



Date: November 12, 2025
To: National Camping School Participant
From: Russell Etzenhouser, NCS Course Director (russell.etzenhouser@scouting.org)
Maddy Houk, NCS Local Council Liaison (maddy.houk@scouting.org)
Subject: Welcome to National Camping School at Philmont Training Center (Spring)

Congratulations, your National Camping School application has been received! On behalf of the faculty, we look forward to serving you at the Philmont Training center. The following information will help you prepare for NCS, please read carefully.

Critical information about your National Camping School participation

LOCATION:

Philmont Scout Ranch
17 Deer Run Road
Cimarron, NM 87714

COURSE DATES:

March 22-28, 2025

CHECK-IN:

When you arrive at the Philmont Training Center, please proceed to the Guest Services Office (yellow star on the PTC map) for check-in. All participants should plan to arrive between 9:00 a.m. and 11:00 a.m. (Mountain Time) on Saturday, March 22, 2025. Driving directions are listed below and a camp map is attached to this letter. Any registration-related questions may be directed to the Scouting America National Office (ncs@scouting.org).

EARLY ARRIVALS*:

If you need to arrive on Friday, March 21 due to travel arrangements, please select "Early Arrival" in the online registration system. The early arrival fee of \$55* includes dinner on Friday and breakfast on Saturday. Early arrival check-in will be at the Guest Services Office.

Note: For those who are not registered as early arrivals, your first meal will be lunch on Saturday, March 22, 2025.

TRANSPORTATION (Additional Fee):

For those participants travelling by bus or train, Philmont has arranged shuttle service from the Raton, New Mexico Amtrak/Greyhound Station for \$60.00 roundtrip. Please use this link to reserve your spot: <https://www.philmontscoutranch.org/ptc/planningyourvisit/getting-to-philmont/>.





Individuals flying to the airports serving Philmont (Albuquerque, Colorado Springs, and Denver) will be required to rent a vehicle or arrange a carpool with other participants. **Philmont does not offer airport shuttle service.** The Course Director may share a roster of participants to help organize carpools.

DRIVING DIRECTIONS:

Driving directions to Philmont are attached to this letter.

ANNUAL HEALTH & MEDICAL RECORD:

Your camp health screening will take place at check-in. Please make sure Part C of your Annual Health & Medical Record has been signed by a Medical Doctor, Physician's Assistant (master's degree) or a Licensed Nurse Practitioner within 12 months of the last day of this NCS session. Those without a current Annual Health & Medical Record will be required to obtain one at their own expense before being allowed to remain in camp. The Annual Health and Medical Form can be found at: [Annual Health & Medical Record](#)

DIETARY NEEDS:

If you have special dietary requirements, please let PTC know in advance either through the registration process or by emailing Philmont.TrainingCenter@scouting.org. Philmont's isolated location limits the availability of many specialized or kosher food items and these items may need to be brought from home.

Philmont's food service can accommodate vegetarian, gluten-free, and no nuts diets. Meals are varied, and there is always a salad/fruit bar, cereal with milk, and peanut butter and jelly available for sandwiches. Refrigeration is available in your housing unit or tent city office for medications.

PREREQUISITES:

Please note that there are pre-requisite training courses which you MUST have before you attend NCS. Please ensure you bring support materials (certificates) with you as proof. Those participants who arrive without their prerequisites completed may not be certified.

- **ALL:** Scouting America Youth Protection Training, Current Scouting America Membership
- **Long-term Camp Director and Long-term Camp Program Director:** Online NCAP and Unlawful Harassment Prevention training links are available on the NCS webpage at <https://www.scouting.org/ncs>
- **Range Activities Director:** NRA Rifle Instructor, NRA Shotgun Instructor, USA Archery Level 1 Online Course (practical portion of this course will be completed at NCS)
- **COPE Director:** COPE Level 1 Instructor
- **Climbing Director:** Climbing Level 1 Instructor





WEATHER:

Some of the scheduled programming will take place outdoors. While daytime temperatures in March can be in the low to mid 50's, it will drop below freezing at night. Please bring suitable warm clothing, rain gear, and a hat.

ACCOMODATIONS:

Housing will be in heated cabins with showers. Bedding and linens are provided. Cabins are not attached to the conference rooms. Some guests may be assigned to housing at Camping HQ or PTC. Some walking will be required. Please dress for the weather and snow is a possibility. The telephone number at Philmont Scout Ranch is (575) 376-2281 in case of emergency. Internet Wi-Fi is available throughout the Philmont Training Center campus. Cellular coverage is also available although some carriers are more limited than others. AT&T has the strongest signal.

Please review the [Planning Your Visit](#) webpage for more information about the ranch.

