

## Troop 1776 Adult Leadership Responsibilities

### **Troop 1776 Adult Leadership Responsibilities**

The purpose of this document is to provide a detailed description of each adult leadership position in Troop 1776. Some adults mentor our youth leaders as ASMs and some adults support the Troop through Committee positions. In either case we all uphold the traditions of Scouting. This list of responsibilities starts with our commitment to “The Boys”, continues with the Troop Committee, returns to ASMs for special functions like Summer Camp SM, and finishes with counseling Merit Badges.

As adult leaders in Troop 1776 you are expected to:

1. Set a good example at all times
2. Live by the Scout Oath and Scout Law
3. Show and help develop Scout spirit
4. Keep all training certification current for the specific skills you lead
5. Uniformed Adults should wear the Scout uniform correctly
6. Promote the **Patrol Method**

### **Troop 1776 ASMs or Uniformed Leaders**

#### **Adult Mentors of Scouts with Positions of Responsibility**

See **Troop 1776 Scout Leadership Positions** document for a description of each youth leadership position.

Adult Mentor, Scout and parent sign the job description containing a statement that they understand the responsibilities of the position, and that leadership credit is contingent on satisfactory performance of the described duties. The Adult Mentor and Scout have a mid-term checkpoint to review performance (and initial). Upon completion of the term of office, the Adult Mentor and Scout meet again to review performance and sign off that requirements were met. The form goes to the Scoutmaster for review and signoff. Then it goes to the Advancement Chairperson for recording.

Adult Mentors acknowledge that they understand what is being asked of the Scout whom they are coaching and that they are in a partnership for successful leadership development. Parents and the Scoutmaster can expect a full team effort to maintain responsibilities that enable Troop 1776 to function.

## Troop 1776 Adult Leadership Responsibilities

### **Troop 1776 Committee Positions of Responsibility**

The Troop Committee is the Troop's board of directors and supports the Troop program. The Troop Committee does the following:

- Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
- Provides adequate meeting facilities
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization
- Carries out the policies and regulations of the Boy Scouts of America
- Supports leaders in carrying out the program
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan
- Obtains, maintains, and properly cares for troop property
- Ensures the troop has an outdoor program (minimum 10 days and nights per year)
- Serves on boards of review and courts of honor
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program
- Provides for the special needs and assistance some boys may require
- Helps with the Friends of Scouting campaign
- Assists the Scoutmaster with handling boy behavior problems

Have YOU completed the online "Troop Committee Challenge"?

"Troop Committee Challenge" is found on MyScouting.org along with "Youth Protection Training" and it informs you on the importance of the Troop Committee for well-functioning Troop and the descriptions of each position.

# Troop 1776 Adult Leadership Responsibilities

## Table of Contents

### SPECIFIC REQUIREMENTS FOR EACH POSITION

#### Adult Mentors of Scouts with Positions of Responsibility

(See **Troop 1776 Scout Leadership Positions** document for a description of each youth leadership position.)

Chairperson

Institutional Representative

Scoutmaster

District Representative

Secretary

History

Notebook

Website

Publicity

Treasurer

Friends of Scouting campaign

Fundraisers

Membership

Webelos Liaison

Advancement

Court of Awards Organizer

Refreshments for the Court of Awards

Special Troop 1776 Awards

Special Recognitions

Patch Box

Eagle Advisor Coordinator

Eagle Ceremony Coordinator

Activities

TroopMaster

Quartermaster

Scout Uniform Coordinator

Lawn Mowing Equipment

Car Wash Equipment

Summer Camp Coordinator

Training

Chaplain

Troop 1776 Militia

Summer Camp Scoutmaster

Philmont

Merit Badge Counselor

## Troop 1776 Adult Leadership Responsibilities

### **Chairperson**

- Organize the committee to see that all functions are delegated, coordinated, and completed
- Maintain a close relationship with the chartered organizations 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 Scout development
- Maintain staffing needs to keep a functioning troop
- Arrange for charter review and recharter annually
- Plan the charter presentation

### **Institutional Representative**

- Communicates needs of the charter organization to the troop committee
- Represent the charter organization to the troop
- Approves all adult leadership and changes in adult positions of responsibility
- Approves all money earning applications

### **Scoutmaster**

The Scoutmaster is the adult leader responsible for the image and program of the troop. The Scoutmaster works directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of guidance will affect every youth and adult involved in the troop.

