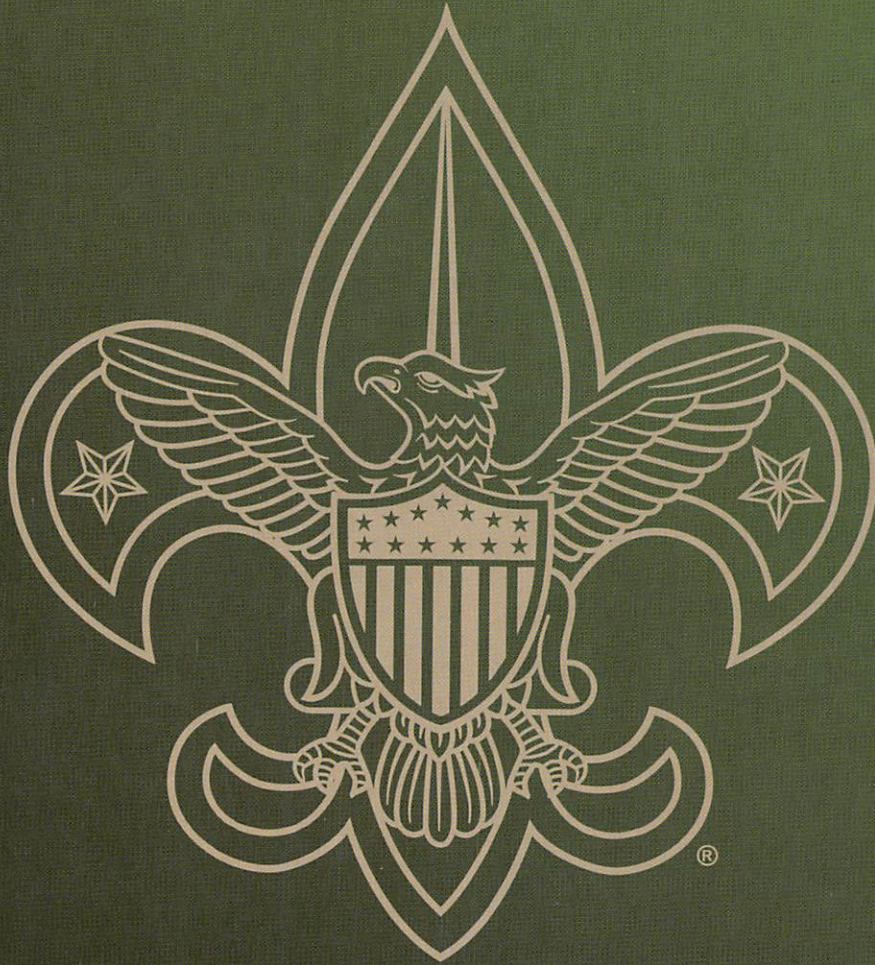


SCOUTS BSA

# TROOP COMMITTEE GUIDEBOOK

FOR SUCCESSFUL TROOP OPERATION



BOY SCOUTS OF AMERICA®

## **A Word About Youth Protection**

Child abuse is a serious problem in our society. In fact, experts have deemed it a public health crisis. Sadly, it can occur anywhere, even in Scouting. Youth safety is our number one priority in Scouting. To maintain the most secure environment possible, the Boy Scouts of America works on an ongoing basis to develop policies, procedures, resources, and training to protect youth.

### **The BSA requires Youth Protection training for all registered volunteers.**

The BSA requires all registered volunteers to take Youth Protection training every two years. If a volunteer does not meet the BSA's Youth Protection training requirement at the time of charter renewal, the volunteer will not be reregistered. Leaders and parents play a vital role in ensuring that Youth Protection and Health and Safety policies and procedures are understood and followed. Because of this, we encourage all adults, including parents, to take the BSA's Youth Protection training.

To take the training online, go to [my.scouting.org](http://my.scouting.org) and establish an account using the member number you receive when you register for BSA membership.

If you take the training online before you obtain a member number, be sure to return to [my.scouting.org](http://my.scouting.org) and enter your number for training record credit. Your BSA local council will also provide facilitator-led training if you cannot take the training online. For more information on training, refer to the BSA adult membership application, No. 524-501.

To find out more about the Youth Protection policies of the BSA and how to help Scouting keep your family safe, see the *Parent's Guide* in any of the Cub Scouting or Scouts BSA handbooks, or go to [www.scouting.org/training/youth-protection](http://www.scouting.org/training/youth-protection).

If you have questions about Youth Protection training, please contact your local council or the BSA's National Service Center at 972-580-2489, or email [myscouting@scouting.org](mailto:myscouting@scouting.org).

*Revised September 2018*

# **TROOP COMMITTEE GUIDEBOOK**

**For Successful Troop Operation**



BOY SCOUTS OF AMERICA®

# Table of Contents

<b>Chapter 1</b>	Introduction, 3
CHAPTER 1	
<b>Chapter 2</b>	The Organization of Scouting, 5
CHAPTER 2	
<b>Chapter 3</b>	How Your Scout Troop Works, 9
CHAPTER 3	
<b>Chapter 4</b>	Troop Committee Organization and Responsibilities, 19
CHAPTER 4	
<b>Chapter 5</b>	Selecting and Recruiting Adult Leaders, 29
CHAPTER 5	
<b>Chapter 6</b>	Troop Finances, 33
CHAPTER 6	
<b>Chapter 7</b>	Advancement, 37
CHAPTER 7	
<b>Chapter 8</b>	Troop Committee Meetings, 43
CHAPTER 8	
<b>Chapter 9</b>	Outdoor Program, Charter Renewal, Training, and Policy, 45
CHAPTER 9	
	Resources, 59
	Index, 60



## Chapter 1

# C H A P T E R 1

### THE VALUES WE STRIVE TO INSTILL ARE BASED ON THESE FOUND IN THE SCOUT OATH AND SCOUT LAW:

#### SCOUT OATH

On my honor I  
will do my best  
To do my duty to  
God and my country  
and to obey the  
Scout Law;  
To help other people  
at all times;  
To keep myself  
physically strong,  
mentally awake,  
and morally straight.

### Introduction

Welcome to the family of Scouting. As a troop committee member, you can help enrich the lives of the Scouts in your troop and make a difference in the kind of adults they become. Since 1910, it has been the mission of the Boy Scouts of America to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

Scouts BSA works toward four aims. One is growth in *character development*. We may define this by reference to the Scout's personal qualities, values, and outlook.

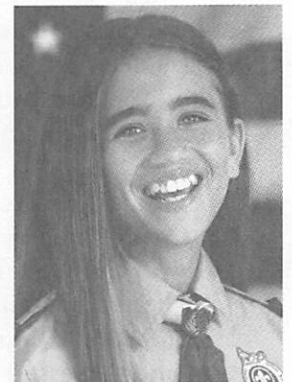
The second aim is *citizenship training*. Used broadly, citizenship means the Scout's relationship to others. Scouts come to learn of their obligations to other people, to the society they live in, and to the government that presides over that society.

The third aim is *leadership*. A leader steps up in times of crisis and is able to think and act creatively in difficult situations. A leader establishes a clear vision, then shares that vision with others so that they can willingly follow.

The fourth aim is *mental and physical fitness*. Fitness includes the body (well-tuned and healthy), the mind (able to think and solve problems), and the emotions (self-control, courage, and self-respect).

To accomplish these aims, Scouts BSA has developed its program using eight methods.

1. **IDEALS.** The ideals of Scouting are spelled out in the Scout Oath, Scout Law, Scout motto, and Scout slogan. Scouts measure themselves against these ideals and continually try to improve.
2. **PATROLS.** The patrol method gives Scouts an experience in group living and participating citizenship. It places a certain amount of responsibility on young shoulders and teaches the Scouts how to accept it.



3. **OUTDOORS.** Scouts BSA is designed to take place outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here that the skills and activities practiced at troop meetings come alive with purpose.
4. **ADVANCEMENT.** Scouting provides a series of obstacles that can be overcome in sequential steps through the advancement method. Each Scout plans their own advancement and progresses at their own pace while overcoming each challenge. Being rewarded for an achievement helps a Scout gain self-confidence. The steps in the advancement system help the Scout grow in self-reliance and the ability to help others.
5. **ADULT ASSOCIATION.** Scouts learn from the example set by their adult leaders. Troop leadership may be male or female, and association with adults of high character is encouraged at this stage of a young person's development.
6. **PERSONAL GROWTH.** As Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Scouts grow as they participate in community service projects and do Good Turns for others. The religious emblems program is also a large part of the personal growth method.
7. **LEADERSHIP DEVELOPMENT.** Scouts BSA encourages youth to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared leadership and total leadership situations. Understanding the concepts of leadership helps each youth accept the leadership roles of others and guides them toward better citizenship.
8. **UNIFORM.** The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world brotherhood of youth who believe in the same ideals.

Our youth must make mature decisions about many things that their limited experience with life has not prepared them for. Many of these decisions will have long-term consequences. The ready availability of drugs and alcohol and the rising number of youth gangs are situations our youth face daily. The number of single-parent households, the effects of the seemingly never-ending change caused by the impact of new technologies, and the increased amount of time parents must spend away from their children to ensure economic survival are all factors that make the Scouting program so vital to our nation's future.

Since 1910, participation in Scouting has successfully helped more than 111 million members to develop the character and peer group associations to make ethical decisions and become role models in their communities.

The Scouting movement has also developed special programs to educate our youth regarding drugs, child abuse, literacy, the new world of careers, and hunger in America.

Working as a team in support of the troop and its Scoutmaster, you can help your youth members to develop the confidence, skills, character, and mental fitness that will allow them to give quality leadership to a changing society.

The resources listed toward the back of this guidebook will be especially helpful as your troop committee members begin to understand their role in troop organization and successful troop operation.



### SCOUT LAW

A Scout is trustworthy,  
loyal, helpful, friendly,  
courteous, kind, obedient,  
cheerful, thrifty, brave,  
clean, and reverent.

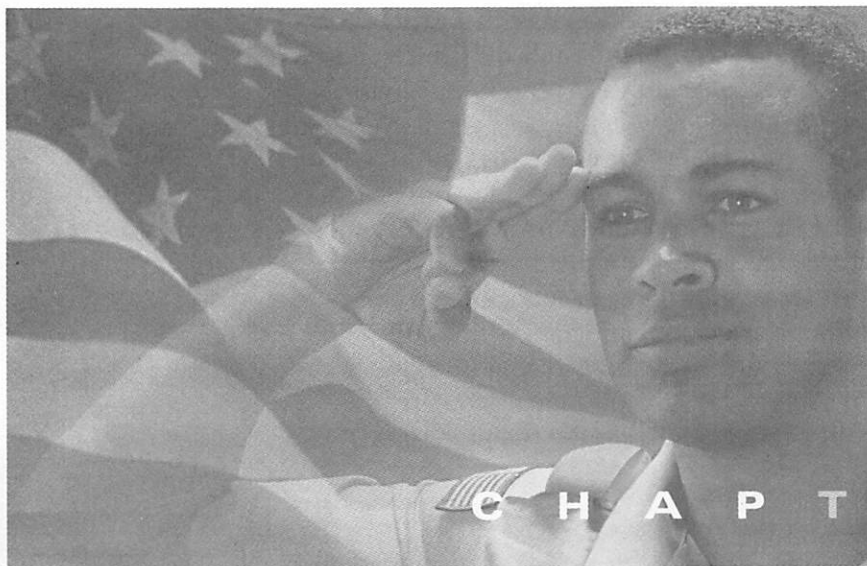


### SCOUT MOTTO

Be Prepared.

### SCOUT SLOGAN

Do a Good Turn Daily.



## Chapter 2

# CHAPTER 2



### The Organization of Scouting

Let's take a look at how Scouting is organized.

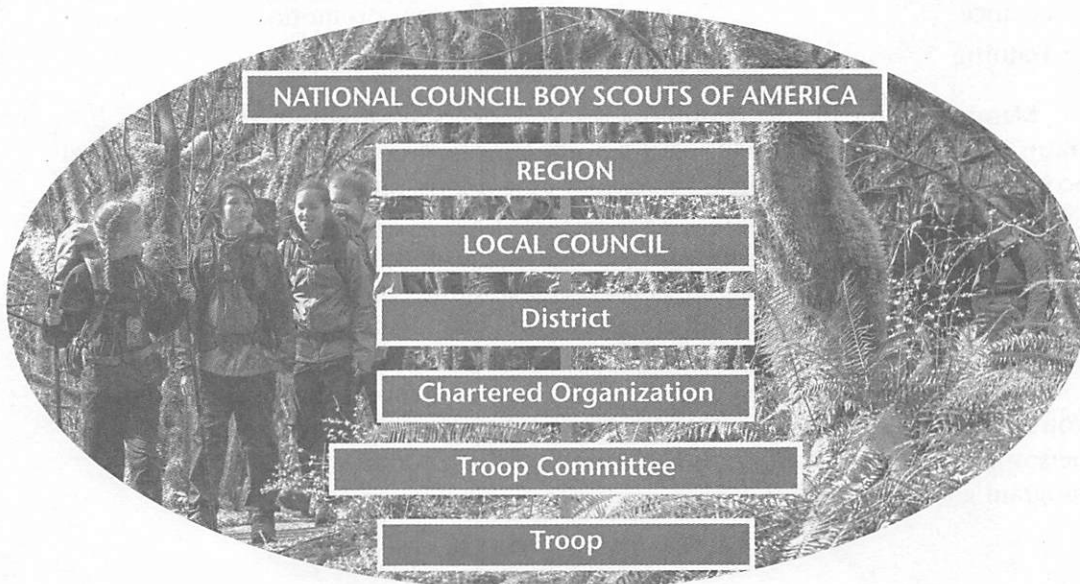
The Boy Scouts of America was incorporated on February 8, 1910, and chartered by Congress in 1916 to provide an educational program for boys and young adults. The BSA was modeled after the Scouting movement founded by Robert S.S. Baden-Powell in England in 1908.

The BSA's National Council is led by a volunteer board of directors, the National Executive Board. The administration is performed by a staff of professional Scouters.

Among its major functions, the National Council develops program; sets and maintains quality standards in training, leadership selection, uniforming, registration records, literature development, and advancement requirements; and publishes *Scout Life* and *Scouting* magazines.



Lord Baden-Powell



The National Council maintains four national high-adventure bases for use by Scouts: Florida Sea Base, Northern Tier in Minnesota, Philmont Scout Ranch in New Mexico, and the Summit Bechtel Family National Scout Reserve in West Virginia. The Summit is home to the national Scout jamboree, which is held about every four years. The Summit will also host the 24th World Scout Jamboree in 2019.

Of course, it would be nearly impossible to administer directly the nearly 33,000 registered Scout troops from a centrally located national office. To achieve this, the National Council issues a charter to each *local council*. The United States and its territories are divided into more than 260 local councils. Each council has a headquarters city from which it administers the Scouting program within its geographical boundaries. Like the National Council, the local council is led by volunteers, with administration performed by a staff of professional Scouters. The council president is the top volunteer; the Scout executive is the top professional.

The *local council's* responsibilities include:

- Granting charters to community organizations
- Promoting the Scouting program
- Registration of units and council personnel
- Providing facilities and leadership for a year-round outdoor program, including summer camp
- Offering training in a timely manner

A *Scouting district* is a geographical area within the local council, as determined by the council executive board. District leaders mobilize resources to ensure the growth and success of Scouting units within the district's territory.

Each district has a *district committee* composed of key district Scouters. This committee does not make policy, but rather works through chartered organizations to assure the success of troops. A district committee does this by forming a number of subcommittees, each specializing in an area of concern:

- Membership
- Finance
- Training
- Advancement and recognition
- Camp and outdoor promotion
- Activities and civic service

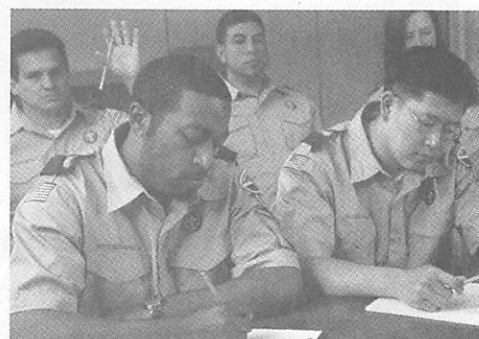
Members of the district committee are volunteers like yourself. The district trains adult volunteers, provides district programs for troops such as camporees and Scouting shows, assists in the formation of new troops, and helps coordinate the Friends of Scouting campaign.

The district also has a commissioner staff that assigns a *unit commissioner* to give direct coaching and consultation to the troop committee and the Scoutmaster.

The volunteers on the district committee and commissioner staff can be a helpful resource to the troop committee. Call upon their guidance when needed.

The Scouting professional who provides district service is the *district executive*. You should make a point to get to know your district executive personally. This person can be very helpful in showing you how to accomplish your troop program goals.

To find the local council office nearest you, use the local council locator, available online at [www.scouting.org/discover/local-council-locator](http://www.scouting.org/discover/local-council-locator).





### THE CHARTERED ORGANIZATION

Your troop is "owned" by a *chartered organization*, which receives a national charter yearly to use the Scouting program as a part of its youth work. These chartered organizations, which have goals compatible with those of the Boy Scouts of America, include religious, educational, civic, fraternal, business, labor, governmental bodies, and professional associations.

