

Preliminary Version

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<http://northernlights.nsbsa.org/Roundtable/hangfile.htm>

Second Annual Scout Expo 2009

“Let Your Scout Shine”

Northern Lights District

Brookdale Shopping Center

February 21st

Why an Expo?

- The Expo is IMPORTANT to our Northern Lights District, to our units and to the youth we serve and hope to serve.
- Think of the Expo as a trade show. The Expo will tell the public what scouting values are, how those values relate to our youth, and how they will be relevant to scouts throughout their lives. The Expo will be a show that demonstrates the best of scouting.
- Scouting is a program that promotes a core set of values defined in the Scout Oath and Law. These values become guideposts for the scout to make effective and moral decisions throughout their lives.
- Scouting skills help youth handle the challenges of life, to be creative in approaching tasks, and to make sound decisions when faced with the myriad of choices offered by today's society.
- The Expo will aid in recruitment;
- The Expo will be informative;
- The Expo will increase community awareness and understanding;
- The Expo will generate excitement;
- The Expo will link us to existing resources and create new resources.
- Much of the work has been done, but we want the Expo to reflect YOUR ideas and be responsive to YOUR needs.
- Unit representatives from each unit are needed to help us complete the planning and to support the Expo.
- Please attend at least one district planning / information meetings scheduled (see inside).

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October 2008

Dear Scouts and Adult Leaders

Your unit is invited to participate in the SECOND ANNUAL Northern Lights District Scout Expo "Let Your Scout Shine". Our Expo Date is February 21, 2009 at Brookdale Shopping Center. This year's theme celebrates the fun of scouting, its rewards, and the growth of our scouts as individuals and leaders. Our job, which is to train and develop scouts as leaders, will have a big impact on the success of Scout Expo 2008. Have fun with this theme and enjoy the day.

This Expo package should help you understand what is happening at Scout Expo 2009 so you can enthusiastically encourage your unit to develop, plan and execute the event they choose to demonstrate to other scouts and the general public. Activities include the unit expo booths, the district Pinewood Derby, demonstrations and help from district and council-wide resources, and the opportunity to show scouting in a way that will be easy for non-scouters to grasp.

We believe that Scout Expo 2009 represents a quality opportunity to recruit potential chartering organizations, new scouts of all ages, and a chance to internally learn what resources are available from the council to help us train our scouts and our leaders.

In addition to helping your experienced scouts plan their booth, we need your assistance in staffing your booth with your scouts, helping with booth judging, staffing Scout Expo 2009 headquarters, and coordinating the awareness in our community of Scout Expo 2009. For this reason we are asking each unit to name a Scout Expo 2009 representative by the November Roundtable which takes place on November 6, 2008. A district wide Scout Expo 2009 coordination meeting with the unit representatives will take place the second week of November.

Call Floyd Shreeve, District Expo Chairman, at 763-923-5324 or e-mail at Fshreeve@comcast.net if you need more information, or are interested in serving as a volunteer in any capacity.

Looking forward to seeing everyone at Brookdale for Scout Expo 2009!

Scout Expo 2009 Planning Staff

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General

Health and Safety

All units are responsible for minor First Aid for their unit members. Major injuries should be reported to and attended by the staff at the Scout Expo 2009 Headquarters booth. Please have proper medical papers for each person participating. We will follow and enforce all applicable rules from the current edition of the Guide to Safe Scouting that is found on the National Council Web Site. We ask that all units review the Guide to Safe Scouting as it pertains to their exhibit and make sure that your exhibit follows those guidelines.

Smoking, Alcohol, etc.

As this is a Scouting Event, we will follow the Scout rules on these subjects. The use of tobacco, alcohol, or any other controlled substance is not permitted by scouts or scouters at Expo. Brookdale follows the Minnesota Clean Air Act. Scouters who require a smoking break will abide by the designated areas.

Uniforms

Scouts and scouters should be in Full Field uniforms (the scout shirt with your patches and neckerchief if you unit displays one, scout pants, socks and belt) upon arrival, during set up, as appropriate in their booth, while touring other units' exhibits, and during take down. Shirts will be tucked in, and uniforms clean and presentable. Remember, since we will be in full view by the general public, our best behavior and appearance will be essential!

Fees

The cost this year is \$3.00. This includes a nifty patch, and will cover the costs associated with putting on the Expo. Additional costs for your exhibit will need to be met through your units' budget and will include \$25.00 per unit table or space.