The Scoutmaster agrees to conduct all activities under qualified leadership, safe conditions and policies of the chartered organization and the Boy Scouts of America.

- Train and guide boy leaders
- Work with other responsible adults to bring Scouting to Boys
- Use the methods of Scouting to achieve the aims of Scouting
- Meet regularly with the patrol leaders' council for training and coordination in planning troop activities
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute
- Attend troop committee meetings
- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation
- Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation
- Conduct Scoutmaster Conferences for all rank advancements

## Troop 1776 Adult Leadership Responsibilities

- Provide a systematic recruiting plan for new members and see that they are promptly registered
- Delegate responsibility to other adults so they have a real part in troop operations
- Supervise troop elections for the Order of the Arrow
- Make it possible for each Scout to experience at least 10 days and nights of camping each year
- Participate in council and district events
- Build a strong program by using proven methods presented in the Scouting literature

### District Representative

- Represents the troop at district roundtables and meetings
- Reports back to the troop with district activities and announcements

### Secretary

- Keep minutes of Parents' meetings and send out meeting notices
- Keep minutes of ASM meetings
- At each meeting, report the minutes of the previous meeting
- Conducts the troop resource survey in order to recruit volunteers
- Train and supervise the troop Scribe in record keeping
- Acts as the sub-Chairperson to coordinate:
  - **History**
    - Provides leadership and advice to the Scout who has the role of Historian
    - Collects and preserves troop photographs, new stories, trophies, flags, scrapbooks, awards, and other memorabilia. Gather and organize information about the troop's former members and leaders
    - Prepare displays that can be used during Court of Awards, troop open houses, visits to public events, Cub Packs, or other recruiting opportunities, and other special Scouting occasions
  - **Notebook**
    - Oversee the update and production of the Troop 1776 Scout Notebook
  - **Website**
    - Assures hosting and domain name service is maintained
    - Oversees the Scout responsible for maintaining the website
  - **Publicity**
    - Handles publicity related issues for troop news and activities
    - Important in maintaining a positive and active image in the community

## Troop 1776 Adult Leadership Responsibilities

### Treasurer

- Handle all troop funds
- Pay bills on the recommendation of the Scoutmaster and authorization of the troop committee
- Keep precise records of income and expenses
- Maintain checking and savings accounts
- Report the troop's monthly financial status against annual budget plan
- Lead the annual troop budget preparation
- Provide guidance on troop's fiscal policies toward specific expenditures as they arise; i.e., funerals, camperships, training, awards, etc.
- Supervise the voucher savings plan
- Administers the troop Campership fund upon advice of the Scoutmaster and Committee Chair
- Acts as the sub-Chairperson to coordinate:
  - **Friends of Scouting campaign**
    - Friends of Scouting is a yearly campaign for donations, the coordinator is responsible for presenting the information to the troop and assuring all families receive their pledge cards
    - Advertise the FoS campaign and make donors aware of company matching programs
    - Obtain troop mailing list and prepare mailing labels for the pledge cards; distribute these cards at the March Court of Awards
    - Mail out any cards not hand delivered
    - Collect all completed pledge cards and return them to Patriots' Path Council; typically within 30-days.
  - **Fundraisers**
    - Train and supervise the Scout ASP-Fundraising
    - Submit the Money Earning Form to Patriots' Path Council for each fundraiser
    - Belle Mead Co-Op gift card program
    - Balloon Festival
    - Other possibilities: car wash, holiday sales, etc.
    - Investigate opportunities for grants and corporate sponsorship

## Troop 1776 Adult Leadership Responsibilities

### Membership

- Register new Scouts and adult leaders
- Re-registration of Scouts and adults through an annual Dues Letter and include a Photo Release Agreement, Parts A & B of the BSA Medical Form, and Over the Counter Medication Release
- Prepare the annual Charter for submission to Patriot's Path Council
- Work with the Notebook Coordinator and the Patch Box Coordinator to assure we have packets for incoming Scouts – don't forget Troop 1776 hats for the Crossing-Over Ceremonies
- **Webelos Liaison**
  - Maintains communication with the Cub Scout / Webelos programs in the area
  - Plans Webelo visits to our troop meetings and participation in an overnight camping experience
  - Plans troop visits to Cub Scout Packs and supports their events; i.e., Pinewood Derby, Blue & Gold, day hikes, or campouts
  - Plans and executes the meeting with Webelo parents
  - Plans and executes the meeting with parents who join our troop
  - Assist new members and parents transition into the troop
  - Distribute and use resource Survey information to get members more active in troop responsibilities
  - Maintains an active Den Chief program within the area Packs
  - Enrolls Scouts in the Den Chief training program