Each chartered organization using the Scouting program provides a meeting place, selects a Scoutmaster, appoints a troop committee of at least three adults, and chooses a chartered organization representative.

#### CHARTERED ORGANIZATION REPRESENTATIVE

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: (Primary) \_\_\_\_\_

(Secondary) \_\_\_\_\_

Email \_\_\_\_\_



#### Duties of the Chartered Organization Representative:

- Be a member of the chartered organization.
- Serve as head of "Scouting department" in the organization.
- Secure a troop committee chair and encourage training.
- Maintain a close liaison with the troop committee chair.
- Help recruit other adult leaders.
- Serve as liaison between your troop and your organization.
- Assist with unit charter renewal.
- Encourage service to the organization.
- Be an active and involved member of the district committee.
- Can multiple-register as a troop committee member.

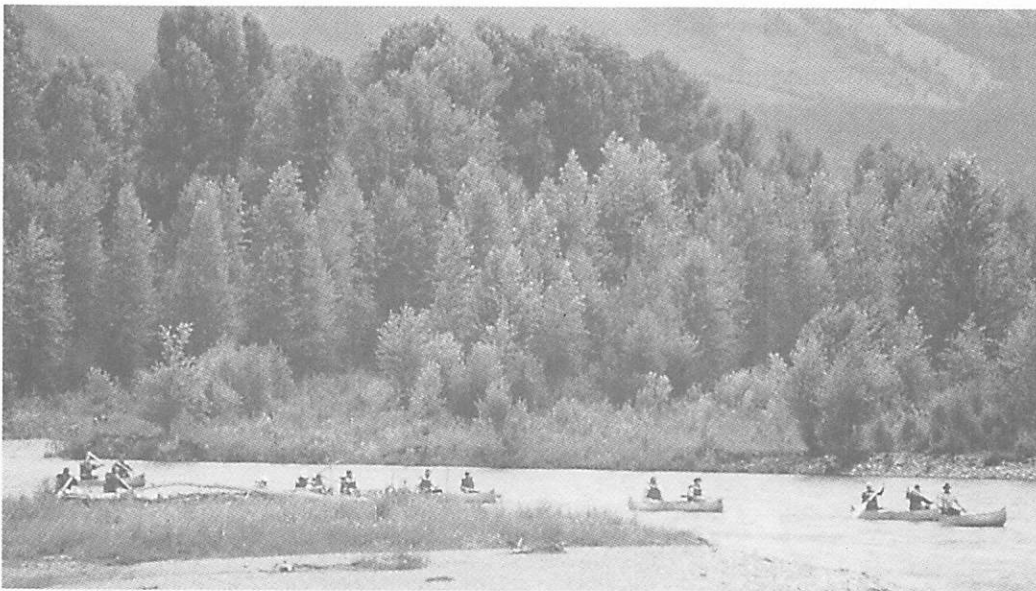


As the troop committee works on behalf of the chartered organization, your troop must operate within the organization's policies, and guidelines, including all Youth Protection policies and guidelines. The chartered organization has the important responsibility of approving all adult leaders, and it must also operate within the policies and guidelines of the Boy Scouts of America.

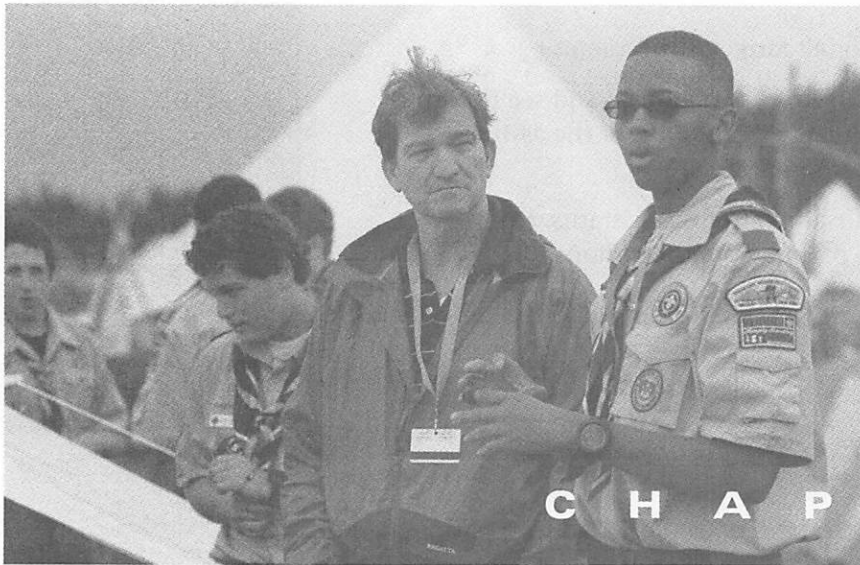
The chartered organization representative is your liaison to the troop's operating organization. As a member of the chartered organization, that person will guide you on that organization's policy. The representative will also know the most effective ways to get the organization's assistance and maintain a mutually satisfactory working relationship with the chartered organization.

In the chartered organization relationship, the Boy Scouts of America provides the program and support services, and the chartered organization provides the adult leadership and uses the program to accomplish its goals for youth. If there is any question, contact the council Scout executive.

The troop committee's primary responsibilities are supporting the Scoutmaster in delivering quality troop program, and handling troop administration. How to accomplish them will be explained in the remaining chapters of this guidebook.



The troop committee's primary responsibilities are supporting the Scoutmaster in delivering quality troop program and handling troop administration.



## Chapter 3

# C H A P T E R 3



### LET'S TAKE A LOOK AT HOW A TROOP FUNCTIONS.

In order to support the troop's operation, you will need to know its structure.

## How Your Scout Troop Works

### THE SCOUTMASTER

The Scoutmaster is the adult leader responsible for the image of the troop and for supporting the youth leaders in implementing the troop's program. The Scoutmaster and assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's role is reflected in the fact that the quality of guidance will affect every youth and adult involved in the troop.

The Scoutmaster can be male or female, but must be at least 21 years old. The Scoutmaster is selected and recruited by the troop committee but approved by the chartered organization representative.

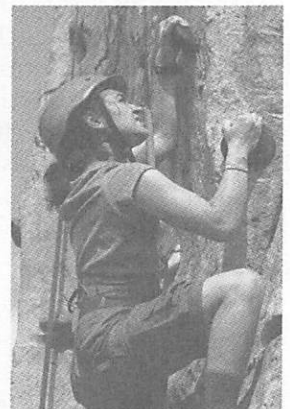
The Scoutmaster's duties include:

#### GENERAL

- Train and guide youth leaders.
- Work with other responsible adults to bring Scouting to youth.
- Use the methods of Scouting to achieve the aims of Scouting.

#### MEETINGS

- Meet regularly with the patrol leaders' council for training and coordination in planning troop activities.
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
- Attend troop committee meetings.
- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.



**GUIDANCE**

- Conduct Scoutmaster conferences for all rank advancements.
- Provide a systematic recruitment plan for new members and see that they are promptly registered. (This is a direct responsibility of the assistant Scoutmaster for new Scouts, if your troop has one.)
- Delegate responsibility to other adults and groups (assistants, troop committee) so that they have a real part in troop operations.
- Encourage troop elections for the Order of the Arrow.

**ACTIVITIES**

- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Participate in council and district events.
- Build a strong program by using proven methods presented in Scouting literature.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.

As you can see, the Scoutmaster has many responsibilities.

**ASSISTANT SCOUTMASTERS**

To fulfill obligations to the troop, the Scoutmaster, with the assistance of the troop committee, recruits assistant Scoutmasters to help operate the troop. Each assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also help provide the required two-deep leadership standards set by the Boy Scouts of America. An assistant Scoutmaster may be 18 years old, but at least one in each troop should be 21 or older, so he or she can serve in the Scoutmaster's absence.

Types of assistant Scoutmasters may include:

- Assistant Scoutmaster—New-Scout patrol
- Assistant Scoutmaster—Older-Scout patrol

A troop should recruit as many assistant Scoutmasters as possible. It has been found that many successful troops have three or more.

**MEMBERSHIP**

The flow of new Scouts is an essential element of a healthy Scout troop. New Scouts joining a troop bring fresh enthusiasm and energy to the entire program. Many troops assign an assistant Scoutmaster to be responsible for troop membership growth such as the Webelos-to-Scout transition plan, recruiting new Scouts, and troop rallies for new members.

Membership should be a shared concern of all adult leaders, but someone should have the specific responsibility of steady new youth recruitment. If there is no assistant Scoutmaster handling this important duty, a troop committee member should be responsible.





**THE PATROL**

helps its members develop a sense of pride and identity.

**PATROLS**

The Scout troop is made up of patrols. A patrol is a grouping of six to eight Scouts who work together. Each patrol elects its own youth leader, called a patrol leader.

The *new-Scout patrol* is composed of new members who have not entered the seventh grade.

The *experienced-Scout patrol* is for those Scouts who are age 12 and older.

*Older-Scout patrols* are made up of Scouts who are age 13 and older who want more challenging high-adventure experiences.

**THE PATROL METHOD**

Within the larger community of the troop, the patrol is a Scout's *family circle*.

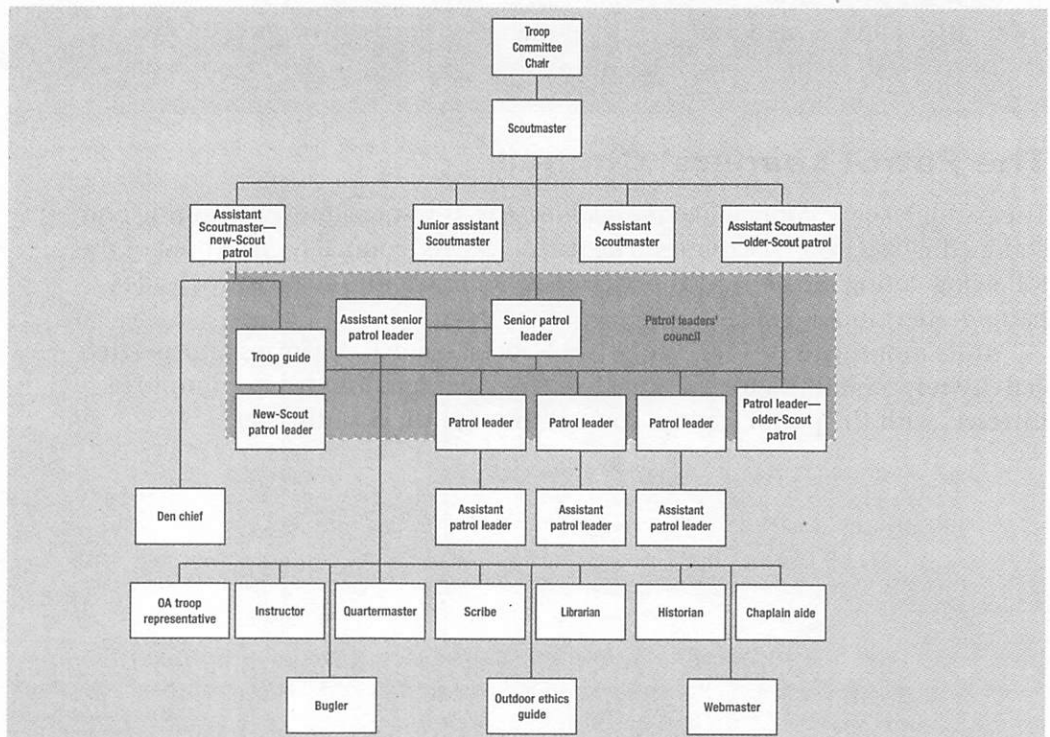
The patrol, often made up of Scouts of similar ages and experience levels, helps its members develop a sense of pride and identity. The Scouts themselves elect a patrol leader, assign the tasks to be done, and share in the satisfaction of accepting and fulfilling group responsibilities.

**The Troop's Youth Leaders**

The troop is actually run by its youth leaders. With the guidance of the Scoutmaster and assistants, they plan the program, conduct troop meetings, and provide leadership among their peers.

**YOUTH LEADER POSITIONS**

- **Senior patrol leader**—top youth leader in the troop. The senior patrol leader leads the patrol leaders' council and, in consultation with the Scoutmaster, appoints other youth leaders and assigns specific responsibilities as needed. The senior patrol leader is elected by troop members, usually for a six-month term.
- **Assistant senior patrol leader**—fills in when the senior patrol leader is absent. This Scout also is responsible for training and giving direction to the quartermaster, scribe, Order of the Arrow troop representative, historian, librarian, and instructors.



- **Historian**—collects and maintains troop memorabilia and information on former troop members.
- **Librarian**—keeps the troop's books, pamphlets, magazines, audiovisuals, and merit badge counselor list available for use by troop members.
- **Instructor**—teaches one or more advancement skills to troop members.
- **Chaplain aide**—assists in troop religious services and promotes religious emblems programs.
- **Junior assistant Scoutmaster**—a Scout 16 or older who supervises and supports other youth leaders as assigned.
- **Patrol leader**—gives leadership to members of a patrol and represents them on the patrol leaders' council.
- **Assistant patrol leader**—fills in when the patrol leader is absent.
- **Order of the Arrow troop representative**—keeps the troop informed of all Order of the Arrow activities.
- **Troop guide**—adviser and guide to the new-Scout patrol.
- **Den chief**—works with a Cub Scout or Webelos Scout den as a guide.
- **Quartermaster**—responsible for troop supplies and equipment.
- **Scribe**—the troop secretary.
- **Bugler**—plays the bugle (or similar instrument) to mark key moments during troop outings.
- **Webmaster**—maintains the troop's website with attention to protecting the privacy of troop leaders and members.
- **Outdoor ethics guide**—educates troop members in the principles of Leave No Trace, Tread Lightly!, and minimizing impacts when using the outdoors.



Annual program planning resources, including a video tutorial, are available online. See the appendix for more information.

## The Patrol Leaders' Council

The patrol leaders' council, *not the adult leaders*, is responsible for planning and conducting the troop's activities. The patrol leaders' council is composed of the following voting members: senior patrol leader, assistant senior patrol leader, patrol leaders, troop guide.

At its monthly meetings, the patrol leaders' council organizes and assigns activity responsibilities for the weekly troop meetings. The troop committee interacts with the patrol leaders' council through the Scoutmaster.

## Annual Program Planning Conference

The troop's activities are selected and planned at the annual program planning conference. The patrol leaders' council submits the troop's yearly plan to the troop committee for its support. At this time, the troop committee may make alternative suggestions for the patrol leaders' council to consider. To avoid conflicts between troop plans and activities of the chartered organization, clear the program calendar in advance with the chartered organization representative. (See [www.scouting.org/programs/boy-scouts/program-planning-tools](http://www.scouting.org/programs/boy-scouts/program-planning-tools) for more details.)

## Elements of a Good Annual Program Plan

The annual program planning conference offers the patrol leaders' council the opportunity to draw up an effective, exciting course of action. The conference is organized and conducted by the senior patrol leader with the help of the Scoutmaster.

There is no set time of the year to conduct the conference, though many troops prefer late summer after the troop has returned from summer camp. Set the date well in advance so that all members of the patrol leaders' council can clear their schedules to attend. The conference should be in a setting that is free of distractions—a remote cabin or campsite can be ideal. The essential business of the conference usually can be conducted in one day, though the workload can be spread out over two days with an evening of camping in between. The pace of the conference should be relaxed and informal.

Preparing for and conducting a troop program planning conference involves a five-step process:

### STEP 1: DO YOUR HOMEWORK

This step should be done jointly by the senior patrol leader and the Scoutmaster well in advance of the planning conference:

1. Evaluate last year's troop annual plan, if there is one. Ask your troop leadership for data collected from the Troop Resource Survey.
2. Gather key district and council dates such as camporees and summer camp.
3. Gather dates of community functions, key school events and activities, religious and secular holidays, and special events of the chartered organization. Also include personal dates that may affect the troop's activities, such as the Scoutmaster's anniversary cruise.
4. Review the advancement status of the troop members and decide what kinds of activities are needed to help each Scout progress.
5. Write down the priorities the senior patrol leader feels are most important for the troop. These could include summer camp, high-adventure activities, advancement goals, Journey to Excellence, service projects, and fundraising events. With all this information, begin a general outline of next year's program.

**STEP 2: GET PATROL SUPPORT**

At a monthly patrol leaders' council meeting, present the list of priorities the senior patrol leader and the Scoutmaster have developed, and explore the range of options that the senior patrol leader believes are available to the troop. For example, the senior patrol leader might feel that the needs of the troop can be best achieved by adopting any of the selected program features available from the BSA *Program Features for Troops and Crews*, volumes 1, 2, and 3, Nos. 33110, 33111, and 33112.

Paring down those possibilities to a dozen—one for each month—will be easier to do after patrol leaders have shared the list with patrol members and gotten their thoughts on the features that most interest them. Remind patrol leaders to bring their patrols' recommendations to the program planning conference.

**STEP 3: HOLD THE TROOP PROGRAM PLANNING CONFERENCE**

The troop's planning conference is an opportunity for members of the patrol leaders' council to map out the troop's activities for the year and for the troop's adult leaders to offer guidance and support. In consultation with the Scoutmaster, set a time and a place for the conference and invite the following persons to attend.

**In an active role:**

- Senior patrol leader
- Assistant senior patrol leader
- All patrol leaders
- Troop guide

The troop scribe may be invited to the conference to keep a log of the proceedings. However, the Scout is not a voting member of the conference.