Pre-Event Cracker Barrel

A mandatory pre-event cracker barrel will be held at 9:15 AM. Attendees expected are Cub Leaders, Venture Crew Advisors, Scoutmasters, and the appropriate youth leader from Troops and Venture Crews. Juice, Coffee and Donuts (We'll pass the hat again!) will be available

Lunch Period

Food is available in the food court. Lunch should be scheduled as each unit sees fit.

Campfires

Because we are indoors, campfires are not practical. However, campfires may be safely simulated with safe materials, and cooking demonstrations will need to be cleared with the Expo Staff, who will coordinate with the Staff at Brookdale.

Security

Brookdale has a competent and professional security staff. If you are asked to do something by a member of the security staff, please try to comply with the request.

Expo Staff

We will have expo staff available in a fixed location, and roaming the expo area to troubleshoot and help out with any questions you have.

Firearms

Firearms, explosives, and fireworks are prohibited.

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Camouflage

Camouflage pants, shirts, and jackets and/or toy weaponry are not allowed.

Knives

NO straight bladed knives are allowed. Exacto blades used for exhibits must be supervised by an adult. Pocket knives must be of the non-locking, camping appropriate type with blades of 3 inches or less. No knife displays allowed.

Electronic Devices

Because of their usefulness in a crowded environment, cell phones will be allowed at Scout Expo. However, personal music devices and other electronic games will not be allowed.

Exhibit Inspections:

There will be three prizes for the 1st, 2nd and 3rd place units at each level. Exhibit judges are needed. These can be adult scouters or older (16+) Scouts.

Hours of Operation

The Scout Expo will be open between the hours of 10:00 AM and 8:00 PM (until 6:00 PM for Cub Packs). Each exhibit or booth should be properly staffed and operational during the hours of Expo. The use of a duty roster to provide shifts will allow your scouts and scouters to visit and enjoy Scout Expo as well.

Setup and Take Down Times

Set up will start at 9-11 PM on Friday. Take down will commence at the completion of Expo. We need to have all exhibits removed by 9:00 PM on Saturday. Under no circumstances should displays be taken down before 6:00 PM for Cub packs and 8:00 PM for other units.

Loading Zones and Equipment Handling

All handcarts and other tools will need to be stored out of sight, or in the vehicle you have on site in the parking lot. Please vacate loading zones as soon as possible when loading or unloading your vehicles. If using wheeled conveyances to bring items into expo, please be considerate of Brookdale flooring and use non-marking or soft tires and wheels. All extension cords must be taped down. Pads must be provided for high adventure or active exhibits such as signal towers and bridges.

Booth Size

In most cases, the booth size will consist of an eight-foot table with a maximum of two chairs. For certain exhibits such as camping or high adventure demonstrations, more floor space will be provided.

Booth Skirting and Uniformity

Northern Lights District will be providing each unit with table skirting material. All tables will be skirted with this material to maintain the uniform appearance Brookdale requires. Items may be placed under tables ONLY if they are out of site behind the skirting. A walkway on each side and the middle of the venue will be maintained. This walkway must meet Brookdale's management and security team requirements.

Signage

Each unit will prepare signage to provide the unit identification, sponsoring organization and the exhibit name. It is recommended that you have cards made up in advance for a contact person from your unit that new scouts may contact for further information.

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Secure Your Exhibits

It will be a good idea not to have valuables out of your sight. Don't store anything of value behind exhibits or under skirted tables. Leave those items in your vehicles.

Items for Sale in Exhibits

Selling items in exhibits will not be allowed. You may give away simple examples of scout-craft which you or your exhibit visitors create.