### Advancement

- Encourage Scouts to advance in rank
- Post advancement sign-up sheet
- Maintain all Scout advancement records in TroopMaster
- Verify Scout's merit badges and rank requirements are completed prior to Scoutmaster Conference and Board of Review
- Make sure there is a advancement folder for each Scout
- Assign ASM for Scoutmaster Conference (Tenderfoot, 2nd Class, 1st Class, Star)
  - Supplies the ASM with the Scoutmaster Conference Form
  - Reminds the ASM of his responsibilities before each conference (Troop 1776 has published guidelines)
- Assign SM for Scoutmaster Conference (life)
- Coordinate and complete Board of Reviews (need at least 2 people for each BOR, one should be committee member)
  - Supplies the Board of Review Form
- Arrange quarterly troop Boards of Review and Court of Awards
- Know and enforce the procedures of the merit badge Blue Cards
- Facilitate the Scoutmaster and Scout in finding an appropriate merit badge counselor

## Troop 1776 Adult Leadership Responsibilities

- Collect blue cards (making sure they are properly completed)
- Report to Patriots' Path Council all advancement records
- Purchase the badges and certificates for the Court of Awards
- Report to the troop committee the advancement progress; giving special attention to new Scouts to Tenderfoot, Life Scouts to Eagle, and if any Scout has stalled in his progress
- At least one week prior to *Court of Awards* enter merit badge and rank advancement info in to Troop Master
- Print out advancement reports and upload advancement report to Council
- Obtain 3 signatures on advancement report
- Work with the Troop Librarian to build and maintain a troop library of merit badge pamphlets
- Acts as the sub-Chairperson to coordinate:
  - **Court of Awards Organizer**
    - Contact ASM's and Committee members to determine if any will be presenting awards at the COH and if they need anything from Scout Store
    - Give list of scouts earning rank advancement to COH Refreshment Coordinator
    - Pick a scout to serve as Master of Ceremonies
    - Take signed advancement report to Council and purchase merit badges, rank cards, rank patches, advancement pins and any other supplies
    - Put together rank cards and merit badge cards with labels, patches and pins
    - Get Merit Badge Cards and Rank Advancement cards to Scoutmaster and Senior Patrol Leader for their signature
    - Complete and print the COH program (Scout's working on Communication merit badge can assist)
    - Contact Tenderfoot Scout parent to make sure the scarf is completed and turned in by night of COH.
    - Make Red Mom Ribbons and make sure there are ribbons for all Scouts earning Tenderfoot
    - Contact a ASM to retrieve staves from the barn for each Scout earning 1st Class rank
    - Night of COH go over program with MC and set up awards table
    - After ceremony retrieve any awards not handed out. (try to get them to the scout at the next weekly meeting)
  - **Refreshments for the Court of Awards**
    - Organize refreshments for troop functions, mainly Court of Awards



## Troop 1776 Adult Leadership Responsibilities

- **Special Troop 1776 Awards**  
*(There is notebook available that describes how to track Troop 1776's Special Awards in TroopMaster and present these awards.)*
  - Appalachian Trail Awards
    - Prior to each Court of Awards provide the Advancement Chair the number of pins needed for AT Awards, so they can be purchased at the same time of advancements
    - Arrange for AT patches for first time recipients (after 3 states)
    - Arrange for a special plaque award after all 14-states have been earned
  - 100 Camping Day and Night Awards
  - 200-miles Backpacking Award (Harry Schmidt Award)
  - National Day & Night Awards
  - **Special Recognitions**
    - Subscribe to the Patriots' Path New Letter to keep the Troop informed on special recognitions which may include: scholarships, Scout, Scoutmaster, & Volunteer awards, etc.
    - Supports the SM and ASMs in presenting special awards such as recognition to our high school seniors, the OKPIK Award, or trek leadership
    - Supports the SM and ASMs in planning special ceremonies; i.e., New Scout Induction, New Scoutmaster Induction, New ASMs, etc.
- **Patch Box**
  - Responsible for distribution and replenishing uniform patches
  - Provides neckerchief and patch kits for the new Scouts
  - Provides Troop 1776 hats in time for the Webelo Crossing-Over Ceremony
- **Eagle Advisor Coordinator**
  - Review Scout's advancement history report from TroopMaster to make sure it matches dates on merit badge blue cards and rank advancement cards
  - Provide Scout with final advancement history report
  - 
  - Be a resource to the Scoutmaster and Eagle advisors on knowing the procedures for advancement to Eagle rank
  - Maintain an adequate staff of Eagle advisors to support our Troop's needs without over burdening any one Eagle advisor
  - Train new Eagle advisors on the procedures, time lines, and resources that would aid the advisor in coaching an Eagle candidate
  - Recruit and train your replacement