**In a supportive role:**

- Scoutmaster
- Assistant Scoutmasters
- Junior assistant Scoutmasters
- Any other individuals who might be helpful, such as other adult troop leaders, the chartered organization representative, your unit commissioner, and parents (However, to keep the planning conference as purposeful and efficient as possible, you should invite only those who actively and regularly engage in troop activities and decision-making.)

Open the conference with a team-building activity or an action game that will promote cooperation among the participants.



### **ANNUAL TROOP PROGRAM PLANNING CONFERENCE AGENDA**

The intent of the annual troop program planning conference is fourfold:

- Develop troop goals for the coming year.
- Select the major events for the coming year.
- Select the program features for the coming year.
- Fill out the troop's calendar for the coming year.

#### **DEVELOP TROOP GOALS**

The Scoutmaster leads a discussion that guides the group in developing a list of the goals they want to see the troop achieve in the next 12 months. The Scoutmaster may present a list of goals and then encourage the group to expand upon them or adjust the list to better fit the needs of troop members.

By majority vote the patrol leaders' council approves the troop goals.

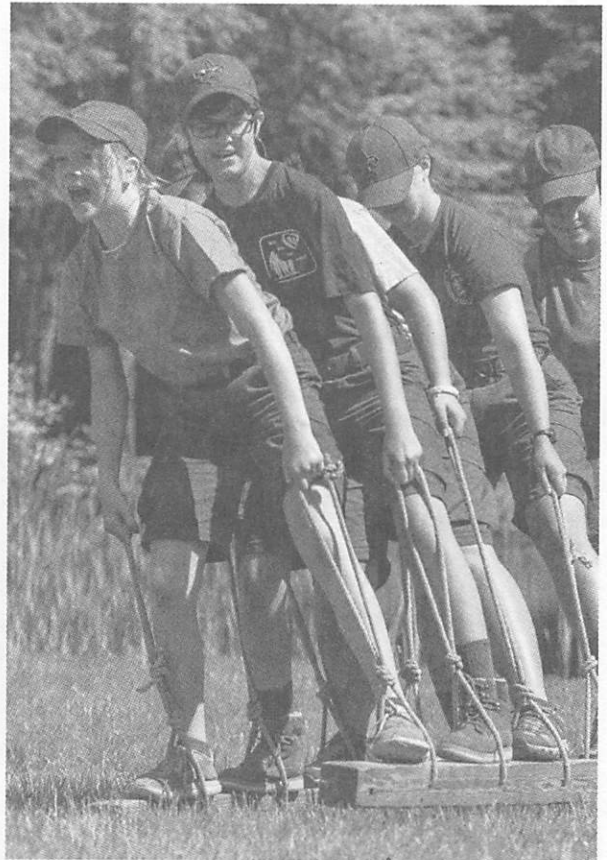
#### **SELECT THE MAJOR EVENTS**

With the Scoutmaster's assistance, the senior patrol leader reviews potential major events for the troop—summer camp, Scout shows, etc. These events may be entered on a calendar and photocopied, emailed, etc., to be shared for everyone's information.

Invite patrol leaders to share input resulting from the patrols' discussions of the proposed major events for the troop. Be sure to consider the preparation time required for each event and how that will affect the troop's calendar.

Open the floor for discussion of any or all of the proposed events. Encourage input from every conference participant.

Decide by a majority vote whether to include each major event on the troop's annual calendar. Enter the elected items on the Troop Program Planning Chart.



**SELECT THE PROGRAM FEATURES**

With the Scoutmaster's help, the senior patrol leader presents the list of potential monthly program features.

Open the floor to discuss each of the program features. Consider the following questions:

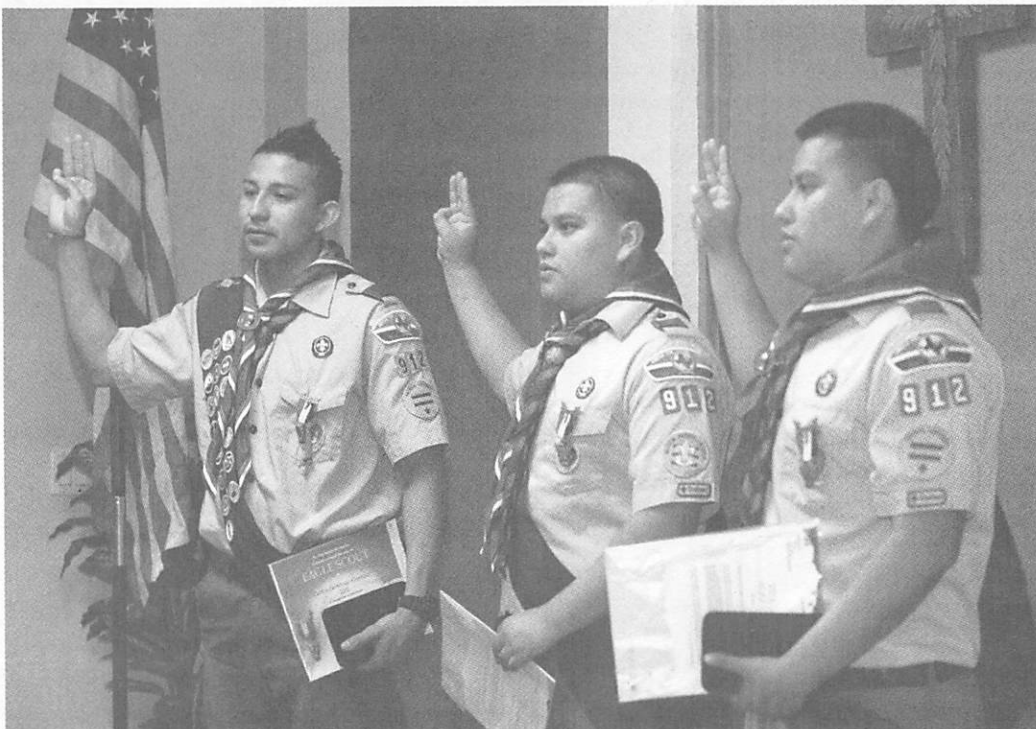
- Will the program feature help the troop meet its goals?
- What opportunities for advancement does it present?
- Where would the feature best fit into the annual calendar?

Vote on the list of program features.

**FILL OUT THE TROOP'S CALENDAR**

Using the Troop Program Planning Chart, develop the troop's calendar by writing the following items in their appropriate spots:

- Monthly program features
- Boards of review
- Courts of honor
- Recruitment nights
- Webelos Scout transition
- Any other troop activities that can be scheduled this far in advance
- Service project for the chartered organization



Lead the group in a review of the Troop Program Planning Chart. Once the group has approved the final edition of the plan, it will be ready to present to the troop committee for its input and approval.

Plan the troop program for the upcoming month.

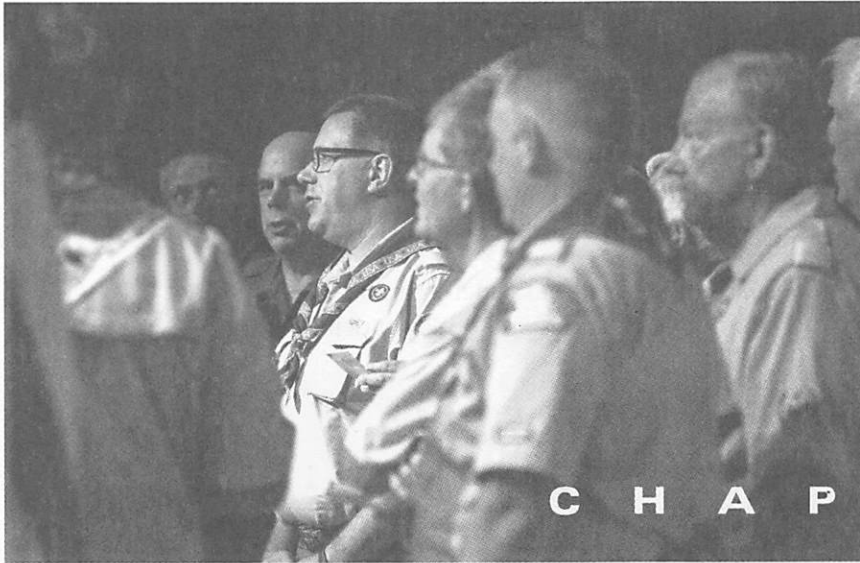
Close the troop's annual program planning conference by inviting the Scoutmaster to offer a Scoutmaster's Minute.

**STEP 4: CONSULT WITH THE TROOP COMMITTEE AND THE CHARTERED ORGANIZATION**

The senior patrol leader and the Scoutmaster should present the plan to the troop committee and the chartered organization representative and ask for their support. If revisions are suggested, the senior patrol leader must take the plan back to the patrol leaders' council for changes to be made and approved.

**STEP 5: ANNOUNCE THE PLAN**

Distribute copies of the final plan to troop members, families, members of the troop committee, and representatives of the chartered organization. Copies of the plan also should be given to the Cub Scout pack leaders, Venturing crew leaders, unit commissioners, the district executive, the head and secretary of the chartered organization, and the building custodian.



## Chapter 4

# CHAPTER 4



### EACH MEMBER OF THE COMMITTEE SHOULD HAVE SPECIFIC RESPONSIBILITIES.

Some troops, especially new units, will not have enough members to fill every position.

You should review chapter 5, "Selecting and Recruiting Adult Leaders."

## Troop Committee Organization and Responsibilities

The troop committee is the troop's board of directors and supports the troop program. But you ask, "What does the troop committee do?" The troop committee does the following:

- Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
- Ensures that all adults with direct youth contact are approved, registered, and trained and current in Youth Protection training).
- Ensures that all Youth Protection policies and guidelines are followed.
- Provides adequate meeting facilities.
- Advises the Scoutmaster on policies relating to Scouts BSA and the chartered organization.
- Supports leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly cares for troop property.
- Ensures the troop has an outdoor program (minimum 10 days and nights per year).
- Serves on boards of review and courts of honor.
- Supports the Scoutmaster in working with individual Scouts and problems that may affect the overall troop program.
- Provides for the special needs and assistance some Scouts may require.
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling Scout behavioral problems.

You can have a full committee with a reasonable amount of recruitment effort. The first five positions described on the following pages are essential for quality troop operation. Fill those positions first. There is no maximum limit to the number of troop committee members. The minimum number is three adults ages 21 or older.

For committees with more members than positions listed, assign each additional member to assist in one of the areas. The more support each position has, the better that area will function. Needless to say, there is a role for everyone the committee approves.

Troop Committee Challenge is an online training session that usually can be completed in an hour. It explains the various committee positions and duties in detail.

## The Troop Committee's Responsibilities for Reporting of Child Abuse

There are two types of Youth Protection–related reporting:

- When you witness or suspect any child has been abused or neglected (See “Mandatory Reporting of Child Abuse” below.)
- When you witness a violation of the BSA's Youth Protection policies (See “Reporting Violations of BSA Youth Protection Policies” below.)

### Mandatory Reporting of Child Abuse

All persons involved in Scouting shall report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, or exposed to any form of sexual exploitation, including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. **No person may abdicate this reporting responsibility to any other person.**

### Steps to Reporting Child Abuse

1. Ensure the child is in a safe environment.
2. In cases of child abuse or medical emergencies, call 911 immediately. In addition, if the suspected abuse is in the Scout's home or family, you are required to contact the local child abuse hotline number or child protective services.
3. Notify the Scout executive (or a designee during his or her absence).

### Reporting Violations of BSA Youth Protection Policies

If you have reason to believe any of the BSA's Youth Protection policies, including those described within Scouting's Barriers to Abuse, have been violated, you must notify your local council Scout executive so he or she may take appropriate action for the safety of our Scouts.

**TROOP COMMITTEE CHAIR**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Primary) \_\_\_\_\_

(Secondary) \_\_\_\_\_

Email: \_\_\_\_\_

**Duties:**

- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the chartered organization representative and the Scoutmaster.
- Interpret national and local policies to the troop.
- Prepare troop committee meeting agendas.
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
- Ensure troop representation at monthly roundtables.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and charter renewal annually.
- Plan the charter presentation.

**Internet Charter Renewal**

The BSA wants to make the annual charter renewal process as easy, convenient, and accurate as possible. Internet Charter Renewal allows units to renew their charter online. Each unit needs to choose an individual to complete the process.

When you receive your renewal packet, look for the information on Internet Charter Renewal and follow the instructions. All BSA policies are enforced throughout the system so that a charter can be renewed without any issues. Units can electronically sign, submit, and pay for their charter renewal without any need to turn in paperwork to the council.

**SECRETARY**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Primary) \_\_\_\_\_

(Secondary) \_\_\_\_\_

Email: \_\_\_\_\_

**Duties:**

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity.
- Prepare and share a family newsletter or web page calendar of troop events and activities.
- Conduct the Troop Resource Survey.
- Plan for family night programs and family activities.
- At each meeting, report the minutes of the previous meeting.

**TREASURER (FINANCE/RECORDS)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Primary) \_\_\_\_\_

(Secondary) \_\_\_\_\_

Email: \_\_\_\_\_

**Duties:**

- Handle all troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the troop committee.
- Maintain the troop's checking and savings accounts.
- Train and supervise the troop scribe in record keeping.
- Keep adequate income and expense and budget statements in the format requested by the committee.
- Supervise money-earning projects, including obtaining proper authorizations.
- Supervise the camp savings plan.
- Lead in the preparation of the troop's annual program budget.
- Lead the Friends of Scouting campaign.
- Report to the troop committee at each meeting.

**OUTDOOR/ACTIVITIES COORDINATOR**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: (Primary) \_\_\_\_\_  
 (Secondary) \_\_\_\_\_  
 Email: \_\_\_\_\_

**Duties:**

- Help in securing permission to use camping sites.
- Serve as transportation coordinator.
- Ensure a monthly outdoor program.
- Promote the National Camping Award.
- Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of an outing per month.
- Secure a tour and activity plan for all troop activities.
- Report to the troop committee at each meeting.

**The Advantages of Internet Advancement**

All units are encouraged to use Internet Advancement, and the unit Key 3 and their delegates each have access. A member of the unit Key 3 can designate an additional adult to work with Internet Advancement by logging on to my.Scouting.org and using the Organization Security Manager tool to assign that person to the role of Unit Advancement Chair. The Eagle Scout rank and nominated recognitions such as meritorious action awards are not entered electronically due to documentation requirements. Internet Advancement is accessed through the local council's website or through my.Scouting.org.

**ADVANCEMENT COORDINATOR**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: (Primary) \_\_\_\_\_  
 (Secondary) \_\_\_\_\_  
 Email: \_\_\_\_\_

**Duties:**

- Encourage Scouts to advance in rank.
- Work with the troop scribe to maintain all Scout advancement records.
- Arrange troop boards of review and courts of honor.



- Develop and maintain a merit badge counselor list.
- Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates.
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.
- Report to the troop committee at each meeting.

### CHAPLAIN

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Primary) \_\_\_\_\_

(Secondary) \_\_\_\_\_

Email: \_\_\_\_\_



### Duties:

- Provide a spiritual tone for troop meetings and activities.
- Give guidance to the chaplain aide.
- Promote regular participation by each member in activities of the religious organization of their choice.
- Visit homes of Scouts in time of sickness or need.
- Give spiritual counseling service when needed or requested.
- Encourage Scouts to earn their appropriate religious emblems.
- Report to the troop committee at each meeting.
- Plan Scout Sunday ceremony.

### TRAINING COORDINATOR

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Primary) \_\_\_\_\_

(Secondary) \_\_\_\_\_

Email: \_\_\_\_\_



### Duties:

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials and other training resources.
- Work with the district training team in scheduling training for all new leaders.
- Be responsible for BSA Youth Protection training within the troop.
- Encourage periodic youth leader training within the troop and at the council and national levels.

- Report to the troop committee at each meeting.
- Be watchful that the troop is taking all steps to ensure the Scouts' safety.
- Coordinate with the council Youth Protection designee/chair or Scout executive to launch all Youth Protection initiatives (e.g., Cyber Chip).
- Communicate to parents the importance of becoming a registered member of the BSA, taking Youth Protection training, and understanding Youth Protection policies.
- Trumpet *How to Protect Your Children From Child Abuse: A Parent's Guide* and the importance of parental involvement and participation in vigilance to help keep all youth safe from abuse and harm.

### Benefits of BSA Membership

As part of its commitment to Scout-first safety, the Boy Scouts of America encourages all parents of Scouts to become registered.

Any parent who becomes registered receives the added benefit of comfort that comes from knowing the application process for all adults includes a criminal background check. If all parents in a unit are registered, each parent has the added security of knowing that the adults his or her child will encounter most often in Scouting have been similarly vetted and trained.

#### EQUIPMENT COORDINATOR

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Primary) \_\_\_\_\_

(Secondary) \_\_\_\_\_

Email: \_\_\_\_\_



#### Duties:

- Supervise and help the troop procure camping equipment.
- Work with the quartermaster on inventory and proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all troop camping gear, and encourage troops in the safe use of all outdoor equipment.
- Report to the troop committee at each meeting.

