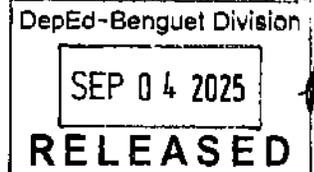




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



04 September 2025

DIVISION MEMORANDUM

No. 317s. 2025

**ATTENDANCE AND PARTICIPATION TO THE BOY SCOUTS OF THE
PHILIPPINES (BSP) LEADERSHIP TRAININGS
FOR SCOUTS AND ADULT LEADERS**

TO: Chief Education Supervisors
PSDSs/PSDIs
Public and Private Elementary and Secondary School Heads
All others concerned

- 1) The Boy Scouts of the Philippines (BSP), through the BSP Benguet Council, in partnership with the Schools Division of Benguet, will conduct the Leadership Training for Scouts and Adult Leaders scheduled for September to October 2025.
- 2) The activities aim to equip the participants to:
 - a) acquire deeper understanding of the aims and purposes of scouting.
 - b) strengthen necessary skills in managing and organizing a unit.
 - c) manage planning and delivery of the program and activities of scouting.
 - d) manage program planning and implementation.
 - e) upgrade knowledge on the program of scouting.
- 3) Attached is the list of school personnel participating in the activities, along with Council Office Memorandum No. 03, s. 2025, and its attachments for the full details of the activities.
- 4) School Head or Adviser of interested learners who will participate in the activities shall ensure the submission of duly signed parental consent/waivers prior to the conduct of the activities. The parental consent/waiver template may be downloaded from the following link: <http://bit.ly/46e13oc>.
- 5) Travel expenses, training fees, and other incidental expenses may be charged against local funds, subject to the usual accounting and auditing rules and regulations.
- 6) School personnel participating in the activities are entitled to claim Vacation Service Credits/Compensatory time off provided that the required documents are accomplished and submitted within one (1) month after the completion of the activity as stipulated in DepEd Order No. 13, s. 2024.



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Republic of the Philippines
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Cordillera Administrative Region
Schools Division of Benguet

- 7) This memorandum shall serve as the travel authority on official business for all identified participants.
- 8) For questions and concerns, please contact Marie Glo Ramos Dawagui, Council Scout Executive III, BSP Benguet Council, through their office telephone number 074-422-8319 or email at scoutsbenguet@yahoo.com. You can also contact Roberto A. Pablo, Jr or Murphy S. Liswid, Division BSP Coordinators, through sdobenguet.yfd@deped.gov.ph.
- 9) For dissemination and strict compliance.

Digitally signed by ESTELA
P. LEON-CARIÑO EdD, CESO
III
Date: 2025.09.04 15:02:23
+08'00'

ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director and
Concurrent Officer In-charge
Office of the Schools Division Superintendent

SGOD/LBA/YF



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Cordillera Administrative Region
Schools Division of Benguet

Enclosure No. 1 to SDO Memorandum No. 317 s. 2025

List of Participating School Personnel

Activity: Basic Training Course for Troop Leaders

Date: September 12-14, 2025

Venue: Kamora National High School

Arrival and registration: September 12, 2025, 5:30 PM onwards.

Name	School	District	Role
1. Aligren P. Camacho	Bashoy Elementary School	Kabayan	Participant
2. Ksharoda O. Decoran	Asokong-Pacso Elementary School	Kabayan	Participant
3. Roselyn A. Sabo	Kabayan Central Integrated School	Kabayan	Participant
4. Reyna P. Pedro	Kabayan Central Integrated School	Kabayan	Participant
5. Lily T. Panas	Kabayan Central Integrated School	Kabayan	Participant
6. Wilma B. Damilo	Bio B. Modol Elementary School	Kabayan	Participant
7. Brenda S. Ganado	Bio B. Modol Elementary School	Kabayan	Participant
8. Mildreda A. Tamas	James Calabias Elementary School	Kabayan	Participant
9. Luzviminda S. Kiang-o	James Calabias Elementary School	Kabayan	Participant
10. Jeremy L. Talio	James Calabias Elementary School	Kabayan	Participant
11. Esta B. Ummas	Tawangan Elementary School	Kabayan	Participant
12. Wila Rea F. Sally	Bio B. Modol Elementary School	Kabayan	Participant
13. Almera M. Kigangan	Ballay Integrated School	Kabayan	Participant
14. Maricar Claire P. Pedro	Tinaleb Elementary School	Kabayan	Participant
15. Oddre Vicente	Ballay Integrated School	Kabayan	Participant
16. Nikki Jay D. Martin	Lebeng Elementary School	Kabayan	Participant



