



Troop Committee Challenge

Position-Specific Training for Troop Committee Members



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Introduction

This course will provide the committee members of a Boy Scout troop the basic information they will need to support a troop and ensure a successful boy-led troop program.

Troop Committee Challenge has been developed to help troop committee members better understand their roles and responsibilities and help them deliver the promise of Scouting. 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. The course might also be taught in conjunction with Scoutmaster Position-Specific Training as the session on aims and methods is the same for all participants. The two courses should then divide into separate areas in order to concentrate on the specific learning objectives of each course. Troop Committee Challenge may be delivered indoors or in an outdoor setting—there are no requirements for electronic presentations to present the course. Troop Committee Challenge is also intended to be delivered in a small-group setting of between six to eight participants, similar to how a troop committee functions. The course may be facilitated by unit, district, or council trainers.

When the training is complete, the training code WS10 should be entered into the leader's training record. Troop committee members who complete this training and Youth Protection training are considered "trained."

This syllabus is not designed or intended to be read verbatim. Trainers should be familiar with the content and able to present it without reading. Experienced trainers can use their own words but must be sure to cover the content and meet the objectives of the sessions. One of the keys to success is for the trainers to observe the participants during the sessions to be sure the participants learn the topic before moving on.

References:

- *Troop Committee Guidebook*, No. 34505 (SKU 616928)
- *Guide to Advancement*, No. 33088 (SKU 620573)
- *Guide to Safe Scouting*, No. 34415 (SKU 618622)

Materials:

- Whiteboard and dry erase markers
- Easel, blank flip charts, and markers
- Troop organization chart—one per participant (Appendix D)
- Methods of Boy Scouting (Appendix C)
- Fiscal Policies and Procedures for BSA Units (Appendix J)
- Training certificates—one per participant
- Trained strips—one per participant (optional)
- Troop Resource Survey, No. 512-116—one per participant
- Tour and Activity Plan, No. 680-014—one per two participants

Course Objectives

The key to quality Scouting is trained leaders. Whether in direct-contact or supporting roles, trained leaders ensure the aims of Scouting are achieved using the methods of Boy Scouting. During this training, participants will discuss the roles and responsibilities of a troop committee and how to support the youth leadership and the Scoutmaster to deliver a high-quality program.

As a result of this course, participants will be able to:

- Explain the nature of Boy Scouting and its value to youth
- Outline the specifics of Boy Scouting
- Explain the relationship between the youth leaders and the Scoutmaster
- Describe the role the committee plays in supporting the troop's program
- State the relationship between the troop committee and the chartered organization
- Identify the main functions of each troop committee position
- List the qualities to look for when selecting a Scoutmaster
- List additional resources for troop committees

Time

The Troop Committee Challenge is intended to be delivered in about 2½ hours. A typical schedule might look like this:

Session	Time (minutes)	Method
Gathering and Welcome	10	Discussion
Aims of Scouting and Methods of Boy Scouting	15	Discussion and game
The Chartered Organization	15	Group discussion
Troop Leadership	30	Game
Break		
Troop Committee Organization and Responsibilities	40	Role-playing
Selecting and Retaining Adult Leaders	15	Guided discussion and small-group activity
Closing	10	Reflection

Gathering and Welcome

Time

The training team should be ready to begin at least 15 minutes before the advertised registration time in order to meet and greet early arrivals. The welcome and introductions should take 10 minutes.

Objectives

The purpose of this session is to:

- Greet participants and make them feel welcome
- Provide an informal way for the participants to meet the training team and each other
- Discuss how the course will run and answer participants' questions

Resources and Materials

- Display of current Boy Scouting literature. As a minimum the team should include:
 - *Troop Committee Guidebook*, No. 34505 (SKU 616928)
 - *Guide to Advancement*, No. 33088 (SKU 620573)
 - *Guide to Safe Scouting*, No. 34416 (SKU 618622)
 - *The Chartered Organization Representative Guidebook*, No. 511-421
- Other items might include:
 - *Troop Program Resources*, No. 33588 (SKU 33588)
 - *Troop Leader Guidebook*, Vol. 1, No. 33009 (SKU 616729)
 - *Troop Leader Guidebook*, Vol. 2, No. 33010 (SKU 616835)
 - *Program Features for Troops, Teams, and Crews*, Vols. 1, 2, and 3, Nos. 33110, 33111, and 33112 (SKU 616351, 616352, and 616353)
 - *Guide to Awards and Insignia*, No. 33066 (SKU 620572)
 - Copy of *Scouting* magazine
 - Copy of *Boys' Life* magazine

Delivery Method

Discussion

Introduction

Say: “Welcome to the Boy Scouting program. As a troop committee member, you have the opportunity to make a difference in the lives of young men by contributing to the effectiveness of the troop and the troop’s leaders.”

Ask: “How many of you are new to Boy Scouting?” Be sure to recognize them and make them a promise that they are about to start on a journey that will be both fun and rewarding.

Have the participants introduce themselves and tell the group what role they are expecting to fill (if known) as a member of their troop’s committee.

Explain that the purpose of this training is to prepare them to serve on a troop committee and that detailed information about the Boy Scouting program will not be provided. Tell them that if they wish to learn more, they are welcome to attend Scoutmaster Position-Specific Training and Introduction to Outdoor Leadership Skills. They might also consider Wood Badge advanced training once they are more experienced in the roles and functions of the troop committee.

The mission of the Boy Scouts of America is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

Aims of Scouting and Methods of Boy Scouting

Time

15 minutes

Objectives

The purpose of this session is to:

- State the aims of Scouting
- Explain how the Boy Scouting program achieves the aims of Scouting
- Outline the basics of the Boy Scouting program

Resources and Materials

- Materials:
 - Flip chart, markers, and blue painters tape
- References:
 - Troop Committee Guidebook*, No. 34505 (SKU 616928)
- Handouts:
 - Aims of Scouting and Methods of Boy Scouting (Appendix C)
 - Age-Appropriate Guidelines for Scouting Activities (Appendix H)

Preparation

Have three flip charts prepared as shown.



Delivery Method

Discussion and game

Introduction

This session is intended for the participants to learn how Boy Scouting uses its unique, age-appropriate methods to achieve the aims of Scouting. Boy Scouting is one of the three traditional membership divisions of the BSA. It delivers a program to boys who have earned the Arrow of Light rank and are at least 10 years old, or have completed the fifth grade and are at least 10, or are 11, but not yet 18 years old. The program achieves the BSA's objectives of developing character, citizenship, and personal fitness.

Aims of Scouting

The BSA promises its members and their parents a values-based program that offers life-changing experiences they cannot get anywhere else. For more than a century, Scouting has kept that promise through its aims and methods. Formally, the BSA has three specific objectives, commonly referred to as the aims of Scouting. These aims are the same for all three levels of Scouting—Cub Scouting, Boy Scouting, and Venturing. The methods used to achieve the aims differ by program.

Ask the participants if they can recall the aims of Scouting. As the participants provide the aims (character development, citizenship training, and personal fitness), a faculty member will post the appropriate flip chart in a prominent location in the training area.

Ask the participants to briefly explain each aim in order to take their understanding beyond a simple statement of the aims. Provide copies of the Aims of Scouting and Methods of Boy Scouting handout (Appendix C) for participants to use as a reference.

Methods of Boy Scouting

Divide the participants into groups of two or three. This works best if the participants are paired with people who are not from the same units. If there are more than eight or nine participants, have multiple copies of the three “Aims” flip charts around the room. Participants may use the Aims of Scouting and Methods of Boy Scouting handout as a reference.

When the facilitator says, “Go,” each small group will go to a different flip chart. Participants will have 30 seconds to write down which method from the Boy Scout program best fulfills the specific aim they are standing in front of. They should give only one answer. After 30 seconds, stop the groups and have them quickly move to a different flip chart. Give them another 30 seconds to add to the previous groups' answers. If their best answer has already been written down, have them add their next best answer. After 30 seconds, quickly rotate the groups again and give them another 30 seconds. The goal is to make the exercise active and fun, and have the participants work as small teams. By the fourth or fifth round, the facilitator may wish to give them a little more time. This will allow the training team to facilitate discussion within the small groups as they discuss which methods are appropriate for the aim they are facing.

