

Boy Scout Troop 599



Troop Leadership Handbook

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1.0 INTRODUCTION

The purpose of this Troop 599 Leadership Handbook is to familiarize every Scout, Adult Leader and Parent with the aims, goals, and positions of responsibility and the requirements of each with respect to Leadership, both Scouts and Adults, within the BSA Scouting program and more specifically within Troop 599's Scouting program.

The contents of this handbook are based upon the current BSA policies, procedures, and training with considerations and adaptations as applied to the needs and specific requirements of a very large troop such as Troop 599 based upon many years of "trial and error" history and with the approval of the Troop 599 Committee.

The beginning section of this handbook discusses the concept of a Boy-Led Troop as it is felt to be the most important concept for everyone to understand as to why Troop 599 operates in this mode. The casual observer of our Troop activities may notice that being Boy-Led also means that sometimes it will appear that our Troop is "out of control" and a bit chaotic and/or noisy. By reading the following information you will soon realize that this is all "part of the process" of boys learning to lead.

Information, procedures and policies do change with time and we try to keep this handbook updated with the latest available information. If you have any questions regarding any of the information herein or if conflicting information arises, please contact our Scoutmaster or Committee Chairman. They are always available to answer any questions that you may have or to discuss any of your concerns.

1.1 A Boy-Led Troop

Troop 599 is a "Boy-Led Troop". But what does that really mean and how is it accomplished. The following section provides some insight into why we have a Boy-Led Troop, how it is "supposed" to work and what the boys can learn from it – after all **"IT IS ALL ABOUT THE BOYS"**!

The three aims of Boy Scouting are Character Development, Citizenship Training, and Mental and Physical Fitness. To accomplish these aims, Scouting employs eight methods: the Ideals, the Patrol Method, the Outdoors, Advancement, Association with Adults, Personal Growth, Leadership Development, and the Uniform. The focus of this handbook is the method of **Leadership Development**.

One of the major differences between Cub Scouts and Boy Scouts is the very important

method, **Leadership Development**. In order to teach leadership, you have to let the boys lead. In fact, one of the more vigorous debates you can have in Scouting is over the feasibility of a boy-led Troop. Some adult leaders will argue that while a boy-led Troop is the BSA ideal, it's not possible in their particular Troop for any or all of the following reasons: the boys are too young, too lazy, too irresponsible, not mature enough, or just not interested. A boy-led Troop is more work for the adult leadership, and therein is the problem, and our need for cooperation and help from everyone involved. It is so much easier for the adults to just take charge themselves than to teach the necessary leadership skills to the boys.

All Scoutmasters and Assistant Scoutmasters are taught the basics of a boy-led Troop and patrol in Scoutmaster Specifics. However, putting that training into practice is often difficult without a **mentor** in the Troop. This guide will hopefully bridge the gap between theory and practice. It covers some of the common pitfalls and offers suggestions for getting a working boy-led Troop. The importance of a boy-led troop and patrol is emphasized in two chapters of the Scoutmaster's Handbook; chapter 3 "The Boy-Led Troop" starts with this strong statement:

*"Empowering boys to be leaders is the core of Scouting. Scouts learn by doing, and what they do is lead their patrols and their troop. The boys themselves develop a troop program, then take responsibility for figuring out how they will achieve the goals. One of our most important challenges is to train boy leaders to run the troop by **providing direction, coaching and support**. The boys will make mistakes now and then and will rely upon the adult leaders to guide them. But only through real hands-on experience as leaders can boys learn to lead."*

Perhaps the most common reason for the existence of adult-led troops is that it is easier for the experienced adult leaders to run things; teaching leadership to boys is not easy. A second common reason is that the adult leaders may be afraid of failure; they want a smooth running troop. A boy-led project will occasionally falter, and adults may feel it necessary to take over to ensure success. A third is that the troop may have adult leaders that do not delegate well, and do not wish to give up control. In fact, many consider that the main barriers to a boy-led troop come from the attitudes within the adult leadership.

