

Reminder of some basic BSA rules...

- Two registered adult leaders (having completed YPT) 21 years of age or over are required at all Scouting activities, including meetings and Eagle Projects
- There must be a registered female adult leader 21 years of age or over in every unit serving females.
- A registered female adult leader 21 years of age or over must be present for any activity involving female youth.
- All adults accompanying a Scouting unit who are present at the activity overnight must be registered as leaders.
- Private online communications (texting, phone calls, chat, IM, etc.) must include another registered leader or parent or copy Scoutmaster@troop128.net.
- Communication by way of social media (Facebook, Snapchat, etc.) must include another registered leader or parent. Do not tag others. Dan Harrison is the administrator for our Facebook page.
- In situations requiring a one on one conference with youth, the meeting is to be conducted with the knowledge and in view of other adults and/or youth per Youth Protection requirements.
- Lodging/Cabin Accommodations:
 - Tent mates must be no more than 2 years apart in age and of the same gender
 - 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.

General Responsibilities of Troop Leadership Positions

Scoutmaster

- Train and guide boy leaders to run the troop.
- Participate in and be up to date with all available training.
- Work with and through the Assistant Scoutmasters and the troop committee to give the best Scouting program to the boys.
- Help boys to grow and mature by encouraging them to learn for themselves, through the methods of Scouting to achieve the aims of Scouting.
- Meet regularly with the patrol leaders' council for training and coordination in planning troop activities.
- Coach patrol leaders' council into a balance program filled with fun, activities, leadership development, and advancement.
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
- Attend troop committee meetings.
- Encouraged to attend roundtables and training sessions.
- Take part in charter review.
- Conduct Scoutmaster Conferences for advancement.
- Encouraged to participate in council and district activities.
- Make it possible for all Scouts to experience at least 10 days and nights of camping each year.
- Build a strong program by using proven methods presented in Scouting literature and training.
- Teach specific skills if no youth leaders are qualified.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boys Scouts of America.
- Supervise troop leadership and Order of the Arrow elections.
- Provide a systematic recruiting plan for new members and see that they are promptly registered.
- Delegate responsibility to other adults and groups so they have a real part in the troop operation.
- Work with the new Scout/Webelos Scout coordinator to recruit new scouts.

Troop Committee Chair

- 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 the monthly troop committee meetings and any special meetings that may be called.
- Encourage troop representation at monthly roundtables.
- Secure top-notch, trained leadership for camp leadership.
- Arrange for charter review and recharter annually including Quality Unit application.
- Complete Journey to Excellence paperwork on a regular basis throughout the year.
- Work with the new Scout/Webelos Scout coordinator to recruit new scouts.
- Ensure troop leaders and committee members have opportunities for training.
- Maintain an up-to-date inventory of the unit's training status and future needs Scouters may need.
- Be responsible for BSA Youth Protection training within the troop.

Troop Committee Members

- Ensure that quality leadership is recruited and trained.
- Provide adequate meeting facilities.
- Advise the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
- Support leaders in carrying out the program.
- Be responsible for finances, adequate funds, and disbursements in line with the approved budget.
- Obtain, maintain, and properly care for troop property.

- Ensure the troop has an outdoor program (minimum 10 days and nights per year).
- Serve on boards of review and supports courts of honor.
- Support the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- Provide for the special needs and assistance some boys may require.
- Help with the Friends of Scouting campaign.
- Assist the Scoutmaster with handling boy behavior problems.
- Participate in and be up to date with all available training.

Assistant Scoutmasters

- Participate in and be up to date with all available training.
- Work with and through the Scoutmaster and the troop committee to give the best Scouting program to the boys.
- Help boys to grow and mature by encouraging them to learn for themselves, through the methods of Scouting to achieve the aims of Scouting.
- Coordinate with the Scoutmaster and the patrol leaders' council in planning troop meetings and activities.
- Attend troop meetings.
- In the event the Scoutmaster is absent, a qualified assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
- Conduct Scoutmaster Conferences for advancement as designated by the Scoutmaster.
- Attend troop committee meetings.
- Encouraged to attend roundtables and training sessions.
- Encouraged to participate in council and district activities.
- Teach specific skills if no youth leaders are qualified.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boys Scouts of America.
- Research and present program ideas and present them to the patrol leaders' council and Troop Committee and be willing to lead or assist as a campmaster.
- Build a strong program by using proven methods presented in Scouting literature and training.
- Assist the Scoutmaster with handling boy behavior problems.
- Train and develop the Instructors' Corp for the troop.
- Equipment Coordinator:
 - Work with the troop quartermaster and the patrol quartermasters to maintain the troop's equipment.
 - Work with the troop quartermaster to maintain records of troop equipment.
 - Make recommendations to the troop committee on equipment replacement needs.