The facilitator should end the activity after round four or five, depending on how the participants are doing.

The groups' answers may include:

Character development:

- Ideals
- Adult association

- Personal growth
- Leadership development
- Uniform

Citizenship training:

- Ideals
- Patrols
- Outdoors
- Personal growth
- Leadership development

Personal fitness:

- Ideals
- Personal growth
- Outdoors
- Advancement

Thank the participants for “playing” and congratulate them on their answers. Ask if they have any questions or if some in the group are wondering how a particular method fulfills an aim. Give them a chance to briefly discuss their answers.

Conclude by reminding the participants that Boy Scouting is a program that serves youth ages 10 through 17. Since 1910, it has been the mission of the BSA to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law. As adult leaders, we must stay true to the aims of Scouting and help youth leaders in troops plan and lead exciting, fun, and safe activities using the methods of the Boy Scouting program.

The Chartered Organization

Time

15 minutes

Objectives

The purpose of this session is to:

- Describe the relationship between the chartered organization and the troop
- Summarize the troop's responsibilities to the chartered organization
- Explain the chartered organization representative's role and responsibilities

Resources and Materials

- Materials:
 - Flip chart or whiteboard, and markers
- References:
 - The Chartered Organization Representative Guidebook*, No. 511-421
 - Troop Committee Guidebook*, No. 34505 (SKU 616928)

Delivery Method

Group discussion

Introduction

Begin by explaining that the Boy Scouts of America grants an annual charter to a community organization such as a business, service organization, school, labor group, or religious institution to operate a Boy Scout troop. This organization is called the chartered organization. The troop is “owned” by the chartered organization.

In general, the chartered organization is responsible for selecting leadership, providing a meeting place, and promoting a good program. The program, adult team, and membership of the troop are determined by the chartered organization within the framework of the policies and standards of the BSA.

The troop committee works on behalf of the chartered organization to ensure the troop operates within the organization's and the BSA's policies. The committee also supports the Scoutmaster in helping the troop succeed.

Chartered Organization Relationship

Divide the participants into two groups. Ask the first group to brainstorm and list what the troop might expect from the chartered organization. Ask the second group to brainstorm and list what the chartered organization might expect from the troop. After a few minutes, have the groups share their insights with each other.

Answers to what the troop might expect from the chartered organization may include:

- Provides a safe meeting place
- Provides a storage area for troop equipment
- Assists with recruiting youth and adults
- Includes the troop in the life of the organization (flag ceremonies, fundraising, Scout Sabbath or Sunday, service projects, newsletters, website, etc.)
- Ensures the troop conducts its program according to the policies and regulations of the chartered organization and the BSA
- Assists with troop's charter renewal

Answers to what the chartered organization might expect from the troop may include:

- Responsible operation of the troop according to BSA policies and regulations
- Conscientious and courteous use of the facilities provided
- Participation in appropriate chartered organization activities (service, social, etc.)
- Behavior and programs consistent with the chartered organization's goals and ideals
- Activities that show the chartered organization in a positive light
- Invitations to participate in the troop's activities

Chartered Organization Representative

Explain that the person who can make these things happen is the chartered organization representative. The chartered organization representative is a member of the chartered organization who serves as a liaison between the troop and the organization, and the organization and the BSA local council. In addition, the chartered organization representative:

- Functions as head of the "Scouting department" in the chartered organization
- Is a member of the troop's Key 3
- Secures district help if needed
- Encourages training and participation in relevant activities
- Maintains a close relationship with the troop committee chair
- Helps recruit other adult leaders
- Assists with the troop's annual charter renewal
- Encourages service to the organization
- Serves as a voting member of the BSA local council

His or her primary responsibility is to recruit the troop committee and help it recruit a Scoutmaster and assistant Scoutmasters. The chartered organization representative sees to it that all adults involved serve the best interests of the chartered organization and the BSA. He or she becomes a member of the BSA council or district, representing the chartered organization and the troop.

If the chartered organization has a pack, team, ship, and/or crew in addition to the troop, one representative may serve them all.

The Troop Key 3

Explain that the unit Key 3 is a critical component to the success of the troop. The troop Key 3 consists of the troop committee chair, the Scoutmaster, and the chartered organization representative. The unit commissioner serves as an advisor to the Key 3. This group usually meets once a month to discuss the troop, its challenges, upcoming events, and progress toward completing its action plan and Journey to Excellence goals just like any other Scouting Key 3. It is a time for the troop's Key 3 to spot early warning signs and work together toward continued troop success to support the troop's youth leaders. The unit commissioner meets with them to support their efforts, to help with problem solving, and to keep the troop moving in sync with the district and council calendars.

Summary

When the relationship between the chartered organization and the troop is strong and the troop is involved in the life of the organization, the troop is nearly always successful in providing quality programs, recruiting and retaining members, and making a difference in the life of the chartered organization and the families involved. The troop committee is instrumental in fostering that relationship.

Troop Leadership

Time

30 minutes

Objectives

The purpose of this session is to:

- Identify the key troop leadership positions
- Categorize the key troop leadership positions

Resources and Materials

- Materials:
 - Flip chart paper with troop organization chart but no words (see next page)
 - Three different colored highlighters per small group
 - Set of position descriptions (Appendix D)
 - Roll of blue painters tape (optional); may be used to hang the posters on the wall and for the groups to place the leadership positions on the posters
- References:
 - *Troop Committee Guidebook*, No. 34505 (SKU 616928)
- Handouts:
 - Troop organizational chart (Appendix D)

Delivery Method

Game



Instructor Note: Before the course, make one copy of the troop leadership position titles and descriptions from Appendix D for each small group of three to four people, and cut them into individual strips.

Introduction

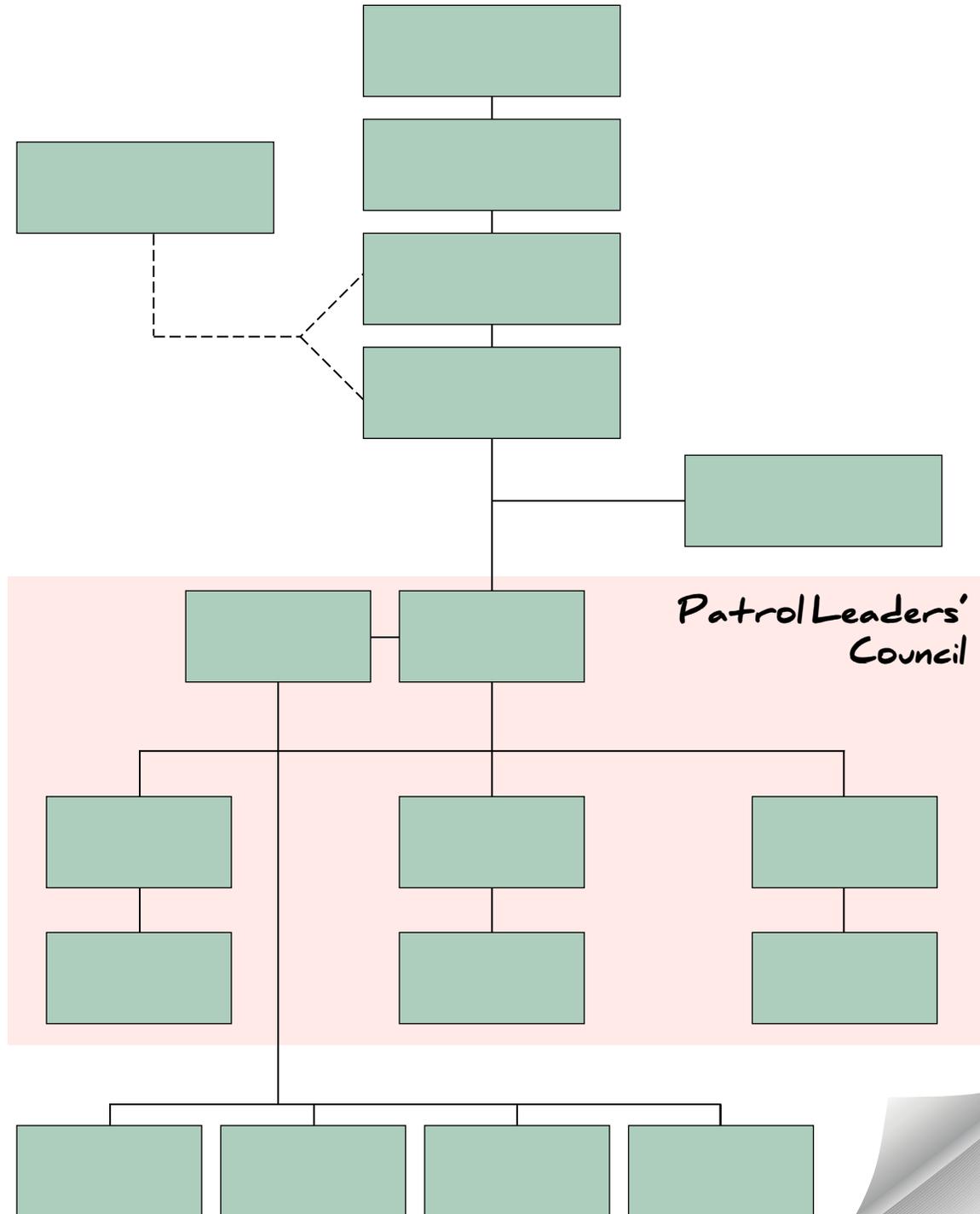
This session provides a review of the troop's youth and adult leadership structure. In order to support the troop, committee members need to know how a troop is organized and where the committee fits in.