## Troop 1776 Adult Leadership Responsibilities

- **Eagle Ceremony Coordinator**
  - Be a resource to the Eagle Scout family as to Troop 1776 traditions, procedures for using Neshanic Reformed Church, and knowing storage location of supporting ceremonial props
  - Maintain existing ceremonial props and initiate new materials
  - Provide alternative programs to instill variety
  - At least 6 weeks prior to Eagle ceremony send out 'Eagle Letters' to local, county, state and federal elected officials as well as school principal. Scout can also have letters sent to others (i.e. college president, CEO of corp, etc.) but must supply the contact info

### Activities

- Subscribes to the Patriots' Path Newsletter to keep the Troop informed of council and national events that may be of interest to our Scouts
- Secure permits to use camp sites
- Enables ASMs in filing a Tour Plan with Patriots' Path Council
  - Knowledgeable resource for all rules in filing a Tour Plan and a National Tour Plan
  - Maintains driver registration information: age of driver, vehicle description, # of seat belts, insurance coverage, and capability to haul equipment
  - Maintains medical forms
  - Maintains required training certifications for an outing
- Works with the troop Webmaster to maintain an accurate calendar of events

### TroopMaster

- Responsible for annual subscription
- Controls access to the database through password management
- Responsible for maintenance of the Troop's database of Scout and adult information
- Uploading Advancement Report information
- Uploading Trip Report information
- Uploading Service hours
- Uploading Training Reports
- Publishes annual Troop directory with Name, Address, Phone & Email
- File application for Troop 1776 to earn the **Journey to Excellence Award**
- Generate reports for COH awards, FOS, Advancement, OA eligibility, etc.

## Troop 1776 Adult Leadership Responsibilities

### Quartermaster

- Supervise and help the troop procure camping equipment
- Make periodic checks on all of the troop's camping gear, and demonstrate use of all outdoor equipment
- Prepare an annual forecast of needed equipment
- Report to the troop committee at each meeting on our Troop's capital resources; i.e., Barn, Trailers, Canoes, Camping equipment, and Lawn Equipment
- Work with the Scout-quartermaster on inventory and proper storage and maintenance of all troop equipment
- Acts as the sub-Chairperson to coordinate:

- **Scout Uniform Coordinator**

The Clothing Coordinator has three main job responsibilities:

1. Maintain Troop 1776's Uniform Exchange Program
2. Maintain an inventory of Troop Class B T-shirts and hats
3. Responsible for purchasing new materials when supplies dwindle

#### Uniform Exchange Program

The clothing coordinator manages the troop's uniform exchange program. The program works as such: as the scouts outgrow their uniforms and occasional other gear, they turn items in for others who may be able to use them. All items are to be scouting related and should be gently worn. Items should be clean and free of stains. Desirable items are the new-style uniform shirts and new-style uniform shorts. If someone is in need of a particular item they can contact the Clothing Coordinator for assistance or look through available items on the nights they are put out.

Good nights to put out the clothing are on Court of Honor nights as there are more parents in attendance. Also, in the spring right after the new scouts join and the last meeting before summer camp. A reminder email is sent out about one week prior to these nights asking parents for additional donations.

The Uniform Exchange Program items are stored in plastic bins in a closet in the Nurture Center. The closet door is never locked so is easily accessible. The bins are clear with blue lids on them.

It is impractical to keep an inventory of the items currently available in the uniform exchange program so one is not kept.