Criteria for Judging Exhibits

Exhibits will be evaluated on clarity of the message, the interaction provided between the exhibit staff and the Expo attendees, the neatness and organization of the exhibit, evidence that the exhibit was scout planned and executed, The criteria the judges will be using is as follows:

NORTHERN LIGHTS DISTRICT 2009 EXPO Booth Inspection

Unit NO. _____

Signage, unit and charter organization	_____	20 points each
Flags displayed properly US on correct side	_____	20 points
Expo Booth staffed by adults and scouts	_____	20 points
Scouts have clear understanding of topic	_____	20 points
Display includes an active component	_____	20 points
Information is conveyed clearly	_____	20 points
Expo Booth clean, orderly and safe	_____	20 points
Duty roster posted	_____	20 points
Scouts using the buddy system	_____	20 points
Scouts in Field Uniform	_____	20 points
Adults in Field Uniform	_____	20 points
Scouts are having fun	_____	20 points

Maximum total score _____ 250 points

Judges discretionary points awarded _____

Explanation:

Total Score _____

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Unit Requirements

Here is information that is useful for the entire unit:

Exhibit Selection and Registration:

By Dec. 12th, each unit will register the exhibit they choose to help their experienced scouts plan and execute (from the list provided, or one of their own design) keeping in mind the Expo theme. Multiple exhibits with similar themes are allowed, however the Expo committee reserves the right to assist in coordinating similar themes into a uniform area and content. Therefore, return confirmation/approval must be received. Troops and Venture Crews should involve the experienced scouts in the selection, planning and execution of the event. Cub Packs should involve the cubs to the level that they are able to effectively participate. Provide a short description and your exhibit theme to Fshreeve@comcast.net or contact Floyd Shreeve at 763-923-5324. Don't wait until the last minute.

Unit Registration:

Will be by ScoutNet, further information will be forthcoming.

Unit Representatives

Each unit will appoint a representative to the District Expo Planning Staff to act as a conduit between the staff and the unit. The selection of unit representatives is due by the November Roundtable, which is on November 6th this year. Please provide the name, phone number and email address of the unit representative to Floyd Shreeve. This is an ideal position for a parent who wants to be involved in a significant way in their child's scouting experience, but can't commit to a year-long position. Venture crews and explorer posts may send a youth representative as their unit representative (minimum age 16) Scout troops are encouraged to have a youth leader accompany their unit representative to the meetings.

Workshops

Workshops for planning and executing the unit exhibit will be included in the Unit Representative meetings listed in the schedule. A planning guide for exhibits is included available in the on-line hang files.

Signage

Each unit will prepare signage to provide the unit identification, sponsoring organization and the exhibit name. It is recommended that you have cards made up in advance for a contact person from your unit that new scouts may contact for further information.

Exhibit Staffing Rules

All exhibits will be staffed and operational during the Expo. Staffing will consist of two scouts and at least two adult leaders. Scouts will use the buddy system at all times at Expo, no exceptions. It is strongly recommended that units have a roster of attendees, a schedule and a buddy board in the booth to track the whereabouts of scouts at all times. Scouts will be expected to log in and out of their units. Any time a scout is at Expo, he is considered to be with his unit, even when he and his designated buddy are touring other exhibits. It is recommended that scout staffing time in the exhibit be limited to one or two hours maximum, per shift with a maximum of two shifts per scout.

Check Out

Before your unit will be allowed to leave Expo, you will need to have your evaluations turned in, and your exhibit location inspected for compliance with Brookdale's requirements.

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Scout Expo 2009 Schedule

- Thursday November 6** A representatives from each unit including name, phone and email is due
- Thursday November 20** District Wide Scout Expo Meeting with Unit Representatives 7:30 PM
- Thursday December 11** District Wide Scout Expo Meeting with Unit Representatives 7:30 PM
- Friday December 12** Exhibit information due from units. Please have your info in so we can prepare our plans for Brookdale and work around the holiday period.
- Friday, January 9** Exhibit info and booth descriptions due to Brookdale.
- Thursday January 15** District Wide Scout Expo Meeting with Unit Representatives 7:30 PM
- Friday Feburary 20**
Brookdale
9:00 – 11 PM Set-up begins
- Saturday February 21: Scout Expo 2009**
Brookdale
- 9:15-9:45 Leaders at Cracker Barrel
10:00-6:00 PM Expo exhibits staffed and in full operation Cub Packs
10:00-8:00 PM Expo exhibits staffed and in full operation other units.
8:00 (6:00 PM) Take-down begins (Take-down begins Cub Packs)
9:00 Take-down complete Check out complete
- Thursday, March 5** Scout Expo Awards
Roundtable
Prince of Peace Church
7:30 PM

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Volunteers Needed

Musical or entertainment or community service 'acts'

Do you have a group you want to show off at Expo? Call us to schedule your entertainment time.

First Aid

Need experienced explorers involved in EMT and Police shadowing to serve as liaisons with our first aid crews.