**MEMBERSHIP COORDINATOR**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Primary) \_\_\_\_\_

(Secondary) \_\_\_\_\_

Email: \_\_\_\_\_

**Duties:**

- Develop a plan for year-round membership flow into the troop.
- Work closely with the Cubmaster and Webelos den leader of neighboring Cub Scout packs to provide a smooth transition from pack to troop. Assist in developing and recruiting den chiefs, and assist in the graduation ceremony from Webelos Scouts to Scouts BSA.
- Plan and coordinate a troop open house to invite non-Scouts into the troop.
- Encourage Scouts to invite their friends to join the troop.
- Keep track of Scouts who drop out of the troop, and develop a plan to encourage them to rejoin.

**NEW SCOUT PARENT UNIT COORDINATOR**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Primary) \_\_\_\_\_

(Secondary) \_\_\_\_\_

Email: \_\_\_\_\_

**Duties:**

- Welcome all new Scout parents and provide them with information about the troop.
- Provide an orientation for new Scout parents about how the troop works.
- Recruit each new parent to help with at least one specific task, assignment, or project annually.
- Keep parents updated on the troop's program and their Scout's involvement.
- Encourage parents to become registered with the BSA and to take Youth Protection training.

## Tenure

Like all adult positions in Scouting, troop committee members serve for a year at a time. At charter renewal time, a volunteer inventory should be conducted to identify leadership needs. The troop committee chair should fill each committee position. Every committee member should be asked to serve in a specific capacity. No one, including the troop committee chair, automatically retains the same position beyond the one-year life of the charter.

### UNIT RELIGIOUS EMBLEMS COORDINATOR

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: (Primary) \_\_\_\_\_  
           (Secondary) \_\_\_\_\_  
 Email: \_\_\_\_\_



### Duties:

- Serve as a member of the unit committee.
- Acquaint all youth members with the BSA religious emblems program and the emblems available from their faith group, and encourage them to earn the religious emblem(s) of their faith.
- Provide Scout families and clergy with an orientation to the religious emblems program and encourage their involvement.
- Circulate information to the unit's Scouts and Scouters about any district or council religious emblems activities, retreats, camps, etc.
- Promote religious emblems usage much like the BSA promotes other youth advancement-related emblems.
- Coordinate the establishment of goals and track the number of religious emblems completed each year.
- Serve as the unit's liaison to the district religious emblems coordinator.



## Chapter 5

# C H A P T E R 5



**THE SINGLE MOST  
IMPORTANT  
RESPONSIBILITY  
OF THE TROOP  
COMMITTEE IS  
RECRUITING  
ADULT LEADERS  
AND VOLUNTEERS.**

The quality of your troop's program will be in direct proportion to the quality and number of adult volunteers recruited. Let's review the recommended methods to accomplish that task.

## Selecting and Recruiting Adult Leaders

### SCOUTMASTER

A key function of your troop committee is assisting in the selection of the best possible person to be your Scoutmaster. Your Scoutmaster will be a role model for the Scouts and will reflect the character of the chartered organization. The Scoutmaster must be the kind of person you would want your own children to be influenced by and whose judgment will always be in their best interest.

The troop committee has the responsibility to make leadership changes when it is in the best interest of the troop. Leadership changes are best done at the time of the troop's charter renewal, except that changes to resolve safety or Youth Protection violations should be made immediately. Leadership changes should be handled diplomatically with thanks and gratitude expressed to the leaders for their service.

To find the right person, it is strongly recommended that you use the following steps.

### STEP 1

The head of the chartered organization, or the chartered organization representative should be briefed by a representative from the local council who can provide recruiting techniques, and other support materials such as the brochure *Selecting Quality Leaders*, No. 523-981.

### STEP 2

Meet with the other troop committee members to develop a prospect list, and follow these steps:

- a. Develop a list of prospects. Be prepared by obtaining lists of the chartered organization membership and parent rosters. Choose prospects who live up to the values of the Scout Oath and Scout Law in their daily lives. Do not make assumptions about whether or not prospects will accept or have the time to take on the position. Give them the opportunity to make their own decision.

What are the personal characteristics of a successful Scoutmaster? These 10 characteristics have been found:

- Commitment to the ideals of Scouting
  - High moral standards
  - Ability to relate to youths of Scout age
  - Ability to keep a “cool head” under pressure
  - Good organizational skills
  - Ability to relate to and interact with adults
  - Flexibility and the ability to compromise
  - Good planning ability
  - High energy level
  - Good attention to detail
- b. Rank the prospects. The committee should agree on and rank the top three prospects, in preferential order.
- c. Clear the list of prospects with the head of the chartered organization before making any contact.
- d. Select at least three people from the committee to call on the number one prospect. These persons should know the prospect quite well and have influence in the prospect’s decision.

### STEP 3

Make an appointment with the number one prospect. This should be done by the person who knows the prospect best and has this person’s respect. It can usually be done on the phone. Set a date and time to meet, preferably at the prospect’s home. You will want to involve this person’s spouse since it will affect the prospect’s time at home. If the prospect questions the purpose of the meeting, frankly state that it is to discuss a matter important to the youth of the community. Confirm the date and time with the other members who will be making the visit.

### STEP 4

Call on the prospect as a group. Gather at a convenient place and arrive at the prospect’s home as a group. Review the steps that have been taken, explain how the qualifications were reviewed, and let the prospect know that he or she was considered by all to be the number one prospect for the position.

Give the prospect a true and realistic picture of the position: time demands, adult leadership support, special problems the troop is facing, and other relevant information. After all questions have been answered, a member of the committee extends the invitation to serve the organization as its Scoutmaster (subject to approval) and pledges the organization’s full support.

If for some reason the prospect is unable to accept the position, you should repeat the process with the number two prospect (who now becomes number one).

### STEP 5

Give the prospect an application to join the Boy Scouts of America. Advise him or her that Youth Protection training is mandatory. Explain how the training can be taken online at [My.Scouting.org](http://My.Scouting.org) or through the local council. For more information, see the back of the BSA adult membership application, No. 524-501.

It is the responsibility of the committee to review and screen the application.

**REFERENCE CHECK****GUIDELINES**

Here are some tips to use when checking

personal references

for a potential

Scoutmaster or assis-

tant Scoutmaster:

● Introduce yourself and explain the purpose of the contact.

● Ask how long the reference has known the applicant and what is the nature of their relationship.

● Ask about the applicant's positive attributes—why would the individual make a good Scout leader?

● Ask the reference to describe personal observations of the applicant interacting with children.

● Ask if the applicant has any qualities relating to the welfare of children about which the committee should be concerned.

After committee recommendation, the chartered organization conducts a reference check. References should be checked in a discreet, nonthreatening manner, and previous Scouting experience should be confirmed. The application is approved and signed by the chartered organization head or the chartered organization representative and is submitted to the local council. All leaders registered with the Boy Scouts of America must meet its standards for leadership.

**STEP 6**

Once the prospect has accepted the position and has been approved as a leader, the head of the chartered organization should personally welcome the new leader. An announcement should be placed in the local newspaper and the chartered organization's publication, if applicable. A formal induction ceremony should take place as soon as possible at a meeting of the chartered organization.

**STEP 7**

A representative from the local council will contact the new leader to schedule training. Remind the new leader that Youth Protection training must be taken every two years. Attendance at the next roundtable is encouraged as well as participation in Scoutmaster Position-Specific Training.

**ASSISTANT SCOUTMASTERS**

The same standards used to determine the best prospect for Scoutmaster should also be used to qualify assistant Scoutmasters. The majority of successful troops have three or more assistant Scoutmasters. This is not an unrealistic goal. The guide *Selecting Quality Leaders*, No. 523-981, can help you through the selection process.

**RECRUITING COMMITTEE MEMBERS**

Experience has shown that troops with committees of seven or more members work more effectively and provide better troop program support. The minimum number of committee members required is three adults ages 21 or older. If the committee is well run and active, you should have little difficulty getting others to join. But again, be sure that each member has a meaningful responsibility and is kept actively involved.

As with securing a Scoutmaster, to get qualified adults involved with your troop, you must first identify good people, select and rank the top prospects, and then use all available influence to recruit them.

Where do you find new committee members? The best source is parents of troop members. Parents have a natural interest in their children having a successful Scouting experience. They are also an excellent resource for troop program assistance. The Troop Resource Survey should be completed by every troop member's parents. Obtaining completed surveys is the responsibility of the troop committee secretary.

The survey will inform the committee what professions, special interests, skills, and resources are available to your troop. For example, a parent who works at a printing shop could help the troop scribe produce a first-rate troop newsletter. Another parent might be a banker. Obviously, this person would likely be considered for the position of committee treasurer. But their hobbies may be cycling and fishing. If asked, they may well be more than willing to work with the youth in either of these activities.

At the monthly committee meeting, the Scoutmaster should be consulted as to what adult help and talents are needed for the coming month's program. A careful review of the collected resource surveys should begin the committee's search.

Not every parent will be able to serve on the troop committee or make a similar long-term commitment, but every parent should have the responsibility to perform a short-term task sometime during the year. Baking cookies for a bake sale, providing transportation to campouts, giving skill demonstrations at troop meetings, and accompanying the troop on a hike are all examples of help that is expected of troop members' parents. Let the parents know that the troop will call on them occasionally for help. Keep parents involved!

Troop committee members should also use the Troop Resource Survey with interested members of the chartered organization, personal friends, Eagle Scouts, and Scouting supporters in your community. Once your resources are identified, don't hesitate to use them.

Are there any reasons the reference could explain that the applicant should be denied membership in the Boy Scouts of America?

Ask if the reference would feel comfortable having his or her own child supervised by the applicant.

TROOP RESOURCE SURVEY

Scouting is for adults as well as youth. We invite you to share your skills and interests so the best possible program can be developed for the Scouts in this troop. In making this survey, the committee wishes to find ways you can enjoy using your talents to help our Scouts. Your cooperation is greatly appreciated.

Welcome to the Scout family of Troop No. \_\_\_\_\_ in the \_\_\_\_\_ Council.

Please return this survey to \_\_\_\_\_

Are you currently registered with the Boy Scouts of America? Yes  No

(Please print.)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Street address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile phone \_\_\_\_\_

Business phone \_\_\_\_\_ Email address \_\_\_\_\_

- 1. What is your favorite hobby? \_\_\_\_\_ Occupation \_\_\_\_\_
2. In what sports do you take an active part? \_\_\_\_\_
3. Would you be willing to assist the troop leaders and committee members occasionally? \_\_\_
4. Please check the areas in which you would be willing to help:

General Activities

- Campouts
Hikes
Outdoor activities
Troop meetings
Swimming supervision
Accounting
Web management/design
Drawing/art
Transportation of Scouts
Transportation of equipment
Other

Special Program Assistance

- I can participate in boards of review.
I have a minivan or truck.
I have a workshop.
I have family camping gear.
I have access to camping property.
I can make contacts for special trips and activities.
I can help with troop equipment.
Other

5. Please check any Scouting skills you would be willing to teach:

- Ropework (knots and lashings)
Outdoor cooking
First aid
Star study
Map, compass, and GPS use
Conservation
Aquatics
Knife and ax handling
Citizenship
Camping

Check the merit badges on the other side of this sheet that you are willing to help the Scouts earn.



MERIT BADGES

Check the merit badges that you can help the Scouts earn.

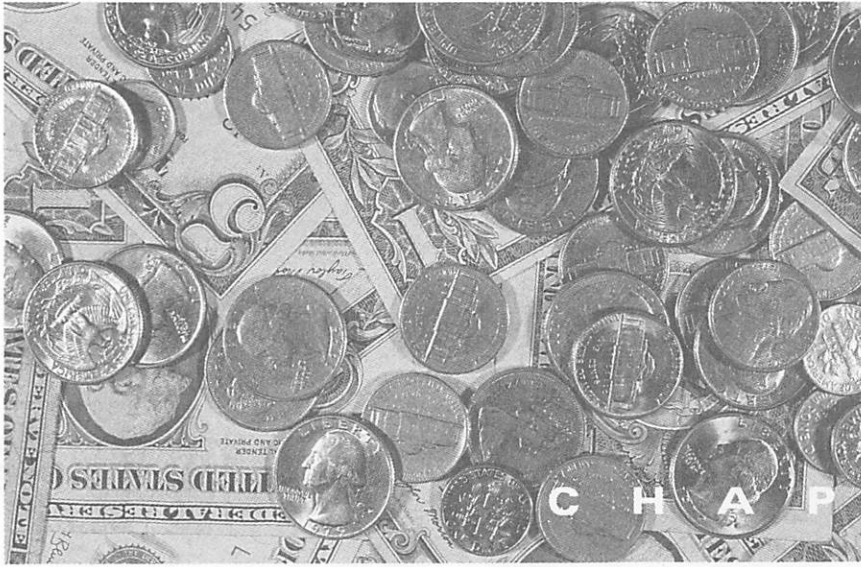
- American Business, American Cultures, American Heritage, American Labor, Animal Science, Animation, Archaeology, Archery, Architecture, Art, Astronomy, Athletics, Automotive Maintenance, Aviation, Backpacking, Basketball, Bird Study, Bugling, Camping, Canoeing, Chemistry, Chess, Citizenship in the Community, Citizenship in the Nation, Citizenship in the World, Climbing, Coin Collecting, Collections, Communication, Composite Materials, Cooking, Crime Prevention, Cycling, Dentistry, Digital Technology, Disabilities Awareness, Dog Care, Drafting, Electricity, Electronics, Emergency Preparedness, Energy, Engineering, Entrepreneurship, Environmental Science, Exploration, Family Life, Farm Mechanics, Fingerprinting, Fire Safety, First Aid, Fish and Wildlife Management, Fishing, Fly-Fishing, Forestry, Game Design, Gardening, Geology, Geocaching, Geology, Golf, Graphic Arts, Hiking, Home Repairs, Horsemanship, Indian Lore, Insect Study, Inventing, Journalism, Kayaking, Landscape Architecture, Law, Leatherwork, Lifesaving, Mammal Study, Medicine, Metalwork, Mining in Society, Model Design and Building, Motorboating, Mowmowing, Music, Nature, Nuclear Science, Oceanography, Orienteering, Painting, Personal Fitness, Personal Management, Pets, Photography, Pioneering, Plant Science, Plumbing, Pottery, Programming, Public Health, Public Speaking, Pulp and Paper, Radio, Railroad, Reading, Reptile and Amphibian Study, Rifle Shooting, Robotics, Rowing, Safety, Salesmanship, Scholarship, Scouting Heritage, Scuba Diving, Sculpture, Search and Rescue, Shotgun Shooting, Signa, Signs, and Codes, Skiing, Skating, Small-Boat Sailing, Snow Sports, Soil and Water Conservation, Space Exploration, Sports, Stamp Collecting, Surveying, Sustainability, Swimming, Textile, Theater, Traffic Safety, Truck Transportation, Veterinary Medicine, Water Sports, Weather, Welding, Whitewater Survival, Wood Carving, Woodwork

Other skills and activities I could assist in for the older-Scout program:

- Backpacking, Basketball, Bowling, Business, Cross-country skiing, Cycling, Downhill skiing, Fishing, Freestyle biking, Golf, Hockey, Kayaking, Mechanics, Mountain man, Orienteering, Paraling, Rapeseed, Sailing, Scuba diving, Shooting sports, Slow-pitch softball, Snow camping, Soccer, Spunking, Survival, Swimming, Tents, Video/photography, Volleyball, Whitewater canoeing, Woodworking







## Chapter 6

# CHAPTER 6

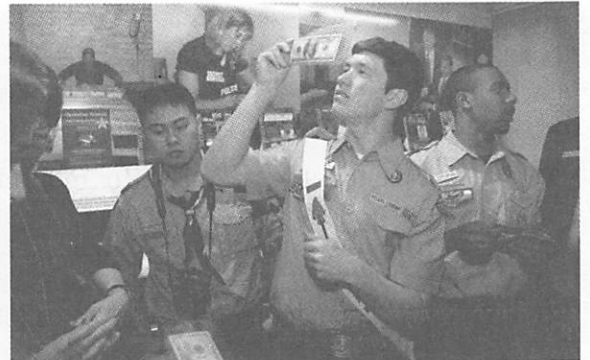


**SCOUTMASTER  
AND COMMITTEE  
TREASURER  
SHOULD START  
THE PREPARATION  
OF THE ANNUAL  
BUDGET.**

The unit budget plan is a useful tool. Other resources for unit program planning can be found at [www.scouting.org/programs/boy-scouts/program-planning-tools](http://www.scouting.org/programs/boy-scouts/program-planning-tools).

### Troop Finances

Proper management of the troop's finances will allow your troop to achieve its program goals. The recording, disbursing, and budgeting of troop funds, along with unit money-earning project assistance, is the responsibility of the troop committee and its treasurer.



#### TROOP BANK ACCOUNT

Every troop should have a checking account at a local bank that requires two signatures on each check; those of the committee treasurer and Scoutmaster are recommended. Troop funds need to be recorded and deposited weekly into the troop's checking account. Disbursements from the checking account are made on the recommendation of the Scoutmaster with authorization of your troop committee.

#### PETTY CASH FUND

Occasionally in the course of troop activities, the Scoutmaster will need unplanned miscellaneous articles. The committee needs to establish a petty cash fund for this purpose. When most of this fund has been paid out, the Scoutmaster accounts for it with the receipts for purchases and secures a new advance from the treasurer.

#### THE ANNUAL BUDGET

The troop budget is a plan for receiving and spending troop funds.

Immediately after approval of the troop's annual program plan, the Scoutmaster and committee treasurer should start the preparation of the annual budget. The unit budget plan is a useful tool.