Troop Leadership Activity

Divide the participants into groups of three to four. Give each small group a piece of flip chart paper showing the typical organization of a Scout troop but with the blocks blank. Give each small group a set of the troop leadership position titles and descriptions from Appendix D. Have the groups organize the positions so that each position description is matched up with a title. The participants should also categorize each position into youth leaders, adult leaders, and adult support positions by highlighting the blank chart with the different colored markers. Take no more than 10 minutes for this activity.

Pass out a copy of the Typical Organization of a Boy Scout Troop handout from Appendix D to each person. Give the small groups a few minutes to correct any errors they may have made. Faculty should be prepared to answer any questions that may arise.

Troop Leadership



Troop Committee Organization and Responsibilities

Time

40 minutes

Objectives

The purpose of this session is to:

- Identify the key troop committee positions
- Discuss the importance of the troop committee positions

Resources and Materials:

- Materials:
 - Troop committee position descriptions cut out and pasted onto 4" x 5" notecards (Appendix E)
- References:
 - *Troop Committee Guidebook*, No. 34505 (SKU 616928)
- Handouts:
 - Sample Troop Committee Meeting Agenda (Appendix G)

Delivery Method

Role-playing

Introduction

The troop committee supports the Scoutmaster in delivering a quality troop program. Members ensure quality adult leadership is recruited and trained. If the Scoutmaster is absent, the committee assigns a qualified assistant Scoutmaster. If the Scoutmaster is unable to serve, the committee recruits and selects a replacement.

The committee handles troop administration and is responsible for finances, adequate funding, and disbursements in line with the approved budget. The troop committee obtains, maintains, and properly cares for troop property. It ensures the troop has an outdoor program with a minimum of 10 days and nights of camping per year.

Members of the troop committee serve on boards of review and plan and conduct courts of honor. They support the Scoutmaster in working with individual boys and handling problems that may affect the overall troop program. The committee provides for the special needs and assistance some boys may require and helps with the Friends of Scouting campaign. It also handles charter renewal and advancement and ensures adults are current with Youth Protection training.

The minimum number of committee members is three, one of whom serves as a committee chair. There is no maximum number of committee members. Serving on the committee is an excellent way to involve parents, especially those who prefer not to camp or who want to participate but have limitations on their time.

Troop committee members serve for a year at a time. At charter renewal time, a manpower inventory should be conducted to identify leadership needs. The troop committee chair should strive to fill each committee position. Every committee member should be asked to serve in a

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specific capacity. No one, including the troop committee chair, automatically retains the same position beyond the one-year life of the charter. Changing positions on the committee and recruiting new committee members are effective ways to keep the committee fresh and avoid the perception of the committee being a “club” that newcomers are not welcome to be part of.

Role Playing

Choose 12 participants and provide each of them with a troop committee position description card (from the appendix—cut these out and paste to a 4” x 5” notecard). If there are not 12 participants, the staff may play some of the roles and some participants may take two roles. Explain to the group that they have been appointed by the chartered organization to serve as troop committee members. Their job during this exercise is to explain to the group just how important each of their positions is to the success of the troop. Tell them to have some fun as they try to convince the rest of the group just how important their role is. Remind them to “stay on script,” though.

- Ask the group of participants to name a troop committee position.
- When that position is named, ask the participant role-playing the position to stand up and describe that role to the group and name the key responsibilities.
- Thank each person as they “play their roles” and then invite them to sit down.
- Praise those who are most convincing.
- If the group runs out of positions to name, but there are still participants who have not presented their positions, ask the remaining participants to name their committee positions, describe their roles, and list their key responsibilities.

Thank the group members for their participation and ask them to name the most convincing role player. Give that person a round of applause or other recognition.

Other Positions

There are lots of opportunities for adults to serve. Many of them are short-duration projects that may better suit the time limitations of some parents. Others may be as assistants to designated positions in order to share the work, include more adults, and ensure continuity of support as adults’ ability and desire to serve on the committee changes. Additional positions might include Friends of Scouting coordinator, Scouting for Food coordinator, fundraising coordinator, and marketing coordinator.

In addition, the Scoutmaster and assistant Scoutmasters are NOT formal members of the troop committee and do not vote during committee meetings, but they do serve as advisors. They play an important and vital role by communicating the Scouts’ plans and coordinating any requests raised by the patrol leaders’ council.

Troop Committee Meeting

If everyone is prepared, the troop committee meeting should not last longer than an hour and a half. The committee chair should ensure the meeting keeps moving. One of the best ways to discourage participation on the committee is to hold meetings that last too long and accomplish too little.

Refer the participants to the *Troop Committee Guidebook* for more details on the committee meeting. There is a sample meeting agenda in the guidebook and in Appendix G.

Annual Program Planning Conference

The patrol leaders' council, not the adult leaders, is responsible for planning and conducting the troop's activities. Each year the patrol leaders' council will hold an annual program planning conference. This is explained in detail in the *Troop Leader Guidebook; Program Features for Troops, Teams, and Crews*; and Scoutmaster Position-Specific Training. The troop's activities are selected and planned at the annual program planning conference.

The Scoutmaster will normally submit 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, it is always good policy to clear the program calendar in advance with the chartered organization representative.

Conclusion

Don't let the size of the committee be an obstacle. The key is to divide the tasks, which is critical in giving the Scoutmaster a greater ability to work with the youth. Remember that the committee can be composed of a minimum of three members. Near the end of each charter year, it is helpful for the committee to evaluate itself and the support it has provided to the Scoutmaster and youth leaders, and consider the number of new people that need to be recruited to serve. If there are empty positions, invite parents to join the committee and give them a task to accomplish or a committee assignment. People like to be involved and know they are really contributing. It is the responsibility of the troop committee chair to recruit and develop a strong committee with the assistance of the chartered organization representative. This is an ongoing process.

Selecting and Retaining Adult Leaders

Time

15 minutes

Objectives

The purpose of this session is to:

- List the qualities to look for when selecting a Scoutmaster
- Describe ways to recruit new committee members

Resources and Materials

- Materials:
 - Flip chart or whiteboard, and markers
- References:
 - Troop Committee Guidebook*, No. 34505 (SKU 616928)
- Handouts:
 - Troop Resource Survey (Appendix I)
 - Adult Training (Appendix F)

Delivery Method

Guided discussion and small-group activity

Introduction

Every troop committee has four basic responsibilities. Ask the participants to name those responsibilities. Their answers should include:

- Provide adequate adult leadership for the troop
- Complete, maintain, and update the troop's resource surveys
- Secure equipment, facilities, and program resources
- Review, support, and approve the troop's program plans

The previous session looked at how the troop committee supports both the youth and adult leaders and the troop's annual program. This session addresses recruiting and sustaining the troop's adult leadership, as well as maintaining the troop's resource surveys.

Recruiting Adult Leadership

It is perhaps the troop committee's most important responsibility to recruit adult leadership for the troop. The troop's success rests on the quality of that leadership.