Flag Ceremony

Need two sets of two scouts in Full Field uniform to raise and lower the flags.

Bugler/Trumpeter

Need a bugler to provide calls for flag ceremonies.

Exhibit Judges:

There will be three prizes for the 1st, 2nd and 3rd place units at each level. Exhibit judges are needed. These can be adult scouters or older (16+) Scouts.

Supplies

Thanks to Craig Lewis and crew for our morning cracker barrel.
Thanks to Phyllis Burlingame for our Logistics
Thanks to Jason Zeman for budgeting guidance and coordination

Registration Planning Sheet

Unit _____ Exhibit Title _____ Scouter _____

Scouts:

1 _____	12 _____	23 _____
2 _____	13 _____	24 _____
3 _____	14 _____	25 _____
4 _____	15 _____	26 _____
5 _____	16 _____	27 _____
6 _____	17 _____	28 _____
7 _____	18 _____	29 _____
8 _____	19 _____	30 _____
9 _____	20 _____	31 _____
10 _____	21 _____	32 _____
11 _____	22 _____	33 _____

Adults

1 _____	4 _____	7 _____
2 _____	5 _____	8 _____
3 _____	6 _____	9 _____

Total Participants _____	Payment Method _____	Troop Check _____
Registration Fee _____ x3.00		Personal Check _____
Total Paid _____ (+25.00 for booth space)		Cash _____

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Possible topics for Exhibits:

Amateur Radio & Communications	Emergency Preparedness: Safety Merit Badge	Pie Iron Cooking
Animal Tracks	Fingerprinting	Pinewood Derby
Archery: Nerf	Fire Building & Fire Starting	Pioneering Demonstrations
Astronomy	Fire Starters	Pow Wow & Show-And-Do
Athlete: Physical Skills & Personal Fitness	First Aid	Railroading
Auto Mechanics	Fly Fishing	Rain Gutter Regatta
Back Packing	Grey Wolf	Religious Relations: Baptist, Catholic, Jewish, LDS, Protestant
Basketry	Hawk Talk	Rope Making
Bean Bag Toss	High Adventure Displays	Rubber Band Shooters
Biking	Horsemanship	Scout Aquatic Activities
Birdfeeder	Karaoke	Scout Memorabilia
Bowling	Landscape Design	Scout Shop: Northern Star Council
Box Hockey	Lanyards	Sea Scouting
Box Maze	Lashings	Space Derby
Box Oven Cooking	Leave No Trace	Survival Kits
Brown Sea Island	Leatherwork	Traffic Safety
Camp Cooking	Minnow Racing	Truck Transportation
Camping Opportunities	Model Campsite	T-shirts: Scout Expo
Career Counseling	Monkey Bridge	University Admissions
Catapults	Name Badge Maker	University of Scouting
Climbing Wall	National Weather Service	US Forrest Service
Conservation Area	Native American Village	Wilderness First Aid
Cooking Demonstration	Nature Displays	Wood Badge
CPR	Neckerchief Slide Craft	Woodcarving
Crafts	Order of Arrow	
	Patches	

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Northern Lights District Scout Expo 2008 Evaluation

Unit # _____

Please have the Youth Leader fill out

- 1). What did you like best about this Expo and why?

- 2). What did you like the least and why?

- 3). What things do you think could have been done differently to improve this Expo?

- 4). Which exhibit did you like the best and why?

- 5). Which exhibit did you like the least and why?

- 6). What would you like to do next time for an exhibit?

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- 7). Overall, on a scale of 1 to 10 (1 low and 10 super), how was this Expo?

- 8). Did you like Brookdale? Should we use it again for Expos?
Where else could we have Expo?

Thank you - Please turn this in at Checkout

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Northern Lights District
Scout Expo 2008 Evaluation

Unit # _____

Please have the Adult Leaders fill out

- 1). What did you like best about this Expo and why?

- 2). What did you like the least and why?

- 3). What things do you think could have been done differently to improve this Expo?

- 4). Which exhibit did you like the best and why?

- 5). Which exhibit did you like the least and why?

- 6). What would you like to do next time for an exhibit?

(Turn Over)

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- 7). Overall, on a scale of 1 to 10 (1 low and 10 super), how was this Expo?

- 8). Did you like Brookdale? Should we use it again for Expos?
Where else could we have Expo?

Thank you - Please turn this in at Checkout