



# YOUR SCOUT TROOP

## THE PURPOSE OF THE BOY SCOUTS OF AMERICA

It is the purpose of the Boy Scouts of America to provide for boys an effective program designed to build desirable qualities of character, to train them in the responsibilities of participating citizenship, and to develop in them personal fitness, thus to help in the development of American citizens who:

- ◆ Are physically, mentally and emotionally fit.
- ◆ Have a high degree of self-reliance as evidenced in such qualities as initiative, courage and resourcefulness.
- ◆ Have personal and stable values firmly based on religious concept.
- ◆ Understand the principles of the American social, economic, and governmental systems.
- ◆ Are knowledgeable about and take pride in their American heritage, and understand American's role in the world.
- ◆ Have a keen respect for the basic rights of all people.
- ◆ Are prepared to fill the varied responsibilities of participating in and giving leadership to American society and in the forums of the world.

The Boy Scouts of America accomplishes this purpose by making its program available in partnership with existing groups having compatible goals, including religious, educational, civic, fraternal, business, labor, and governmental bodies.

## THE KEY TO A SUCCESSFUL TROOP PROGRAM

Success in any voluntary effort depends on finding the right people to do the right job at the right time under the right kind of leadership. In Scouting, that means an active troop committee, giving support to the Scoutmaster and the Patrol Leaders' Council. You are one of the right people.

To obtain a charter to use the Scout program, your sponsoring organization recruits a committee that will do the following:

- ◆ Recruit a Scoutmaster and one or more Assistant Scoutmasters and see that they get adequate training for their position.
- ◆ Provide adequate meeting facilities.
- ◆ Coordinate the troop program with that of the sponsor.
- ◆ Conduct troop activities in accordance with the policies of the Boy Scouts of America and the sponsoring organization.
- ◆ Be responsible for the finances of the troop.
- ◆ Maintain troop property and equipment.
- ◆ Provide adequate leadership in the absence of the regular troop leaders.
- ◆ Interpret the financial needs of the Sam Houston Area Council to the parents of Scouts and invite their support through the Sustaining Membership Enrollment (Friends of Scouting).
- ◆ Provide adequate camping outdoor programs (minimum of 10 days and nights) throughout the year.
- ◆ Re-register the troop 15 days prior to its charter expiration.

## USE YOUR RESOURCES

As you assemble the manpower of your organization, challenge the best people available to accept responsibilities for providing a stimulating and attractive Boy Scout program in your troop.

First, determine each person's area of interest (vocational and avocational) and aptitude. Then ask each to fill a position on the troop committee that best suits his (or her) abilities. Be sure all positions are filled at all times.

Next, see that each person has the literature resources to fully understand the task. The Boy Scouts of America has many booklets and record keeping aids for this purpose.

When the committee members have become familiar with the literature, they should meet with the Scoutmaster and his Assistant(s) to plan the troop's annual calendar and get commitments for assistance. At the same time, each person should give a brief outline of his or her responsibility so there is a clear understanding of each other's role.

# INDIVIDUAL DUTIES

For a troop committee and its sponsoring organization to fulfill the "Purpose of the Boy Scouts of America" to the boys in the troop many people must be involved. Successful troops have active committees, which involve as many parents and other adults as possible. This also divides the whole job, making each person's job easier.

Care must be used to assure that the committee does not encroach on the rightful responsibilities of the Scoutmaster or other troop leaders. Likewise, those leaders must not assume the functions of the committee. Each is important and must be carried out concurrently.

Each re-registering unit **must** contain the following positions: chartered organization representative, committee chair, two (2) members of the committee – not including the committee chair, and the Scoutmaster. For two-deep leadership, one or more assistant Scoutmasters are needed.

## CHARTERED ORGANIZATION REPRESENTATIVE

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

1. Is a member of the chartered organization.
2. Serves as head of "Scouting department" in the organization.
3. Secures a troop committee chair and encourages training.
4. Maintains a close liaison with the troop committee chair.
5. Helps recruit other adult leaders.
6. Serves as liaison between your troop and your organization.
7. Assists with unit rechartering.
8. Encourages service to the organization.
9. Is an active and involved member of the district committee.

## COMMITTEE CHAIR

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

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

## SECRETARY

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

1. Keep minutes of meetings and send out committee meeting notices.
2. Handle publicity.
3. Prepare a family newsletter of troop events and activities.
4. Conduct the troop resource survey.
5. Plan for family night programs and family activities.
6. At each meeting, report the minutes of the previous meeting.



## ADVANCEMENT COORDINATOR

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

1. Encourage Scouts to advance in rank.
2. Work with the troop scribe to maintain all Scout advancement records.
3. Arrange quarterly troop courts of honor and monthly boards of review.
4. Develop and maintain a merit badge counselor list.
5. Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates.
6. Work with the troop librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.
7. Report to the troop committee at each meeting.

## OUTDOOR/ACTIVITIES COORDINATOR

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

1. Help in securing permission to use camping sites.
2. Serve as transportation coordinator.
3. Ensure a monthly outdoor program.
4. Promote the National Camping Award.
5. Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of an outing per month.
6. Secures tour permits for all troop activities.
7. Report to the troop committee at each meeting.



## TREASURER (FINANCE/RECORDS)

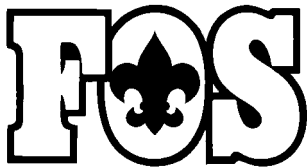
Name: \_\_\_\_\_

1. Handle all troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the troop committee.
2. Maintain checking and savings accounts.
3. Train and supervise the troop scribe in record keeping.
4. Keep adequate records in the *Troop/Team Record Book*.
5. Supervise money-earning projects, including obtaining proper authorizations.
6. Supervise the camp savings plan.
7. Lead in the preparation of the annual troop budget.
8. Report to the troop committee at each meeting.

