OEA Toolbox

BSA National OE Conference - October 2018
Updated Jan, Apr, May, Nov 2019

Mark Hammer
OEA Toolbox Overview

• For Council and Area Outdoor Ethics Advocates
• OutdoorEthics-BSA.org website / database
• COEA Opt-In for Event Reporting, Registration
• OutdoorEthics-BSA.org/OEAtools
OEA Tools - Functions

• **Council OE Advocates:**
  • Contact info for your MEs and MTTs. Verify/Remove
  • Link to your Annual Report(s)
  • Event Reporting
  • Event Registration

• **Area OE Advocates:**
  • Contact info for your COEAs, MEs and MTTs.
  • Links to Annual Reporting status overview and details for your Councils.
OEA Tools - Access

• OutdoorEthics-BSA.org/OEAtools

• Get your Key
  • Use the form to request your key.
  • You will receive an email with the link.
  • Bookmark the page.
Council OEA Tools

Outdoor Ethics Advocate Tools
Tools for Council and Area Outdoor Ethics Advocates
Welcome Mark Hammer

Longs Peak Council
OE Contacts:
- List Contacts
- Help us keep our database of Council OE contacts up-to-date! (Details)

Annual OE Reports
- 2018 Annual OE Report

Event Reporting - New - Alpha testing
- Encourage your council’s OE trainers to use this link to Report their OE teaching activities: https://secure.OutdoorEthics-BSA.org/LongsPeakCouncil/report
- Your personal CSEA Reporting Admin Tools link.

Event Registration - New - Alpha testing
- Use this link to direct people to your Event Registration page: https://secure.OutdoorEthics-BSA.org/LongsPeakCouncil/registration
- Your personal CSEA Registration Admin Tools link.

Questions, Problems, Comments, Suggestions?
Please contact webmaster@OutdoorEthics-BSA.org.
COEA Tools - Contacts

• Contact info for your MEs, MTTs

• Includes non-public emails, phones.

• Maintain Confidentiality!
  (blurred for these slides)
Verify Contact Status

We are depending on YOU to help us keep this list up-to-date.

- Please contact your people at least once a year.
- Please help us Verify the Status of our contacts.

IF:
  - The person is a current BSA member.
  - He/She still wants to be listed on his/her Council’s OE Contacts webpage.

THEN: Click the person’s **Verify** button below.

OTHERWISE: Click the person’s **Update Status** button below.

- If they don’t have any PUBLIC contact information (shown in bold black), please ask if they would grant us permission to list an email and/or phone. *(more information)*
- Send any contact information updates to updates@OutdoorEthics-BSA.org. *(more information)*

### Longs Peak Council - OE Contacts

<table>
<thead>
<tr>
<th>OE Contact</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
<th>Address</th>
<th>Verification Status</th>
<th>Updated By</th>
<th>Updated Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pete Bergene</td>
<td>LNT ME</td>
<td>307 669-1034</td>
<td><a href="mailto:petebergene@outlook.com">petebergene@outlook.com</a></td>
<td>Cheyenne, WY</td>
<td>Unknown</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark E Hammer</td>
<td>COEA, LNT ME</td>
<td>970 669-1034 (Home)</td>
<td><a href="mailto:meh@LPBroadband.net">meh@LPBroadband.net</a> (Home)</td>
<td>Loveland, CO</td>
<td>Verified By Mark Hammer(ID 168) @ 2019-04-25 00:03:38</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garv F Lehr</td>
<td>INT MF</td>
<td>302 438-7187</td>
<td><a href="mailto:truelehr@yahoo.com">truelehr@yahoo.com</a> (Home)</td>
<td>Longmont, CO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Contact Status - Other

### Current Status

**Verified** By Mark Hammer(ID 168) @ 2019-04-25 00:03:38

<table>
<thead>
<tr>
<th>Condition?</th>
<th>Update / Confirm</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Verify?</strong></td>
<td>- Re-Verify (Updates the Verified date from 2019-04-25 00:03:38 to Now.)</td>
</tr>
</tbody>
</table>
| - If Mark Hammer is a current member of the BSA  
- And Mark is willing to have his/her name listed on his/her council's OE contacts webpage. | |
| **Not a Member?** | - Remove - Not Member |
| - If Mark Hammer is no longer a member of the BSA. | |
| **Moved Out of Longs Peak Council?** | - Select Council  
- Moved Here  
- Moved - Unknown |
| - If Mark Hammer is no longer a member of the Longs Peak Council, but is or may be still active in another council.  
- If you know which council Mark moved to, please enter it and select Moved Here.  
- If you don't know his/her new council, please select Moved - Unknown. | |
| **Remove Me?** | - Remove Requested |
| - If Mark Hammer is no longer involved with Outdoor Ethics and has asked to be removed from our BSA OE Contacts listing or email list. | |
| **Deceased?** | - Deceased |
| - If Mark Hammer has died. | |
| **Unresponsive?** | - Remove - Unresponsive |
| - If you know that you have valid email or phone,  
- But - Mark won't return your calls or emails (after several tries over several months). | |