Break the participants into small groups of two to three and ask them to discuss those qualities they would like to see in the Scoutmaster. Ask them to record their ideas on a piece of notebook paper. Give them about three minutes, and then ask each group to name its top two desired qualities. Record their answers on a whiteboard or flip chart. Answers may include:

- High moral and ethical standards

- Commitment to the ideals of Scouting
- Ability to relate to boys of Scouting age
- Ability to keep a cool head under pressure
- Organizational skills
- Planning skills
- Ability to work well with the troop committee and other adults
- Good communication skills
- Flexibility and ability to compromise
- Ability to coach and mentor young men and the assistant Scoutmasters
- Attention to details
- Commitment to training (“every youth deserves a fully trained leader”)

Continue going around the small groups, having each one give two additional answers until they run out of answers. Conclude by reminding the group that this is a pretty ambitious list, but the Scoutmaster need not be all these things. The role of the assistant Scoutmasters and the troop committee members is to help the Scoutmaster succeed. The adult volunteers as a group can possess all these desired attributes.

Recruiting Adults

Now that participants know what they are looking for, ask the participants where they might find these amazing people. Record their answers on a whiteboard or a flip chart. Their answers might include:

- Chartered organization
- Outdoors/sporting goods stores
- Colleges and universities (including Alpha Phi Omega chapters)
- Local military units
- Activity and adventure clubs
- Churches
- Service clubs
- Graduating Scout leaders (e.g., a Webelos den leader could become an assistant Scoutmaster)
- Parents

Retaining Adults

Once adults are recruited, it is the responsibility of the troop committee to ensure they are suitably trained. This will help sustain the quality of the adult leadership by demonstrating how the BSA is committed to helping them succeed. It is helpful to remind the participants that every adult, including merit badge counselors, must complete Youth Protection training. This is a joining requirement.

In addition to position-specific training, adult leaders will have the opportunity to complete advanced training, such as Wood Badge, once they have completed two to three years as an adult leader.

The BSA also offers a wide array of continuing education courses, such as Safe Swim Defense, Safety Afloat, Trek Safely, Climb On Safely, and Weather Hazards, that are intended to help them succeed as leaders while delivering a fun but safe Scouting experience.

Each district will normally offer a monthly roundtable experience. This is an opportunity for adult leaders to gather with other local Scouters, gain program ideas, share experiences with other leaders, learn about upcoming events, and enjoy the fellowship of other Scouters. Good roundtables will motivate, inspire, and enable troop leaders to provide a stronger program for their Scouts.

Many councils offer an annual University of Scouting experience. This is a fun and beneficial opportunity for adult volunteers to meet other, like-minded adults, have some fun, and enhance their Scouting skills. (The training team may wish to provide the council's schedule of upcoming training courses and the University of Scouting flier.)

Troop Resource Survey

Distribute copies of the Troop Resource Survey. Explain that this is an inventory of the parents' and chartered organization's ability to support the troop's program. It is the troop committee's responsibility to maintain and update these forms in order to give the youth and adult leaders an idea of the resources available as they plan the troop's annual program.

Summary

The committee plays a very important role in the success of the troop's program by taking care of the administrative and supporting details so that the Scoutmaster and assistant Scoutmasters may focus on coaching and mentoring the youth leadership. The troop committee offers parents and members of the chartered organization a way to be involved with the troop and to share their talents in a way that may be more suitable to their personal situations (family, work, talents, etc.).

Everyone has something to contribute and may be willing if asked. A successful troop committee is usually proactive in its recruiting—making opportunities known, recognizing those who do contribute, and sustaining the volunteers through fun, fellowship, and training.

Closing

Time

10 minutes

Objectives

The purpose of this session is to:

- Check for understanding of committee responsibilities
- List additional resources for troop committees
- Have participants complete the course assessment

Resources and Materials

- Materials:
 - Training certificates—one per participant
 - Trained strips (optional)
- Handouts:
 - Local resources information and contacts (optional)
 - Participant Course Assessment (Appendix K)

Delivery Methods

Reflection

Introduction

What sets Boy Scouting apart from other youth adventure programs and clubs is that it is part of the much larger Scouting movement, a worldwide community that for more than a century has been dedicated to the ideals of Scouting and developing the character of youth.

Resources

The council and district exist to promote Scouting and provide programs, training, and resources to help troops succeed. Today's training is one example of what the district and council provides. There are many more resources at <https://my.scouting.org/>. Encourage the participants to register and log in to discover all the other resources available.

The district also provides each troop with a unit commissioner. This is an experienced volunteer Scouter who is available to advise and assist the troop committee as needed.

Share additional resources and local district and council calendars. This may be a handout.

Answer any remaining questions.

Closing (Final Reflection)

Ask the participants to share their feelings about their upcoming service on the troop committee and what they feel is the most helpful or important thing they learned during today's training.

Close with an appropriate message that reiterates the following:

- The role of the troop committee is to work within the policies of the chartered organization and the Boy Scouts of America.
- The key to a successful troop program is a committee that supports the youth and adult leaders executing the program.

Thank the participants for their time; encourage them to take full advantage of district- and council-level opportunities for training, fellowship, and fun; and present them with certificates of completion for the course.

Appendix

Appendix A: Equipment and Materials

Appendix B: Samples of Course Posters

Appendix C: Aims of Scouting and Methods of Boy Scouting

Appendix D: Typical Organization of a Boy Scout Troop

Appendix E: Troop Committee Position Descriptions and Key Duties

Appendix F: Adult Training

Appendix G: Sample Troop Committee Meeting Agenda

Appendix H: Age-Appropriate Guidelines for Scouting Activities

Appendix I: Troop Resource Survey

Appendix J: Fiscal Policies and Procedures for BSA Units

Appendix K: Participant Course Assessment

Appendix A: Equipment and Materials

- Flip charts—one per small group
- Dry erase markers—assorted colors, plus extra black and blue ones (for writing)
- Blue painters tape (to prevent damaging painted walls when hanging posters)

Posters (Appendix B)

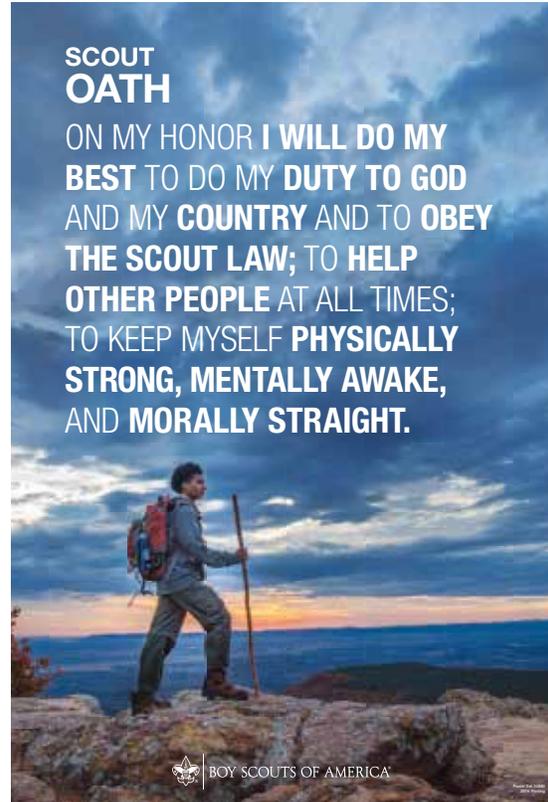
- Scout Oath
- Scout Law
- Aims of Scouting
- Methods of Boy Scouting
- Role of the Troop Committee

Printed Handouts

- Aims of Scouting and Methods of Boy Scouting (Appendix C)
- Typical Organization of a Boy Scout Troop (Appendix D)
- Adult Training (Appendix F)
- Age-Appropriate Guidelines for Scouting Activities (Appendix H)
- Tour and Activity Plan, No. 680-014
- Troop Resource Survey (Appendix I)
- Unit Money-Earning Application, No. 34427

Appendix B: Samples of Course Posters

Professionally produced posters are available from the council Scout shop or through www.scoutstuff.org. It is equally effective for the training team to create its own posters using locally produced images and materials. The point is to have the Scout Oath and Scout Law prominently displayed in the training area in order to reinforce Scouting's core values.