Troop expenses may include:

- Membership registration fees
- *Scout Life* subscriptions
- Unit accident insurance
- Advancement and rank badges
- Literature for the troop library and record keeping
- Unit charter fee (which goes to the BSA general liability insurance program)
- Reserve fund (for unexpected expenses)
- Program materials (including unit flags, new camping gear, and program supplies)
- Activities funds for summer camps and high-adventure trips (usually paid by the participating Scouts and their parents or raised through special troop money-earning projects)

### SOURCES OF INCOME

When the cost estimates for expenses have been calculated, the next step is to identify sources of income. These include:

- **Dues.** Dues are usually paid weekly or monthly by troop members. Although in some troops the Scouts pay a yearly fee, this method is not recommended because it doesn't help the Scout learn how to budget. In most such instances, the Scout's family pays the fee, so the Scout will not learn money management, and the fee could prohibit many potential Scouts from joining the troop for economic reasons.
- **Troop money-earning projects.** The remainder of the anticipated expenses not covered by dues and surpluses from the previous year must be raised through troop money-earning projects.

### TROOP MONEY-EARNING PROJECTS

These projects can be large or small, depending on the amount of money that is needed. Some suggestions are:

- Troop-sponsored dinners
- Collecting aluminum cans for recycling
- Car washes
- Lawn care service
- Council-sponsored fundraisers (popcorn sales, Scouting show tickets, etc.)
- Bake sales
- Product sales (ink pens, candy, greeting cards, etc.)

Project selection should begin with the patrol leaders' council and the Scoutmaster. They will bring their ideas to the troop committee.



**ONCE YOUR  
MONEY-EARNING  
PROJECT HAS  
BEEN REVIEWED**

for conformity to Boy Scouts of America standards and approved by the troop committee and the chartered organization, the Unit Money-Earning Application must be submitted to your local council for approval. This step is to make certain that the project conforms to Boy Scouts of America policy.

Here are some guidelines to help you determine whether your project conforms to Scouting standards.

1. Have your troop committee, chartered organization, and local council approved your project, including the dates and methods?
2. Do your plan and its projected dates avoid competition with money-raising programs and policies of your chartered organization, local council, community chest, and United Way?
3. Is your plan in harmony with local ordinances, free from any stigma of gambling, and consistent with the ideals and the purposes of the Boy Scouts of America?
4. If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Scouting either directly (during sales presentation) or indirectly?
5. If tickets are sold for any function other than a Scouting event, will they be sold by your Scouts as individuals without depending on the goodwill of Scouting to make the sale possible?
6. When sales are confined to parents and friends, will they get their money's worth from any product they purchase, function they attend, or services they receive from your unit?
7. If a project is planned for a particular area, do you respect the rights of other Scouting units in the same neighborhood?
8. Is it reasonably certain that people who need work or business will not lose it as a result of your troop's plan?
9. Will your plan protect the name and goodwill of the Boy Scouts of America and prevent it from being capitalized on by promoters of shows, benefits, or sales campaigns?
10. If any contracts are signed by your troop, will they be signed by an individual without reference to the Boy Scouts of America and in no way appear to bind the local council or the Boy Scouts of America to any agreement of financial responsibility?

**CAMP SAVINGS PLAN**

Local councils use every opportunity and means available to keep summer camp cost to a minimum. But despite their best efforts, many Scouts and their families will have difficulty paying the average camp fee at one time. The Boy Scouts of America has devised a systematic savings plan that will allow most Scouts to have their camp fee paid when it is due.

By depositing money weekly or monthly toward the camp fee, the majority of the fee will be paid by camp time.

**FRIENDS OF SCOUTING**

The local council provides many services to make the Scouting program possible for your troop. These services include program, support materials, training, advancement program, activities, camping facilities, high-adventure opportunities, and personnel readily available to assist in making possible a better program for your troop.

Friends of Scouting, or FOS, is a primary source of operating income for the council. Friends are those individuals with an interest in the Boy Scouts of America and a desire to support the program financially. When properly informed and given the opportunity, many families of youth members wish to become Friends of Scouting.

BOY SCOUTS OF AMERICA DATE \_\_\_\_\_

Received in council service center \_\_\_\_\_ (Date)

# UNIT MONEY-EARNING APPLICATION

Applications are not required for council-coordinated money-earning projects such as popcorn sales or Scout show ticket sales.

(Local council stamp)

Please submit this application to your council service center at least two weeks prior to committing to your money-earning project. Read the eight guidelines on the other side of this form. They will assist you in answering the questions below.

- Pack
- Troop No. \_\_\_\_\_ Chartered Organization \_\_\_\_\_
- Team
- Crew

Community \_\_\_\_\_ District \_\_\_\_\_

Submits the following plans for its money-earning project and requests permission to carry them out.

What is your unit's money-earning plan? \_\_\_\_\_

About how much does your unit expect to earn from this project? \_\_\_\_\_ How will this money be used? \_\_\_\_\_

Does your chartered organization give full approval for this plan? \_\_\_\_\_

What are the proposed dates? \_\_\_\_\_

Are tickets or a product to be sold? Please specify. \_\_\_\_\_

Will your members be in uniform while carrying out this project? (See items 3-6 on other side.) \_\_\_\_\_

Have you checked with neighboring units to avoid any overlapping of territory while working? \_\_\_\_\_

Is your product or service in direct conflict with that offered by local merchants? \_\_\_\_\_

Are any contracts to be signed? \_\_\_\_\_ If so, by whom? \_\_\_\_\_  
Give details. \_\_\_\_\_

Is your unit on the budget plan? \_\_\_\_\_ How much are the dues? \_\_\_\_\_

Does your unit participate in the council product sale?  Yes  No Family Friends of Scouting?  Yes  No

How much does your unit have in its treasury? \_\_\_\_\_

Signed \_\_\_\_\_  
(Chartered Organization Representative)

Signed \_\_\_\_\_  
(Unit Leader)

Signed \_\_\_\_\_  
(Chair, Troop Committee)

\_\_\_\_\_  
(Address of Chairman)

**FOR USE OF DISTRICT OR COUNCIL FINANCE COMMITTEE:**

Telephone \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_





## Chapter 7

# C H A P T E R 7



### ADVANCEMENT IS THE PROCESS

by which youth members  
progress through ranks  
in the Scouting program  
by the gradual mastery of  
Scouting skills.

## Advancement

Ranks are simply a means to an end, not an end in themselves. Everything Scouts do to advance and earn these ranks, from the day they join until they leave the program, should be designed to help them have an exciting and meaningful experience. This means providing your Scouts with a stimulating and active troop program!

Education and fun are functions of Scouting, and they are the basis of the advancement program. In the Scouting program, recognition is gained through leadership in the unit; attending and participating in the activities; living the ideals of Scouting; and developing a proficiency in outdoor living and useful skills.

No council, district, troop, or individual has the authority to add or subtract from any advancement requirement. The advancement requirements have been carefully developed to achieve the aims of Scouting. To alter the requirements would defeat that purpose and would also be unfair to the Scout.

Advancement is a four-step process:

1. **The Scout learns.** A Scout learns by doing, and with learning each Scout grows in the ability to do their part as a member of the patrol and the troop. A Scout who is developing knowledge and skill will then be asked to teach others. In this way, a Scout begins to develop leadership.
2. **The Scout is tested.** A Scout may be tested on requirements by the patrol leader, Scoutmaster, assistant Scoutmaster, a troop committee member, or a member of the troop. The Scoutmaster maintains a list of those qualified to give tests and to pass candidates.
3. **The Scout is reviewed.** After completing all requirements for a rank, a Scout has a board of review. For Scout, Tenderfoot, Second Class, First



Class, Star, and Life, the review is conducted by members of the troop committee. The Eagle board of review is conducted in accordance with local council procedures.

4. **The Scout is recognized.** When the board of review has certified a Scout's advancement, the Scout deserves to receive recognition as soon as possible. This should be done at a ceremony at the next troop meeting. The certificate for the new rank may be presented later at a formal court of honor.

The committee member responsible for advancement must become familiar with the booklet *Guide to Advancement*; and the *Scouts BSA Requirements* book. These resources are indispensable tools to use in your troop's advancement program.

Any registered Scout may earn merit badges, badges of rank, and Eagle Palms until their 18th birthday. A Scout with a disability may work toward rank advancement after becoming 18 years old (review "Advancement for Members With Special Needs" in the *Guide to Advancement*).

If a Scout foresees being unable to complete the requirements for the Eagle rank prior to turning 18, a time extension request may be filed in writing with the National Advancement Team through the local council for special permission to continue to work toward the award after reaching age 18. The time extension request must show good and sufficient evidence and detail extenuating circumstances. Extenuating circumstances are defined as conditions or situations that are totally beyond the control of the Scout.

A limited extension may be granted by the national Advancement Team.

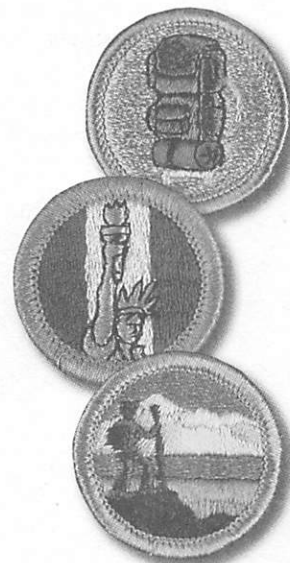
#### THE SCOUTMASTER CONFERENCE

You will notice that participation in a Scoutmaster conference is a requirement for every rank. The purpose of the conference is to ensure that the Scout is ready for a board of review. An increasing level of trust between the Scoutmaster and each Scout develops during these conferences. In time, the Scoutmaster is allowed by the Scout to become a positive guide and influence in their life. The conference is also an opportunity for the Scoutmaster to review the Scout's personal growth and set goals for further advancement.

#### THE MERIT BADGE PROGRAM

The ranks of Star, Life, and Eagle require that a Scout earn a certain number of merit badges. Merit badges are awarded to Scouts for fulfilling requirements in specific fields of interest. The subjects range from American Business to Woodwork and cover areas such as hobbies, careers, sports, science, and Scouting skills. In all, there are more than 130 merit badges. (See the *Scouts BSA Requirements* book.)

A Scout works closely with a council-approved merit badge counselor to complete the requirements for the merit badge. Each counselor must be a registered adult member of the Boy Scouts of America and an expert in the chosen subject. When a Scout feels ready to earn a merit badge, the Scoutmaster will provide the name and telephone number of an approved counselor from the merit badge counselor list, usually provided by the local council or district. Because the Boy Scouts of America does not permit a youth member to work alone with an adult, each Scout must have another person present at each of these meetings. This person can be the Scout's parent or legal guardian or another registered adult. In addition, having another Scout along is a great way to help that friend advance in Scouting. However, each Scout must complete the badge requirements individually.



If an approved list is not provided, or if the Scoutmaster feels that some of the popular merit badges need additional counselors, the troop committee advancement coordinator has the primary responsibility for developing the troop's own counselor list. Troop merit badge counselors must meet the same qualifications as persons serving district- and councilwide, and they must be approved by the district or council.

The requirements for merit badge counselors are:

1. Be 18 years of age or older and of good character.
2. Be recognized as having sufficient skills and education in the subjects for which they are to serve as merit badge counselors.
3. Be registered as adult members of the Boy Scouts of America.

Potential sources for counselors are parents (review your Troop Resource Survey), former Scouts, committee members, local schoolteachers, government agencies, labor unions, special-interest clubs, technical and industrial organizations, and serious hobbyists. A useful tool is the *Work Sheet for Building a Merit Badge Counselor List*. Other tools include:

- *Merit Badge Counselor Orientation*. A practical orientation for adult leaders.
- *Merit Badge Counselor Information*. Qualifications and background information for counselors.
- *A Guide for Merit Badge Counseling*. Information to help merit badge counselors understand their role.

### **SERVICE PROJECTS**

To help foster a sense of personal responsibility and citizenship, Scouts are required to participate in a service project approved by their Scoutmaster for the ranks of Tenderfoot, Second Class, First Class, Star, Life, and Eagle.

The time of service must be a minimum of one hour for Tenderfoot, two hours for Second Class, three hours for First Class, and six hours for Star and Life ranks. This may be done as an individual project or as a member of a patrol or troop project.

**Eagle Scout.** For the Eagle service project, a Scout must plan, develop, and give leadership to others in a service project for any religious institution, school, or the community while a Life Scout.

The Eagle service project provides the opportunity for the Eagle Scout candidate to demonstrate the leadership skills being learned in Scouting. Eagle projects must not be performed for the Boy Scouts of America or its councils, districts, units, camps, and so forth.

Before any Eagle service project is begun, it must be approved by the district or council advancement chair and the recipient of the project.

**BOARDS OF REVIEW (EXCEPT FOR EAGLE SCOUT)**

A Scout who has completed all the requirements for a rank will then appear before a board of review composed of at least three and not more than six committee members.

The review has three purposes:

1. To make sure that the work has been learned and completed.
2. To find out what kind of experience the Scout is having in the patrol and troop.
3. To encourage the Scout to progress further.

The board of review is **not a time to retest the Scout**, but to determine the Scout's attitude and acceptance of Scouting ideals. It is also important to review those Scouts who are not advancing. The guidance and care shown could motivate these Scouts to further achievement.

The review should be conducted at a convenient time and location, such as a troop meeting, summer camp, or the home of a member of the troop committee. Scoutmasters and assistant Scoutmasters do not participate in the board of review.

The board of review members should feel free to refer to the *Scouts BSA Handbook*, *Troop Leader Guidebook*, or any other references during the review.

Because many youth are ill at ease when talking to adults, it is important that the board of review be held in a relaxed atmosphere. A certain amount of formality and meaningful questioning should be used during the review. Use questions that require a narrative answer.

Examples of the kinds of questions that might be asked are:

- What do you like most in troop outdoor activities?
- What new things did you do/learn on your latest campout/service project/troop meeting?
- What did you learn/feel in giving service to others?
- Why is being a Scout important to you?
- What are your goals in Scouting?
- How will fulfilling requirement number \_\_\_\_\_ help you?

These types of questions allow Scouts to see the value and practical application of their efforts.

At the conclusion of the review, the board should know whether a Scout is qualified for the rank. The Scout is asked to leave the room while the board members discuss the Scout's achievements. The decision of the board of review is arrived at through discussion and must be unanimous. If members are satisfied that the Scout is ready to advance, the Scout is called in, congratulated, notified as to when the rank badge will be presented and recognized, and encouraged to continue advancement.



Scouts who are not advancing should also come before a board of review. The board should show interest in each Scout's rank progress. Ask the kind of questions that may reveal why a Scout has not been advancing:

- Do you enjoy the outings/troop meetings?
- Which of the requirements are most difficult for you?
- Do you find that school activities are taking more of your time? Which ones?

The board of review members should assure the Scout that they are there to provide support and that there is no doubt the Scout can achieve the next rank. The board's concern and supportive manner will help the Scout's confidence while also emphasizing the importance of advancement in the Scouting experience.

At the conclusion of every board of review, it is the committee's responsibility to prepare and turn in to the local council office a copy of the *Advancement Report*, and ensure that the badges earned by the Scouts are obtained and awarded in a timely fashion.

#### **EAGLE BOARD OF REVIEW**

Council advancement committees must determine—and make known—methods for conducting Eagle Scout boards of review: whether unit committees or the council or district advancement committees administer them, as well as how board chairpersons are selected. If conducted at the unit level, at least one district or council representative must serve as a member. If the unit requests it, more than one may do so.

There shall be no fewer than three and no more than six members, all at least 21 years old. They need not be on an advancement committee or registered with the Boy Scouts of America, but they must have an understanding of the rank and the purpose and importance of the review.

An Eagle candidate may have only one board of review. Subsequent action falls under the appeals process. (See "Appealing a Decision," 8.0.4.0., in the *Guide to Advancement*, No. 33088, for more detailed information.)

#### **COURTS OF HONOR**

When a Scout has advanced, presentation of the badge should happen as soon as possible—preferably at the next troop meeting. The Scout is recognized a second time at a public ceremony called a court of honor.

The main purposes of the court of honor are to furnish formal recognition for achievement and to provide incentive for other Scouts to advance.

Formal courts of honor should be conducted at least four times a year. All Scouts who have advanced since the previous court of honor are honored. Their parents and friends should be invited to attend the ceremony.

Suggestions on court of honor agendas and ceremonies are found on *Troop Program Resources* at [www.programresources.org](http://www.programresources.org).

ADVANCEMENT REPORT (PACK, TROOP, CREW, SHIP) <small>BOY SCOUTS OF AMERICA</small>			
<input type="checkbox"/> Pack	<input type="checkbox"/> Troop	<input type="checkbox"/> Crew	<input type="checkbox"/> Ship
No. _____		District _____	
Leader _____		Address _____	
City _____		State _____	Zip _____
Expiration date of unit _____		Date awards needed _____	
Date this report forwarded to council service center _____			

FOR COUNCIL SERVICE CENTER USE ONLY
Report received _____
Certificates issued _____
Mailed or issued to _____
Date mailed _____
Record posted _____

1. Advancement procedures:  
**Packs.** After den advancement reports are received from den leaders, this form is completed for the entire pack.  
**Troops.** All Scouts who are ready for advancement appear before a board of review composed of at least three members. An advancement report must be sent to the council service center promptly following each board of review if advancement is not reported electronically. This report must be signed by at least three members of the board of review, including its chairman.  
**Crews and Ships.** Venturers and Sea Scouts should give their advancement applications to their Advisor or Skipper who, in turn, takes them to the crew or ship committee for approval, then prepares, signs, and forwards this advancement report to the council service center.