DAY ONE CAMP-WIDE SCHEDULE (Saturday, March 22:

7:15 am – 8:00 am	Breakfast
8:00 am - 9:00 am	Staff Preparation in Section Areas
9:00 am - 11:00 am	Check-in, Registration, Section Interviews and Campsite Check-in
12:00 pm – 1:00pm	Lunch & Mealtime Presentation
1:00 pm - 5:00 pm	Course Instruction
5:00 pm - 5:45 pm	Personal Time
5:45 pm - 6:00 pm	Assembly & Retreat
6:00 pm - 6:45 pm	Dinner
6:45 pm – 7:00 pm	Mealtime Presentation
7:00 pm - 8:30 pm	Course Instruction
8:30 pm - 9:30 pm	Welcome Campfire
9:30 pm - 10:00 pm	Cracker Barrel
10:00 pm - 11:00 pm	Personal Time/Study Time

DRESS CODE:

National Camping School graduates set the example when it comes to wearing the right uniform at the right time in camp. Scouting America Field Uniform will be required for meals, formations and campfire. Scouting America Activity Uniform will be worn at all other times. Please be sure to bring enough activity uniform polos and T-shirts to get you through the week. You do not need to arrive in Field Uniform but you will need it for the Opening Lunch on Saturday, January 25th. We encourage participants to bring a Hawaiian shirt for the Luau.

EQUIPMENT/GEAR NEEDED BY PARTICIPANTS:

Please see a list of equipment and gear required for your week at National Camping at the following link: [Equipment Needed for NCS.pdf.](#) Many sections require that you bring program items or copies of Council documents in addition to your personal camping gear.





VISITORS:

Please do not plan to have visitors or additional attendees such as spouses or children. Only participants and faculty are permitted on property while the course is in session.

DEPARTURE:

Departure will be after graduation on Friday, March 28th. Participants who are enrolled in recertification sections will be able to depart after lunch on Tuesday, March 25th.

TRADING POST

National Supply will not have a trading post on-site at National Camping School. If you are interested in purchasing National Camping School branded items you may view them at:

<https://www.scouting.org/outdoor-programs/national-camping-school/>. All items purchased online will be shipped to your home.

The Tooth of Time Traders provides Philmont branded apparel, snacks, sundries, etc. For more information, please visit <http://www.toothoftimetraders.com>.

If you have any questions before you arrive, please feel free to reach out to me at russell.etzenhouser@scouting.org. As a member of your council's long-term camping leadership team, you will be providing Scouts with an experience they will remember for a lifetime. Thank you for making the decision to attend National Camping School. I look forward to seeing you at Philmont!

Yours in Scouting,

A handwritten signature in black ink, appearing to read "Russell Etzenhouser".

Russell Etzenhouser
NCS Course Director

** The early arrival fee is handled through the event registration system. Do not pay the early arrival fee to the host camp. You may or may not be expected to cover it personally (discuss with your local council). The fee includes lodging the night prior to the start of the course, dinner Friday night and breakfast Saturday morning. No activities are planned for early arrivals as the staff is busy with preparations.*





Attachments:

Additional Philmont Information
Philmont Driving Directions & Map
Philmont Training Center Camp Map

Links:

Annual Health & Medical Record: [AH&MR](#)
Unlawful Harassment Prevention Training: <https://www.scouting.org/ncs>
Video Tour of Accommodations:
<https://www.philmontscoutranch.org/ptc/planningyourvisit/facilities/>
Equipment Needs List: [Equipment Needed for NCS.pdf](#)



Additional Philmont Information

Firearms, Alcoholic Beverages, and Smoking

Philmont does not permit the possession of personal firearms while on the property. Possession or consumption of alcoholic beverages is also not permitted on Philmont property. As a Scouting America facility, all buildings and tents at Philmont are smoke-free. Designated smoking areas are the Curtis Pavilion and your own vehicle.

Free Time Activities

While your conference schedule is busy, you'll have a fair amount of free time to explore Philmont and there are many exciting activities and places to see. In addition to visiting the Villa and the other museums, a visit to Camping Headquarters allows a glimpse into Philmont's trekking operation.

Laundry

A coin-operated laundry with washers and dryers is located at PTC and is open 24 hours. Laundry detergent and dryer sheets are available in the Laundromat in a dispensing machine, along with a change machine. Detergent and dryer sheets are also available at the Tooth of Time Traders. The PTC office can also make change.

Mail

While at Philmont, your mailing address is:

Your Name
Conference and Date of Week Attending
Philmont Training Center
17 Deer Run Road
Cimarron, NM 87714

Outgoing mail is picked up around 10:00am from the mailbox outside the PTC office, Monday through Saturday. Incoming mail is delivered to your family via Philmont Staff. Postcards can be purchased at the Tooth of Time Traders and stamps are for sale at the PTC Office. Parcels should be shipped via U.S. Mail, Federal Express, or UPS. Other services do not deliver to Philmont. **Do not rely on "next day" service, please make sure to allow at least one week for deliveries.**

Meal Service

Meals will be provided at the Training Center Dining Hall. We can accommodate gluten-free, nut-free, and vegetarian food needs with prior notification of your dietary needs. If you have questions about what we can accommodate, please feel free to call the PTC office. Please bring casual wear should you leave the property for meals off site.