Aims of Scouting

- Character Development
- Citizenship Training
- Personal Fitness

Methods of Boy Scouting

- Ideals
- Patrols
- Outdoors
- Advancement
- Adult Association
- Personal Growth
- Leadership Development
- Uniform

Role of Troop Committee

The troop committee's primary responsibility is supporting unit leaders in delivering quality program and handling unit administration.

Appendix C: Aims of Scouting and Methods of Boy Scouting

The aims of Scouting provide a clear statement of who we are and why the program exists.

Character: Boy Scouting works toward three aims. One is growth in moral strength and character. This may be defined as what the boy is—his personal qualities, his values, his outlook.

Citizenship: The second aim is citizenship training. Used broadly, citizenship means the boy's relationship to others. He comes to learn of his obligations to other people, to the society he lives in, and to the government that presides over that society.

Fitness: The third aim is development of personal 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, Boy Scouting has developed its program using eight methods.

Ideals. The ideals of Scouting are spelled out in the Scout Oath, Scout Law, motto, and slogan. The Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them, he has some control over what he becomes. "Show Scout spirit," a requirement for rank advancement, means living up to these ideals.

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 boys how to accept it. The patrol method allows Scouts to act in small groups where they can easily relate to each other. These small groups determine troop activities through their elected representatives.

Outdoors. Boy Scouting 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. Being close to nature helps Scouts gain an appreciation for God's handiwork and humankind's place in it. The outdoors is the laboratory for Scouts to learn ecology and practice conservation of nature's resources.

Advancement. Scouting provides a series of surmountable obstacles and steps to overcome them through the advancement method. The Scout plans his advancement and, by participating in the troop program, progresses as he overcomes each challenge. The Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help him grow in self-reliance and the ability to help others.

Adult Association. Boys learn from the example set by their adult leaders. An association with adults of high character is encouraged at this stage of a young man's development.

Personal Growth. As Scouts plan their activity and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Boys grow as they participate in community service projects and do Good Turns for others. There probably is no device so successful in developing a basis for personal growth as the daily Good Turn.

The religious emblems program is also a large part of the personal growth method. Frequent conferences with his Scoutmaster help each Scout to determine his growth toward Scouting's aims.

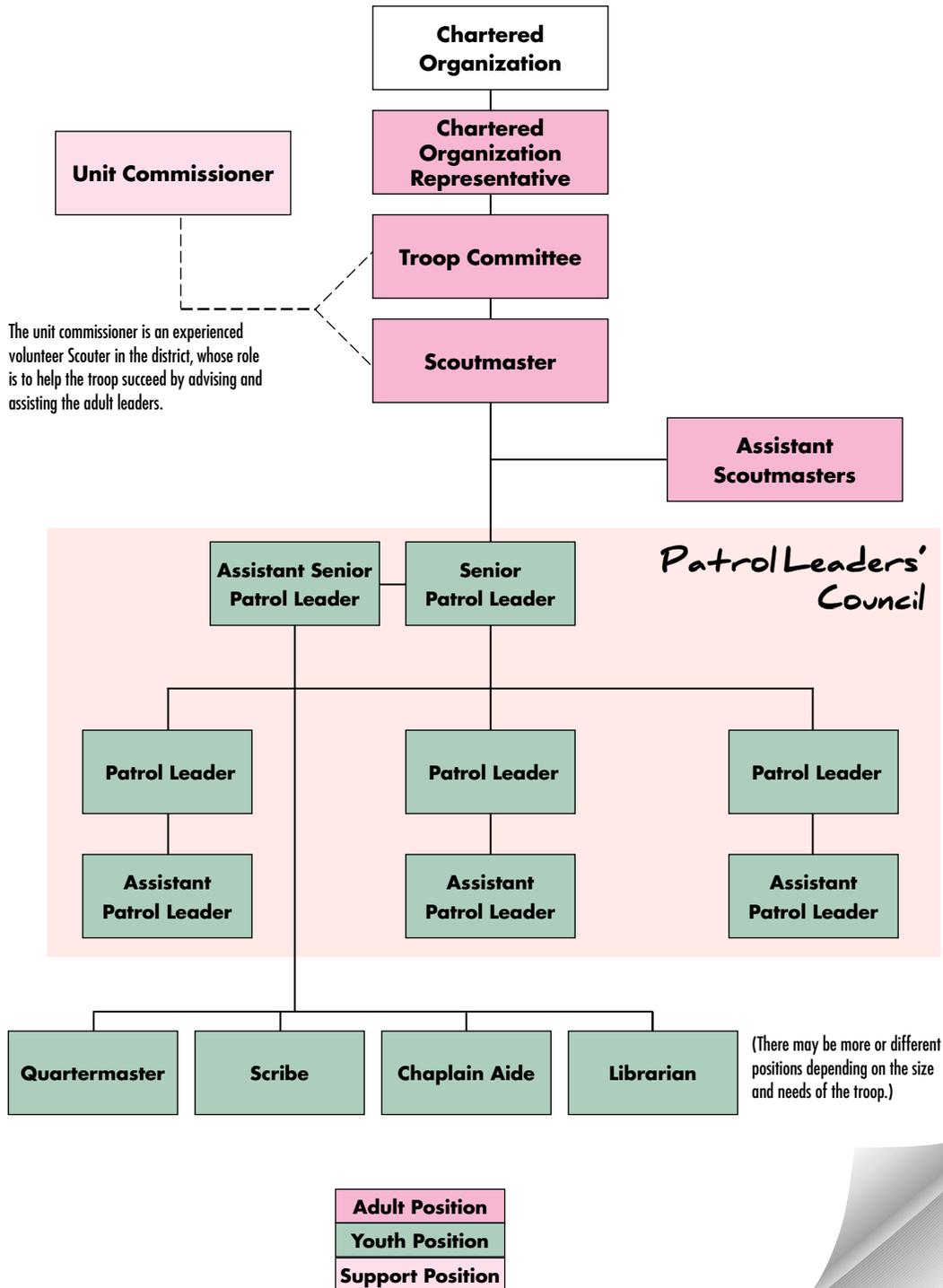
Leadership Development. Boy Scouting encourages boys to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership roles of others and guides him toward the citizenship aim of Scouting.

Uniform. The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Boy Scouting is an action program, and 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.

The uniform is practical attire for Scout activities, and provides a way for Scouts to wear the badges that show what they have accomplished.

Appendix D: Typical Organization of a Boy Scout Troop

Troop Leadership



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Chartered Organization: “Owns” the troop. Receives the national charter each year to use the Scouting program as part of its work with youth. Has goals compatible with those of the Boy Scouts of America. Provides a meeting place, selects the Scoutmaster, appoints the troop committee, approves all adult leaders, and chooses a chartered organization representative.

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Chartered Organization Representative: The direct contact between the troop and the chartered organization, and the chartered organization and the BSA local council. Is a member of the troop’s Key 3. Responsible for recruiting the troop committee, Scoutmaster, and assistant Scoutmasters. The organization’s contact with the district committee and the local council. If the chartered organization has more than one unit, one representative serves them all.

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Troop Committee: Supports the Scoutmaster in delivering a quality troop program. Handles all troop administration.

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Unit Commissioner: A member of the district committee. An experienced Scouter who assists the unit adults with coaching and consultation to ensure a successful troop.

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Scoutmaster: The adult responsible for the image and program of the troop. Works directly with the Scouts. May be male or female. Is at least 21 years old. The Scoutmaster is recruited and selected by the troop committee and approved by the chartered organization representative.

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Assistant Scoutmaster: Assists the Scoutmaster in the conduct of the troop program and is assigned specific program duties. Reports directly to the Scoutmaster. Provides required two-deep leadership. May be 18 years old, but at least one assistant Scoutmaster should be 21 years or older in order to fill in when the Scoutmaster is absent.

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Senior Patrol Leader: The top youth in the troop. He leads the patrol leaders' council. In consultation with the Scoutmaster he appoints other youth leaders and assigns responsibilities as needed. The senior patrol leader is elected by troop members, usually for a six-month term.

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Assistant Senior Patrol Leader: Fills in for the senior patrol leader in his absence. Responsible for training and giving direction to the quartermaster, scribe, historian, and other appointed youth leadership positions.