**Other Conditions?**

- For situations not covered above -- Please contact the [OutdoorEthics-BSA.org Webmaster](http://OutdoorEthics-BSA.org) or your [Region Outdoor Ethics Coordinator](http://RegionOutdoorEthicsCoordinator).
COEA Tools
Event Reporting

• Have your MEs, Trainers, etc report their events.
• Now for 2019 (or past).
• Ongoing for future.
## COEA Tools

### Event Reporting

- **Same categories as Annual Report (plus optional ones)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSA Leave No Trace Trainer</td>
<td>16+ hours overnight course, following <a href="#">Course Manual</a></td>
</tr>
<tr>
<td>BSA Leave No Trace 101</td>
<td>3-4 hours, following <a href="#">Course Guide</a></td>
</tr>
<tr>
<td>Leave No Trace Awareness Workshop</td>
<td>Includes all 2. Core Components for Awareness Workshop Curriculum defined in Center's <a href="#">Awareness Workshop Guidelines</a></td>
</tr>
<tr>
<td>BSA Outdoor Ethics Orientation</td>
<td>60-90 minutes per <a href="#">Course Manual</a></td>
</tr>
<tr>
<td>Master Tread Trainer</td>
<td>Tread Lightly! Master Tread Trainer Course</td>
</tr>
<tr>
<td>Tread Trainer</td>
<td>Tread Lightly! Tread Trainer Course</td>
</tr>
<tr>
<td>Tread Lightly! Awareness</td>
<td>Tread Lightly! Awareness Course</td>
</tr>
<tr>
<td>Leader Training</td>
<td>Taught OE components of Adult or Junior Leader Training (eg IOLS, BALOO, NYLT, WoodBadge, ...)</td>
</tr>
<tr>
<td>Other OE Training</td>
<td>Other formal District/Council OE Training (min 1 hour) eg OE Guide, U of Scouting, Commissioner College, ... Explain in comments.</td>
</tr>
<tr>
<td>District/Council Activity</td>
<td>OE Instruction or Experiential Activity at District or Council Event (eg Day Camp, Camporee, Scout Show, Conclave)</td>
</tr>
<tr>
<td>District/Council Contact</td>
<td>Some contact at Council or District Event, eg display or booth at Scout Show, U of Scouting, Commissioner College, ...</td>
</tr>
<tr>
<td>Community Outreach</td>
<td>OE Instruction or Experiential Activities at non-Scouting Event</td>
</tr>
</tbody>
</table>
COEA Tools
Event Reporting

- Roster Entry – Optional
  - For Courses w/ Training
  - Attendance Report
- For Leave No Trace Trainer course – Center Roster submission
COEA Tools
Event Summary - Admin

• Summary page for the COEA
• Reported Events, by Year
COEA Tools
Event Summary

- Another Example with more reported Events
- Summary for your Annual Reporting
- Links to create Training Attendance Report, and Center Roster submission
COEA Tools
Event Registration
COEA Tools
Event Registration Form

![Screenshot of the BSA Leave No Trace Trainer Course Registration form](image)

## BSA Leave No Trace Trainer Course Registration

**June 1-2, 2019**

Fields marked with an * are required.

<table>
<thead>
<tr>
<th>Participant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name *</td>
</tr>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Middle Initial (MI)</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Email *</td>
</tr>
<tr>
<td>Phone *</td>
</tr>
<tr>
<td>Area code</td>
</tr>
<tr>
<td>7-digit number</td>
</tr>
<tr>
<td>Extension</td>
</tr>
<tr>
<td>Address *</td>
</tr>
<tr>
<td>City *</td>
</tr>
<tr>
<td>State *</td>
</tr>
<tr>
<td>ZIP *</td>
</tr>
</tbody>
</table>

**Youth or Adult (18)?**
- Adult (18 or older)
- Youth If Youth, enter Birthdate

**Emergency Contact**
- Name
- Phone

**Scout Council or other organization**
- Name

If you are a BSA member, please enter the following:
- District
- Unit
- (leave blank if none)

**Registration Options**
- All Materials = $35
- Sharing Materials = $16

**Comments**
- Please list any food allergies or other limitations.

**Verification Code**
- [Verification Code]

Submit Registration
COEA Tools

Event Registration - Payment

• Online Payment through a PayPal account (Optional)
COEA Tools
Event Registration - Admin

