**WAYS YOU CAN HELP OUT THE TROOP**

**(That don’t take a lot of time but would help immensely!)**

I think one of the fears of every parent or guardian is that if you volunteer to help, you will have to buy a uniform, work every week with the Scouts, and go camping every month. That is for the Scoutmasters and we don’t want anyone to do that job unless they absolutely want to. However, there are ways to step up that will help out and don’t require a lot of your time. This will take some of the weight off of our shoulders and allow us to focus on our primary jobs. **I’m asking you to please consider the following as a bare minimum!**

First of all, every parent or guardian needs to **be familiar with the Scout Handbook**. It’s not a cover to cover read, so don’t let that intimidate you. In the back is the list of rank advancement. Each requirement has a reference to where in the book you can get the answers. Find out what your Scout is working on and help him out. Push him if you need to. If you don’t get involved, you are going to have a 15 year old who is still a Tenderfoot and very unlikely to stay in Scouts or make Eagle. Most of these requirements need to be done at troop meetings or campouts. Help them to prepare ahead of time so when they have the opportunity, they can get things signed off. Be aggressive. Don’t procrastinate. You can work on the first four ranks at the same time. Some of these need to be done at home. For Scout rank, that includes going over the youth protection pamphlet. The next three ranks each have a fitness requirement that has to be done over time. Have your Scout do it and keep a written log of what they are doing. Tenderfoot requires a 30 day journal of specific exercises. Second and First Class require 30 minutes of activity 5 days a week for 4 weeks. Don’t let them stop between ranks, keep them active and get them knocked out. Second class requires the Scout and parent to come up with a budget for an item to purchase and then work to earn that item. I had Kieran do all of his fitness requirements to earn money to buy something. That’s 5 requirements met with one shot and everyone can do something like that.

**Know what merit badges your Scout needs and what they are working on**. There are a lot of them! Several are required for Eagle. Find out which ones they are and make sure your Scout knows as well. I have a list of all the badges they can earn along with a list of counselors within the troop. If your Scout needs something we can’t teach, I can connect them with a counselor, but I need them to ask.

**Become an adult leader**. That doesn’t mean you have to become a Scoutmaster. It involves filling out an application and taking Youth Protection Training (YPT). All Scouting activities require the presence of at least two adult leaders. Find out where you can get involved. I’m not asking for you to be at every meeting or on the weekends, but we need your assistance. **My biggest request is for more help on our committee**. They only meet once a month. We have folks doing four or five jobs right now. Many hands make light work!

**RANK ADVANCEMENT YOU CAN WORK ON AT HOME**

**Scout**

6a. With your parent or guardian, complete the exercises in the pamphlet "[How to Protect Your Children from Child Abuse: A Parent’s Guide.](https://filestore.scouting.org/filestore/pdf/100-015%2818%29.pdf)"

Note: The pamphlet is either in the front of your Scout Handbook or can be reached by following the link. Other than the Scoutmaster conference, this is probably the last requirement these Scouts need.

**Tenderfoot**

6a. Record your best in the following tests:

• Pushups (Record the number done correctly in 60 seconds.)

• Situps or curl-ups (Record the number done correctly in 60 seconds.)

• Back-saver sit-and-reach (Record the distance stretched.)

• 1-mile walk/run (Record the time.)

6b. Develop and describe a plan for improvement in each of the activities listed in Tenderfoot requirement 6a. Keep track of your activity for at least 30 days.

 Note: A written list of activities is what your Scout should maintain to get this signed off.

6c. Show improvement (of any degree) in each activity listed in Tenderfoot requirement 6a after practicing for 30 days.

• Pushups (Record the number done correctly in 60 seconds.)

• Situps or curl-ups (Record the number done correctly in 60 seconds.)

• Back-saver sit-and-reach (Record the distance stretched.)

• 1-mile walk/run (Record the time.)

