



National Sojourners, Inc.

Spirit of America Youth Leadership Conference



Held on the campus of
Freedoms Foundation at Valley Forge (FFVF)

Chapter Instructions

1.0 GENERAL. This pamphlet is designed to provide instructions for National Sojourners chapters who desire to send student(s) to the Spirit of America Youth Conference at Freedoms Foundation at Valley Forge (FFVF). It includes the following sections:

- 1.1 Planning Your Chapter's Participation (Section 2.0)
- 1.2 Reservation Guidelines (Section 3.0)
- 1.3 Procedures (Section 4.0)
- 1.4 Chaperone Information (Section 5.0)
- 1.5 Youth Protection Training & Certification (Section 6.0)
- 1.6 Additional Assistance Resources (Section 7.0)

2.0 PLANNING YOUR CHAPTER'S PARTICIPATION. NOW is the time to begin your chapter's planning to "Teach young Americans about America" through our Spirit of America Youth Leadership Conference (YLC) at Freedoms Foundation – Valley Forge. Below are five easy steps to get your youth outreach program underway:

2.1 STEP 1. Make a chapter commitment to participate in the program and send youth to a YLC! This is a **KEY** step—your chapter must

First establish a goal to participate and do it early enough to plan and work the details...that is why NOW is the time to start! History shows that chapters that start their work in September are the consistently successful.

2.2 STEP 2. Appoint a chapter chairman and/or committee! The Chairman and/or committee will be responsible to the chapter President to follow through on the commitment/goal, raise the funds, identify the student(s) and make the arrangements.

2.3 STEP 3. Raise the funds! Raising the requisite funds can be done if you start early enough. Fund raising ideas include: (a) Asking the membership to consider a donation of \$25 donation each to support the chapter's youth education fund; (b) seeking Blue Lodge support for full or partial scholarships—particularly for local Masonic youth; and/or (c) approaching local civic groups and corporations for support. See National Regulation 11.1 dated 21 June 2014 Teaching Young Americans about America (a PDF REPRINT may be found on the Americanism page of the National Sojourners website under Americanism Programs).

2.4 STEP 4. Identify the students! Chapters have used many approaches to identify worthy students and extend to them a YLC scholarship opportunity. Some simply look for *first come—first serve* candidates selected from family and friends of Masons, Masonic Youth, local high school recommendations, ROTC and JR ROTC Units, Boy and Girl Scout organizations, etc. Others have used the annual National Sojourners Essay Contest to competitively select candidates. Regardless of the selection method used, there are many youth worthy of our consideration. Students selected should demonstrate outstanding leadership qualities and have a strong academic record of achievement.

2.5 STEP 5. Reap Master's Wages! Join with your chapter members in celebrating the successful accomplishment of that part of our purposes focused on "*...supporting all patriotic aims and activities in Masonry, for developing true Patriotism and Americanism throughout the Nation...*" by having reached out to young Americans and provided them an opportunity to attend America's premier school for citizenship education—Freedoms Foundation at Valley Forge. It is suggested that chapter sponsored

students who have completed the YLC Program be invited to a chapter meeting to give a report on their experiences at Freedoms Foundation.

2.6 FINAL THOUGHTS. In summary, our Spirit of America Youth Leadership Conference program represents a wonderful opportunity to reach out to youth—but it will only remain an opportunity unless each National Sojourner chapter brings it to life! Join your National Americanism Committee in “*Proudly Serving the Cause of Patriotism*” by sponsoring one or more young Americans to improve their leadership skills and learn more about this great experiment in democracy that each of us has pledged our life to preserve, protect and defend. NOW is the time...