• Admin Levels – Overall / Event

<table>
<thead>
<tr>
<th>Dates</th>
<th>Course</th>
<th>Location</th>
<th>Registration List</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 22-23, 2016</td>
<td>BSA Leave No Trace Trainer Course</td>
<td>Camp Patiya CO</td>
<td>List</td>
</tr>
<tr>
<td>June 3-4, 2017</td>
<td>BSA Leave No Trace Trainer Course</td>
<td>Ben Delatour Scout Ranch CO</td>
<td>List</td>
</tr>
<tr>
<td>September 22-23, 2017</td>
<td>BSA Leave No Trace Trainer Course</td>
<td>Camp Patiya CO</td>
<td>List</td>
</tr>
<tr>
<td>June 2-3, 2018</td>
<td>BSA Leave No Trace Trainer Course</td>
<td>Ben Delatour Scout Ranch CO</td>
<td>List</td>
</tr>
<tr>
<td>September 22-23, 2018</td>
<td>BSA Leave No Trace Trainer Course</td>
<td>Camp Patiya CO</td>
<td>List</td>
</tr>
<tr>
<td>June 1-2, 2016</td>
<td>BSA Leave No Trace Trainer Course</td>
<td>Ben Delatour Scout Ranch CO</td>
<td>List</td>
</tr>
<tr>
<td>September 21-22, 2019</td>
<td>BSA Leave No Trace Trainer Course</td>
<td>Camp Patiya CO</td>
<td>List</td>
</tr>
</tbody>
</table>
COEA Tools
Event Registration - Admin

- Event Summary

### BSA Leave No Trace Trainer Course
**September 22-23**

- Registration is closed
- There are still 3 spots left in the class.

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Email</th>
<th>City</th>
<th>Council/Org</th>
<th>Paid</th>
<th>Pay Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shawn Holmes</td>
<td><a href="mailto:shawnholmes@gmail.com">shawnholmes@gmail.com</a></td>
<td>Windor</td>
<td>Longs Peak Council</td>
<td>33.00</td>
<td>Link</td>
</tr>
<tr>
<td>2</td>
<td>Melissa Johanson</td>
<td><a href="mailto:melissa.johanson@gmail.com">melissa.johanson@gmail.com</a></td>
<td>Littleton</td>
<td>Jeffco School District (Connections Learning Center)</td>
<td>35.00</td>
<td>Link</td>
</tr>
<tr>
<td>3</td>
<td>Logan Shannon</td>
<td><a href="mailto:logan.shannon@gmail.com">logan.shannon@gmail.com</a></td>
<td>Westminster</td>
<td>Denver Area Council</td>
<td>35.00</td>
<td>Link</td>
</tr>
<tr>
<td>4</td>
<td>Jan Chen</td>
<td><a href="mailto:jchen@gmail.com">jchen@gmail.com</a></td>
<td>Aurora</td>
<td>Denver Area Council</td>
<td>35.00</td>
<td>Link</td>
</tr>
<tr>
<td>5</td>
<td>Yuan Chen Yeung</td>
<td><a href="mailto:yuan.chen.yeung@gmail.com">yuan.chen.yeung@gmail.com</a></td>
<td>Aurora</td>
<td>Denver Area Council</td>
<td>16.00</td>
<td>Link</td>
</tr>
<tr>
<td>6</td>
<td>Federico Fasano</td>
<td><a href="mailto:federico.fasano@gmail.com">federico.fasano@gmail.com</a></td>
<td>Fort Collins</td>
<td>Longs Peak Council</td>
<td>35.00</td>
<td>Link</td>
</tr>
<tr>
<td>7</td>
<td>John Godby</td>
<td><a href="mailto:john.godby@gmail.com">john.godby@gmail.com</a></td>
<td>Lacombe</td>
<td>Southeast Louisiana Council</td>
<td>35.00</td>
<td>Link</td>
</tr>
<tr>
<td>8</td>
<td>Victor Rauch</td>
<td><a href="mailto:victor.rauch@gmail.com">victor.rauch@gmail.com</a></td>
<td>Arvada</td>
<td>Denver Area Council</td>
<td>35.00</td>
<td>Link</td>
</tr>
<tr>
<td>9</td>
<td>Terry McKinney</td>
<td><a href="mailto:terry.mckinney@gmail.com">terry.mckinney@gmail.com</a></td>
<td>Westminster</td>
<td>Denver Area Council</td>
<td>35.00</td>
<td>Link</td>
</tr>
<tr>
<td>10</td>
<td>Mark Badish</td>
<td><a href="mailto:mark.badish@gmail.com">mark.badish@gmail.com</a></td>
<td>Littleton</td>
<td>Denver Area Council</td>
<td>35.00</td>
<td>Link</td>
</tr>
<tr>
<td>11</td>
<td>Mark Belfish</td>
<td><a href="mailto:mark.belfish@gmail.com">mark.belfish@gmail.com</a></td>
<td>Littleton</td>
<td>Denver Area Council</td>
<td>16.00</td>
<td>Link</td>
</tr>
<tr>
<td>12</td>
<td>Tad Perdue</td>
<td><a href="mailto:tperdue@gmail.com">tperdue@gmail.com</a></td>
<td>Centennial</td>
<td>Denver Area Council</td>
<td>35.00</td>
<td>Link</td>
</tr>
</tbody>
</table>
## COEA Tools