**Second Class**

7a. After completing Tenderfoot requirement 6c, be physically active at least 30 minutes each day for five days a week for four weeks. Keep track of your activities.

 Note: A written list of activities is what your Scout should maintain to get this signed off.

8c. With your parents or guardian, decide on an amount of money that you would like to earn, based on the cost of a specific item you would like to purchase. Develop a written plan to earn the amount agreed upon and follow that plan; it is acceptable to make changes to your plan along the way. Discuss any changes made to your original plan and whether you met your goal.

8d. At a minimum of three locations, compare the cost of the item for which you are saving to determine the best place to purchase it. After completing Second Class requirement 8c, decide if you will use the amount that you earned as originally intended, save all or part of it, or use it for another purpose.

 Note: An alternative would be to look online at three different websites such as Amazon, Target, or Walmart.

**First Class**

8a. After completing Second Class requirement 7a, be physically active at least 30 minutes each day for five days a week for four weeks. Keep track of your activities.

 Note: A written list of activities is what your Scout should maintain to get this signed off.

**Star**

6. With your parent or guardian, complete the exercises in the pamphlet "[How to Protect Your Children from Child Abuse: A Parent’s Guide.](https://filestore.scouting.org/filestore/pdf/100-015%2818%29.pdf)"

Note: The pamphlet is either in the front of your Scout Handbook or can be reached by following the link.

**HOW TO BECOME AN ADULT LEADER**

1. SET UP A MY.SCOUTING.ORG ACCOUNT

Visit [My.Scouting.org](https://my.scouting.org/) and create an account.  Once you have an account you can access online training.

1. TAKE YOUTH PROTECTION TRAINING

The Boy Scouts of America places the greatest importance on creating the most secure environment possible for our youth members. This online course is 72 minutes long and is required to be updated every two years.

[BSA Youth Protection](https://www.scouting.org/training/youth-protection/)

1. FILL OUT A BSA ADULT APPLICATION

<https://filestore.scouting.org/filestore/pdf/524-501.pdf>

If you are applying to be a leader with no specific position training, use position code and title:

91U Unit Scouter Reserve

If you are applying for a specific position (ASM, Committee Member, etc.), use the position codes and titles listed under step 4.

**HOW TO BECOME A POSITION SPECIFIC LEADER**

1. POSITION SPECIFIC TRAINING

The BSA Learning Center is at [My.Scouting.org.](https://my.scouting.org/)  Select your position and a learning plan will be created for you.  The plan includes modules that are designed to allow you to complete them at your own pace. The time to complete each position specific training is listed below along with the page reference for a breakdown of the training modules for these positions in the [Position Training Requirements Guide](https://i9peu1ikn3a16vg4e45rqi17-wpengine.netdna-ssl.com/wp-content/uploads/2020/08/Position-Trained-Requirements-as-of-August-3-2020.pdf).

CC Committee Chairman 115 minutes page 3

MC Committee Member 102 3

SA Assistant Scoutmaster 197 \* 3

SM Scoutmaster 197 \* 3

CR Chartered Organization Rep 48 13

NM New Member Coordinator 43 14

\* S11 Introduction to Outdoor Leader Skills (IOLS) is an outdoor classroom training required for Scoutmasters and Assistant Scoutmasters to be classified as Position Trained. They must also take Hazardous Weather Training (31 minutes) every two years.

For more information:

<https://www.scouting.org/training/adult/>

**HOW TO BECOME A MERIT BADGE COUNSELOR**

1. MERIT BADGE COUNSELOR TRAINING

Once you are registered as an adult leader, you can also register as a merit badge counselor. You will need to fill out a BSA Adult application again with the code and title below. You will then need to complete a [Merit Badge Counselor Information](https://filestore.scouting.org/filestore/pdf/34405.pdf) application listing the merit badges you would like to instruct. Finally, you need to complete online training at [My.Scouting.org.](https://my.scouting.org/) A breakdown of the training modules is in the [Position Training Requirements Guide](https://i9peu1ikn3a16vg4e45rqi17-wpengine.netdna-ssl.com/wp-content/uploads/2020/08/Position-Trained-Requirements-as-of-August-3-2020.pdf).

