

Welcoming New Scouts and Crossover Webelos to Your Troop

Registration and Transfers

Before initiating any transfer, it is important to have all advancement recorded. Cub Scout advancement (AOL) cannot be added to a youth's advancement after they have transferred to a troop. The Troop Leader should work with Cub Leader to ensure the transfer happens.

Collect contact information for Scouts transferring or interested in joining.

Webelos Transfer

1. Cub Leader records AOL Advancement in Scoutbook.
2. Cub Leader transfers Scout in my.Scouting.org
 - a. Menu > Unit > Roster
 - b. Check Youth being Transferred
 - c. Click Transfer Button
 - d. Enter Troop details (must enter 4 digit troop number) and select Troop from list, for example Troop 111 would be Troop 0111.
3. Troop Leader accepts Scout in my.Scouting.org
 - a. Menu > Unit > Application Manager
 - b. Click Accept

Scouts should appear in Scoutbook in the troop within 24 hours.

New Scout Registration and Alternative Transfer Requests

If you run into any issues using the online transfer method, use the traditional application method. Make sure that AOL is recorded before submitting the application to council.

1. Family completes youth application
<https://filestore.scouting.org/filestore/pdf/524-406.pdf>
2. Family submits application to the Troop Membership Chair
3. Troop Membership Chair completes Troop details and submits the application to the council registrar membership@seattlebsa.org.

Things New Parents Want to Know

Active parents result in active scouts and make for a stronger troop.

Developing a troop guide for parents will help you engage **all** new parents coming into the troop, not just the ones that jump in and ask lots of questions.

Here are some topics you should consider sharing with families.

Troop Contacts

- Include both committee and scout leaders contact details.
- Who is your charter organization?
- What district do you belong to.?

How Your Troop Operates

- What makes your troop special, your motto, traditions, philosophies, history?
- Are you a Boy Only, Girl Only, or Linked Troops?
- If linked, do the troops do activities together or separate?
- How do you assign new scouts to patrols?
- Is there meaning behind your patrol names and cheers?
- How do you support TFC scouts, Star to Eagle Scouts?
- Do you have regular Merit Badge events?
- What is the PLC and how do they operate?
- How often do you hold COH and elections?
- List of acronyms and definitions

Calendar of Events

It may take a little time to get scouts registered and into your calendar system. You want to keep the momentum and excitement going from the first day. To do that families need to know what events are coming up.

Provide new families with

- Your regular troop meeting date, time, and location
- Activities happening for the next several weeks; date, time, and location
- Summer Camp details; RSVP and payment deadlines

Summer Camp Preparation

Share with parents the events you have planned to prepare new scouts for summer camp. Parents likely do not know how important pre-camporee, camporee, hiking outings, etc. are to developing the skills necessary for scouts to camp overnight, away from home, for 7 days. You must express to families they need to make it a priority to attend those events.

You may consider telling parents that if new scouts do not attend these important events, the scouts cannot attend summer camp. It is unfair to leaders attending camp to take scouts they do not know well on a week long trip.

Have a plan for Scouts with medical, emotional, or behavioral needs at summer camp, communicate this plan to the parents.

Outings and Special Events

What type of outings do you typically have? How often? How are these planned. Do you need volunteers? RSVP deadlines and potential costs.

Service Projects

Do you have a recurring service project? Share this with families.

Uniforms

What do new scouts need to buy? Where do all the patches go? What is a field uniform (formerly known as Class A) versus an activity uniform (formerly known as the Class B) and when should each be worn? Where can I get what I need?

Gear

What gear do your scouts need right away to get started (backpack, sleeping bag, hiking shoes, rain gear)?

Consider hosting a gear swap. Joining a scout troop and getting all the needed gear is expensive! Request older Scouts donate uniforms and other outdoor gear so new scouts can gear up with a few free items.

Do you have recommendations on finding good deals on gear? Share them!

Fundraising

What fundraising activities do you do through out the year, when do the happen?

Financial Support

Does your troop offer financial support for registration, summer camp, or other outings? Do have a form to fill out or other requirements? Who should families contact if they need support?

Scoutbook How-To (or your Troops Advancement Tool)

- Logging In
- Adding complete contact information – phone and email
- How to add Scout email address
- RSVPing to events
- Tracking Scout advancement
- Printing Scout advancement report summary
- Scout payment accounts and Paypal payments
- Adding additional parents

Required Activity Forms

When is Part A and B needed? Part C? Informing parents that physicals are needed for part C is important. Do you have any additional form specific to your troop?

Working on Rank Requirements and Getting Signed Off

If parents come from Cub Scouting, they are used to signing off on scout requirements in Scoutbook, Let parents know, up front, how this is handled in your troop. Introduce parents to Scoutmaster conferences and Board of Reviews.

- Do you have dedicated times or meetings that you work on Rank?
- Should scouts only ask before or after a meeting to have a rank signed off by an adult leader or FC+ Scout?
- Do you allow scouts to send emails explaining they have completed requirements and request they are signed off or do you require this be only be asked in person or on a zoom meeting?
- Do you allow scouts to take video showing a completed requirement that requires a demonstrate activity, such as swimming, cooking, etc?

Working on Merit Badges and Getting Signed Off

Most parents do not know what merit badges are or when scouts should start working on them. What does your troop recommend for new scouts. Do you use Blue Cards exclusively or are your MB Counselors tracking completed requirements in Scoutbook or a combination of both?

<https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/merit-badges/>

Volunteer Opportunities

You will have some parents ready to jump in and help. Knowing what your volunteer needs are is important to get the parents engaged right away.

- Encourage all parents to join your committee meetings.
- Pull new parents into Board of Reviews to observe.
- Do you have a Merit Badge Counselor request list? Maybe one will jump out at parent. Once a Counselor does one, they are usually hooked and will add more to their list.

Link to Merit Badge Counselor Signup Instructions:

<https://seattlebsa.org/alpine/merit-badge-counselors-and-rosters/>

Training Opportunities

Explain training requirements for different positions and list other training opportunities, such as PTC, MBC, IOLS, Youth Protection, Wood Badge

Group Share

1. What does your troop do to welcome new families?
2. What does your troop do to prepare scouts for summer camp?