoes	\$80		
Ski Poles	\$15		
Pulk	\$700		
Misc			

Signature: _____

I agree that this equipment was issued to me and that I am responsible for returning it undamaged after the program.

- Start Check-out after the Classroom Program.
- Note: If teams arrive early, do gear check-out early instead of after class work but don't delay class work to do this.
- Have participants line up from largest to smallest (makes sure you don't run out of larger sizes)
- Each participant should get as a minimum:
 - Anorak and Wind Pants
 - Wristlets
 - Mittens
 - Outer sleeping bag
 - Water Bottle & Bag (Bags are numbered, so make sure you record who gets which one.)
- Make sure you get a signed Checkout form from each participant
- Explain that you have to bring back your own stuff on Sunday, **no checking in for someone else.**

A Thought...

- Reinforcing the patrol method should be included in the program. I suggest holding meetings with the SPLs for each troop each evening (Friday night, Saturday night) to give the SPLs the plan for the following day. Using the patrol method simplified instruction and completion of objectives, for example, cleaning up at the end of the day on Sunday, the patrols executed the clean-up efficiently and effectively.

Okpik 2019

SATURDAY- IN THE FIELD

How Do We Keep The Program Fresh?

- Lunchtime activities?
 - Demonstrate other shelters?
- Paint a quinzee
- Shared dessert on Saturday (weather permitting)

Saturday Morning

- Wake up the teams at 6:30 AM. Be sure they are arriving in the Training Lodge by 7:00.
- Split up the staff team and start issuing ski poles, snowshoes, pulks, cook gear, water jug, and food as participants begin to arrive in the Training Lodge.
- Have them take pulks up to their cabin and start loading.
- ***The Staff must stay focused*** on getting everyone geared up and moving! The earlier you get out to the backcountry, the faster the quinzees go up giving everyone free time.
- Eat breakfast at 7:30 AM sharp!
- After Breakfast finish loading pulks, mount up on snowshoes and get lined out.
- There is a tendency for participants to put on every last layer they have. Let them know that 10 minutes after they leave they'll be overheated and sweating.
- Be on the trail as close to 8:30 AM as possible.

Travel to Backcountry

- If the snow on the trail is packed, it may be advisable to leave on foot not on snowshoes.
- Proceed out to the backcountry. Allow adequate time for water breaks and time to add/delete/ventilate clothes.
- Recommend Stopping Points:
 - Top of Hill
 - Turn at the Property Line
 - As you enter the meadows
- *Do not under any circumstances take teams across the lake.* The ice is hard on equipment, the willows on the other side are impenetrable and the ice can be too risky.



Arriving at Backcountry

- Stop everyone in the meadow next to the kitchen and drop pulks.
- Staff member assignments:
 - One stay in kitchen area
 - One at tent to issue shovels
 - One/Two assigning quinzee locations
- Have the participants get their food, cook gear, and water jug and place them in the kitchen area.
- Then send them up to the tent area to get their shovels (issue only one large shovel per person)
- Staff Member issuing shovels should point them toward the Staff Member(s) assigning quinzee locations.
- Check Martha!

Starting Quinzees



- **Staff members will assign where the quinzees are to be built.**
- **Make sure you place them as close as possible (we need to fit 130 quinzees in the training area each year).**
- **Have the participants start piling snow.**
- **When a team finishes have them move over and help a team that is slower. **Communicate through Patrol Leaders.****
- **Participants can move their pulks to their quinzee once they finish piling their snow.**
- **Send everyone to the kitchen for lunch when all the teams are completed.**
- **Try to have all the snow piled no later than 11:30 AM.**

Staff Morning Activities

- Setup Kitchen:
 - Remodel kitchen area if necessary
 - Organize the water jugs, food bags, and cook gear
 - Setup large burner and start making hot water
 - Put the plywood stove pads at each of the cook stations
- Service Aunt Martha
- Move your gear into the cabin
- Take a couple of water jugs to area where quinzees are being built so Participants can refill their water bottles.
- Continually check on the Participants progress and provide them advice. Involve the Patrol Leader.

Lunch Time

- During the 1 ½ to 2 hours needed for the snow to set, participants should eat lunch and relax. Stress that participants should not return to camp during lunch
- Staff should be available in the kitchen to help with the stoves and food preparation.
- X-country skis are available at the tent for them to use.
- Instruct the participants to be at the tent at 1:30 PM with one of their large shovels for the pre-dig-out meeting.