Adults Loudly Asserting Authority

Adults yelling at the boys in front of the troop is one characteristic of an adult-led troop

where the adults have not transferred authority to the youth. Yelling at the boys has a toxic effect on the supportive atmosphere we want to nurture in a troop. Scouting is a *put-down free zone*. We use the Scout hand sign as a silent way to bring the troop to order for this very reason.

Also, the boys never learn to lead if the adults dominate. The only time an adult should step in is if there is an immediate safety threat. Otherwise, there is time to work through the youth leadership chain of command. The only way for boys to learn leadership is to actually hand them the reins of power, with plenty of instruction of course.

Adults Jumping in with more Enthusiasm than Patience

Volunteers who take charge are usually a good thing except when they preempt the boys' responsibilities. It is hard to wait for a boy to do something that you could do better in much less time. However if you do something for someone, they will not learn the skill. Adults already know how; boys still need to learn. Scout meetings and outings should provide a hassle-free environment in which to learn leadership.

Adults Operating in Cub Pack Mode

Parent's crossing over into Boy Scouts with their boys can often feel more comfortable modifying slightly the structure they know from Cub Scouts than to adopt the changes demanded by a boy-led Boy Scout program. They continue the parent-child authority structure and don't hand power over to the boys. This leads to an extension of the parent-child relationship into the teen years when the youth should be transitioning to independence.

Adults Enabling Codependency

Parents of scouting age boys are often comfortable with the roles they have established with their young children. They organize the program and the boys follow along. But the boys remain in a dependent role. Very young Scouts may be comfortable with a dependent role for a while. Adults feel useful and boys don't have to put out much effort. The troop operates like an adult-run outing club. But as the boys grow older, their lack of control of the program begins to chafe.

Adults Contributing to Older Boy Attrition

Boys can stay dependents only so long before they rebel from imposed adult authority. Adults giving the boys more control over outings can help solve an older boy attrition problem. Venture patrols or similar older boy patrols allow them to plan high adventure outings that increase retention.

Scouting trains boys in life skills. Removing “boy-led” from the program removes an extremely important aspect of Scouting: **leadership and teamwork**. Boys need to practice team leadership in the safe environment that Scouting provides. Without this practice, they are less prepared to enter the workforce, where mistakes have significant consequences.

Boys Learn Critical Planning Skills

Adults should involve the boys in the process of planning an outing. Boys need to learn how to set achievable goals. For example, planning a canoe trip can start with “Safety Afloat” as an outline to make them aware of safety concerns. Including the boys in the process allows the adults to teach the logistics of planning: setting goals and objectives; breaking the project into smaller tasks and determine deadlines when they need to get done; assigning responsibilities to individual team members; putting the plan into action and tracking progress; evaluating the outcome and modifying the plan. There is always the need to check in with others on the project to see if all is going well.

Boys Learn to Lead in a Safe Environment.

Leadership is not only knowing what you need to do to succeed but also knowing what to do if things go wrong. Before each boy-led activity, an adult leader should sit down with the boy leadership and go over their plan, to make sure that the boys are not set up to fail. The adult leaders are responsible for maintaining a non-confrontational environment by letting the boys know the adults support them, and will be available if needed. Adults minimize the fear of failure by maintaining a supportive environment.

Boys Learn from Mistakes

It is hard to watch a process get done poorly, but if a boy-led troop meeting does not go as planned, there is no great loss. If a meal on a camp-out does not work out, it becomes a learning experience, a teachable moment to show how one responds to mistakes and still shows respect for others. It is very important to meet after each activity with the boy leadership to help them conduct a Start, Stop, Continue evaluation (SPL Handbook p. 97). How could this activity have been done better? Good judgment comes from experience, and experience comes from learning from your mistakes.