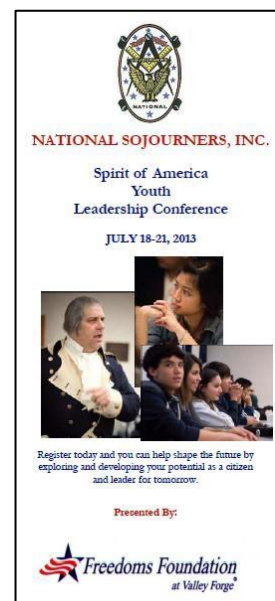
3.0 RESERVATION GUIDELINES. Reserve slots for the number of students your chapter will send to the Spirit of America Youth Conference at Freedoms Foundation at Valley Forge by sending the following information to the National Office or to your National Americanism Chairman as soon as possible but not later than 1 March: (a) chapter name and number; (b) number of slots; and (c) contact information for your chapter POC. This advance reservation information will greatly assist your National Americanism Committee in planning a successful Youth Conference.

4.0 PROCEDURES.

4.1 Review “Planning Your Chapter’s Participation—Section 2.0 above.

4.2. Reserve space for the number of students your chapter intends to send to the Spirit of America Youth Conference at Freedoms Foundation at Valley Forge—see Section 3.0 above.

4.3. Develop a plan to identify and select candidate students—use the trifold pictured on this page to advertise and seek prospective student responses. The trifold is available on the National Sojourners website in



the Americanism section in PDF format—local reproduction is authorized. The trifold is updated annually —it provides date and tuition information and describes the program.

4.4. Fill out the information on the front of each Student Packet (shown at right) to include: (a) Chapter Name & Number; (b) Student Name; (c) Conference Dates; (d) the contact information for the Sojourner who will act as your chapter point of contact (POC) for your student(s); and (e) the date by which you require the six (6) forms to be completed and returned to your chapter POC by the student. Keep in mind that student application forms

CHAPTER NAME: _____
CHAPTER NUMBER: _____

National Sojourners, Inc.
Spirit of America Youth Conference
held at
Freedoms Foundation at Valley Forge (FFVF)

STUDENT PACKET

STUDENT NAME _____
CONFERENCE DATES FROM _____ TO _____
SOJOURNER CONTACT _____
NAME _____
ADDRESS _____
PHONE _____
E-MAIL _____
FORMS DUE DATE (TO SOJOURNER CONTACT) _____

REV. 1 FEB 2013

must be mailed to Freedoms Foundation by 20 June. The content of the Student Packet is as shown in the chart on page 5.

4.5. Familiarize yourself with the information in the Student Packet and provide each student you sponsor a copy. The Student Packet is available on the National Sojourners website in the Americanism section in PDF format—local reproduction is authorized. Student Packets may also be requested from the National Sojourners’ office (703-765-5000).

4.6. Follow-up with each student you elect/select to sponsor as needed to insure that all forms (pages 20 through 28 of the Student Packet) above are mailed to FFVF by June 20th to include a tuition check payable to “FFVF” (\$475/student and \$238/chaperone. It is highly recommended that you also include a self-addressed post card so that the FFVF staff can acknowledge receipt of your application(s) and check(s).

MAILING ADDRESS FOR REGISTRATION FORMS AND PAYMENT:
Freedoms Foundation
Attn: National Sojourners Youth Conference
P.O. Box 706
Valley Forge, PA 19482-0706

Page NUMBER	ITEM	SUBMISSION DATE	
NA	Cover		
1-2	Welcome Letter		
3-6	FFVF General Information		
7	FFVF Campus Photo Map		
8-9	Accommodations Information		
10	Packing Checklist		
11-12	Major Conference Activities		
13-14	Tentative Conference Schedule		
15	Talent & Skit Showcase		
16	Swap Meet		
17-18	Transportation		
19	Forms / Leave-at-Home Information / Arrival Check-in		
20	Student Information Form		MAIL ALL FORMS TO FFVF NOT LATER THAN 20 JUNE
21-23	Student Medical Information Form		
24	National Sojourners Release Form*		
25	Travel Information Form		
26	Honor Code Form		
27	Talent Release Form		
28			

***MUST BE NOTORIZED**

4.7. E-mail (preferred) or mail the following information to the National American Chairman as soon as possible but not later than June 20th: (a) chapter name/ number; (b) name and contact information for the chapter POC; (c) name(s) of student(s) and chaperones(s) (if any); and (d) specify arrival by air, bus or plan for each student/chaperone.