42 Merit Badge Counselor 34 minutes page 3

For more information:

<https://www.scouting.org/programs/scouts-bsa/mb-counselor-guide/>

[A Guide for Merit Badge Counseling](https://filestore.scouting.org/filestore/pdf/512-065.pdf)

Attached is a list of all merit badges and current counselors within our troop.

AMERICAN BUSINESS

AMERICAN CULTURES

AMERICAN HERITAGE

AMERICAN LABOR

ANIMAL SCIENCE

ANIMATION

ARCHAEOLOGY

ARCHERY

ARCHITECTURE

ART

ASTRONOMY

ATHLETICS

AUTOMOTIVE MAINTENANCE

AVIATION

BACKPACKING

BASKETRY

BIRD STUDY

BUGLING

**CAMPING**

CANOEING

CHEMISTRY

CHESS

**CITIZENSHIP IN THE COMMUNITY**

**CITIZENSHIP IN THE NATION**

**CITIZENSHIP IN THE WORLD**

CLIMBING

COIN COLLECTING

COLLECTIONS

**COMMUNICATION**

COMPOSITE MATERIALS

**COOKING**

CRIME PREVENTION

**CYCLING3**

DENTISTRY

DIGITAL TECHNOLOGY

DISABILITIES AWARENESS

DOG CARE

DRAFTING

ELECTRICITY

ELECTRONICS

**EMERGENCY PREPAREDNESS1**

ENERGY

ENGINEERING

ENTREPRENEURSHIP

**ENVIRONMENTAL SCIENCE2**

EXPLORATION

**FAMILY LIFE**

FARM MECHANICS

FINGERPRINTING

FIRE SAFETY

**FIRST AID**

FISH AND WILDLIFE MANAGEMENT

FISHING

FLY FISHING

FORESTRY

GAME DESIGN

GARDENING

GENEALOGY

GEOCACHING

GEOLOGY

GOLF

GRAPHIC ARTS

**HIKING3**

HOME REPAIRS

HORSEMANSHIP

INDIAN LORE

INSECT STUDY

INVENTING

JOURNALISM

KAYAKING

LANDSCAPE ARCHITECTURE

LAW

LEATHERWORK

**LIFESAVING1**

MAMMAL STUDY

MEDICINE

METALWORK

MINING IN SOCIETY

MODEL DESIGN AND BUILDING

MOTORBOATING

MOVIEMAKING

MUSIC

NATURE

NUCLEAR SCIENCE

OCEANOGRAPHY

ORIENTEERING

PAINTING

**PERSONAL FITNESS**

**PERSONAL MANAGEMENT**

PETS

PHOTOGRAPHY

PIONEERING

PLANT SCIENCE

PLUMBING

POTTERY

PROGRAMMING

PUBLIC HEALTH

PUBLIC SPEAKING

PULP AND PAPER

RADIO

RAILROADING

READING

REPTILE AND AMPHIBIAN STUDY

RIFLE SHOOTING

ROBOTICS

ROWING

SAFETY

SALESMANSHIP

SCHOLARSHIP

SCOUTING HERITAGE

SCUBA DIVING

SCULPTURE

SEARCH AND RESCUE

SHOTGUN SHOOTING

SIGNS, SIGNALS, AND CODES

SKATING

SMALL-BOAT SAILING

SNOW SPORTS

SOIL AND WATER CONSERVATION

SPACE EXPLORATION

SPORTS

STAMP COLLECTING

SURVEYING

**SUSTAINABILITY2**

**SWIMMING3**

TEXTILE

THEATER

TRAFFIC SAFETY

TRUCK TRANSPORTATION

VETERINARY MEDICINE

WATER SPORTS

WEATHER

WELDING

WHITEWATER

WILDERNESS SURVIVAL

WOOD CARVING

WOODWORK

*Bold letters = Eagle Required*

*1,2,3 = choose one of each for Eagle*

**Merit Badges Counselors within the Troop**

Art Katie Canterbury

Athletics Terri Hammond

Aviation Chris Luplow

Backpacking Chris Gray, Terri Hammond, Chris Luplow

**Camping** Chris Gray, Chris Luplow

**Communication** Katie Canterbury, Chris Gray

**Cooking** Chris Gray

Digital Technology Amy Hilburn

Disabilities Awareness Katie Canterbury

Dog Care Katie Canterbury, Chris Gray

**Family Life** Chris Gray, Terri Hammond

**First Aid** Chris Luplow

Geocaching Amy Hilburn, Chris Luplow

Geology Amy Hilburn

Graphic Arts Amy Hilburn