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Patrol Leader: Gives leadership to members of the patrol and represents the patrol to the patrol leaders' council.

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Assistant Patrol Leader: Fills in for the patrol leader in his absence.

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Scribe: The troop's secretary. Collects the dues and keeps troop records.

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Chaplain Aide: Assists the troop with religious observances and promotes the religious emblems program.

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Quartermaster: Responsible for the troop's supplies and equipment.

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Librarian: Keeps the troop's books, pamphlets, magazines, audiovisuals, and merit badge counselor list available for use by the Scouts.

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Appendix E: Troop Committee Position Descriptions and Key Duties

<p>Chartered Organization Representative</p> <p>The chartered organization representative is the direct contact between the troop and the chartered organization, is a member of the troop's Key 3, and appoints the troop committee chair. The chartered organization representative may be double-registered in another capacity as the chair or a member of the troop committee. The chartered organization representative is also the chartered organization's liaison to the district committee and the local council. The chartered organization representative may become a member of the district committee and is a voting member of the council committee.</p> <ul style="list-style-type: none"> • Help select the right leadership for the troop. • Serve as a liaison between the troop and the organization. • Help with the charter renewal. • Suggest Good Turns for the organization. • Cultivate organization leaders. • Cultivate resources to support the organization. 	<p>Committee Chair</p> <p>The troop committee chair is appointed by the chartered organization and registered as an adult leader of the BSA. The committee chair is a member of the troop's Key 3. The troop committee chair supervises the committee members.</p> <ul style="list-style-type: none"> • 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.
<p>Secretary</p> <p>The troop secretary is appointed by the committee chair to keep minutes and records, send notices, and handle publicity.</p> <ul style="list-style-type: none"> • Keep minutes of meetings and send out committee meeting notices. • Handle publicity. • Prepare a family newsletter or web page of troop events and activities. • Conduct the troop resource survey. • Work with the outdoor/activities coordinator to assemble the medical and insurance binder for the Scoutmaster to take on each outing. • Plan for family night programs and family activities. • At each meeting, report the minutes of the previous meeting. 	<p>Treasurer</p> <p>The troop treasurer is appointed by the committee chair to handle troop funds, pay bills, maintain accounts, coordinate the annual Friends of Scouting campaign, and supervise fundraising.</p> <ul style="list-style-type: none"> • Handle all troop funds. • Pay bills on recommendation of the Scoutmaster and authorization of the troop committee. • Maintain checking and savings accounts. • Train and supervise the troop scribe in record keeping. • Keep adequate records in the Troop/Team Record Book. • Supervise money-earning projects, including obtaining proper authorizations. • Supervise the camp savings plan. • Lead in the preparation of the annual troop budget. • Coordinate the annual Friends of Scouting campaign. • Report to the troop committee at each meeting.

Advancement Coordinator

The advancement coordinator supports the Scoutmaster's vision for advancement and helps stimulate the advancement program. The advancement coordinator is appointed by the committee chair to ensure that the troop has at least monthly boards of review and quarterly courts of honor, and that the troop has goals of helping each Scout advance a rank each year and ensuring new Scouts reach First Class rank during their first year.

- Encourage Scouts to advance in rank.
- Work with the troop scribe to maintain all Scout advancement records.
- Arrange monthly boards of review and quarterly courts of honor.
- Obtain all necessary badges and certificates.
- Develop and maintain the troop's merit badge counselor list.
- Maintain the troop's advancement records.
- Report troop advancement on the correct form to the local council service center.
- 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

The troop chaplain is an adult who may be a troop committee member or the executive officer of a religious chartered organization, or serves in another leadership capacity. It is customary that the religious leader, or an appointee of the chartered organization, will serve as chaplain if the troop is operated by a religious organization. A troop not operated by a religious organization may select a chaplain from local members of the clergy.

- Provide a spiritual element for campouts and troop meetings.
- Provide spiritual counseling when needed or requested.
- Provide opportunities for all boys to grow in their relationship with God and their fellow Scouts.
- Encourage Scouts to participate in the religious emblems program of their respective faith.
- Be familiar with the chaplain aide section of the Handbook for Chaplains and Chaplain Aides in Boy Scout Troops and Venturing Crews.
- Work with the troop chaplain aide to plan and conduct an annual Scout-oriented religious observance, preferably during Scouting Anniversary Week in February.
- Report to the troop committee at each meeting.

Equipment Coordinator

The troop equipment coordinator is appointed by the committee chair to work with the youth quartermaster and is responsible for the inventory, storage, and maintenance of troop equipment.

- 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.

Training Coordinator

The troop training coordinator is appointed by the committee chair to ensure training opportunities are available, maintain training records and materials, and be responsible for BSA Youth Protection training.

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials, videos, and other training resources.
- Work with the district training team in scheduling required 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.
- Be watchful that the troop is taking all steps to ensure the boys' safety.
- Report to the troop committee at each meeting.

Outdoor/Activities Coordinator

The troop outdoor/activities coordinator is appointed by the committee chair to secure tour and activity plans and permission to use camping sites, serve as transportation coordinator, and ensure a monthly outdoor program.

- 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 tour and activity plans for all troop activities.
- Work with the secretary to assemble the medical and insurance binder for the Scoutmaster to take on each outing.
- Report to the troop committee at each meeting.

Membership Coordinator

The troop membership coordinator is appointed by the committee chair to help ensure a smooth transition of new Scouts into the troop and orientation for new parents. This person will develop and implement a year-round growth plan that incorporates all methods of recruitment, working closely with Cub Scout packs in the community, the district membership committee, and the unit commissioner.

- 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 crossover ceremony from Webelos Scouts to Boy Scouts.
- 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.

Scoutmaster

The Scoutmaster is responsible for the image and program of the troop. The Scoutmaster and assistant Scoutmasters work directly with the Scouts.

- Train and guide youth leaders.
- Work with responsible adults to bring Scouting to boys.
- Meet regularly with the patrol leaders' council.
- Attend all troop meetings, and when necessary arrange a qualified adult substitute.
- Attend troop committee meetings.
- Conduct parent sessions to share the program and encourage parent participation.
- Conduct Scoutmaster conferences for all ranks.
- Delegate responsibilities to other adult members so that they are fully involved.
- Make it possible for all Scouts to experience at least 10 days and nights of camping per year.
- Participate in council and district events.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the BSA and the chartered organization.

Youth Protection Champion

The Youth Protection champion is responsible for assisting in delivering and promoting participation in Youth Protection training programs.

- Develop and monitor the troop's strategy for delivering the BSA's Youth Protection training to 100 percent of its volunteer leaders, and its parents in accordance with BSA registration requirements.
- Identify and resolve any impediments to volunteers and parents taking Youth Protection training.
- Ensure all troop activities are consistent with BSA Youth Protection policies and procedures.
- Identify and report any gaps in the Youth Protection program to the troop committee chair.
- Facilitate the on-boarding of new members, parents, volunteers, and leaders by ensuring Youth Protection training is made available at the unit level.
- Spearhead the troop's Youth Protection Month observance.
- Understand the council's after-hours notification process and how it works.

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Chartered Organization Representative

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Committee Chair

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Committee Secretary

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Committee Treasurer

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Outdoor/Activities Coordinator

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Scoutmaster

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Advancement Coordinator

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Chaplain

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Training Coordinator

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Equipment Coordinator

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Membership Coordinator

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Youth Protection Champion

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Appendix F: Adult Training

Please see <http://www.scouting.org/training/adult.aspx> for an overview of all the training courses offered to adults.

Appendix G: Sample Troop Committee Meeting Agenda

1. Call to order/attendance (2 minutes) Chair
2. Welcome and introduction of new members and guests (3 minutes) Chair
3. Approval of previous minutes (5 minutes) Secretary
4. Reports (2 to 3 minutes each)
 - Scoutmaster (troop progress, actions of patrol leaders' council, disciplinary problems, attendance, monthly outing plans, other troop needs)
 - Secretary (newsletter, additional resource surveys)
 - Outdoor/activities coordinator (outdoor plans, special activities, district and council activities, summer camp update)
 - Treasurer (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 boys 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)
5. Old business (reports on assignments from previous meeting) (5 minutes) Chair
6. New business (recap tasks that were previously assigned) (5 minutes) Chair
7. Announcements (council updates, information from chartered organization, community events, date of next month's troop committee meeting) (10 minutes) Chair
8. Adjournment (5 minutes) Chair

Appendix H: Age-Appropriate Guidelines for Scouting Activities

The most recent version is available at <http://www.scouting.org/scoutsorce/BoyScouts/Age-AppropriateGuidelines.aspx>.