4.8. Suggest to your student(s) and their parent(s) that they arrange a plan to confirm their safe arrival in Philadelphia. Also, advise students and their parents to contact the Education Office Coordinator at Freedoms Foundation using the following number in the event of a transportation delay or any emergency: 1.800.896.5488 Ext. 292.

5.1 CHAPERONE INFORMATION.

5.1 General. The goal is a chaperone/student ratio of 1:8. Chapters are encouraged to send chapter members or parents as chaperones or, more appropriately, *Adult Counselors*. Cost of room and board is \$238 per counselor. Although staying at Freedoms Foundation is preferred, some counselors elect to reside in a local motel and pay a

small per meal charge. Chapter members and parents of students are encouraged to serve as chaperones. Adult Counselor expectations are summarized below (provide each Adult Counselor a copy of these expectations):

5.2 Responsibilities. Adult counselors have an extremely important role to play throughout the conference as your enthusiasm and participation contributes to the overall success of the program. It is important for all counselors to participate in the entire conference, which is a demanding challenge. During the various presentations, counselors function as a helping hand for the Foundation Staff—they need to be available at all times to monitor and assist. Below are some simple guidelines for chaperones—all Adult Counselors shall:

1. Successfully complete YOUTH PROTECTION training --- refer to Section 6.0 below.
2. Be available during the conference to support the Freedoms Foundation Staff when and as requested to include monitoring all activities from the start of the day until lights out. Adult Counselors shall coordinate with the Freedoms Foundation Staff if for any reason they must depart the campus during daily activities.
3. Not bring or consume alcohol on campus. ALCOHOL is NOT ALLOWED on campus for any reason!
4. Familiarize themselves with rules governing conference activity as set forth in the Student Packet. General rules are as follows:
 - a. The Freedoms Foundation Program Director is in charge of the Conference —report and concerns and rules violations as appropriate to the Program Director.
 - b. All students must attend all sessions.
 - c. No smoking in any buildings.
 - d. No males in the female dorm and vice versa.
 - e. Lights Out Policy—students must be in their rooms with lights out and quiet.

- f. Food is allowed in the classroom, but trash must be picked up at the end of each session and put in approved containers.
5. Attend all meetings called by the Foundation Staff.
6. Whether residing on or off campus, remain on campus during the entire length of each day as required by the program agenda.
7. Participate in all tours; helping to maintain order and account for all conference participants.
8. Assist with the morning wake-up and with evening activities including late night.
9. Assist in maintaining order in the residence halls, dining room and elsewhere as required.
10. Draw the attention of the Foundation Staff to unusual occurrences, unacceptable behavior, or other problems that may affect the conference.
11. Help keep track of students and be able to verify their whereabouts at all times.
12. HAVE FUN!!!!!!!

5.3 IMPORTANCE. National Sojourners, Inc. and Freedoms Foundation place great value on the help and support of chaperones who serve as *Adult Counselors*. It is a unique opportunity not only for the educational value, but also for the personal fulfillment in working with the students. Adult Counselors are encouraged to get to know the students which will help make the experience productive and memorable.

6.0 YOUTH PROTECTION TRAINING & CERTIFICATION. See attached *INSTRUCTIONS for BSA ON-LINE LEARNING CENTER YOUTH PROTECTION TRAINING ~ VENTURING VERSION* per National Regulation 11.2 Youth Protection dated 21 June 2014.

7.0 ADDITIONAL ASSISTANCE RESOURCES. If you require additional assistance, take advantage of the resources that are available to you by contacting the National Americanism Committee Chairman. In addition to answering your questions, he MAY be able to provide you a student (if you have a scholarship to award but no student identified) and/or provide you some scholarship funds if you have a student and only partial funds raised, etc. In some cases, he MAY also broker shared arrangements wherein two or more chapters share the cost of a student(s). However, he May Not provide funding for transportation costs.