Boys Learn to Lead Others and Work in Teams

Working well with others is perhaps the most important life skill that youth can learn. Boys gain confidence by being entrusted with power and in leading their peers. Section Six in the Senior Patrol Leader’s Handbook talks about leadership styles and developing

your team. The youth leader learns that their leadership style needs to change from Explaining, to Demonstrating, to Guiding, and finally to Enabling as the group develops into a working team (the Leading EDGE in SPL Handbook page 88-89).

Boys Learn Respect when Treated with Respect

Adults should show respect by not interrupting or criticizing the youth leadership during a troop meeting, no matter how badly things may be going. Instead, the adults should praise youth leaders in public when they do well, which helps boost both their confidence and the troop's faith in them. If the troop believes in their Senior Patrol Leader, they will treat him with respect and listen to him more readily, which in turn makes the troop run more smoothly. The time for critique is after the meeting, in private. Sadly, it is much more difficult to build up confidence in others than to tear it down. The adults will earn the respect of the boys by their actions and example, not by demand.

1.2 Role of the Adult Leader in a Boy-Led Troop

This section talks about the role of the Adult Leader(s) in a boy-Led troop and it is important for ALL adults who are involved in the Troop in one manner or another and Parents (see Section 3.0 Adult Leadership) to understand and accept these concepts.

Follow the lead of the Scoutmaster

Just as the Scouts need to know that their SPL is in charge, the adults need to know that the Scoutmaster is in charge! Scouts will follow the example of the adults, good or bad. Please criticize only when you can give a suggestion to correct the problem, otherwise it is nothing more than whining. This is crucial for the adults to follow as well as the Scouts.

Train Patrol Leader and Assistant

This is especially necessary if the troop does not participate in district or council youth training. The boys need to know what is expected of them. Often a troop will do BSA's Troop Leadership Training (BSA publication #34306A) which has four sections. First is a section on how the Scoutmaster should train the Senior Patrol Leader. Then the Scoutmaster and the Senior Patrol Leader jointly train the rest of the boy leadership in three modules:

Module One - Introduction to Troop Leadership (**Know**). The boy-led troop and boy-led patrol chapters in the Scoutmaster Handbook is discussed. The troop organization and overview of each position is next.

Module Two - How to Do Your Job (**Be**). The Scoutmaster shares his vision

of success. This is followed by a discussion of the teaching EDGE (Explain, Demonstrate, Guide, and Enable) as the method used for teaching skills. Finally a troop progress discussion is held using the Start, Stop, Continue assessment tool.

Module Three - What is Expected of me (**Do**). This section focuses first on the position descriptions and expectations. The Scoutmaster then leads a discussion on servant leadership. It closes with defining success in your position and a Scoutmaster conference.

Mentor the Patrol Leader and Assistant

Leadership mentoring must continue beyond the initial training. An important rule to remember is to praise publicly and criticize privately. It is best to start with simple leadership tasks first, so the boys are not set up to fail. An adult should always meet with the Patrol Leader before the activity to go over preparation. The youth leadership should be able to rely on the adults to provide the skills and resources for them to succeed. The Senior Patrol Leader Handbook and the Patrol Leader Handbook are excellent resources. Robert Baden-Powell in the Scoutmaster Handbook said, **“Training boy leaders to run their troop is the Scoutmaster’s most important job.”**

Back up Youth Authority

Your youth leaders will have to learn how to deal with problem people (SPL Handbook p. 95-96). Managing conflict is an extremely valuable skill for both youth and adults to master, that is why it is included in both National Youth Leadership Training and Wood Badge. If the Patrol Leader can't resolve the issue then it goes to the Assistant Senior Patrol Leader and the Senior Patrol Leader. In a well-run boy-led troop, if the disciplinary problem has to be brought to the adult leadership, some feel that it is serious enough that the offending boy should go home

All things are taught best by example. Just as there is a chain of command in the Scouts, there is a chain of command with adults. The better we follow this chain of command, the better example the boys have to follow. We cannot expect the boys to follow a chain of command if what they witness with adults is chaotic and controversial. The adult chain of command should be similar to the Scout chain of command. This is why it is crucial that the Senior Patrol Leader be the leader of the youth and the Scoutmaster be the leader of the adults.