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet

17. Chester P. Lachongan	Kamora National High School	Kabayan	Participant
18. Morielle Y. Maranes	Kabayan Barrio Elementary School	Kabayan	Participant
19. Michelle Bongalo	Batan Elementary School	Kabayan	Participant
20. Clavera M. Mendoza	Bio B. Modol Elementary School	Kabayan	Participant
21. Claudette A. Diclas	Bio B. Modol Elementary School	Kabayan	Participant
22. Mary Kristine C Alod	Duacan Primary School	Kabayan	Participant
23. Welma L. Socte	Bio B. Modol Elementary School	Kabayan	Resource Speaker/PMT Member
24. Amy Zyra T. Chiquino	Bio B. Modol Elementary School	Kabayan	Participant
25. Ryan D. Aladog	Kamora National High School	Kabayan	Resource Speaker/PMT Member
26. Jomar G. Lesino	Tawangan National High School	Kabayan	Resource Speaker/PMT Member
27. Dominic Clabson	Abocot Integrated School	Kabayan	Participant
28. Adelene M. Payoen	Pan-ayaoan ES	Buguias	Participant
29. Evander B. Hidalgo	Madaymen NHS	Kibungan	Participant
30. Shea Marcos B. Shontogan	Madaymen NHS	Kibungan	Participant
31. Josel A. Diaz	Madaymen NHS	Kibungan	Participant
32. Jimson B. Marvil	Kapangan National HS	Kapangan	Participant
33. Wena B. Calabias	Deccan Elem School	Buguias	Participant
34. Annalyn B. Bahol	Talete Multi Grade School	Sablan	Participant
35. Novelita A. Manno	Becasen Wakit Elementary School	Buguias	Participant
36. Abe Marie A. Amuasen	Ampucao Elementary School	Itogon	Participant



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

37. Esralyn T. Dampilag	Taba-ao Marcos Elementary School	Buguias	Participant
38. Mercy A. Sarapao	Ekip Elementary School	Bokod	Participant
39. Joan S. Ansibey	Lubo Elementary School	Kibungan	Participant
40. Myrna C. Aniceto	Loacan Elementary School	Itogon	Participant
41. Delia J. menis	Kaliwaga Elementary School	Kapangan	Participant
42. Flordeliza O. Amos	Lengaoan Waking Integrated School	Buguias	Participant
43. Jane P. Calantas	Lengaoan Waking Integrated School	Buguias	Participant

Activity: Program Planning for KAWAN Leaders

Date: September 12-14, 2025

Venue: Kamora National High School

Arrival and registration: September 12, 2025, 5:30 PM onwards.

Name	School/Office	District	Role
1. Fae Jaye M. Amado	Bio B. Modol Elementary School	Kabayan	Participant
2. Joanne S. Banasen	Batan Elementary School	Kabayan	Participant
3. Gertrude C. Balong	Eddet Elementary School	Kabayan	Participant
4. Rezel D. Agustin	Bashoy Elementary School	Kabayan	Participant
5. Revelita T. Bayas	Kabayan Barrio Elementary School	Kabayan	Participant
6. Jose Ray M. Atinan	Kabayan Barrio Elementary School	Kabayan	Participant
7. Rowena B. Laguiwey	Kabayan Barrio Elementary School	Kabayan	Participant
8. Annie G. Domerez	Bashoy Elementary School	Kabayan	Participant
9. Jenny Mriel B. Dawadao	Tawangan Elementary School	Kabayan	Participant
10. Abegail B. Paloy	Adaoy National High School	Kabayan	Participant