2. Only MEMBERS with unexpired membership certificates can be credited with advancement. Eagle Scout candidates must be registered throughout the time they are working on advancement requirements, but need not be registered thereafter or when their board of review is conducted.

3. Fill in name and only one advancement award or merit badge on each line, but list all of one member's advancement consecutively.

4. The pack, troop, crew, or ship advancement committee members should interview youth members who are not advancing. List these individuals' names on the bottom of the form.

5. No Scouts BSA advancement may be earned by a Scout, Venturer, or Sea Scout who has reached the age of 18.

6. Venturers may earn Venturing advancement and Sea Scouts may earn Sea Scouting advancement through age 20.

To: Council Advancement Committee

For Boards of Review. Two additional signatures are required, plus the date the board of review was held.

I certify that the following record of advancement is correct and that it meets the standards and requirements of the Boy Scouts of America.

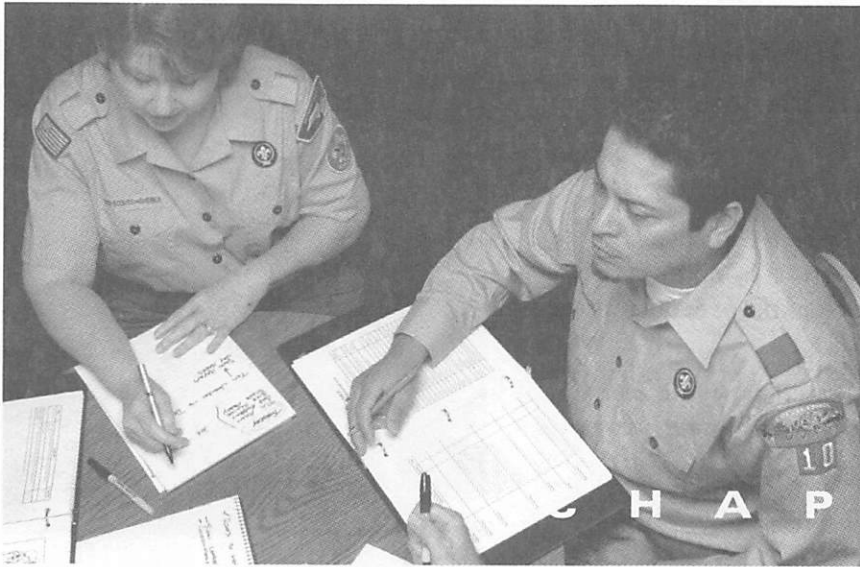
Board of Review Date
-------------------------

\_\_\_\_\_  
 Signed \_\_\_\_\_ Title \_\_\_\_\_

Name	Date Award Earned	Badge of Rank, Merit Badge, or Award	Name	Date Award Earned	Badge of Rank, Merit Badge, or Award
1.			19.		
2.			20.		
3.			21.		
4.			22.		
5.			23.		
6.			24.		
7.			25.		
8.			26.		
9.			27.		
10.			28.		
11.			29.		
12.			30.		
13.			31.		
14.			32.		
15.			Youth interviewed who are not advancing		
16.					
17.					
18.					

Total different youth \_\_\_\_\_ Qualified for \_\_\_\_\_ awards





## Chapter 8

# C H A P T E R 8



### A MONTHLY TROOP COMMITTEE MEETING IS ESSENTIAL TO SUCCESSFUL TROOP OPERATION.

This meeting is the perfect forum for planning troop program assistance, solving troop personnel problems, and monitoring troop progress.

## Troop Committee Meetings

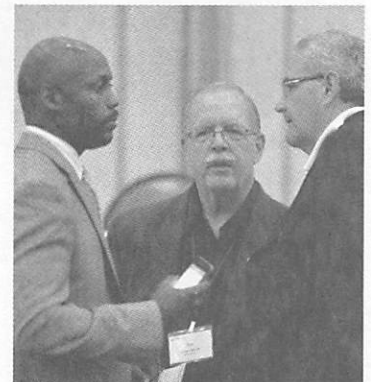
The committee meeting is attended by all committee members and the Scoutmaster. Occasionally you may want to invite guests such as your chartered organization representative and unit commissioner. All troop committee meetings should be announced, and all members of the committee and the Scoutmaster should be invited to attend. All issues should be discussed and resolved in an open dialogue.

The Scoutmaster (or assistant Scoutmaster) is not a member of the troop committee and has no vote. The committee should not forget that its primary responsibility is supporting the troop program. The importance of mutual cooperation between the two groups of leaders is critical for the smooth and successful operation of the troop.

The support and administration of an active troop requires the participation of every committee member. Every member should have a working assignment. This will not only help the troop to operate effectively, but will help assure team spirit and promote attendance at meetings. When people feel that it doesn't matter if they attend or not, often they will choose to do something else.

## Suggested Troop Committee Meeting Agenda

1. Call the meeting to order—**Chair**
2. Welcome and introduction of new members and guests—**Chair**
3. Approval of previous meeting's minutes—**Secretary**
4. Reports
  - **Scoutmaster** (troop progress, actions of patrol leaders' council, disciplinary problems, attendance, monthly outing plans, other troop needs)
  - **Secretary** (newsletter or website, additional resource surveys)

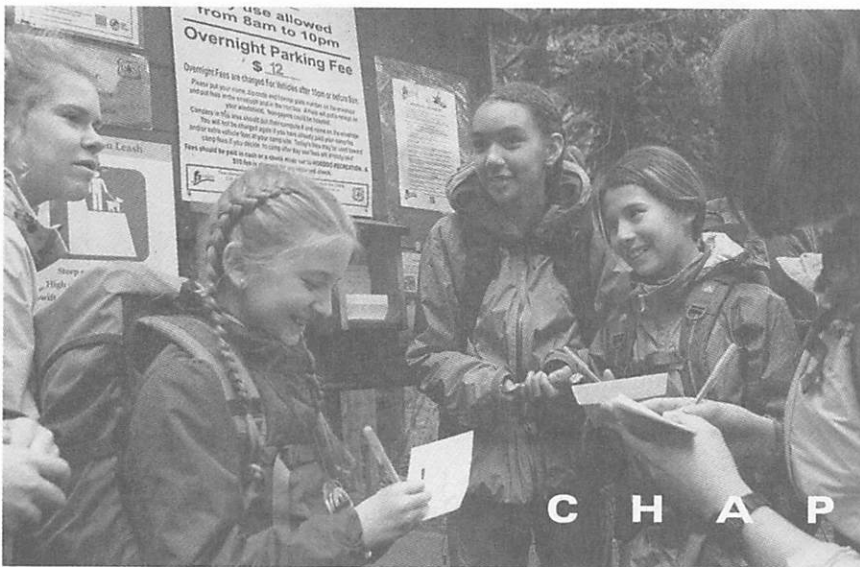


- **Outdoor/activities coordinator** (outdoor plans, special activities, district and council activities, summer camp update)
  - **Treasurer** (report on current financial standing, money-earning projects, Friends of Scouting)
  - **Advancement coordinator** (troop advancement progress, boards of review, courts of honor)
  - **Chaplain** (update on chaplain support to troop members, religious emblems program, participation of Scouts in the religious emblems program)
  - **Training coordinator** (new training materials, youth leader and adult volunteer opportunities for training)
  - **Equipment coordinator** (status of new and existing troop equipment and of troop needs, new procedures for safe use and storage of equipment)
  - **Membership coordinator** (update status of Webelos graduation ceremonies, troop open houses, and Scout-to-Scout recruiting)
  - **New Scout parent unit coordinator** (update status of new Scout parents and their involvement in the troop)
5. Old business (reports on task assignments from previous meeting)
  6. New business (assign tasks as issues are discussed)
  7. Announcements (including date of next month's troop committee meeting)
  8. Adjournment



If everyone is prepared, troop committee meetings should not last longer than 1½ hours. It is the chair's responsibility to keep the meeting moving swiftly. There is no better way to discourage attendance than to conduct meetings that last too long with too little accomplished.

Troop Committee Challenge is the training course for troop committee members. The training can be completed online by visiting [My.Scouting.org](http://My.Scouting.org). Troop Committee Challenge training takes about an hour to complete, and members can take the course individually or as a small group. Upon completion, a Scouter can print a certificate of completion, and the training can be recorded on the Scouter's training record.



## Chapter 9

# C H A P T E R 9



**MOST YOUTH JOIN  
SCOUTS BSA FOR  
ONE REASON—  
TO HAVE FUN IN  
THE OUTDOORS.**

## Outdoor Program, Charter Renewal, Training, and Policy

The troop committee, working in support of the Scoutmaster, should make every effort to give their Scouts an outdoor experience every month. This goal is not easy to accomplish. It takes people (leaders, transportation) and money (food, equipment), but this challenge can be met with the help of the troop committee.

Two registered adult leaders, or one adult leader and a parent of a participating Scout, one of whom must be 21 years of age or older, are required for all trips or outings. A registered female adult leader age 21 or older must be present for all activities involving female troops.

For complete information on current policies and procedures for safe activities, consult the *Guide to Safe Scouting*, available from the local council or the BSA website at [www.scouting.org/health-and-safety/gss/toc](http://www.scouting.org/health-and-safety/gss/toc).

### TRANSPORTATION

Safety is the number one concern when arranging transportation for troop outings. For trips beyond hiking distance, you may need to arrange for private cars. Trucks may not be used for transporting Scouts except inside the cab. Insurance companies may refuse to accept responsibility if this rule is violated. Private cars or licensed buses should be used.

General guidelines are:

1. Seat belts are required for all occupants.
2. All drivers must have a valid driver's license that has not been suspended or revoked for any reason. If the vehicle to be used is designed to carry more than 15 persons, including the driver (more than 10 persons, including the driver, in California), the driver must have a commercial driver's license (CDL).

3. The driver must be currently licensed and at least 18 years of age. Youth member exception: When traveling to an area, regional, or national Scouts BSA activity or any Venturing event under the leadership of an adult (at least 21 years of age) tour leader, a youth member at least 16 years of age may be a driver, subject to the following conditions:
  - a. Six months' driving experience as a licensed driver (time on a learner's permit or equivalent is not to be counted)
  - b. No record of accidents or moving violations
  - c. Parental permission granted to the leader, driver, and riders
4. Trucks may not be used for transporting passengers except in the cab.
5. All vehicles, whether owned or non-owned, **MUST** be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. (It is recommended, however, that coverage limits are at least \$100,000 combined single limit.) Any vehicle carrying 10 or more passengers should have limits of \$1,000,000 single limit. All vehicles used in travel outside the United States must carry a liability insurance policy that complies with or exceeds the requirements of that country.
6. Obey all laws, including the speed limit.
7. Driving time is limited to a maximum of 10 hours and must be interrupted by frequent rest, food, and recreation stops. If there is only one driver, the driving time should be reduced and stops should be made more frequently.
8. Travel and rest time is limited to a maximum of 10 hours in one 24-hour period, regardless of the number of drivers available. The intention is to include sleep and thorough rest breaks while traveling long distances.
9. Drivers should refrain from using cellphones (including hands-free units) and text-messaging devices while driving. If it is necessary to use a cellphone to call or text for directions, a passenger should do this—not the driver.

If you use the Troop Resource Survey to identify willing drivers and ask for their help well in advance, you should be able to secure the needed cars.

### TYPES OF TROOP CAMPING

**Short-term camping** is usually done over one or two nights on the weekend. The troop equipment must be adequate for the number of youth involved. These short-term camps allow advancement opportunity, fun, and fitness. As pointed out earlier, troops should camp monthly.

**Resident camping** lasts at least a week and sometimes longer. This will be at a council summer camp facility.



### MAKE CERTAIN

that the condition of each car to be used is safe and that each is properly insured.

### DON'T DRIVE

#### DROWSY.

Stop for rest and stretch breaks as needed. Fatigue is a major cause of highway accident fatalities.



### CAMPING EQUIPMENT

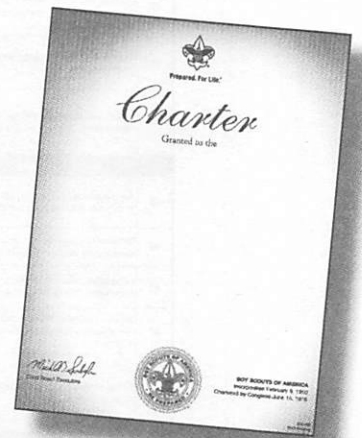
It is the troop committee's responsibility, in cooperation with the Scoutmaster, to secure adequate numbers of tents, cook kits, and other outdoor gear. Because of the cost of this equipment, a troop money-earning project will usually be organized (see chapter 6). The equipment coordinator should work closely with the troop quartermaster to maintain the troop's equipment with adequate repair and storage.



### RENEWING A CHARTER

Near the end of your charter year, your council will provide an application for charter renewal. This is a computer printout of information previously furnished. Your task of reregistering the troop is much easier than when registering it initially. You need only update the printed information. An instruction sheet will accompany the renewal papers.

You will receive a printout with all youth and adults presently registered, from which the unit commissioner and troop committee will conduct a membership inventory. The commissioner and committee chair then hold a charter renewal meeting attended by the commissioner, chartered organization representative, executive officer of the chartered organization, Scoutmaster, and all other adult volunteers. At this time, they identify which youth and adults to reregister, and check to make sure adult volunteers are current with Youth Protection training. Your completed charter renewal application is then submitted to the local council.



### JOURNEY TO EXCELLENCE

Scouting's Journey to Excellence is the BSA's council performance recognition program designed to encourage and reward success and measure the performance of our units, districts, and councils. It is a means of encouraging excellence in providing a quality program at all levels of the BSA.

Troop \_\_\_\_\_ of \_\_\_\_\_ District  
**2019 Scouting's Journey to Excellence**  
*"The BSA method for annual planning and continuous improvement"*

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
<b>Planning and Budget</b>					<b>Total Points: 200</b>		
#1	<b>Planning and budget:</b> Have a program plan and budget that is regularly reviewed by the committee, and it follows BSA policies related to fundraising.	Have an annual program plan and budget adopted by the troop committee.	Achieve Bronze, plus troop conducts a planning meeting involving youth leaders for the following program year.	Achieve Silver, plus troop committee meets at least six times during the year to review program plans and finances.	50	100	200
<b>Membership</b>					<b>Total Points: 500</b>		
#2	<b>Building Scouting:</b> Recruit new youth into the troop in order to grow membership.	Have a membership growth plan that includes a recruitment activity and register new members in the troop.	Achieve Bronze, and either increase youth members by 5% or have at least 25 members.	Achieve Silver, and either increase youth members by 10% or have at least 35 members.	50	100	200
#3	<b>Retention:</b> Retain a significant percentage of youth members.	Reregister 75% of eligible members.	Reregister 80% of eligible members.	Reregister 85% of eligible members.	50	100	200
#4	<b>Webelos-to-Scout transition:</b> Have an effective plan to recruit Webelos Scouts into the troop.	With a pack or Webelos den, hold two joint activities.	Achieve Bronze, plus recruit two Webelos Scouts.	Achieve Bronze, plus provide at least one den chief to a pack and recruit five Webelos Scouts.	25	50	100
<b>Program</b>					<b>Total Points: 900</b>		
#5	<b>Advancement:</b> Achieve a high percentage of Scouts earning rank advancements.	40% of Scouts advance one rank during the year.	50% of Scouts advance one rank during the year.	60% of Scouts advance one rank during the year.	50	100	200
#6	<b>Short-term camping:</b> Conduct short-term or weekend campouts throughout the year.	Conduct four short-term overnight campouts.	Conduct seven short-term overnight campouts.	Conduct nine short-term overnight campouts.	50	100	200
#7	<b>Long-term camping:</b> Participate in a long-term camp with a majority of the troop in attendance.	The troop participates in a long-term camp.	60% of Scouts attend a long-term camp.	70% of Scouts attend a long-term camp.	50	100	200
#8	<b>Service projects:</b> Participate in service projects, with at least one benefiting the chartered organization.	Participate in three service projects and enter the hours on the JTE website.	Participate in four service projects and enter the hours on the JTE website.	Participate in five service projects and enter the hours on the JTE website.	25	50	100
#9	<b>Patrol method:</b> Use the patrol method to develop youth leaders.	The troop has patrols, and each has a patrol leader. There is an SPL, if more than one patrol. The PLC meets at least four times a year.	Achieve Bronze, plus PLC meets at least six times. The troop conducts patrol leader training.	Achieve Silver, plus PLC meets at least ten times. At least one Scout has attended an advanced training course, such as NPLT or Order of the Arrow Conference.	50	100	200
<b>Volunteer Leadership</b>					<b>Total Points: 400</b>		
#10	<b>Leadership and family engagement:</b> The troop is proactive in recruiting sufficient leaders and communicates regularly with parents.	Have at least one registered assistant Scoutmaster.	Achieve Bronze, plus the troop holds two courts of honor, where troop plans are reviewed with parents.	Achieve Bronze, plus the troop holds three courts of honor, where troop plans are reviewed with parents.	50	100	200
#11	<b>Trained leadership:</b> Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.	Scoutmaster or an assistant Scoutmaster has completed position-specific training.	Achieve Bronze, plus the Scoutmaster and 60% of assistants have completed position-specific training or, if new, will complete within three months of joining.	Achieve Silver, plus two-thirds of active committee members have completed position-specific training and at least one person has attended an advanced training course involving a total of least 5 days.	50	100	200

- Bronze:** Earn at least 525 points by earning points in at least 7 objectives.
  - Silver:** Earn at least 750 points by earning points in at least 8 objectives.
  - Gold:** Earn at least 1,000 points by earning points in at least 8 objectives and at least Bronze in #6 or #7.
- Our troop has completed online rechartering by the deadline in order to maintain continuity of our program.
- We certify that these requirements have been completed.