8.1 NATIONAL ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS (NASSP) APPROVAL. The Freedoms Foundation ~ Valley Forge Spirit of America Youth Leadership program is approved by the NASSP.



ATTACHMENT

NATIONAL SOJOURNERS, INC.

Instructions for

BSA Online Learning Center

Youth Protection Training - Venturing Version



NATIONAL SOJOURNERS, INC.

Instructions for

BSA Online Learning Center

Youth Protection Training - Venturing Version

Print a copy of these instructions for reference and then begin your YOUTH PROTECTION TRAINING as outlined in the STEP by STEP procedure below...

1. **CLICK** on the following link:

<https://scoutnet.scouting.org/elearning/YPTExEntryPage.aspx?CompanyGUID=CDBE1D09335204640979F392A25B7A80>

BSA Online Learning Center
E-Learning Course Management System
 Complete the form below to create an account on this system.
 Click the question mark that appears beside some fields if you need help.
 Items in red are mandatory.

Personal	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
Country	America (United States Of) <input type="button" value="v"/>
State	<input type="text"/> <input type="button" value="v"/>
Zip	<input type="text"/>
Phone #	(<input type="text"/>) <input type="text"/> Ext. <input type="text"/>
E-Mail Address	<input type="text"/>
Company GUID	CDBE1D09335204640979F392A25B7A80
Company Name	Military Order of the World Wars
Member ID	<input type="text"/>

BOY SCOUTS OF AMERICA®

2. **ENTER** your registration information.

a. Information in **RED** is required.

b. Member ID - enter your last name followed by **-SOJ** (i.e., SMITH-SOJ).

3. Click **SUBMIT** to complete your registration. Note that a Youth Protection Training-Venturing Version window opens as shown below.