#### Class B T-shirt and Hat Inventory

The Clothing Coordinator keeps an up-to-date inventory of Class B T-shirts and hats. Currently, the coordinator can only accurately report the shirts portion of this job as the Quartermaster has retained responsibility of ordering hats for the troop and has at least a couple of boxes of hats in his possession.

## Troop 1776 Adult Leadership Responsibilities

The Coordinator forwards any/all monies received from the sale of shirts/hats to the Troop's Treasurer.

Part of the Coordinator's duties are to obtain quantities and sizes of T-shirts needed from the Summer Camp Coordinator and places an order at least four weeks before camp to ensure on-time delivery. Normally a few shirts need to be added to this order in order to get the best price. The Clothing Coordinator should bring the T-shirt order to the summer camp drop off point for distribution to the scouts before they depart. Bringing a permanent marker for them to mark their names in the shirts is a good idea.

There's a fine balance in keeping enough shirts in inventory to meet needs of scouts and not having too many as it ties up Troop funds.

Note: Size Adult Medium and Adult Large are the most popular so maintain a decent stock of these sizes.

In recent years, an additional Class B shirt has been made available and that shirt's inventory is to be kept along with the other T-shirts. The Clothing Coordinator keeps the current supply of new T-shirts and hats at their residence (not at the Nurture Center) for security's sake.

Shirt and hat costs are based on what the items cost the troop. Normally the price is rounded up to the nearest dollar.

Shirts have been ordered from:

Carl Ray, President  
Global Uniform Co., Inc.  
6 Commerce Street  
Suite #1  
Branchburg, NJ 08876  
Email: [cray@gu4u.com](mailto:cray@gu4u.com)

- **Lawn Mowing Equipment** for Cemetery Maintenance
  - Oversees the working order of the equipment in the shed at the Mill Lane cemetery
- **Car Wash Equipment**
  - Oversees access and storage of car wash fundraising equipment

### **Summer Camp Coordinator**

- Works with the Summer Camp Scoutmaster to assure all materials in place to attend summer camp including:
- Work with uniformed leaders in choosing a camp
- Acts as liaison between camp and troop
- Assists in obtaining transportation
- Checks all paperwork required by the particular camp
- Payment and medical forms from the Scouts

## Troop 1776 Adult Leadership Responsibilities

- Seeks merit badge and activity information from the camp in order to prepare our Scouts and Troop
- Information packets to the parents
- Prepares for the mandatory summer camp meeting (meeting after the last Court of Awards in June)

### Training

- Ensure troop leaders and committee members have opportunities for training
- Subscribe to the Patriots' Path Newsletter to keep informed of training events and send to Troop 1776 the council training schedule
- Work with the district training team in scheduling Fast Start training, New Leader Essentials, and Outdoor Leader Training for all new leaders.
- Be responsible for BSA Youth Protection Training, Risk Zone Training, and Weather within the troop and ensure all registered adults are trained in preparation for annual re-chartering
- Encourage NYLT, Scout-TLT (Troop Leadership Training), Adult-TLT, COPE, 1<sup>st</sup>-Aid, CPR, Wilderness 1<sup>st</sup>-Aid, and special activities like BSA Life Guard, and Climb on Safety
- Lead the troop meeting dedicated to "A Time to Tell" Youth Protection Training program
- Provide specific training on "Leave No Trace"
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources
- Maintain accurate training records in TroopMaster to support the requirements of a Tour Plan, and trained leaders to guide our Scouts
- Report to the troop committee at each meeting

### Chaplain

- Provide a spiritual tone for troop meetings and activities
- Give guidance to the Chaplain Aide
- Promote regular participation of each member in the activities of the religious organization of his choice
- Visit homes of Scouts in time of sickness or need
- Encourage Boy Scouts to earn their appropriate religious emblems
- Report to the troop committee at each meeting