Digging Out Quinzees



- At the Pre-Dig-Out Meeting:
 - Review the process for digging out quinzees
 - Stress the safety rules
 - Have teams turn in one large shovel and give them a quinzee rake, small shovel, and entrenching tool.
 - Advise them to put on clothing we issued them before they starting digging out.
- Staff should be continually checking on the them during the dig out phase to provide them advice and ensure they are following safety rules. Again, involve the Patrol Leaders. **Don't believe the participants, get in and check!**
- When a team finishes, have them help others complete their quinzee or return all their shovels and let them move in. Involve the Patrol Leaders
- Be clear at what point the quinzee must be complete or we move to Plan B

Staff Evening Activities

- Before Supper
 - Inventory Shovels to make sure they were all returned.
 - Put aside any damaged equipment to return to camp on Sunday
 - Ensure all the participant's equipment is either in their quinzee, up off the snow or stored in their pulk.
- After Supper
 - Ensure the kitchen area is cleaned up and everything is hung up
 - Check again to make sure all the participant's gear is stored correctly.
 - Bury the Water Jugs
 - Make sure the lights are on at the cabin and Aunt Martha
 - Check in with the Ranger
 - **Ask participants to let us know if they plan on leaving camp** (from bitter experience)
- Before Bedtime
 - Walk around and check to make sure all the participants are in their quinzees.
 - Pickup anything that is laying around, particularly if the forecast is for snow!

Emergencies

- At the first sign of any problems let the Base Camp know.
- Always treat participants in the cabin
 - That way help from Camp knows where to go
 - A lot of problems can be solved by just warming up a participant in the tent.
- **Leave one radio on all night**



Okpik 2019

SUNDAY- BACK TO CAMP & CHECK-OUT

Sunday Morning - Backcountry

- Wake-up Participants by 7:00 AM
- Be clear on the order, breakfast then pack your pulk
- Start only the big stove and a few small stoves for toasting bagels, etc.
- As participants finish breakfast, collect (and count!) the cook gear & food bags and put them in one of the Staff pulks.
- Staff Activities:
 - Ensure the area is clean and all equipment is accounted for
 - Service Aunt Martha and leave it fully prepared for the following week
 - Pile up plywood stove pads
 - Clean up cabin
 - Check level of fuel for the fire and advise Ranger if it needs filling
 - Radio in to the Ranger and let him know when you leave
- Try to leave for Camp between 9:00 AM and 9:30 AM
- Bring back broken equipment at the end of every weekend

Arriving Back at Camp

- Have participants return to the Training Lodge/Dining Hall
- Have them check in everything on the equipment check-out form, plus return the water jugs.
- Then point them to the Nature Lodge to check in their pulk, snow shoes and ski poles
- Let the participants get something to drink then have them go into the classroom and start the Sunday program.
- While the video is on, staff will review the check-out sheets for any missing gear. The video lasts 15 minutes.
- *Avoid participants returning to their vehicles first as this is when program gear gets mixed with personal gear and disappears forever.*

Okpik 2019

WEEKEND CLOSE-OUT

Weekend Close-Out

- Hold Graduation
 - Have Participants fill out Course Evaluations
 - Hand out Patches
 - Remind them the Trading Post will be open after lunch
- Serve Lunch at approximately 11:30AM
- Make sure the SPLs are prepared to have their patrols help clean the kitchen after lunch
- After Lunch the Staff should
 - Review the Course Evaluations
 - Use the check box on the evaluation for future staff members
 - Ensure the Training Lodge is cleaned up
- Weekend Leaders should talk to Marc about snow conditions before they leave and then contact next week's Leader to inform them of the snow conditions and suggest quinzee locations.

Updated Evaluation Form



2019 Okpik Course Evaluation



Date: _____ Unit Number (Optional): _____

Okpik Course Qualities	Outstanding	Excellent	Good	Fair	Poor
Staff were enthusiastic and positive					
Staff made efforts to ascertain participants strengths and weaknesses					
Staff was tactful and considerate					
Staff had the appropriate skills to teach the course					
Staff emphasized safety					
The staff was effective in teaching and in motivation					

Two things the staff did well:	Two things the staff could do better:
1. _____	1. _____
2. _____	2. _____

Please Note: The Okpik staff cannot be held responsible for the amount of snow or the weather conditions, we do our best with what Mother Nature provides, so please don't comment on the weather!

Was the course what you expected?

Two things you liked about the course:	Two things that could be improved:
1 _____	1 _____
2 _____	2 _____

The Okpik staff thanks you and hopes that your new skills serve you and your unit well! If you would like to serve on the OKPIK staff team we are always able to make room for new volunteers. To be a staff member you need to have taken the course TWICE. This way you have an appreciation and some knowledge of what the participants need and go through in the class and in the field. If you meet these criteria and want to apply to be on staff, fill in your details below. PLEASE PRINT!

Are you volunteering as an Adult or Youth? _____

Name: _____ PRINT E-Mail: _____



As we don't know the folks who volunteer to be on staff, take a moment to review the evaluations and either put a check or a cross in this box to help us decide who to invite.

Staff made efforts to ascertain participants strengths and weaknesses question

New question, Adult or Youth?



Camp Set Up

- Tahosa, Saturday December 16th



- 9 until 1(-ish??)

- Lunch will be provided



If you attend Round Table

SELL OKPIK!

Questions??

Who to contact		
Participant questions	Mike Conkey	conkeymj@msn.com
Staffing questions	Brian Conn	brian.m.conn@gmail.com
Promotion questions	Mike Heilbron	mikefheilbron@gmail.com
Curriculum questions	Gerry Biasi	gerrybiasi@gmail.com
Program contact	Stewart Layhe	slayhe@yahoo.com
Council contact	Will Corcoran	Will.Corcoran@scouting.org