Step Back and Delegate

Often an adult will get asked a question from a boy in a Patrol because the adult is viewed as the authority. It is best if the adult does not give the answer. One of the most important things a Patrol Advisor can say is "**Did you ask your Patrol Leader?**" By respecting the chain of command, you build the authority of your boy leaders. Some relevant quotes from Robert Baden-Powell in the Scoutmaster Handbook are,

***"Train Scouts to do a job, then let them do it." and
"Never do anything a boy can do."***

Set the Supportive Tone

Adults should not be yelling at kids, except in safety emergencies. A major part of creating a supportive environment is training the adults how to respond to the youth with patience and respect. The boys need to know that they will not be yelled at if they fail. Notice one way we set the tone is by silently raising the Scout sign and patiently waiting when we want order, rather than losing our patience and yelling for them to "shut up." Adult behavior should follow the Scout Oath and Law: teach good behavior by example. The adults need to know how to operate within themselves before they can function with the Scouts. Any adult should refer back to the Scout chain of command whenever possible. If the adults do not know how to operate within their own chain of command, they will not know how to respond to the boys appropriately.

Encourage the patrol method

The Scoutmaster Handbook states, "Patrols are the building blocks of a Boy Scout troop." It quotes Robert Baden-Powell: "**The patrol method is not a way to operate a Boy Scout troop, it is the *only* way. Unless the patrol method is in operation you don't really have a Boy Scout troop.**" The Patrol is the team that you train your Patrol Leader to build. This may be that Patrol Leader's first leadership experience, so he will need plenty of training and coaching. Patrol spirit, respect, and cooperation will help build that team.

Make sure the rules and regulations are followed

Safety is the primary adult responsibility. Adult leaders are responsible for the Troop following the rules found in the Guide to Safe Scouting and in the Youth Protection training. The adult leadership trains the youth leadership to stay within the boundaries set by BSA, and is ultimately responsible to see the rules are followed. The better the youth understand the reasons for BSA's safety rules the more likely they are to cooperate and comply. Explain that the safety rules apply to everyone, boys and adults alike.

Leadership Tips to Get You Started (excerpted from SPL Handbook page 20-21)

- **Keep your Word**
Don't make promises you can't keep.
- **Be Fair to All**
A good leader shows no favorites.
- **Communicate**
A good leader knows how to get and give information so that everyone understands.
- **Be Flexible (ARF)**
Meetings, campouts, and other patrol events will not always go as planned.
- **Be organized**
Time spent preparing for Troop meetings and events will be repaid many times over.
- **Delegate**
Among the greatest strengths of a good leader is the willingness to empower others to accomplish all they can.
- **Set the example**
Whatever you do, Scouts in the Troop are likely to do the same.
- **Be consistent**
When the troop members know what to expect from you, they will be more likely to respond positively to your leadership
- **Give Praise**
Offer honest complements whenever you can.
- **Ask for help**
Do not be embarrassed to draw on the many resources available.
- **Criticize in private**
Pull the Scout aside and quietly explain what he is doing wrong. Add a suggestion on how it should have been done correctly.
- **Have Fun**
Most of all have fun learning to be a leader. Your joy and enthusiasm will spread to other scouts and help energize the troop.

Like many things, working on a functional boy-led troop is a journey to be enjoyed and not necessarily a destination that will always be achieved. Troop turnover guarantees that it will always be a work in progress. Working within a boy-led troop will give you a platform to teach leadership and the satisfaction of watching boys mature into good leaders.