Nametags

All guests are to wear their nametags while at PTC. Nametags provide access the dining hall and is proof you have gone through security and a medical recheck.

National Scouting Museum

Philmont is home to the National Scouting Museum. You will want to make a visit to this excellent





facility that showcases Scouting throughout the years. More information can be found at:
<https://www.philmontscoutranch.org/museums/>

Pets

Pets, other than those required for assistance (such as seeing-eye dogs), are not allowed at Philmont. The Raton Animal Hospital (575-445-2691) can board pets at a standard daily rate. You must place your pet in a boarding kennel before your arrival at the Training Center.



Philmont Driving Directions

GPS Friendly Address

For navigation systems, please use this address:
32 Orchard Circle, Cimarron, NM 87717

From Denver or Colorado Springs:

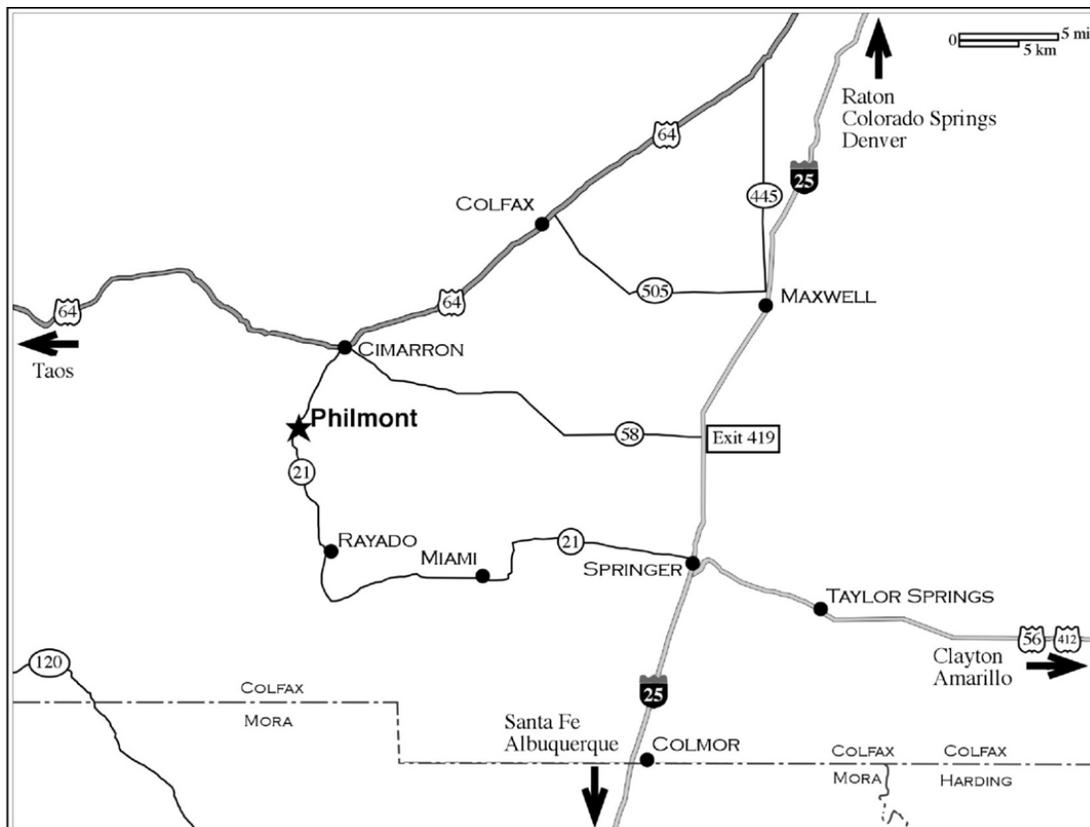
Go south on Interstate 25 to Raton, New Mexico (17 miles south of the Colorado border). Four miles south of Raton take Exit 446 onto Highway 64 and drive about 40 miles to Cimarron.

From Albuquerque:

Go north on Interstate 25 about 200 miles to Springer, New Mexico. Three miles north of Springer, take Exit 419 onto Highway 58 and drive about 20 miles to Cimarron.

From Cimarron to Philmont

When you reach Cimarron, turn south on State Highway 21 and drive approximately 4 miles to Philmont Scout Ranch. As you enter Philmont, you will see several buildings before you reach your destination; these buildings are other parts of Philmont Base Camp, such as the Administration Building. Look for the brown Philmont Training Center sign near mile-marker 4 and turn left (east) onto Orchard Circle. The Villa Philmonte, the Mediterranean-style home of the Phillips family, is located on the grounds of the Philmont Training Center and will serve as a guide to those arriving by car.



Philmont Training Center Camp Map