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet

11. Gladys S. Bissok	Asokong-Pacso Elementary School	Kabayan	Participant
12. Flordelaine K. Pencio	Mongoto Elementary School	Kabayan	Participant
13. Charlot L. Makin	James Calabias Elementary School	Kabayan	Participant
14. Crestina L. Lomesio	Tawangan Elementary School	Kabayan	Participant
15. Lorenza L. Tubal	Ballay Integrated School	Kabayan	Participant
16. Marilyn N. Binawe	Tawangan-Lusod National High School	Kabayan	Participant
17. Merelyn D. Mablay	Mangoto Elem. School	Kabayan	Participant
18. Edden J. Martin	Chapides Elem. School	Kabayan	Participant
19. Flordelaine K. Pencio	Asokong pacso Elementary School	Kabayan	Participant
20. Jamaica L. Pulong	Tawangan Elementary School	Kabayan	Participant
21. Riza A. Pascian		Kabayan	Participant
22. Jenny Mriel B. Dawadao		kabayan	Participant
23. Ferminia A. Manio	Chapides Elementary School	kabayan	Participant
24. Marrietta L. Mendoza	Pan-ayaoan Elementary School	Buguias	Participant
25. Jane P. Bay-an	Loo Elementary School	Buguias	Participant
26. Brenelyn Jade U. Ligligen	Loo Elementary School	Buguias	Participant
27. Fretzel P. Agustin	Loacan Elementary School	Itogon	Participant
28. Jennibeth R. Dagypap	Gasal Barrio School	Kibungan	Participant
29. Annabelle T. Atiyeng	Loacan Elementary School	Itogon	Participant
30. Joyce T. Cuilan	Long long Elementary School	La Trinidad	Resource speaker
31. Edith Mary Anne L. Bulasao	Balukas Elementary School	La Trinidad	Resource speaker



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet

32. Nelly A. Carling	Lubas Elementary School	La Trinidad	Resource speaker
33. Emerson Hadsan	Balili Elementary School	La Trinidad	Resource speaker
34. Cynthia V. Calavera	Madaymen National High School	Kibungan	Resource speaker
35. Agustina Mendoza	Bantas Suanding Elementary School	Bokod	Resource speaker
36. Johnson B. Abance	San Pascual Elementary School	Tuba	Resource speaker
37. Roberto A. Pablo	Kabayan District	Kabayan	Resource speaker
38. Geraldino Acdang	Madaymen National High School	Kibungan	Resource speaker
39. Jezreel S. Bayudang	Ampusongan National High School	Bakun	Resource speaker
40. Juvani A. Paran	Toybongan Elementary School	Tuba	Resource speaker
41. Divina T. Calubandi	Kamora National High School	Kabayan	Chair, Administration
42. Cariño Tamas	Mongot Elementary School	Kabayan	Co-Chair, Administration
43. Benjamin P. Tayog	Bangao National High School	Buguias	Resource speaker

Activity: Crew Leaders Training Course (1st Batch)

Date: September 19-21, 2025

Venue: BSP Council Hall

Arrival and registration: September 19, 2025, 5:30 PM onwards.

Name	School	District	Role
1. Jezreel S. Bayudang	Ampusongan National High School	Bakun	Chairperson, Administration
2. Geraldino Acdang	Madaymen National High School	Kibungan	Chairperson, Program
3. Benjamin P. Tayog Jr.	Bangao National High School	Buguias	Resource speaker/ PMT member
4. Caleb P. Atas	Benguet National High School	La Trinidad	Resource Speaker/ PMT Member
5. Flordeliza O. Amos	Lengaoan Waking Elementary School	Buguias	Chaperone/ PMT



Republic of the Philippines
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Schools Division of Benguet

6. David E. Talnag	La Trinidad National High School	La Trinidad	Chaperone/ PMT
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Activity: Crew Leaders Training Course (2nd Batch)

Date: September 26-28, 2025

Venue: BSP Council Hall

Arrival and registration: September 26, 2025, 5:30 PM onwards.

Name	School	District	Role
1. Lobencio R. Masuca	Loo National High School	Buguias	Chairperson, Administration
2. Caleb P. Atas	Benguet National High School	La Trinidad	Chairperson, Program
3. Joyce T. Cuifan	Longlong Elementary School	La Trinidad	Resource speaker / PMT
4. Nelly A. Carling	Lubas Elementary School	La Trinidad	Resource speaker/PMT
5. Edith Mary Anne L. Bulasao	Balukas Elementary School	La Trinidad	Resource speaker/PMT
6. Jimson Marvil	Kapangan National High School	Kapangan	Resource speaker/ PMT

Activity: Crew Leaders Training Course (3rd Batch)

Date: October 3-4, 2025

Venue: BSP Council Hall

Arrival and registration: October 3, 2025, 5:30 PM onwards.