4. Click **TAKE COURSE**. A language selection window opens as shown below:

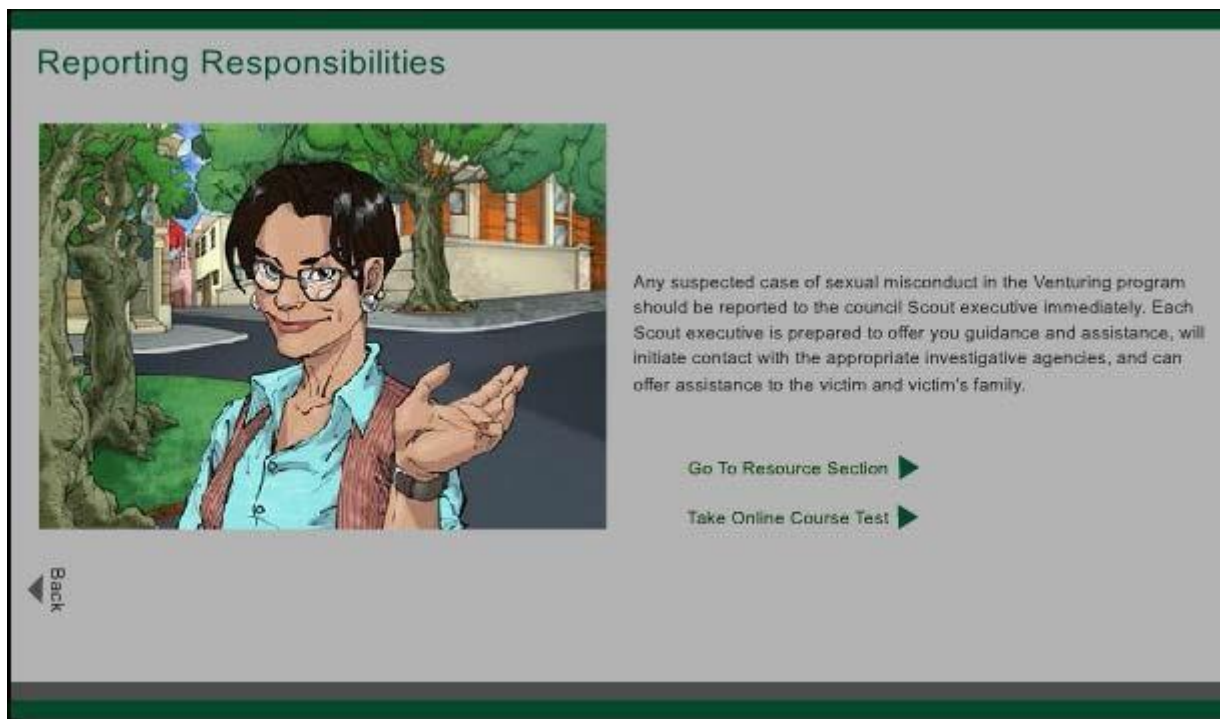


5. Click **ENGLISH**.

6. **COMPLETE THE TRAINING COURSE** by following the prompts — while taking the course:

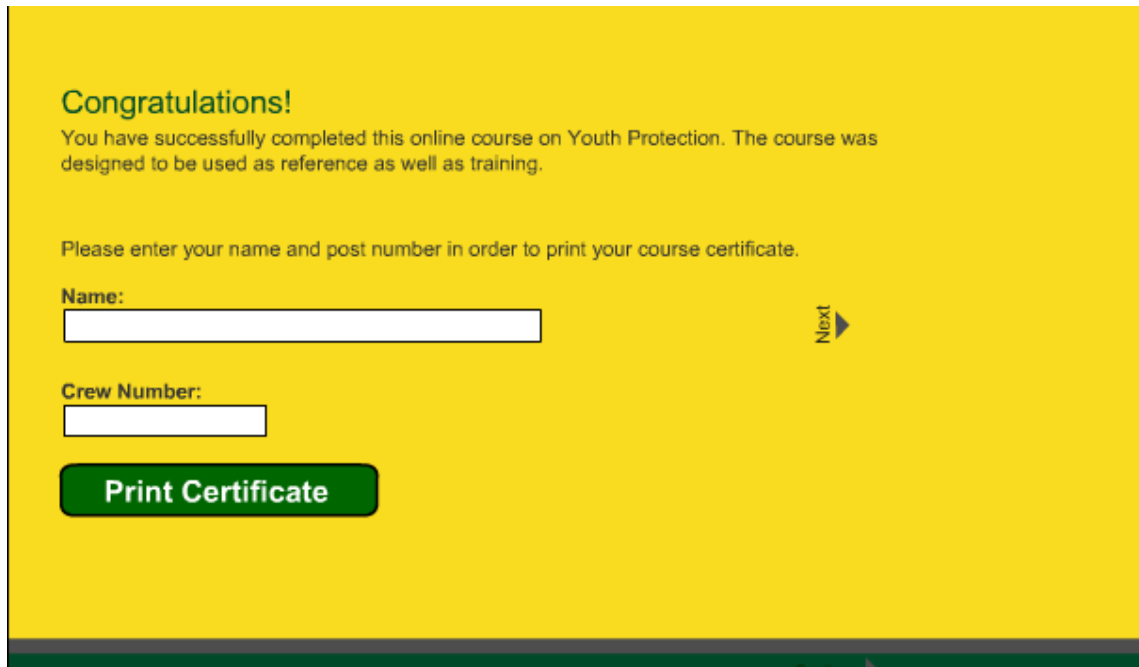
WHEN YOU SEE	THINK
Venturing Advisor	National Sojourner and/or adult volunteer chaperone and provider of transportation to and from a YLC or youth activity
Crew Members or Venturers	YLC Students
Local or Council Scout Executive	National Secretary
BSA	National Sojourners, Inc.

7. After completing the course you the screen below will be displayed:



8. **CLICK** “Take Online Course Test” and complete the 25 question exam by following the prompts. If you make a mistake you will be prompted to get to the correct answer.

9. Upon satisfactorily completing the exam, the screen below will appear:



Congratulations!
You have successfully completed this online course on Youth Protection. The course was designed to be used as reference as well as training.