## FRIENDS OF SCOUTING COORDINATOR

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

1. Insure participation of the troop committee and all parents in the Council "Friends of Scouting" Campaign.
2. Recruit one adult for each patrol to serve as an enroller.
3. Insure that each parent is contacted and asked for their financial support.
4. Report to the troop committee at each meeting.



## MEMBERSHIP COORDINATOR

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

1. Develop a plan for year-round membership flow into the troop.
2. 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.
3. Plan and coordinate a troop open house to invite non-Scouts into the troop.
4. Encourage Scouts to invite their friends to join the troop.
5. Keep track of Scouts who drop out of the troop, and develop a plan to encourage them to rejoin.

## CHAPLAIN

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

1. Provide a spiritual tone for troop meetings and activities.
2. Give guidance to the chaplain aide.
3. Promote regular participation of each member in the activities of the religious organization of his choice.
4. Visit homes of Scouts in time of sickness or need.
5. Give spiritual counseling service when needed or requested.
6. Encourage Boy Scouts to earn their appropriate religious emblems.
7. Report to the troop committee at each meeting.

## TRAINING COORDINATOR

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

1. Ensure troop leaders and committee members have opportunities for training.
2. Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
3. Work with the district training team in scheduling Fast Start training for all new leaders.
4. Be responsible for BSA Youth Protection training within the troop.
5. Encourage periodic junior leader training within the troop and at the council and national levels.
6. Report to the troop committee at each meeting.

## EQUIPMENT COORDINATOR

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

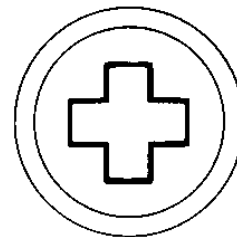
1. Supervise and help the troop procure camping equipment.
2. Work with the quartermaster on inventory and proper storage and maintenance of all troop equipment.
3. Make periodic safety checks on all troop camping gear, and encourage troops in the safe use of all outdoor equipment.
4. Report to the troop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



## HEALTH AND SAFETY COORDINATOR

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

1. Obtain current health histories and/or current Class 2 or 3 Medical Forms as appropriate for each Scout.
2. Insure that each adult leader be trained in "Scouting Safety . . . Begins With Leadership".
3. Verify that each adult leader has the proper health and safety trainings required for each activity being conducted.
4. Schedule First Aid and CPR training for adult leaders without current certification.
5. Arrange for qualified supervision at every unit activity.
6. Develop and exercise unit discipline based on respect, understanding and leadership.
7. Maintain a troop first aid kit.
8. Report to the troop committee at each meeting.



Safety



## SCOUTMASTER

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

1. Train, guide and support the boy leaders of the troop.
2. Work with and through responsible adults to give Scouting to boys.
3. Help boys to grow by encouraging them to learn for themselves.
4. Guide boys in planning the troop program.
5. Cooperate with the Senior Patrol Leader in working out the details of the troop and patrol program activities.

## ASSISTANT SCOUTMASTERS

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

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

1. Responsible for Scoutcraft instruction.
2. Liaison person with troop committee relative to boards of review and courts of honor.
3. Take charge of the troop meeting in the absence of the Scoutmaster.
4. Work with and report to the Scoutmaster.

## UNIT COMMISSIONER (DISTRICT LEVEL)

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

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

Phone: (H) \_\_\_\_\_ (B) \_\_\_\_\_

1. Helps your troop succeed.
2. Visits regularly, source of good advice and district help.
3. Can assist when you have any questions or difficulties.
4. Friend, representative, teacher and counselor.

## DISTRICT EXECUTIVE (COUNCIL LEVEL)

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

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

Phone: (H) \_\_\_\_\_ (B) \_\_\_\_\_

A member of a team of specially trained professional Scouters responsible for maintaining high standards. He or she works closely with all committees of the District and the Commissioner Staff.

## MONTHLY COMMITTEE MEETING AGENDA

1. Call the meeting to order – **Chair**
2. Welcome and introduction of new members and guests – **Chair**
3. Approval of previous meeting's minutes – **Secretary**
4. Reports
  - **Scoutmaster** (troop progress, actions of patrol leaders council, disciplinary problems, attendance, monthly outing plans, other troop needs)
  - **Secretary** (newsletter, additional resource surveys)
  - **Outdoor/activities coordinator** (outdoor plans, special activities, district and council activities, summer camp update)
  - **Treasurer** (report on current financial standing, money-earning projects)
  - **Friends of Scouting coordinator** (report on current FOS activities and participation)
  - **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)
  - **Health and safety coordinator** (current Health and Safety issues involving the troop)
  - **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 task assignments from previous meeting.
6. New business (assign tasks as issues are discussed)
7. Announcements (including date of next month's troop committee meeting.
8. Adjournment



## WHO PAYS FOR SCOUTING

**THE SCOUT** pays for his uniform, books, equipment, and registration fee from personal savings, Council Scout Fair Tickets Sales, Council Popcorn Sales, and participation in troop money earning projects.

**THE TROOP** pays for its program needs and equipment from members' dues, Council Scout Fair Ticket Sales commissions, Council Popcorn Sales commissions, and troop money earning projects.

**THE COUNCIL** pays for its service to chartered sponsoring organizations, year-round camping, program services, special activities, and Service Center operation from several sources. The United Way through their community drives, provide approximately 13% of the Council's financial needs. The remaining 87% come from the annual Friends of Scouting Campaigns and other sources.