Name	School	District	Role
1. Cynthia V. Calavera	Madaymen National High School	Kibungan	Chairperson, Administration
2. Jomar G. Lesino	Madaymen National High School	Kabayan	Chairperson, Program
3. Jezreel S. Bayudang	Ampusongan National High School	Bakun	Resource speaker/ PMT
4. Denver P. Dokey	Cordillera Regional Science High School	La Trinidad	Chaperone/ PMT
5. Clarence C. Busento	Tuba National High School	Tuba	Chaperone/ PMT
6. Roque Pagui-en	Governor Bado Dangwa Agro-Industrial School	Kapangan	Chaperone/ PMT



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

Activity: Crew Leaders Training Course (4th Batch)

Date: October 17-19, 2025

Venue: BSP Council Hall

Arrival and registration: September 12, 2025, 5:30 PM onwards.

Name	School	District	Role
1. Geraldino Acdang	Lubas Elementary School	La Trinidad	Chairperson, Administration
2. Denver P. Dokey	Cordillera Regional Science High School	La Trinidad	Chairperson, program
3. Jimson Marvil	Kapangan National High School	Kapangan	Resource speaker / PMT
4. Benjamin P. Tayog Jr.	Bangao National High School	Buguias	Resource Speaker
5. Lasib B. Lupos	Kiwas Integrated School	Tuba	Chaperone/ PMT
6. Federico A. Singasing	Bakun National High School	Bakun	Chaperone/ PMT

Activity: Patrol Leaders Training Course

Date: October 24-26, 2025

Venue: (To be announced)

Arrival and registration: September 12, 2025, 5:30 PM onwards.

Name	School	District	Role
1. Joyce T. Cuilan	Longlong Elementary School	La Trinidad	Chairperson, Administration
2. Nelly A. Carling	Lubas Elementary School	La Trinidad	Chairperson, Program
3. Edith Mary Anne L. Bulasao	Balukas Elementary School	La Trinidad	Resource speaker/PMT
4. Willy James D. Kilip	Ambiong Elementary School	La Trinidad	Resource speaker/PMT
5. Elsa A. Gasmuña	Lamut Elementary School	La Trinidad	Resource speaker/PMT
6. Norivel C. Saguid	Puguis Elementary School	La Trinidad	Chaperone/ PMT
7. Elializa T. Galisen	Balili Elementary School	La Trinidad	Chaperone/PMT
8. Nanette A. Basco	Pico Elementary School	La Trinidad	Chaperone/PMT



Boy Scouts of the Philippines
BENGUET COUNCIL
 Km. 5, Pico, La Trinidad, Benguet
 Tel. No. (074) 422-8319
 Email Address: scouts Benguet@yahoo.com



August 13, 2025

COUNCIL OFFICE MEMORANDUM
 No. 03 S. 2025

TO: ALL DISTRICT SCOUT COMMISSIONERS / DISTRICT SUPERVISORS
 DISTRICT SCOUT COORDINATORS, Scouting Districts
 PUBLIC AND PRIVATE ELEMENTARY SCHOOL HEADS/ PRINCIPALS
 PUBLIC AND PRIVATE SECONDARY SCHOOL HEADS/ PRINCIPALS
 INSTITUTIONAL COORDINATORS/ UNIT LEADERS

SUBJECT: LEADERSHIP TRAINING SCHEDULES FOR THE SCOUTS AND ADULT LEADERS

- Pursuant to the approved BSP calendar of activities, we are pleased to invite Adult Leaders and Senior Scout leaders to participate in the training schedules with the details as follows: Arrivals and registration will start at 5:30 P.M. on every Friday.