### Event Registration - Reports

#### Training Attendance Report

**Name of course:** BSA Leave No Trace Trainer  
**Location:** Camp Patrya, Colorado  
**Course Dates:** September 22-23, 2018  
**Council or District:** Longs Peak Council

<table>
<thead>
<tr>
<th>Name</th>
<th>Unit, District</th>
<th>Address</th>
<th>Phone</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Holmes, Shawn M</td>
<td>Pack 199</td>
<td>Casha La Poudre</td>
<td></td>
<td>2018-09-23</td>
</tr>
<tr>
<td>2. Pacheco, Federico</td>
<td>Pack 198</td>
<td></td>
<td></td>
<td>2018-09-23</td>
</tr>
</tbody>
</table>

**Summary**  
- **Total Attendee:** 6  
- **Number of Participants:** 2  
- **Total Completing Course:** 2

### Trainer Course Roster

If you would like all of your certificates sent to one place, please email Faith Overall at Faith@NT.org with the name and address you would like your certificates sent to. Please be sure to include only the participant's addresses in the form below.

**Name:** Mark Hammer  
**Last Name:** Randa Kelton  
**Email:** toria@Broadband.net  
**End Date:** Sep 23, 2018

**Organization:** Longs Peak Council, BSA  
**Address:**  
- **City:**  
- **State:** Colorado  
- **Country:** United States

**Attendee:**  
- **First Name:**  
- **Last Name:**  
- **Holmes:**  
- **Street Address:**  
- **City:**  
- **State:**  
- **Country:** United States

**Date:**  
- **Date:**  
- **State:** Colorado

**Instructors:**  
- **Mark Hammer**  
- **Randa Kelton**  
- **Toria Webb**  
- **Gary Lehr**
Council OEA Tools

Outdoor Ethics Advocate Tools
Tools for Council and Area Outdoor Ethics Advocates
Welcome Mark Hammer

Longs Peak Council
OE Contacts:
- List Contacts
- Help us keep our database of Council OE contacts up to date! ([Details])

Annual OE Reports
- 2018 Annual OE Report

Event Reporting - New - Alpha testing
- Encourage your council's OE trainers to use this link to Report their OE teaching activities: [https://secure.OutsideEthics-BSA.org/LongsPeakCouncil/report](https://secure.OutsideEthics-BSA.org/LongsPeakCouncil/report)
- Your personal COEA Reporting Admin Tools link.

Event Registration - New - Alpha testing
- Use this link to direct people to your Event Registration page: [https://secure.OutsideEthics-BSA.org/LongsPeakCouncil/registration](https://secure.OutsideEthics-BSA.org/LongsPeakCouncil/registration)
- Your personal COEA Registration Admin Tools link.

Questions, Problems, Comments, Suggestions?
Please contact webmaster@OutsideEthics-BSA.org.
Council OEA Tools

• Event Reporting or Event Registration are optional and must be requested by COEA.
• Contact the Webmaster if you would like to use/try either of these tools for your council:
  • Mark Hammer
    webmaster@OutdoorEthics-BSA.org
    970 669-1034
Area OEA Tools
AOEA Tools - Contacts

- Contact info for your COEAs, MEs, MTTs
- Includes non-public emails, phones.
- Maintain Confidentiality!

(blurred for these slides)
AOEA Tools
Annual Report Status

Annual Outdoor Ethics Report - 2018 Summary

Western Region

<table>
<thead>
<tr>
<th>Area</th>
<th>Mark Hammer</th>
<th>Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denver Area</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>Greater Wyoming</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>Longs Peak</td>
<td>Mark Hammer</td>
<td>yes</td>
</tr>
<tr>
<td>Montana</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>Pikes Peak</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>Rocky Mountain</td>
<td>John Shaw</td>
<td>no</td>
</tr>
<tr>
<td>Western Colorado</td>
<td>Wayne Quade</td>
<td>no</td>
</tr>
</tbody>
</table>
Area OEA Tools

Outdoor Ethics Advocate Tools
Tools for Council and Area Outdoor Ethics Advocates
Welcome Mark Hammer

WR Region - Area 2E
Annual Report:
- Status Summary
- Details
OE Contacts:
- List Contacts
- Help us keep our database of Council OE contacts up-to-date! (Details)

Questions, Problems, Comments, Suggestions?
Please contact webmaster@OutdoorEthics-BSA.org.
OEA Tools

• Questions, Suggestions, Comments?
• Contact Mark Hammer
  webmaster@OutdoorEthics-BSA.org
  970 669-1034