Troop Committee Secretary

- Coordinate recording and publishing of minutes of meetings and meeting notices.
- Assist with preparation of parent/leader/scout information.
- Assist with the maintenance of the troop website.
- Report to the troop committee at each meeting.
- Maintain attendance records for meetings and outings.
- Publish a weekly newsletter to inform the troop of upcoming events.
- Maintain the troop calendar of events.
- Take a lead position in registration for outings – RSVPs, payments, collecting health forms, driver forms and permission slips.

Troop Treasurer

- Handle all troop funds. Pay bills on recommendation of the Scoutmaster or Committee Chair and the authorization of the troop committee.
- Maintain checking and savings accounts.

- Supervise money-earning projects in coordination with fund raising coordinator. Insure proper authorization is secured prior to the onset of money-earning projects.
- Lead in the preparation of the annual troop budget.
- Assist with the Friends of Scouting campaign.
- Prepare the final checks to support the annual rechartering process.
- Report to the troop committee at each meeting the status of the troop's finances.

Advancement Chair

- Encourage Scouts to advance in rank.
- Work with the troop scribe to maintain all Scout advancement records.
- Arrange troop boards of review as needed to support the advancement of the Scouts.
- Arrange quarterly troop courts of honor. Coordinate the program, awards, and ceremonies with the Scoutmaster and troop committee.
- Coordinate with the troop merit badge coordinator the troop and district list of merit badge counselors.
- Submit reports promptly after boards of review to the council service center to insure timely maintenance of council records.
- Purchase and maintain stock of awards and recognitions needed to support the troop advancement program.
- Work with the Life-to-Eagle Coordinator to insure Life Scout records are in order to support their advancement to Eagle Scout.
- Report to the troop committee monthly.
- Ensure membership application for NESA is submitted to the National Boy Scout Office after verification of a Scout obtaining his Eagle Scout award.

Merit Badge Coordinator

- Develop and maintain a current list of qualified leaders to serve as merit badge counselors for the troop. Insure that proper registration paperwork is submitted to the district and council offices.
- Provide the advancement chair and the Scoutmaster a list of counselors to use when working with the Scouts.
- Work with the troop librarian to maintain an adequate supply of required and the most frequently used Merit Badge books are available to the troop.
- Work with the Scoutmaster, patrol leaders council, and troop committee to coordinate a merit badge program within the troop.
- Report to the troop committee monthly.

Life-to-Eagle Scout Coordinator

- Meet on a-as-needed basis with Eagle Scout candidates prior to them initiating their Eagle Scout project. This meeting should serve as an idea gathering/planning session to start the Scout working on his project.
- Publicize and encourage attendance by all Life Scouts to the district Life-to-Eagle Conference.
- Review with Eagle Scout candidates their proposal for their project prior to them meeting with the troop committee and the district Eagle Scout board representative.
- Help Life Scouts plan their merit badge advancement to accomplish that portion of their advancement on time.
- Review the Eagle Scout candidate's final package including his application and project write-up prior to submission to the board of review.
- Prepare and request letters of recommendation for each Eagle Scout candidate.
- Work with Eagle Scout candidate, Scoutmaster, Advancement Chair and the Scout's family to plan and organize the Eagle Court of Honor.
- Work with the committee chair to ensure letters of recognition are requested and the Advancement Chair to insure the application for NESA membership is made.
- Report to the troop committee at each meeting.

Chaplain

- Provide a spiritual tone for troop meetings and activities.
- Give guidance to the chaplain aide.
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Visit homes of Scouts in time of sickness or need.
- Give spiritual counseling service when needed or requested.
- Encourage Boy Scouts to earn their appropriate religious emblems. Coordinate with local places of worship and Scouts training in their religious training program.
- Assist in the development of the annual Scout Sunday program.
- Complete the paperwork annually for the Bishop's Award of Merit.
- Report to the troop committee at each meeting.