DATE 2025	Training Course	VENUE	PARTICIPANTS
ADULT LEADERS TRAINING			
September 12-14,	Basic Training Course for Troop Leaders	Kamora Nat'l High School, Kabayan	Grade 4-6 Teachers Grade 7-12 Teachers
September 12-14,	Program Planning for KAWAN Leaders	Kamara Nat'l. High School Kabayan	Grade 1-3 Teachers
BOY LEADERS TRAINING			
September 19-21	Crew Leaders Training Course 1 st Batch	BSP Council Hall	Junior & Senior High School Grade 9-12
September 26-28	Crew Leaders Training Course 2 nd Batch	BSP Council Hall	Junior & Senior High School Grade 9-12
October 3-4	Crew Leaders Training Course 3 rd Batch	BSP Council Hall	Junior & Senior High School Grade 9-12
October 17-19	CLTC/ JOTA JOTI 4 th Batch	BSP Council Hall	Senior High School
October 24-26	Patrol Leaders Training Course	(TBA)	Elementary Grade 4-6

1. The Adult leader training promotes continuous learning and personal development for Unit Leaders handling the sectional program of the BSP, that aimed to equipping participants to
 - 1.1. Acquire deeper understanding of the aims and purposes of scouting
 - 1.2. Strengthen necessary skills in managing and organizing a unit
 - 3.3. Manage planning and delivery of the program and activities of scouting
 - 3.4. Manage Program planning and implementation
 - 3.5. Upgrade knowledge on the program of scouting

2. The Boy Leader training Underline the necessity for discipline, character building, self and skills development.

8. It is requested that Teachers and non-teaching participants will be granted service credits.

9. Attached herewith the detailed Program of Activities, requirements and course syllabus for your reference.

10. For information and widest dissemination.



MARIE GLO RAMOS DAWAGUI
Council Scout Executive

Approved:

ESTELA P. LEON- CARIÑO EdD, CESO III
Regional Director and
Concurrent Officer-in-charge
Office of the Schools Division Superintendent
Council Scout Commissioner



Boy Scouts of the Philippines
BENGUET COUNCIL
Km. 5, Pico, La Trinidad, Benguet



BASIC TRAINING FOR TROOP LEADERS and PROGRAM PLANNING FOR KAWAN LEADERS

Participation requirements for Adult Leaders

1. Currently registered and physically fit to undergo strenuous activities;
 2. Participation must be **voluntary** this will confirm willingness to be of Service for the scouting movement;
 3. The activity shall be strictly live in training to ensure that participants can attend the night sessions and workshop;
 4. Participant must process travel documents;
 5. Reservation will be on first come, first serve, confirmation date: September 4, 2025;
 6. Must have a type "C" uniform (council shirt with adult neckerchief & caraboo slide)
 7. Bring enough white t-shirt for the day-to-day activity including working clothes. The training involves physical activities; footwear must be rubber shoes/ hiking shoes only. **No wearing of sandals.**
 8. Bring toiletries and other essentials
 9. Accommodation: classrooms will be provided, kindly bring your own sleeping bag, tent and beddings
 10. Registration fee of one thousand five hundred pesos (1,500.00) maybe chargeable to the school MOOE or other school funds in accordance with the usual accounting and auditing procedure. The fee shall cover four (4) meals starting dinner of Friday until breakfast of Sunday, Training Manual, materials and other administrative expenses.
- =====

CREW LEADERS TRAINING COURSE

Participation requirements for Learners

1. Training is open to Senior Scouts with leadership & skills potential
2. SCOUT must be/have:
 - 2.1 Currently registered, bring membership card;
 - 2.2. Currently selected officer of BSP clubs, Senior Crew Leader and assistant
 - 2.3. Physically fit to undergo the training physical activities;
 - 2.4. Personal scrap book and ball pen;
 - 2.5. Proper haircut
 - 2.6. **Waiver signed by parent/ guardian endorsed by the school**
 - 2.7. Must pay registration fee of six hundred pesos (Php 700.00) to cover the following: training materials/administration, regular meals starting dinner of Friday until breakfast of Sunday.
3. Participants must bring the following:
 - 3.1. FLAG POLES PER CREW; firewood for campfire;**
 - 3.2. Eating utensils: Bring own plate, bowl, cup & spoon;**
 - 3.3. BRING SLEEPING BAG/ MAT ONLY**, comforters or thick blankets are not allowed;
 - 3.4. UNIFORM & personal things:**
 - white t-shirt with official neckerchief
 - Rubber shoes for outdoor activities
 - Bring three white T-shirt, scouts are required to wear white t-shirt for the whole duration of the training
 - Bring 2 colored T-shirts for outdoor activity within the valley
 - Toiletries, medicines and other personal needs
 - Rubber shoes
4. **GENERAL RULE: NO BIG BAGS** allowed bring enough but not more than what you need. Please be reminded of the "travel light" rule when attending scouting activities