Scoutmaster \_\_\_\_\_ Date \_\_\_\_\_  
 Committee chair \_\_\_\_\_ Date \_\_\_\_\_  
 Commissioner \_\_\_\_\_ Date \_\_\_\_\_

*This form should be submitted to the Scout service center or your unit commissioner, as directed by your council.*

### TRAINING

All troop committee members should take advantage of available training. The Troop Committee Challenge course provides committee members with the basic information they will need to support a troop and ensure a successful youth-led troop program. The training program is designed to be delivered in a single, 2½-hour session, but it can also be divided into two separate sessions if that better meets the needs of the participants.



### **ROUNDTABLES**

On a monthly basis, districts conduct roundtable meetings, which emphasize troop program. Adult leaders, including troop committee members, meet and learn new program ideas, get information on upcoming events, and share solutions to common problems. Roundtable meetings are excellent training opportunities. Each month has a program feature and a training feature.

### **UNAUTHORIZED AND RESTRICTED ACTIVITIES**

The following activities have been declared unauthorized and restricted by the Boy Scouts of America:

- All-terrain vehicles (ATVs) are banned from program use. The exception is council-approved ATV programs. They are not approved for unit use. ATVs are defined as motorized recreational cycles with three or four large, soft tires, designed for off-road use on a variety of terrains.
- Boxing, karate, and related martial arts—except judos, aikido, and tai chi—are not authorized activities.
- Chainsaws and mechanical log splitters may be authorized for use only by trained individuals who are over the age of 18, using proper protective gear in accordance with local laws.
- Exploration of abandoned mines is an unauthorized activity.
- Fireworks secured, used, or displayed in conjunction with program and activities is unauthorized except where the fireworks display is conducted under the auspices of a certified or licensed fireworks control expert.
- The selling of fireworks as a fundraising or money-earning activity by any group acting for or on behalf of members, units, or districts may not be authorized by councils.
- Flying in hang gliders, ultralights, experimental aircraft, or hot-air balloons (non-tethered), parachuting, and flying in aircraft as part of a search and rescue mission are unauthorized activities. Tethered hot-air balloon flights are authorized, and a flying plan must be submitted.
- Motorized go-carts and motorbike activities are unauthorized for Cub Scouting and Scouts BSA programs. Go-carting conducted at a commercial facility that provides equipment and supervision of cart operation is authorized. Participating in motorized speed events, including motorcycles, boats, drag racing, demolition derbies, and related events, are not authorized activities for any program level.
- Participation in amateur or professional rodeo events and council or district sponsorship of rodeos are not authorized.
- Pointing any type of firearm or simulated firearm at any individual is unauthorized. Scout units may plan or participate in paintball, laser tag, or similar events where participants shoot at targets that are neither living nor human representations. Units with council approval may participate in formally organized historical reenactment events, where firearms are used and intentionally aimed over the heads of the reenactment participants. The use of paintball guns, laser guns, or similar devices may be utilized in target shooting events with council

approval and following the Sweet 16 of BSA Safety. Council approval means the approval of the Scout executive or a designee, specifically outlining details of the event.

- Hunting is not an authorized Cub Scouting or Scouts BSA activity, although hunting safety is part of the program curriculum.

(The purpose of this policy is to restrict chartered packs and troops from conducting hunting trips. However, this policy does not restrict Venturing crews from conducting hunting trips or special adult hunting expeditions provided that adequate safety procedures are followed and that all participants have obtained necessary permits and/or licenses from either state or federal agencies. While hunter safety education might not be required prior to obtaining a hunting license, successful completion of the respective state voluntary program is required before participating in the activity.)

- Motorized personal watercraft (PWC), such as jet-skis, are not authorized for use in Scouting aquatics, and their use should not be permitted in or near BSA program areas. The exception is council-approved PWC programs. They are not approved for unit use.
- Except for (1) law enforcement officers required to carry firearms within their jurisdiction, and (2) circumstances within the scope of the BSA hunting policy statement, firearms should not be in the possession of any person engaged in camping, hiking, backpacking, or any other Scouting activity other than those specifically planned for target shooting under the supervision of a certified firearms instructor. (Among the purposes of this policy is to prohibit adult leaders from bringing firearms on BSA camping and hiking activities or to unit meetings.)
- Parasailing, or any activity in which a person is carried aloft by a parachute, parasail, kite, or other device towed by a motorboat, including a tube, or by any other means, is unauthorized.
- All activities related to bungee cord jumping (sometimes called shock cord jumping) are unauthorized.
- Technical tree-climbing with ropes or harnesses is not authorized as an activity.
- Water chugging and related activities are not authorized for any program level.

For detailed information, consult the *Guide to Safe Scouting*.

### **YOUTH PROTECTION IN SCOUTING**

Child abuse is a serious problem in our society. In fact, experts have deemed it a public health crisis. Sadly, it can occur anywhere, even in Scouting. Youth safety is our number one priority in Scouting. To maintain the most secure environment possible, the Boy Scouts of America works on an ongoing basis to develop policies, procedures, resources, and training to protect youth.

## Taking Youth Protection Training

Being a registered member—or even having a member ID number—is now required to take the BSA's Youth Protection training course to learn about how to keep children safe from abuse. In fact, the BSA encourages all parents to take the training as part of becoming a registered member.

To take Youth Protection training, go to [My.Scouting.org](http://My.Scouting.org) and create an account. From the [My.Scouting.org](http://My.Scouting.org) portal, click on E-Learning and follow the instructions to take the Youth Protection training.

Upon completion, you may print a certificate of completion to submit with a volunteer application or submit the completion certificate to the unit leader for processing at the local council.

When your volunteer application has been approved, you will receive a BSA membership card that includes your member ID number. After you receive your membership card, log back into [My.Scouting.org](http://My.Scouting.org), click on My Profile and update the system by inputting your member ID number. This will link your Youth Protection training records, and any other training, in [My.Scouting.org](http://My.Scouting.org) to your BSA membership.

### **Youth Protection training is a requirement for all BSA registered volunteers.**

New leaders are required to complete Youth Protection training. To take the training online, they should go to [my.Scouting.org](http://my.Scouting.org) and establish an account using the member number they received when registering for BSA membership. If individuals take the training online before obtaining a member number, they should return to [MyScouting.org](http://MyScouting.org) and enter their number for training record credit. For individuals who cannot take Youth Protection training online, BSA local councils also provide this training on a regular basis. For more information, refer to the back of the BSA adult membership application, No. 524-501.

### **Before an adult volunteer will be permitted to interact with youth members:**

- The completed adult application must be submitted to and approved by the council service center.
- The adult application membership fee must be paid.
- The adult leader's Youth Protection training certificate must be received and acknowledged by the council.

Youth Protection training must be taken every two years. If a volunteer's Youth Protection training record is not current at the time of a charter is renewed, the volunteer will not be reregistered.

More information about the BSA's Youth Protection policies can be found in the Parent's Guide of any Cub Scout or Scouts BSA handbook (or online at [www.scouting.org/training/youth-protection](http://www.scouting.org/training/youth-protection)). These guidebooks are handy references for helping Scouts learn how to stay safe and for helping parents keep the family from harm. Reviewing the guidebook is a requirement for youth advancement.

While adults are responsible for keeping youth safe, no amount of instruction can prepare youth for the emerging threats to their safety and well-being in today's society. The BSA encourages continued discussion with youth through our personal safety and awareness training, which teaches our youth the "three R's" of Youth Protection:

- **Recognize** situations that place you at risk of being molested, how child molesters operate, and that anyone could be a molester.
- **Resist** unwanted and inappropriate attention. Resistance will stop most attempts at molestation, bullying, or other abuse by telling the aggressor to “Stop!” or “Leave me alone!”
- **Report** attempted or actual molestation to a parent or other trusted adult. By encouraging the youth to tell you what happened, further abuse can be prevented and other children can be protected. Emphasize that the Scout will not be blamed for what occurred.

### MANDATORY REPORTING OF CHILD ABUSE

All persons involved in Scouting shall report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material.

**No person may abdicate this reporting responsibility to any other person.**

Notify your Scout executive of this report, or of any violation of BSA’s Youth Protection policies, so that he or she may take appropriate action for the safety of our Scouts, make appropriate notifications, and follow up with investigating agencies.

## How Youth Protection Works

### Adult Volunteers

**Step 1—Chartered organizations reference check.** Chartered organizations provide local insight and ongoing supervision. The involvement of local chartered organizations (places of worship, schools, or civic groups) helps ensure that volunteers are known and trusted in the community.

**Step 2—Application.** All adults who have been selected as potential leaders of youth by a chartered organization must provide references, past addresses, and other community affiliations, and affirm that they have had no criminal accusations made against them.

**Step 3—Criminal background check.** The BSA requires criminal background checks on all Scout leaders. The background checks are administered by LexisNexis, a nationally respected third party that also provides this service to many local, state, and federal governments; educational institutions; and other nonprofits.

**Step 4—Ineligible volunteer file check.** The BSA’s Ineligible Volunteer Files serve as a barrier to entry, preventing those who are believed to be unfit to serve as Scout leaders from joining the organization. An individual may be determined to be unfit for leadership for any reason, regardless of whether the accusations have been proven and whether or not the alleged misconduct happened in Scouting. Applicants are checked against the file, and those who are determined to be ineligible are not permitted to join Scouting.

**Step 5—Adult leader Youth Protection training.** All registered adult volunteers are required to complete the BSA’s Youth Protection training every two years.

The training is available online 24 hours a day, seven days a week.

### The BSA Layers of Protection

**Youth Protection director.** The BSA has a full-time Youth Protection director, a recognized expert on child abuse, dedicated to the continued strengthening of Scouting's Youth Protection training programs and policies.

**Open program.** All aspects of the Scouting program are open to observation by parents and leaders. Parents are encouraged to attend all Scouting activities.

**Privacy of youth and adult members.** Privacy of youth and adult members is safeguarded by BSA policy. Adult leaders must respect the privacy of members and protect their own privacy, especially in situations such as changing clothes and taking showers at camp. No youth is permitted to sleep in the tent of an adult other than their own parent or guardian.

**"Two-deep" leadership.** Scouting has a strict "two-deep" leadership policy, which requires at least two adults supervise all Scouting activities. One-on-one contact between adults and youth members is not permitted.

**Mandatory reporting.** Scouting policies require prompt reporting of any reasonable suspicions of inappropriate conduct with youth to a governmental agency.

### Parents and Scouts

**Step 1—Parental and Scout Youth Protection education.** Parents and youth are required to review the BSA's Youth Protection materials, available at the front of every handbook, as a joining requirement.

**Step 2—Parental policy notification.** Every application for youth membership advises parents about the basic principles of youth protection. Every parent completing a youth membership form acknowledges awareness of the BSA's Youth Protection policies.

**Step 3—Empowerment of Scouts.** Scouts are required to complete Youth Protection training before entering the program and as a requirement for rank advancement. The BSA teaches the "three R's" of youth protection, which convey an important message in a clear manner easily understood by youth members:

**Recognize** situations that place them at risk, how child molesters operate, and that anyone could be a molester.

**Resist** unwanted and inappropriate attention. Resistance will stop most attempts at molestation.

**Report** attempted or actual molestation to a parent or other trusted adult. This prevents further abuse and helps protect other children. Understand that you will not be blamed for what occurred.

### LEADERSHIP SELECTION

The Boy Scouts of America takes great pride in the quality of its adult leadership. Being a leader in the BSA is a privilege, not a right. The quality of the program and

the safety of youth members call for high-quality adult leaders. We work closely with chartered organizations to help recruit the best possible leaders for their units.

The adult application requests background information that should be checked by the unit committee or the chartered organization before accepting an applicant for unit leadership. While no current screening techniques exist that can identify every potential child abuser, we can help reduce the risk of accepting a child abuser by learning all we can about an applicant for a leadership position—including his or her experience working with children and why he or she wants to be a Scout leader.

Youth safety is of paramount importance to the Boy Scouts of America. It is important to implement this training at all levels of the organization. The BSA is always reevaluating and reassessing its policies and training to provide the most secure environment possible for its youth members.

### **SCOUTING'S BARRIERS TO ABUSE**

The BSA has adopted the following policies for the safety and well-being of its members. These policies are primarily for the protection of its youth members; however, they also serve to protect adult leaders.

**Two-deep leadership is required on all outings.** Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. There must be a registered female adult leader over 21 in every unit serving females. A registered female adult leader over 21 must be present for any activity involving female youth. Notwithstanding the minimum leader requirements, age- and program-appropriate supervision must always be provided.

All adults accompanying a Scouting unit who are present at the activity for 72 total hours or more must be registered as leaders. The 72 hours need not be consecutive.

The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.

**One-on-one contact between adults and youth members is prohibited.** In situations that require personal conferences, such as a Scoutmaster conference, the meeting is to be conducted in view of other adults and youths.

**Separate accommodations for adult males and females and youth males and females are required.**

Separate tenting arrangements must be provided for male and female adults as well as for male and female youth. Youth sharing tents must be no more than two years apart in age. In Cub Scouting, parents and guardians may share a tent with their family. In all other programs, youth and adults tent separately. Spouses may share tents.

Whenever possible, separate cabins or lodging should be provided for male and female adults as well as for male and female youth. Where separate accommodations cannot be provided due to group size or limited availability, modifications may be made. Where completely separate accommodations are not available, additional supervision is required.

If adults and youth of the same gender occupy single-room accommodations, there must be a minimum of two adults and four youth, with all adults being Youth Protection trained. Physical separation by other means, including temporary barriers or space, should be used only when no other arrangements are possible. These modifications are limited to single-gender accommodations.

**Privacy of youth is respected.** Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

Councils are strongly encouraged to have separate shower and latrine facilities for males and females. When separate facilities are not available, separate times for male and female use should be scheduled and posted for showers. Likewise, youth and adults must shower at different times.

**Inappropriate use of cameras, imaging, or digital devices is prohibited.** While most campers and leaders use cameras and other imaging devices responsibly, it has become very easy to invade the privacy of individuals. It is inappropriate to use any device capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants.

**No secret organizations.** The Boy Scouts of America does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.

**No hazing.** Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.

**No bullying.** Verbal, physical, and cyber bullying are prohibited in Scouting.

**Youth leadership is monitored by adults.** Adult leaders must monitor and guide the leadership techniques used by youth leaders and ensure that BSA policies are followed.

**Discipline must be constructive.** Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.

**Appropriate attire for all activities.** Proper clothing for activities is required. For example, skinny-dipping or revealing bathing suits are not appropriate in Scouting.

**Members are responsible to according to the Scout Oath and Scout Law.** All members of the Boy Scouts of America are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Scout Law. Physical violence, theft, verbal insults, drugs, and alcohol have no place in the Scouting program and may result in the revocation of a Scout's membership.

**Units are responsible to enforce Youth Protection policies.** The head of the chartered organization or chartered organization representative and the local council must approve the registration of the unit's adult leader. Adult leaders of Scouting units are responsible for monitoring the behavior of youth members and interceding when necessary. Parents of youth members who misbehave should be informed and asked for assistance. *Any violations of the BSA's Youth Protection policies must immediately be reported to the Scout executive.*

## **FREQUENTLY ASKED QUESTIONS**

### **How can parents help protect their children?**

Parents participate in the protection of their children in a variety of ways. The BSA recognizes the need for open lines of communication so that children are encouraged to bring any troubles to their parents for advice and counsel. In addition, parents need to be involved in their children's Scouting activities. All parents receive important information concerning the Scouting program as part of their children's membership

applications. This information is provided so that parents can detect any deviations from the BSA's approved program. If any deviations are noted, parents should call these to the attention of the chartered organization or the unit committee. If the problems persist, parents should contact the local council for assistance.

Parents also need to review the booklet, *How to Protect Your Children From Child Abuse: A Parent's Guide*, inserted in every Cub Scouting and Scouts BSA handbook. The information in this booklet should be the subject of discussions between Scouts and their parents prior to joining a pack or troop. We encourage all adults, including all parents, to take the BSA's Youth Protection training.

#### **Why do most child victims of sexual abuse keep the abuse secret?**

A victim of child sexual abuse is under a great deal of pressure to keep the abuse secret. Often an abuser has provided the child with favors and tells the child not to tell anyone if the child wants the favors to continue. The abuser might have told the child that they would not be believed even if they did tell.

Another common situation is that the molester will tell the child that if the child tells about the abuse, the abuser or even the child will get into trouble.

The clear message is given to the child that if another person finds out, something bad will happen to the child. This pressure to maintain silence can often be successfully overcome by establishing open communication between children and adults through a proper educational program for children.

#### **What should I do if a child tells me that there has been sexual abuse?**

If you see or suspect that a child is being abused, stop the abuse immediately and report it. All persons involved in BSA programs must report any instance of child abuse to local law enforcement and, in some states, also to the state's child protective services, or CPS. This includes any good-faith suspicion or belief that a child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, or exposed to any form of sexual exploitation including the possession, manufacture, or distribution of sexually exploitive images, online solicitation, enticement, or showing of obscene material.