Chartered Organization Representative

- Is a member of the chartered organization.
- Serves as head of "Scouting department" in the organization.
- Secures a troop committee chair and encourages training.
- Maintains a close liaison with the troop committee chair.
- Help recruits other adult members.
- Serves as liaison between the troop and the chartered organization.
- Assists with unit rechartering.
- Encourages service to the organization.
- Is an active and involved member of the district committee.
- Attends troop committee meetings at least quarterly.

Webelos-to-Scout Transition Coordinator

- Help prepare information packet and training to new scouts and families.
- Work with area Webelos Dens and Cub Packs to keep them informed of the Troop's activities. Organize joint activities between the troop and Webelos dens.
- Coordinate recruiting activities of Webelos for the troop. Work with the Scoutmaster, Committee Chair and Scouts to encourage Webelos to become Scouts with our troop.
- Recruit competent Scouts to serve at Den Chiefs for Webelos and Cub Scout dens.
- Organize troop representation at Webelos crossover ceremonies.
- Coordinate open houses.

Additionally, at scout meetings and outings, adult leaders can...

- Keep track of the event, and quietly remind the senior patrol leader when it goes off schedule.
- Touch base with youth leaders running part of the event to be sure they are prepared.
- Sit in on patrol meetings and skills instruction to provide quiet support to the youth leaders.
- Work with their youth leader counterparts.
- Watch for Scouts who are not involved or who wander off.

Adult Leaders at Scout Meetings

Designated adult leaders can...

- Give the Scoutmaster's Minute.
- Recognize Scouts who have advanced.
- Keep track of the meeting, and quietly remind the senior patrol leader when it goes off schedule.
- Teach specific skills if no youth leaders are qualified.
- Touch base with youth leaders running part of the meeting to be sure they are prepared.
- Sit in on patrol meetings and skills instruction to provide quiet support to the youth leaders.
- Work with their youth leader counterparts.
- Conduct Scoutmaster conferences and boards of review.
- Serve as a merit badge counselor, and sign off on advancement requirements.
- Watch for Scouts who are not involved or who wander off.

Adult leaders should not...

- Take over the meeting (unless it is a true emergency).
- Criticize or call out Scouts.
- Yell "Sign's up!" (Controlling the group is the senior patrol leader's responsibility, and the Scout sign is a silent signal.)

Tips for Success

- Contact each individual contributing to the event beforehand to ensure that he is prepared.
- Ensure that senior patrol leader and assistant senior patrol leader arrive early for a quick huddle.
- Plan your Scoutmaster's Minutes well.
- Include variety, action, and purpose.
- Vary the meeting routine with visitors, games, or food.
- Move the meeting outdoors when possible.
- Encourage youth leaders to use the Scout sign to get and hold attention.
- Do not wear out activities; alternate a favorite game occasionally with others.
- Mix up your games alternating between skill, speed, dexterity, and wits.
- Always leave the Scouts wanting more.
- Start and end on time.

Using Adult Leaders on Outings

- Keep to the principle of letting youth leaders lead and Scouts learn from their mistakes.
- Have adult leaders set up camp a short distance from the camp, but near enough to be approachable.
- Make the outings a place where mentoring relationships are strengthened, and Scouts can seek guidance from trusted adults.
- Conduct Scoutmaster conferences for advancement or for Scouts who should be advancing.
- Follow the BSA's Youth Protection guidelines, which require one-on-one conferences to be held in full view of others.
- Share with adults a list of specific things they can do to make outings more enjoyable. These include:
 - Make sure tents are pitched properly.
 - Make sure ground beds will keep Scouts comfortable, warm, and dry.
 - In cold weather, make sure each Scout's sleeping bag is sufficiently warm.
 - Encourage Scouts to change from sweat-soaked clothing to dry sleepwear.
 - In hot weather, make sure Scouts use sunscreen and drink plenty of water.

- Encourage Scouts to monitor their urine output to avoid dehydration; it should be clear and copious.
- Watch out for signs of homesickness, health problems, or other issues.
- Help the patrol leader and patrol leaders enforce bedtimes so that everyone gets enough sleep.
- Typically, adults go to bed last and get up first.