Boy Scout of the Philippines
BENGUET COUNCIL
 Km5 Pico, La Trinidad, Benguet

BASIC TRAINING COURSE FOR TROOP LEADERS

<i>Time</i>	<i>Minutes</i>	<i>Friday (Day 1)</i>	<i>Saturday (Day 2)</i>	<i>Sunday (Day 3)</i>
5:00-6:00 Am	60		WAKE UP/ROLL CALL/Morning Exercises	
6:00-6:30 Am	30		Wash Up	Flag Ceremony
6:30-7:00 Am		B R E A K F A S T		
7:30-8:00 Am	30		The Patrol System	Progressive Scheme & the Badge System
8:00-9:00 Am	60		Understanding the Boy We Serve, The Boy Scout Program	Clearing House/ Evaluation/Awarding & Recognition
9:00-9:30 Am	30		Songs & Games for Scouts	Closing Program
9:30-10:15 AM	45		Fundamentals of Scouting	
10:15-12:15 Pm	120		Teaching Scout Skills * Basic Knots * Basic Lashing * Compass Reading * Trail Signs	
12:15-1:15 PM		FELLOWSHIP LUNCH		
1:15-2:00 Pm	45		Fundamentals of Scouting	HOME SWEET HOME :)
2:00-2:45 Pm	45		Youth Program & the BSP Scouting Family	
2:45-3:00 Pm	45		The Outdoor Program	
3:00-4:00 Pm	60		The Patrol & Troop Meetings/Annual Troop Program Planning	
4:00-5:00 Pm		Arrivals / Settle In		
5:00-5:30 Pm	30	Opening Program/Briefing	Ceremonies in Boy Scouting	
5:30-6:00 Pm	30	Defining Course Objective	Investiture Demonstration	
6:00-7:00 Pm	60	Course Organization Routine Smartness & Good Order	Spare Time Activity	
7:00-7:30 Pm		FELLOWSHIP DINNER		
7:30-8:00 Pm	30	Film Viewing/History of Scouting	The Troop Campfire	
8:00-8:30 Pm	30	Ideals of Scouting		
8:30-9:00 Pm	30	Troop Leaders Job		
9:00-9:30 Pm	30	Structure of the World Movement	Campfire	
9:30-10:00 Pm				
10:01 PM			T A P S	

Boy Scout of the Philippines
BENGUET COUNCIL
 Km.5 , Pico, La Trinidad, Benguet

CREW/PATROL LEADERS TRAINING COURSE			
GENERAL PROGRAM OF ACTIVITIES			
<i>Time</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
5:00 AM			
6:00 AM		WAKE UP/ROLL CALL/EXERCISE	
7:00:00 AM		Breakfast / Morning Exercise	Flag Ceremony
8:00 AM		Flag Raising Ceremony, Prayers, Inspection	Clearing /Clean Up
8:30 AM		Skills Development Training	Awarding / Recognition
9:00 AM		Smartness and Good Order	CLOSING PROGRAM HOME SWEET HOME :)
10:00 AM		- Lecture & Demonstration: Map/compass reading & orienteering	
11:00 AM		- Ropeworks (Basic and Advance)	
		- Fire Building/ fire lays & cook out	
		- Knot tying & lashing	
12:00 PM		FELLOWSHIP LUNCH	
1:00 PM		Pioneering projects / Return Demonstration - output	
2:00 PM		Team games	
3:00 PM		Crew meeting	
4:00 PM		Advancement	
5:30 PM	Arrivals/ Settle in	Group projects output	
6:00 PM	OPENING PROGRAM		
7:00 PM		FELLOWSHIP DINNER	
8:00 PM	Crew Organization & routine Appointment CL/ rotation system	CAMPFIRE PRESENTATION	
9:00 PM	Scout Method/ Ideals		
10:00 PM	How to run a campfire		