1.3 Leadership Position versus Position of Responsibility (POR)

One of the most miss-understood aspects of Leadership within a Boy Scout Troop such as Troop 599 is the difference between a Scout having a Leadership Position within the Troop and a Scout fulfilling a Position of Responsibility for rank advancement. The major miss-understanding is concerned with the “period of time” that each of these is concerned with and they **may** not be the same, although they can be in some instances.

The principle difference is illustrated by the following definitions:

Position of Responsibility: A Position of Responsibility (or more commonly known as a ‘POR’) is an assigned or elected BSA approved Leadership Position within the Troop for a specific period of time, which time period is defined by BSA to meet a certain rank requirement. Typically, this will be for either 4 months (for Star) or for 6 months (for Life or Eagle).

Leadership Position: A Leadership Position, within Troop 599, is an assigned or elected Troop 599 (and most always also BSA approved) Leadership Position within the Troop for a TROOP 599 Specified period of time, which in most cases is longer than what may be required to meet a specific rank advancement requirement. Typically Troop 599 Leadership Positions are for either 6 months or 12 months.

With respect to the above definitions It should be noted that a Scout may be assigned (or elected to) a Leadership Position within Troop 599 which has a tenure of 12 months for example (such as SPL, ASPL or possibly Troop Guide) and while in that position the Scout may fulfill his POR for a rank advancement in a shorter period of time (for example 6 months for Life). However, once his POR time period is fulfilled that Scout is **expected** to continue in that Leadership Position until such time as his tenure (12 months) has expired or for as long as the needs of the Troop dictate (within reason and agreement with the Scout) or he is removed from the position at an earlier time for

some reason. Those Scouts who do not participate or perform their job in a satisfactory, responsible manner may in fact be removed from their position to allow another Scout the opportunity to fill his leadership requirements. Maturity, job performance, participation, character, Scout spirit, demonstrated abilities and leadership position openings all affect leadership position changes.

Furthermore, Scouts who complete their position of responsibility for a rank advancement along with their Leadership Position tenure are not guaranteed an immediate position assignment for their next rank requirement. They may, and in the Committee's opinion, should have to wait for a period of time before their next assignment so that they can further practice, learn and grow their leadership skills throughout the Troop as a Scout supporting their leaders. As we are a large Troop, there are many Scouts competing for a relatively few positions, however we try to meet every Scout's advancement needs without showing favoritism, but as stated there may be a wait for the next position.

Positions of Responsibility BSA Time Requirements:

- Star Rank 4 months
- Life Rank 6 months
- Eagle Rank 6 months

Troop 599 Leadership Position Minimum Expected Tenures:

- SPL, ASPL, Troop Guides 12 months
- Instructor As required by assignment by Scoutmaster
- Patrol Leader 6 months
- Assistant Patrol Leader 6 months
- Den Chief 9 months (School Year)
- Scribe 6 months
- Chaplain Aide 6 months
- Historian 6 months
- Librarian 6 months
- Patrol Quartermaster 6 months
- Webmaster 6-12 months
- Bugler 6 months
- OA Representative 6-12 months
- Junior Assistant Scoutmaster As required or until 18 yrs old
- Leave No Trace Trainer 12 months

1.4 Scout Spirit and Troop Participation

Troop 599 operates under the following policy regarding Scout Spirit and Troop Participation, and it applies to all advancements to the ranks of Star, Life and Eagle.

The BSA advancement requirements specifically addressed here are Star, Life and Eagle requirements 1 and 2.

Scouts wishing to advance to Star, Life and Eagle ranks in Troop 599 must be actively involved in the life of the troop and must demonstrate scout spirit. "Active Involvement" and "Scout Spirit" will be evaluated subjectively by the Scoutmaster with the following criteria in mind:

- a. Attendance at Troop meetings and activities
- b. Participation in Troop meeting programs
- c. Practicing leadership at meetings and activities
- d. Providing a role model for younger scouts at meetings and activities
- e. Demonstrating practice of the scout oath and law at meetings and activities

It is our Troop Committee's interpretation that requirement 1 ("Be active in your troop for at least...."), is required by the BSA to separate rank advancement by a period of time so as to allow scouts to demonstrate and develop scouting and leadership skills. We feel that it is not the intention of requirement 1 to set "minimum standards" that would allow Scouts to neglect attendance at meetings and activities after completing that period of involvement. In other words, scouts should be actively involved throughout their scouting careers.