### Troop 1776 Militia

- Prepare the Troop for participation in the Neshanic Memorial Day Parade

## Troop 1776 Adult Leadership Responsibilities

### Summer Camp Scoutmaster

1. Work with troop SPL and prior year's summer camp SPL to identify list of summer camps for the troop to vote on. (Feb/March)
2. Have troop vote on next year's summer camp in April/May.
3. Contact camp for availability and dates for next year's summer camp (April/May)
4. Recruit scout to be SC-SPL for next year's summer camp (before Sept)
5. Work with SC-SPL:
  - a. Create schedule for summer camp tasks
  - b. Work with scout to create patrols, assign PLs, create duty rosters
  - c. Work with scout to create cracker barrel menus and food budget
  - d. Work with scout to plan troop activities when at camp
    - i. Gateway competitions, camp games, camp awards
  - e. Work with scout to create equipment list
  - f. Work with scout to plan out camp fire programs – identify scouts working on Communications MB
6. Recruit adult help for items PRIOR to Summer Camp
  - a. Finances,
  - b. Medicine & Medical forms,
  - c. Merit badges & Merit badge signups,
  - d. Transportation,
  - e. Food (cracker barrel, extra meals)
  - f. Troop equipment
  - g. T-Shirts
7. Recruit adult helpers for DURING Summer Camp
  - a. Medicine & Medical forms
  - b. Merit badges
  - c. Food
  - d. New scout program
  - e. Other activities (Campfire programs, One Match, Service projects, Camp outings, Polar Bear swim, Adult training, Tend-2<sup>nd</sup>-1<sup>st</sup> class requirement fulfillments, etc...)
8. Determine trip costs:
  - a. Per Scout, per leader
  - b. Transportation costs (Bus, towing trailer, site visits)
  - c. Food budget (cracker barrels, in campsite meals)
  - d. Equipment costs
  - e. T-shirts
  - f. Remind parents about campership availability
9. Create and post signup and permission sheets with deadlines
10. Merit Badges:
  - a. Post/email information about Merit badge signups
  - b. Date due
  - c. "Camp specific" pre-requisites – special items or equipment
  - d. Sample schedule(s)
  - e. Indicate Merit Badges with additional costs

## Troop 1776 Adult Leadership Responsibilities

- f. Acquire “signed” blue cards
  - g. Notify troop Librarian of merit badge signup numbers
  - h. At end of camp verify completed and partials with all scouts
  - i. Scan in completed and partial blue cards prior to getting SM signature and delivery to Advancement Chair for recording.
11. Medical Information:
- a. Post/email information about required medical forms needed for camp
  - b. Post/email information about medicines/OTC drug requirements
  - c. Check collected medical forms for completeness, scan, and take one copy for camp, a second copy for trip. Scanned copies go to Transportation chair to be used for use with future trips.
12. Paperwork needed prior to trip and at camp
- a. Tour plan (if needed)
  - b. Proof of Council/troop Insurance (liability, accident)
  - c. Medical forms (complete for each scout & adult)
  - d. Adult leader training (current)
  - e. Merit Badge info & Blue cards
13. After Camp:
- a. Reconcile bills
  - b. Work with new summer camp SM to transition for the next year
  - c. Record advancements completed in Scout Handbooks

### **Philmont**

### **Merit Badge Counselor**

1. The Scout contacts you, probably by phone. You may tell him what is expected of him over the phone, or you may want to make an appointment to discuss this with him face-to-face. Personal contact will make earning the badge a better experience for you both.
2. The Scout should bring a merit badge application signed by his Scoutmaster or Varsity Scout Coach on his first visit. He must always be accompanied by a buddy.
3. In your discussion of what is expected, you may want to start by finding out what the Scout already knows. Spend some time helping him learn the remaining requirements, or give guidance in completing projects. You can set up additional meetings with the Scout-Trot only for the purpose of passing him on the requirements, but rather to help him understand the subject.
4. The Scout, along with his buddy, should make another appointment with you when he thinks he is prepared to prove his ability. You set the date, time, and place.
5. This review session might be approached by the Scout with some apprehension. He is familiar with final exams in school and may see this meeting with you as another such experience. You can help a great deal by putting him at ease. Talk with him rather than grill or examine him. There is a big difference, yet you can still find out what he knows. Express honest enthusiasm for the things he has done, particularly if projects are involved. Your approval will give the Scout confidence.
6. When he meets you, he should bring with him the projects required for completion. If these cannot be transported, he should present satisfactory evidence, such as a photograph of the project or adult certification. His Scoutmaster or Varsity Scout Coach might, for example, certify that a satisfactory bridge or tower has been built for Pioneering, or that the required meals were prepared for the Cooking merit badge. Your job, in addition to coaching, is to satisfy yourself that the requirements have been met. Question the Scout and, if you have any doubts, contact the adult who signed the statement.
7. When you are satisfied that the Scout has met the requirements, you sign his merit badge application.