Please enter your name and post number in order to print your course certificate.

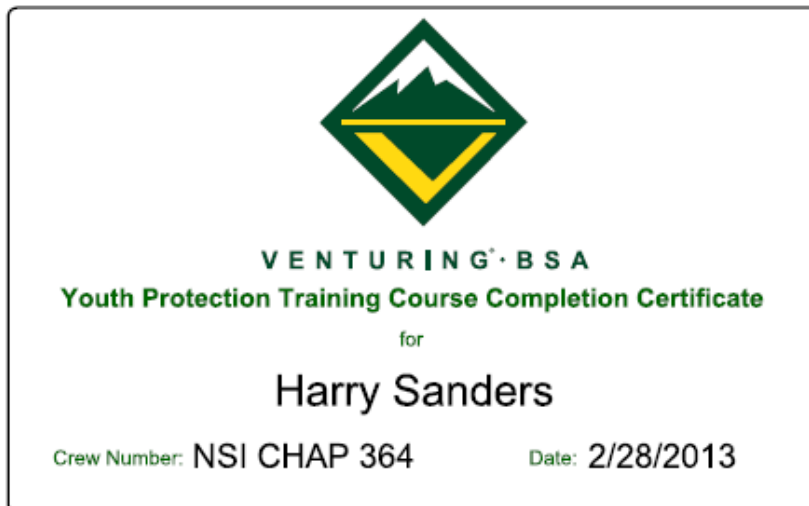
Name: Next ▶

Crew Number:

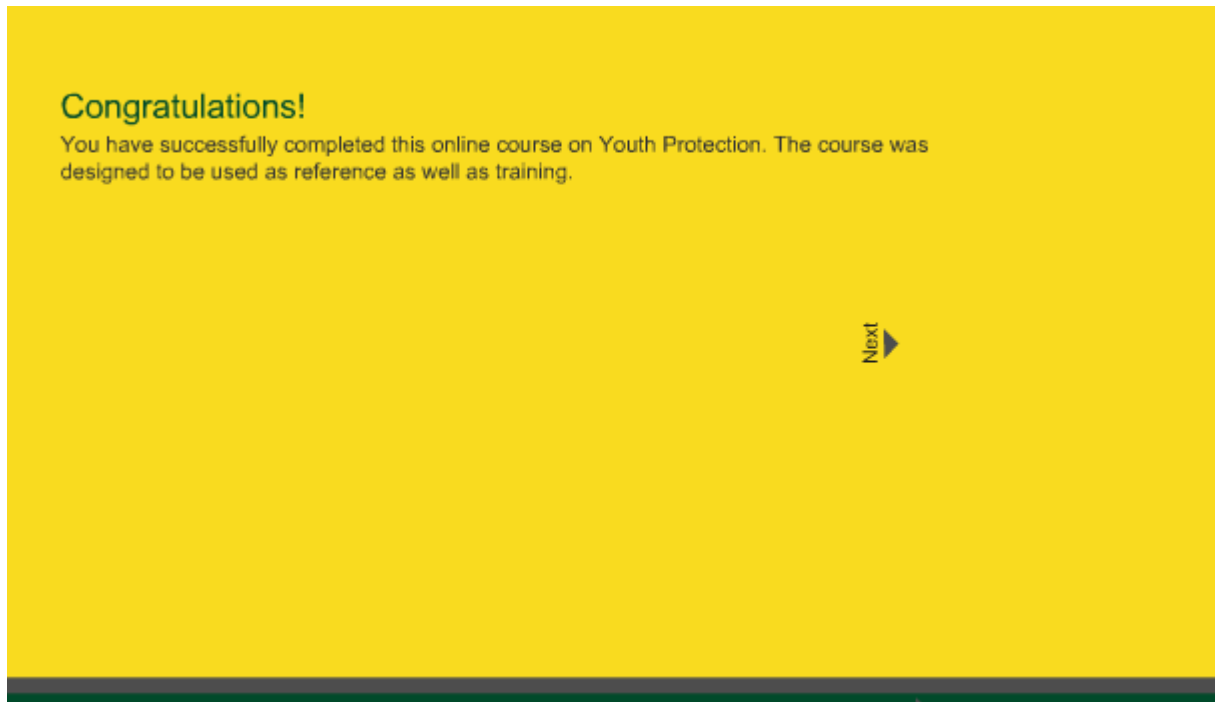
Print Certificate

10. Type you first and last name and insert *NSI CHAP zzz* (where *zzz* is your Chapter Number) as the Crew Number.

11. **CLICK** Print Certificate --- it is recommended that you the print to file since you have only one opportunity to **PRINT** a certificate (using this approach you may print additional copies as may be required) --- otherwise simply **PRINT** to your printer (and if you need additional copies you may scan the certificate). An example certificate is show below:



12. After you PRINT your certificate, the screen below will appear:



11. **CLOSE** all open windows. Congratulations — you have successfully completed the BSA Youth Protection (Venturing Version) training!

12. **PRINT** a copy of the YOUTH PROTECTION FORM (PAGE 8) and following the instruction on the form. Your certification is valid for two years from the date of training.

Youth Protection Guidelines Review

1. Any suspected case of sexual misconduct in the Venturing program should be reported to the council Scout executive (or his designated representative) immediately. The Scout executive will initiate contact with the appropriate investigative agencies and offer assistance to the victim and victim's family.

2. Two-deep leadership is required on all Venturing trips and outings. This is a minimum requirement and additional supervision may be necessary depending on the nature of the activities and the size of the group. When the activity is coeducational, adults of both sexes must accompany it, one of whom must be registered as an adult member of the BSA.
3. One-to-one contact between adults and youth crewmembers is not permitted. In situations that require personal conferences, the meeting should be conducted in view of others.
4. Males and females are required to have separate latrines, bathing and sleeping accommodations. If it becomes necessary to share any facilities, special care should be taken to prevent violations of personal privacy.
5. Adult leaders should respect the privacy of youth members in situations such as changing into swimming suits or taking showers; intruding only to the extent required for the health and safety of crew members. Adult leaders should protect their own privacy in these situations.
6. During Venturing trips and outings, adult leaders may not sleep in the same quarters as youth members except when the adult is the parent or guardian of the youth.
7. Proper attire is to be worn for all Venturing activities. “Skinny dipping” is never appropriate as part of a BSA activity.
8. Proper equipment and safety procedures are required for all Venturing activities. Care must be taken to ensure that no

Crew member is coerced into activities for which he or she is not adequately prepared.

9. Initiations and physical hazing are prohibited and may be not included in any BSA authorized activity. No secret organizations are authorized as part of Venturing or any Scouting program.

10. The roles of volunteer adult leaders in the Venturing program require that clear boundaries be established between adult leaders and youth members. For this reason, fraternization – the formation of peer-based, social relationships between adult and youth members – is not permitted. This prohibition extends to Venturing crewmembers who register as adults after their twenty-first birthday.

11. Discipline used in Venturing should be constructive and reflect Venturing's values. The use of corporal punishment in any form (spanking, slapping, hitting, belt-lines, etc.) is prohibited. If a crewmember behaves in ways to interfere with the crew's operation he or she may be suspended from the program. Many Venturing crews develop "Codes of Conduct" that establish their own boundaries for acceptable behavior. Crew members are more likely to obey rules if they help to develop them.

Youth Protection Form

I certify that I have completed the ACTIONS listed below; understand the Youth Protection policies and procedures established by the National Sojourners, Inc., as set forth in National Regulation 11-2 and the BSA Youth Protection Training (Venturing Version) e-training course; and that I will faithfully adhere to and implement said policies and procedures in all of my actions involving the supervision and chaperoning of youth involved in National Sojourners programs and events. I understand that my certification is valid for two years from the date of training.

ACTION 1 - Read National Regulation 11-2 dated 21 JUN 2014

(See pages 9 to 11 below).