AGE-APPROPRIATE GUIDELINES FOR SCOUTING ACTIVITIES <small>Age- and rank-appropriate guidelines have been developed based on many factors. When planning activities outside of program materials or handbooks, ask this question: Is the activity appropriate for the age and for Scouting? Not every activity needs to be conducted.</small>	 TIGERS <small>(WITH ADULT PARTNER)</small>	 WOLF/BEAR SCOUTS	 WEBELOS SCOUTS	 BOY SCOUTS	 OLDER BOY SCOUTS, VARSITY SCOUTS, SEA SCOUTS, VENTURERS
OUTDOOR SKILLS					
Camporees			Visit Only		
Conservation Projects					
Cooking Outdoors		Bear Necessities Requirement			
Fire Building					
Fishing					
Fueled Devices <small>(Stoves and lanterns)</small>					
Hiking—Day					
Hiking—Multiple Day					
Horseback Riding					
Hunting					Venturers Only
Map and Compass	Map Only				
Mountain Boards					
Mountaineering/Scrambling/Cross-Country Travel					
Orienteering					
Pioneering					
Rope Bridges/Pioneering Towers <small>(Check requirements for height restrictions.)</small>					
Survival Training			Castaway Elective		
Winter Camping					
TOOLS					
Axes					
Bow Saws					
Hand Ax					
Hand Tools					
Pocketknife		Bear Only			
TREKKING					
Backpacking—Overnight, Backcountry					
Bike Treks—Day Ride					
Bike Treks—Multiple Overnights					
BMX Biking					
Day Hikes					
Horse Treks					
Mountain Biking					
Search and Rescue Missions					
Search and Rescue Practice					
Ski Touring—Multiple Days and Nights Carrying Gear					
AIRCRAFT					
Commercial Flight Experience					
Ground School					
Hands-On Flying Experience					
Hot-Air Balloons (Tethered only)					
Orientation Flight					
Soaring <small>(Orientation flights only)</small>					
SHOOTING					
.22 Rifle					
Air Rifle <small>(pellet guns)</small>			Webeles Resident Camp Only		
Archery—Field					
Archery—Target, Action <small>(moving targets)</small>		Council/District Outdoor Programs Only			
BB Guns		Council/District Outdoor Programs Only			
Catapults					
Large-Bore Rifles					Venturers Only
Muzzleloaders					
Pistols*					Venturers Only
Shotguns					
Slingshots/Wrist Rockets		Council/District Outdoor Programs Only			

This pull-out sheet is designed to be easy to photocopy when you need multiple copies.

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AGE-APPROPRIATE GUIDELINES FOR SCOUTING ACTIVITIES

Age- and rank-appropriate guidelines have been developed based on many factors. When planning activities outside of program materials or handbooks, ask this question: Is the activity appropriate for the age and for Scouting? Not every activity needs to be conducted.

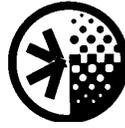


	TIGERS (WITH ADULT PARTNER)	WOLF/BEAR SCOUTS	WEBELOS SCOUTS	BOY SCOUTS	OLDER BOY SCOUTS, VARSITY SCOUTS, SEA SCOUTS, VENTURERS
VEHICLES					
All-Terrain Vehicles (ATV)				Approved Council Use Only; No Unit Use	
Dirt Bikes					Venturers Only
Driving Derbies					
Personal Watercraft (PWC)				Approved Council Use Only; No Unit Use	
Snowmobiles					Venturers Only
COPE AND CLIMBING					
Belaying					
Bouldering					
Caving (other than simple novice activities)					
Climbing (age-appropriate man-made facility)					
Advanced Climbing					
Climbing—Rock					
Lead Climbing					
Rappelling					
Snow and Ice Climbing					
COPE (age-appropriate activities for younger Scouts)					
Aerial Adventure Parks					
Canopy Tours					
Zip Lines					
AQUATICS (See Safe Swim Defense and Safety Afloat for restrictions based on skills, such as swimming ability, rather than age.)					
Aerial Towed Activities (parasailing, parasails)				Not authorized	
Cliff Jumping, High Dives				Not authorized	
Commercial Marine Transport (ferries, excursion ships)					
Day Rides on Large Private Craft With Trained Adult Operator					
Motorboats: Youth Operated (check state regulations)					
Overnight Cruise on Live-Aboard Vessel					
Paddle Sports: Youth Operated on Calm or Gently Flowing Water			Paddle Sports Include Canoes, Kayaks, Pedal Boats, Rafts, Rowboats, SUP		
Paddle Sports: Youth Operated on Class I or II Whitewater					
Paddle Sports: Youth Operated on Class III or Above Whitewater					
Paddle Sports: Whitewater With Professional Guide on Board					
Personal Water Craft (PWC)				Approved Council Programs Only	
Sailboats and Sailboards: Youth Operated					
Swimming					
Snorkeling in Confined Water					
Snorkeling in Open Water					
Scuba					
Surfing					
Towed Activities (waterskiing, knee boarding, floats)					
Triathlon: Swim Races in Open Water					Sanctioned Events
Tubing (floating in gently flowing water)					
Water Parks, Slides, and Floating Attractions			Appropriate Age Varies by Feature		
CAMPING					
Day Camp					
Den Overnights					
Camporees					
Family Camping			Council-Designated Location Only		
High Adventure					
Jamboree					
Pack Overnights			Council-Designated Location Only		
Parent/Son Overnights					
Resident Camp					
Weekend Overnights					

This pull-out sheet is designed to be easy to photocopy when you need multiple copies. *Exceptions may be made for authorized pilot programs operated by a council under a formal memorandum of understanding.

Appendix I: Troop Resource Survey

The most recent version is available at http://www.scouting.org/filestore/pdf/512-116_WB.pdf.



TROOP RESOURCE SURVEY

Boy Scouting is for adults as well as boys. We invite you to share your skills and interests so the best possible program can be developed for the Boy 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 _____
(please print)

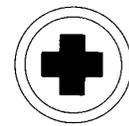
Special Program Assistance

- 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 _____
(please print)

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 Boy Scouts earn.



MERIT BADGES

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

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

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

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Backpacking | <input type="checkbox"/> Freestyle biking | <input type="checkbox"/> Rappelling | <input type="checkbox"/> Survival |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Golf | <input type="checkbox"/> Sailing | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Bowling | <input type="checkbox"/> Hockey | <input type="checkbox"/> Scuba diving | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Business | <input type="checkbox"/> Kayaking | <input type="checkbox"/> Shooting sports | <input type="checkbox"/> Video/photography |
| <input type="checkbox"/> Cross-country skiing | <input type="checkbox"/> Mechanics | <input type="checkbox"/> Slow-pitch softball | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Cycling | <input type="checkbox"/> Mountain man | <input type="checkbox"/> Snow camping | <input type="checkbox"/> Whitewater canoeing |
| <input type="checkbox"/> Downhill skiing | <input type="checkbox"/> Orienteering | <input type="checkbox"/> Soccer | <input type="checkbox"/> Windsurfing |
| <input type="checkbox"/> Fishing | <input type="checkbox"/> Rafting | <input type="checkbox"/> Spelunking | |



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Appendix J: Fiscal Policies and Procedures for BSA Units

Frequently Asked Questions

Should our unit have a checking or savings account?

Answer: Yes. Unit funds should be deposited in a checking or savings account that requires two signatures on every check or withdrawal. The unit leader could be one of the signees, but it is recommended it be a committee member. It could be that the unit leaders have a petty cash fund (with the limit set by the committee) that is accounted for with receipts each month.

Does a unit need its own tax identification number? If so, where do we get it?

Answer: All units need a tax ID number (also referred to as an “EIN”—Employer Identification Number). Units should NOT use the Social Security number of an adult leader. If they do, the IRS will attribute all banking transactions, unit purchases, etc., to that leader as an individual. Units may use the tax ID number of their chartered organization, if given permission. This may be especially useful for the unit if that organization is tax-exempt.