**Hiking3** Chris Gray, Terri Hammond, Chris Luplow

Home Repairs Chris Gray, Terri Hammond

**Personal Fitness** Terri Hammond

**Personal Management** Chris Gray, Terri Hammond

Pets Katie Canterbury, Chris Gray, Terri Hammond

Photography Katie Canterbury

Programming Amy Hilburn

**Merit Badges Counselors within the Troop**

Public Speaking Chris Gray

Reading Katie Canterbury, Terri Hammond

Salesmanship Terri Hammond

Scholarship Chris Gray, Terri Hammond

Sports Terri Hammond

Weather Chris Luplow

Wilderness Survival Chris Gray, Chris Luplow

**Committee Positions**

Committee Chair – Katie Canterbury (HELP NEEDED; needs to mentor next chair)

Organizes and leads the committee; runs the administrative side of the house; takes the load off of the Scoutmaster Corps so they can focus on the Scouts

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.

* 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.

Advancement Coordinator – Jessica McKennon (Chris Gray)

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.

Awards Chair – HELP NEEDED

* Coordinate the purchase of all awards, certificates and recognitions with the advancement chair.
* Coordinate with the Scoutmaster and the troop committee chair the program for the quarterly troop court of honor.
* Prepare and duplicate program handout for courts of honor.
* Coordinate with Eagle Scout candidates the program for their ceremony.
* Report to the troop committee at each meeting.

Chaplain – Chris Luplow

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 – HELP NEEDED

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.

Friends of Scouting Coordinator – HELP NEEDED

* Attend district/council Friends of Scouting training.
* Develop a goal for the troop' Friends of Scouting campaign.
* Recruit and train additional adults to help in the campaign.
* Turn in monies collected according to the scheduled district collection schedule.
* Report to the committee and the troop the progress of the campaign.

Fundraising Coordinator - HELP NEEDED

* Starts with opportunities from the charter organization and works beyond; popcorn, nut, camp cards, etc.
* Identify appropriate fund raising activities with the support of the troop committee and the patrol leader’s council that meet the needs of the troop.
* Secure the necessary approvals to proceed with the project.
* Develop and organize the various steps of the project and publish to those involved.
* Publicize to the troop and the community the specifics of the money-earning project.
* Report to the troop committee at each meeting.

Journey to Excellence (JTE) Coordinator – Amy Hopkins (HELP NEEDED)

 Tracks our annual JTE score and highlights areas that need emphasis

Life-to-Eagle Scout Coordinator - HELP NEEDED

Meet on as needed with Eagle Scout candidates prior to them initiating their Eagle Scout project. This meeting should serve as an idea gathering/planning session to start the Scout working on his project.