ACTION 2 - Complete the BSA Youth Protection Training (Venturing Version) e-training course and attach a copy of your Certificate of Training to this form.

ACTION 3 – Complete, sign and submit this Youth Protection Form to the National Secretary through your Chapter Secretary.

Signed _____

Printed Full Name _____

Address _____

Phone _____

Chapter Number _____ Date _____

REMINDER — *Attach a copy of your BSA Youth Protection Training Certificate to this form.*

The Chapter Secretary shall retain a copy of this form for the Chapter Records.

National Sojourners, Inc.
7942-R Cluny Court
Springfield, VA 22153

REPRINT

National Regulation: 11.2

21 June 2014

Subject: Youth Protection

1. **General.** National Sojourners, Inc. places the greatest importance on creating the most secure environment possible for the youth that we serve through our Americanism programs. To maintain such an environment, National Sojourners has adopted policies developed by the Boy Scouts of America (BSA) for the training and certification of members of our order and other adult volunteers (who will come into contact with youth as part of our programs) in the essentials of youth protection. These policies are primarily for the protection of our youth members; however, they also serve to protect our adult leaders from false accusations of abuse.

2. Youth Protection Policy.

a. Effective immediately, all Sojourner members and adult volunteers assisting our order must be certified as defined in this administrative order before being authorized to accompany or work with youth as part of any National Sojourners, Inc. or National Sojourners Chapter sponsored or supported youth program in general or Youth Leadership Conference, in particular.

b. Any suspected case of sexual misconduct shall be immediately reported to the event Director in attendance and the National Sojourners JAG via the National Secretary (Phone Number: 703-765-5000). This includes sexual misconduct of any type including but not limited to Visual, Verbal, Written, Touching, Power and Threats.

c. One-on-one contact between adults and youth is not permitted. In situations that require personal conferences, the meetings shall be conducted in view of others.

d. When an activity is co-educational, adults of both sexes must be present.

e. Male and female youth are required to always have separate restrooms, bathing and sleeping accommodations.

f. Adult shall respect the privacy of youth in situations such as changing clothes or taking showers; intruding only to the extent required for their health and safety. Adults shall also protect their own privacy in these situations.

g. Proper attire is to be worn by adults for all youth activities.

h. Because of the wide differences in maturity of youth, adults must maintain an awareness of any social relationships between youth. They must be especially alert for relationships that involve younger, immature youth with older, more mature youth. These relationships may be for inappropriate reasons.

i. All youth activities should be conducted under the leadership of qualified, experienced event Directors.

j. Proper equipment and safety procedures are required for all youth event activities.

k. Initiations and hazing are prohibited and may not be included in any youth activity.

l. The roles of all adults in the youth programs require that clear boundaries be established between adults and youth. For this reason, fraternization – the formation of peer-based social relationships between adults and youth is not permitted.

m. Discipline used should be constructive. The use of corporal punishment in any form – spanking, slapping, hitting, belt lines, etc. – is prohibited. However, if a youth participant behaves in a manner that interferes with the productivity of the program or event, the youth involved may be suspended from the program or event.

n. Adults shall monitor the actions of all disciplinary actions to insure that they are fair, constructive, and in the best interests of all youth who are participating in the event.

o. The Chapter President and Secretary are jointly charged with the responsibility to insure adherence to this policy.

3. **Procedures.** All Sojourner members and adult volunteers assisting National Sojourners, Inc. must be certified.

a. Certification requires completion of the following actions:

(1). **ACTION 1** - Read this Administration Order.

(2). **ACTION 2** – Log onto the BSA Online Learning Center, complete the BSA Youth Protection Training (Venturing Version), and print out a Certificate of Training.

(3). **ACTION 3** - Complete and sign the Youth Protection Form. The original form shall be mailed to the National Secretary for file.

b. Certification will remain valid for 2 years from the date on the Certificate of Training.

4. **Additional Actions.** The National Sojourners, INC cannot and will not be accountable to or liable for any violations of this National Regulation.

Merlin F. Howe
National President