**This duty cannot be delegated to any other person.** After reporting to law enforcement, the matter must also be reported to the Scout executive so appropriate actions may be taken. If unable to reach the Scout executive, contact the Scouts First Helpline at 1-844-SCOUTS1 (1-844-726-8871).

Ensure notification has been made to the child's parents or guardian. Failing to report suspected child abuse may be a criminal law violation in your state. It is important to note that all states allow immunity from criminal and civil liability for good-faith reporting of suspected abuse, even if it is later determined to be unfounded.

How an adult responds to a child who tries to disclose abuse can influence the outcome of the child's victimization. By maintaining an apparent calm, the adult can help reassure the child that everything is going to be OK. By encouraging and supporting the child, we counteract any statements the molester made to the victim about the child getting into trouble. Reassure the child that they are not in trouble, that you are concerned about what happened, and that you are going to get them some help.

#### **What Youth Protection educational materials does the BSA have for youth members?**

*How to Protect Your Children From Child Abuse: A Parent's Guide* is a tear-out booklet bound with BSA youth handbooks. It is designed for parents or guardians and young people to use together for Youth Protection training. This guide and other resources can also be found online at [www.scouting.org/training/youth-protection](http://www.scouting.org/training/youth-protection).



The BSA has bilingual, age-appropriate DVDs for all youth age groups to address the problems of sexual abuse. *It Happened to Me/A Mí Me Pasó* (No. AV-09DVD11) should be used annually by Cub Scout packs or dens, but only for Cub Scouts accompanied by a parent or other adult family member. The version for youth ages 11–14 in Scouts BSA, *A Time to Tell/Hora de Contarlo* (No. AV-09DVD04), introduces the “three R’s” of Youth Protection and should be viewed by troops annually. *Personal Safety Awareness/Concientización Sobre la Seguridad Personal* (No. AV-09DVD33) is for Venturing-age young people.

#### **How can Scout leaders who are not social workers teach children about Youth Protection?**

The BSA recognizes that many of our leaders feel unprepared to talk to children about preventing sexual abuse. For this reason, the BSA has meeting guides online for all of the resources produced to be viewed by youths. The guides address everything from scheduling the meeting, contacting the police or social services for assistance, and notifying parents (a sample letter is provided), to questions and answers for discussion after the video has been viewed. The *Parents’ Guide* in the front of each Scout’s handbook is also a good resource to help parents teach their children how to stay safe.

#### **What are the “three R’s” of Youth Protection?**

Whenever possible, parents and adult leaders should empower youth with the personal safety messages of the “three R’s” of Youth Protection:

**Recognize** situations that place you at risk of being molested, how child molesters operate, and that anyone could be a molester.

**Resist** unwanted and inappropriate attention. Resistance will stop most attempts at molestation, bullying, or other abuse. Tell the aggressor to “Stop!” or “Leave me alone!”

**Report** attempted or actual molestation to a parent or other trusted adult. By encouraging the youth to tell you what happened, further abuse can be prevented and other children can be protected. Emphasize that the Scout will not be blamed for what occurred.

#### **YOUTH MEMBER BEHAVIOR GUIDELINES**

The Boy Scouts of America is a values-based youth development organization that helps young people learn positive attributes of character, citizenship, and personal fitness. The BSA has the expectation that all participants in the Scouting program will relate to each other in accord with the principles embodied in the Scout Oath and Scout Law.

One of the developmental tasks of childhood is to learn appropriate behavior. Children are not born with an innate sense of propriety and they need guidance and direction. The example set by positive adult role models is a powerful tool for shaping behavior and a tool that is stressed in Scouting.

Misbehavior by a single youth member in a Scouting unit may constitute a threat to the safety of the individual who misbehaves as well as to the safety of other unit members. Such misbehavior constitutes an unreasonable burden on a Scout unit and cannot be ignored.

#### **MEMBER RESPONSIBILITIES**

All members of the Boy Scouts of America are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Scout Law. Physical violence, hazing, bullying, sexual activity, theft, verbal insults,

unauthorized weapons, and drugs and alcohol have no place in the Scouting program and may result in the revocation of a Scout's membership.

If confronted by threats of violence or other forms of bullying from other youth members, Scouts should seek help from their unit leaders, parents, or the council.

### **UNIT RESPONSIBILITIES**

Adult leaders of Scouting units are responsible for monitoring the behavior of youth members and interceding when necessary. Parents of youth members who misbehave should be informed and asked for assistance.

The BSA does not permit the use of corporal punishment by unit leaders when disciplining youth members.

The unit committee should review repetitive or serious incidents of misbehavior in consultation with the parents of the child to determine a course of corrective action including possible revocation of the youth's membership in the unit.

If problem behavior persists, units may revoke a Scout's membership in that unit. When a unit revokes a Scout's membership, it should promptly notify the council of the action.

The unit should inform the Scout executive of any violations of the BSA's Youth Protection policies.

Each Cub Scout den and Webelos Scout den and each chartered Cub Scout pack, Scouts BSA troop, and Venturing crew shall have one leader, 21 years of age or older, who shall be registered and serve as the unit or den leader. The head of the chartered organization or chartered organization representative and the local council must approve the registration of the unit or den leader on the appropriate form.

### **BEHAVIORAL PROBLEMS**

Occasionally the troop committee may be asked by the Scoutmaster to deal with a problem which might involve disciplinary action or a health issue of an individual youth or adult member. These issues should be dealt with in strict confidence. If the subject concerns a Scout, the Scout's parent should be fully informed of the issue.

Because serious or recurring behavioral problems may require the troop committee's involvement, the Scoutmaster should share discipline problems with the committee. Such problems should be addressed in a firm, fair manner with the goal to integrate the youth into the Scouting program. Problems that may lead to a youth's permanent removal from the troop should be handled by the Scoutmaster and the troop committee, and should involve the Scout's parents or guardians. Together, the troop committee, parents, and Scoutmaster should work toward a solution with the troop's best interest in mind.

### **SMOKING AND DRINKING**

It is the policy of the Boy Scouts of America that the use of alcoholic beverages and controlled substances is not permitted at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members.

Health is a most valuable possession. Smoking will dangerously impair a person's health. The BSA recommends that leaders maintain the attitude that young adults are much better off without tobacco. Leaders are encouraged not to use tobacco products in any form nor allow their use at any BSA activity.



## Resources

- Advancement Report*, No. 34403
- Annual Health and Medical Record*,  
No. 680-001†
- Scouts BSA Requirements*, No. 33216  
(current year)
- Uniform Inspection Sheet*,  
No. 618365\*
- Fieldbook*, No. 34006
- A Guide for Merit Badge Counseling*,  
No. 512-065
- Guide to Advancement*, No. 33088\*  
(current year)
- Guide to Awards and Insignia*, No. 33066\*\*
- Guide to Safe Scouting*, No. 34416
- How to Protect Your Children From Child Abuse:  
A Parent's Guide*, No. 100-015
- Merit Badge Counselor Information*, No. 34405\*\*
- Merit Badge Counselor Orientation*, No. 34542
- Program Features for Troops and Crews*
- Volume 1*, 33110
- Volume 2*, 33111
- Volume 3*, 33112
- Scoutmaster Position-Specific Training*,  
No. 511-213
- Scouts BSA Handbook for Boys*, No. 34622
- Scouts BSA Handbook for Girls*, No. 39006
- Selecting Quality Leaders*,  
No. 523-981
- Troop Committee Challenge*, No. 511-039
- Troop Leader Guidebook*
- Volume 1*, No. 33009\*
- Volume 2*, No. 33010\*
- Troop Program Resources,  
[www.programresources.org](http://www.programresources.org)
- Unit Budget Plan*, No. 524-426
- Unit Money-Earning Application, No. 34427
- Work Sheet for Building a Merit Badge  
Counselor List\*\*

\*Available online at [www.scouting.org/programs/boy-scouts/adults/publications](http://www.scouting.org/programs/boy-scouts/adults/publications)

\*\*Available online at [www.scouting.org/programs/boy-scouts/advancement-and-awards/resources](http://www.scouting.org/programs/boy-scouts/advancement-and-awards/resources)

†Available online at [www.scouting.org/health-and-safety/forms](http://www.scouting.org/health-and-safety/forms)

‡Available online at [www.scouting.org/health-and-safety/gss](http://www.scouting.org/health-and-safety/gss)

## Index A

### Activities

- planning, 10, 12
- restricted, 49–50

Activities coordinator, 23, 44

Adult association, 4

Advancement, 4, 37–42

- altering requirements, 37
- coordinator, 23, 39, 44
- four steps of, 37–38
- records, 23
- report, 41, 42
- requirements, 37, 38

Aims of Scouting, 3

Alcoholic beverages, 58

Annual program planning conference, 13–17

Assistant patrol leader, 12

Assistant Scoutmasters, 9, 10, 11, 14, 19, 28, 31, 32, 37, 40, 41

Assistant senior patrol leader, 11, 12, 14

### B

Baden-Powell, Robert S.S., 5

Behavioral problems, 19, 57–58

Boards of review, 23, 24, 28, 37–38, 40–41, 44

Budget, 19, 22, 33–34

Bugler, 11, 12

### C

Camp savings plan, 22, 35

Camping, 10, 13, 23, 46

- equipment, 25, 47

Camporees, 6, 13, 23

Chaplain, 24, 44

Chaplain aide, 11, 12

Character development, 3

Charter, 6

- presentation, 9, 21
- renewal, 7, 21, 27, 29, 47, 51
- review, 9, 21
- review meeting, 9

Chartered organization, 6, 7–8, 10, 13, 16, 17, 19, 29, 30, 31, 32, 35, 47, 52, 54, 55, 56, 58

Chartered organization representative, 7, 8, 9, 13, 14, 17, 21, 29, 31, 43, 47, 55, 58

Child abuse, 4, 20, 25, 50–58

Citizenship training, 3

Controlled substances, 58

Council, 6, 29, 30, 31, 35, 38, 41, 45, 47, 51, 55, 56, 58

Council president, 6

Courts of honor, 16, 19, 23, 28, 38, 41, 44

### D

Den chief, 11, 12

Disabilities, Scouts with, 38

District, 13, 6, 37, 38, 39, 44, 48, 49

District committee, 6, 7

District executive, 6, 17

Dues, 34

### E

Eagle Scout

- age limit extension, 38
- board of review, 38, 41
- service project, 39

Equipment coordinator, 25, 44, 47

Equipment for camping, 25, 47

Executive board, local council, 6

Expenses, 34

Experienced-Scout patrol, 11

### F

Family activities, 22

Finances, 33–36

Fitness, 3

Friends of Scouting, 6, 19, 22, 35

Funds, 33, 34

### H

High-adventure

- bases, 6
- experiences, 11, 13, 34, 35

Historian, 11, 12

### I

Ideals of Scouting, 3, 30

Income, 34–35

Instructor, 12

### J

Jamborees, 6

Journey to Excellence, Scouting's, 13, 48

Junior assistant Scoutmaster, 11, 12, 14

### L

Leaders

- approval of by the chartered organization, 8
- required for outings, 45, 54
- selecting and recruiting, 29–32
- training for, 48
- youth, 11–12, 24, 44, 55



**Leadership**  
     development, 4  
     for camp, 21  
     selection standards, 31  
     two-deep, 10, 53, 54  
**Librarian**, 12, 24  
**Literature**, 5, 10, 24, 34  
**Local council**, 6, 29, 30, 31, 35, 38, 41, 45, 47, 51, 55, 56, 58  
  
**M**  
**Meeting place**, troop, 7  
**Members**, recruiting, 10, 44  
**Membership coordinator**, 44  
**Membership inventory**, 9, 47  
**Mental fitness**, 3, 4  
**Merit badge counselor list**, 12, 24, 38, 39  
**Merit badge counselors**, 38–39  
**Merit badge pamphlets**, 24  
**Merit badges**, 32, 38–39  
**Methods of Scouting**, 3–4  
**Mission of the Boy Scouts of America**, 3  
**Money-earning projects**, 22, 33–36, 44, 47, 49  
     ideas for, 34–35  
     standards for, 35  
  
**N**  
**National Camping Award**, 23  
**National Council**, 5–6  
**National Executive Board**, 5  
**New Scout parent unit coordinator**, 26, 44  
**New-Scout patrol**, 10, 11, 12, 31  
  
**O**  
**Older-Scout patrols**, 10, 11  
**Order of the Arrow elections**, 10, 28  
**Order of the Arrow troop representative**, 11, 28  
**Outdoor/Activities coordinator**, 23, 44  
**Outdoor ethics guide**, 11, 12  
**Outdoor Program**, 6, 19, 23, 45–47  
  
**P**  
**Parental involvement**, 9, 14, 25, 26, 28, 29, 31–32, 39, 44, 45, 51, 53, 54, 55–56, 58  
**Patrol**  
     for experienced Scouts, 11  
     for new Scouts, 10, 11, 12, 31  
     for older Scouts, 10, 11  
     method, 3, 11  
**Patrol leader**, 11, 12, 14, 15, 37  
**Patrol leaders' council**, 9, 11, 12, 13, 14, 15, 17, 34, 43

**Patrols**, 3, 11  
**Personal fitness**, 57  
**Personal growth**, 4, 38  
**Physical fitness**, 3  
**Professional Scouters**, 5, 6  
**Program planning conference**, 13–17

**Q**

**Quartermaster**, 11, 12, 25, 47

**R**

**Rank advancements**, 4, 10, 11, 12, 13, 34, 37–42  
**Ranks**, 37–42  
**Recognition for achievement**, 6, 23, 28, 38, 37–42  
**Record keeping**, 22, 23, 34  
**Recruiting unit leaders**, 7, 9, 19, 29–32, 54  
**Reference check guidelines**, 31–32  
**Registration**, 6, 55, 58  
     records, 5  
**Religious emblems**, 4, 12, 24, 27, 44  
**Reregistering the troop**, 47  
**Resident camping**, 46  
**Resources**, 59  
**Responsibilities**  
     of the BSA to the troop, 8  
     of the chartered organization to the troop, 8  
**Restricted activities**, 49–50  
**Roundtables**, 21, 31, 49

**S**

**Scouters**, 6, 27, 44  
     professional, 5, 6  
     volunteer, 6, 29–32  
**Scout executive**, 6, 8, 20, 25, 50, 52, 55, 56, 58  
**Scout Law**, 3, 4, 28, 29, 55, 57  
**Scout Life magazine**, 5, 34  
**Scout motto**, 3, 4  
**Scout Oath**, 3, 28, 29, 55, 57  
**Scout slogan**, 3, 4  
**Scouting magazine**, 5  
**Scouting shows**, 6, 15, 34  
**Scouting's Barriers to Abuse**, 20, 54–57  
**Scouting's Journey to Excellence**, 13, 48  
**Scoutmaster**, 4, 6, 8, 9–10, 11–17, 19, 21, 22, 28, 32, 33–34, 37–39, 40, 43, 45, 47, 58  
     characteristics of, 29–31  
     recruiting, 29–31  
     selection of, 7  
**Scoutmaster conference**, 10, 38, 54  
**Scribe**, 11, 12, 14, 22, 23, 31  
**Secretary**, 22, 32, 43  
**Selecting unit leaders**, 29–32

Senior patrol leader, 11, 12, 13, 14, 15, 16, 17  
Service projects, 16, 39, 40  
Sexual abuse, 20, 50–57  
Short-term camping, 46  
Smoking, 58  
Summer camp facilities and leadership, 6

**T**

Tobacco use, 58  
Training  
  coordinator, 24, 44  
  for adult leaders, 48, 49  
  for adult volunteers, 6, 44  
  for troop leaders and committee members, 19  
  standards, 5  
Transportation for troop activities, 45–46  
Treasurer, 22  
Trips, 45–46  
Troop  
  activities, 9, 14, 16, 23, 33  
  budget, 33–34  
  chair, 7, 11, 21, 27, 28  
  committee, 8, 19–28  
  equipment, 12, 25, 44, 46  
  expenses, 34  
  finances, 33–36  
  functioning and structure, 9–12  
  library, 24, 34  
  meeting place, 7  
  meetings, 9, 11, 24, 32, 38, 40, 41  
  members, 10, 11, 12, 13, 15, 17, 34, 44  
  new, 6  
  organization and responsibilities, 4, 9–12  
  program, 9–17

Troop Committee Challenge training, 20, 44, 48  
Troop guide, 11, 12, 14  
Troop Resource Survey, 13, 22, 31, 32, 39, 46  
Two-deep leadership, 10, 53, 54

**U**

Uniform, 4, 28  
  inspection, 9  
Uniforming standards, 5  
Unit Budget Plan, 33, 34  
Unit commissioner, 6, 14, 17, 43, 47  
Unit leaders, securing and training, 7, 9, 19, 29–32, 48, 49, 54

**V**

Volunteers, 6, 29–32, 44

**W**

Webmaster, 11, 12

**Y**

Youth leaders, 11–12, 24, 44, 55  
Youth Protection  
  guidelines, 50–58  
  training, 19, 24, 25, 26, 30, 31, 47, 50–56







Prepared. For Life.®



**BOY SCOUTS OF AMERICA**  
1325 West Walnut Hill Lane  
P.O. Box 152079  
Irving, Texas 75015-2079  
[www.scouting.org](http://www.scouting.org)

SKU 647783



34505

2019 Printing