* Publicize and encourage attendance by all Life Scouts to the district Life-to-Eagle Conference.
* Review with Eagle Scout candidates their proposal for their project prior to them meeting with the troop committee and the district Eagle Scout board representative.
* Help Life Scouts plan their merit badge advancement to accomplish that portion of their advancement on time.
* Review the Eagle Scout candidate's final package including his application and project write-up prior to submission to the board of review.
* Prepare and request letters of recommendation for each Eagle Scout candidate.
* Work with Eagle Scout candidate, Scoutmaster and the Scout's family to plan and organize the Eagle Court of Honor.
* Work with the committee chair to ensure letters of recognition are requested and the treasurer to insure the application for NESA membership is made.
* Report to the troop committee at each meeting.

**Membership Coordinator** - HELP NEEDED; PRIMARY NEED

Coordinates recruiting and retention efforts. 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. Organize joint activities between the troop and Webelos dens.
* Coordinate recruiting activities of Webelos for the troop. Work with the Scoutmaster and Scouts to encourage Webelos to become Scouts with the 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.
* Organize troop representation at Webelos crossover ceremonies.
* Keep track of Scouts who drop out of the troop, and develop a plan to encourage them to rejoin.
* Coordinate troop Back-to-School participation in the Fall. Coordinate Spring troop open house.

New Scout Parent Coordinator - Chris Luplow (HELP NEEDED)

* Serve as an envoy between the troop and the parents of new or visiting Scouts.
* Alert Scoutmaster to new or visiting Scouts to ensure they are properly welcomed into the program.
* Prepare new members packages and provide them to parents of new or visiting Scouts.
* Support the recruitment process for new members.

Outdoor/Activities Coordinator - HELP NEEDED

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.

Publicity Communications Coordinator – Chris Luplow (HELP NEEDED)

Provides the newsletter, goes to Roundtable

* Work with the troop scribe and the troop webmaster in maintaining the troop website.
* Report to the troop committee at each meeting.
* Work with the troop committee to publicize troop activities, including Courts of Honor, Open houses, Money earning projects, School Night for Scouting and all other activities the troop participates in that its members or the community should know about.

Secretary – Laura Witt

The troop secretary is appointed by the committee chair to keep minutes and records, send notices, and handle publicity.

* 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.

Service Project Coordinator – HELP NEEDED

Keeps up to date and develops projects that benefit the community and charter organization; assists by providing ideas for Eagle projects

Summer Camp Coordinator – HELP NEEDED

* Research Blue Ridge and other council camps in preparation for going to summer camp.
* Present information on camp(s) to be considered for selection in summer camp planning to the patrol leader’s council and the troop committee.
* Once camp is selected, prepare publicity sheet for families containing: dates, name and address of camp, cost and payment schedule, date for camping meeting.
* Obtain and distribute medical and other camp forms.
* Work with the troop committee chair in recruiting and preparing adult leadership for camp.
* Organize transportation based on needs.
* Develop with treasurer a record keeping process for summer camp payments.
* Report to the troop committee at each meeting.

Training Coordinator - HELP NEEDED

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.

Transportation Coordinator - HELP NEEDED

 Ensures the troop has enough vehicles and permits for every outing

* Organizes and the maintains the troop transportation roster containing a current list of qualified adult drivers, vehicle and insurance information, number of seats with seat belts, phone numbers.
* Organize transportation for troop equipment and personnel for all Scout functions.
* Coordinate the completion of the Local or National Tour Permit for all outings.

Treasurer – Amy Hopkins

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.

* 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.

Youth Protection Champion – HELP NEEDED

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.
* Understand the council’s after-hours notification process and how it works.

References:

* [Troop Committee Guidebook, No. 34505 (SKU 616928)](http://www.magnificentsevens.org/docs/Resources/TroopCommitteeGuidebook/TroopCommitteeGuidebook.pdf)
* [Guide to Advancement, No. 33088 (SKU 620573)](https://filestore.scouting.org/filestore/pdf/33088.pdf)
* [Guide to Safe Scouting, No. 34415 (SKU 618622)](https://filestore.scouting.org/filestore/pdf/34416.pdf)