Most units obtain their own tax ID number by completing IRS Form SS-4. There is no fee involved. The current form and instructions are available on the IRS website (www.irs.gov). Also, the IRS now allows you to provide the information over the phone and immediately receive a unit EIN. The IRS phone number is 800-829-4933.

Who is responsible for the finances of the unit?

Answer: The unit committee is responsible for the unit’s finances. A treasurer is assigned and the committee chair should receive the bank statement for monthly reconciliation. All unit funds should pass through the bank account; this includes but is not limited to dues, money from unit fundraisers, product sales, and gifts. An exception might be registration fees that are collected as part of an organized School Night program. In this case, fees are collected by district/council representatives and are transmitted to the local council service center.

Should our unit consider insuring our unit equipment?

Answer: Yes. It is suggested that your unit insure its equipment. Remember, the chartered organization owns the unit, and all funds used by the unit remain the responsibility of the chartered organization as long as the charter issued by the BSA remains in place. It is recommended that an inventory of the unit’s equipment be given annually to the chartered organization, and needs for insurance coverage discussed at that time. Frequently, unit equipment can be added to an existing policy of the chartered organization at minimal cost.

Can our unit deposit funds with the local council?

Answer: Yes. Most councils allow units to deposit funds to their credit in the local council service center, thus making it convenient for units to make purchases without sending cash. A “unit account” is established for each unit that deposits funds with the council. At a minimum—at least annually—the council should provide a detailed statement of activities of your unit account for your unit to review.

What happens to the unit funds and equipment should the unit dissolve?

Answer: In the event of the dissolution of a unit or the revocation or lapse of its charter, the unit committee shall apply unit funds and property to the payment of unit obligations and shall turn over the surplus, if any, to the local council. In the case of a chartered organization, any funds or equipment that may have been secured as property of the unit shall be held in trust by the chartered organization or the council, as may be agreed upon, pending reorganization of the unit or for the promotion of the program of the Boy Scouts of America.

When should our unit submit a BSA Unit Money-Earning Application?

Answer: For all unit fundraising. All unit money-earning projects must be approved in advance by using the BSA Unit Money-Earning Application. Approval must be made by the chartered organization and the local council.

Is our unit considered tax-exempt by the IRS?

Answer: That depends on who charters your unit. The only time a unit can be considered “tax-exempt” is if its chartered organization is also tax-exempt and includes the unit. The BSA National Council grants a charter to religious organizations, service clubs, businesses, and others who want to charter a Scouting unit. A unit is actually “owned” by its chartered organization. Chartered organizations vary widely in tax status.

What is IRS Form 990-N, and does our unit need to file one annually with the IRS?

Answer: Form 990-N is an abbreviated filing for small tax-exempt organizations with annual gross receipts of \$50,000 or less. The BSA national office consulted with the IRS and outside counsel about whether this filing requirement applies to Scouting units. In their opinion, most Scouting units do not have to file Form 990-N. For most units, no filing is required. The only exception is for the very small number of units that have filed for separate, federal tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. Those units must file either Form 990-N (if their annual gross receipts were \$50,000 or less) or the more detailed Form 990 or 990EZ (if annual gross receipts were more than \$50,000).

Can our unit be covered under the BSA’s group exemption?

Answer: No. The IRS allows only local councils (and council trust funds) to be included under the BSA group exemption. Scouting units cannot be included under the BSA group exemption because they “belong” to their chartered organization. (Note: Tax issues for Girl Scout troops are handled differently by the IRS because of how Girl Scout cookie sales are structured.)

IRS Form SS-4 asks for a “GEN.” What is that, and do we have one?

Answer: The “GEN” is the Group Exemption Number for the BSA. As discussed, only councils are covered under the BSA group exemption. Units cannot use this number. However, once your unit receives an EIN, the unit may still qualify for a number of state and sales tax exemptions as a nonprofit organization under your state laws. Check with your state; this varies widely across the country.

A volunteer suggested that our unit apply for its own tax-exempt status. Can we?

Answer: Units should not incorporate or apply for their own tax-exempt status. For one thing, units are not legal entities. Even if they were, this is an expensive and time-consuming process. Units are only permitted to raise funds through approved unit money-earning projects. Units could lose their charter if they tried to get their own tax-exempt status and solicit tax-deductible gifts.

We can't solicit gifts for our unit?

Answer: No. Simply put, units are not permitted to solicit any gifts. Both the Charter and Bylaws and the Rules and Regulations of the BSA make this very clear; only local councils may solicit individuals, corporations, United Way chapters, or foundations for gifts in support of Scouting. Units, unit leaders, and youth members may not solicit gifts in the name of Scouting or in support of unit needs and activities (except in unusual circumstances where the unit has received permission to do so from the local council). Units are also prohibited from soliciting gifts on their websites.

Does that mean people can't make gifts to our troop?

Answer: Units are not supposed to solicit gifts, but they can receive gifts. Anyone can contribute to a unit—and many donors don't need or care about charitable deductions. Obviously, defining a "solicited gift" is not always easy. But we rely on our unit leaders to set good examples and honor the intent and spirit of these important guidelines. We know it's hard to stop people from being generous, especially toward Scouting.

Can gifts go to the local council to benefit our unit, then "pass through" the council to us?

Answer: No. Your unit "belongs" to your chartered organization, not to your local council. IRS guidelines prohibit any charity from accepting gifts that are "passed through" to a person or unrelated entity. A council could accept a gift in the name of your unit and hold it in a unit account. The unit could then "draw down" on the account for camp fees, uniform and supply needs, etc. (This is how colleges handle student scholarships.) But be sure to first ask your local council if it has the staff and time to do this. This is entirely the council's decision. A council accepting a gift in the name of the unit does not necessarily extend tax benefits to the donor.

My local company has employee volunteerism grants and will contribute to charities where I volunteer my time. Can these gifts go to our unit?

Answer: Employee incentive awards and volunteerism grants usually cannot go to a unit due to the company's giving restrictions. Corporate donations often can go only to charities that are "501(c)(3) charities," and many units are not chartered by tax-exempt charities. Also, many companies won't make gifts to religious organizations. If a unit is "tax-exempt," it's often because it's chartered to a church, synagogue, etc., so it couldn't receive corporate funds either. Of course, corporate awards and grants may go to any local council for use at the discretion of the council.

Can my unit credit amounts from fundraising to an individual toward their expenses?

Answer: No. The IRS has stated that crediting fundraising amounts constitutes private benefit. However, the unit could use the funds (all or a percentage) raised to reduce or eliminate dues and various registration fees, purchase uniforms and Scouting books, and purchase camping equipment. The unit could also use its funds to provide assistance to individual Scouts in cases of financial hardship.

Are purchases by my unit exempt from sales and use tax?

Answer: State and local laws vary widely on this topic. The unit may qualify for a number of state and sales tax exemptions as a nonprofit organization under your state laws. Check with the state where you are making the purchase; this varies widely across the country. In some cases, the council may be issued certificates of sales tax exemption; others require only that verbal verification be made to the merchant at the time of purchase that the purchases will be used to benefit the programs of Scouting, while still others allow no exemptions for any not-for-profits.

Questions? Need more information?
Please contact your local council.

Troop Committee Challenge

Appendix K: Participant Course Assessment

This course assessment will help the faculty learn from your evaluation of the training program. We are committed to continually improving the effectiveness of our training and value your feedback.

Please rate the following:

Course Promotion

The information you received about the course content, location, timing, and point of contact.

Very Good Good Needs Improvement Poor

If your rating was Needs Improvement or Poor, please let us know how we could have done more to help you.

Effectiveness of the Faculty

Was the faculty effective at helping you understand the materials and achieve the learning objectives?

Very Good Good Needs Improvement Poor

If your rating was Needs Improvement or Poor, please let us know how we could have done more to help you.

Course Content

Did the lessons and training methods modeled provide you the fundamentals of the troop committee's role?

Very Good Good Needs Improvement Poor

If your rating was Needs Improvement or Poor, please let us know how we could have done more to help you.

Recommendation

Would you recommend this course to other Scouters?

Yes! Maybe Probably Not No!

Please use the other side for additional comments.

Troop Committee Challenge