It is specifically noted that the fulfillment of requirement 2 ("show scout spirit" or "show scout spirit in your daily life", in later versions) cannot be evaluated by the Scoutmaster in any other setting than at Troop meetings and activities since the Scoutmaster does not observe the scout in home, neighborhood or school environments. He only observes the Scout at Troop meetings and activities. Therefore, attendance at meetings and active participation in the life of the Troop are essential to the completion of this requirement because they are necessary in order for the Scoutmaster's evaluation to take place.

2.0 TROOP LEADERSHIP ORGANIZATION

Troop 599 has two distinct organizations, (a) the Troop Committee and Adult Organization, and (b) the Troop Youth Organization. Both of these are very important to the effective operations of Troop 599 especially considering just how large we really are.

As can be seen by the following two organizational charts, both organizations are set up similar to large corporations. We have an “Executive” at the top, Committee Chairman for the Adults and SPL for the Scouts. Then there is a typical top down hierarchical structure for the rest of the leadership positions. The goals of this type of structure is to (a) make sure that no one person is over loaded with too much responsibility and work, (b) make use of as many as practical resources (people) as we can to fulfill the work load, and (c) to allow the resources (Scouts and Adults) a path upward of increasing responsibility to experience and grow into if they desire to.

2.1 Troop Committee and Adult Organization

The Troop Committee comprises adults interested in the scouting program who wish to make a contribution to the program. While the Troop Committee theoretically is appointed by the chartering organization, in reality it is formed by parents of scouts in the troop or nonparents with an active interest in scouting. In our troop some committee positions are "held" by Uniformed Leaders as the troop operates on a "team effort" concept, and many of the positions and requirements overlap.

The Troop Committee's purpose is to administer the affairs of the troop and to assist and support the Uniformed Leaders in the operation of the troop. The committee, however, does not usually get directly involved with the actual day-to-day operation of the troop. That is the responsibility of the adult Uniformed Leaders and the Troop Staff.

Troop Committee meetings are open to all parents. All parents holding assigned positions are encouraged to attend and participate at committee meetings. In addition, the Scoutmaster and the Chartered Organization Representative are also part of the committee. All assigned positions on the Troop Committee are entitled to vote on any motions that are brought before the committee. Note: The Scoutmaster serves the Troop Committee and is “officially” not entitled to a vote on any motion as it is his responsibility to execute the operation of the Troop as specified by the committee. However, in practice in Troop 599 he is accorded a vote.

Several years ago as the Troop continued to grow in size from 50 to 80 to 100 and now into the 130-150 Scout range, the Troop committee decided to form a “special senior committee” called the Managing Committee. The primary purpose of the Managing

Committee is to have a smaller forum to address the more serious of issues that might come before the wider general committee before they do so in order to not “bog down” the committee meeting with endless discussions (and minutia sometimes). There are five (5) members of the Managing Committee made up of: the Committee (Administration) Chairman, Scoutmaster, Development Chairman, Outings Chairman, and the Programs Chairman. It should be pointed out that all actions of the Managing Committee are subsequently put forth to the full Troop Committee for approval. In some instances (e.g., serious disciplinary actions) the details of any decisions and/or actions made be keep confidential for privacy and/or legal reasons.

The Troop Committee is organized into four specific areas as outlined below.

Administration

- **Committee Chairman** is responsible for conducting monthly business meetings and special meetings of the Troop Committee when they are required. He also delegates committee tasks and coordinates the different committee functions.
- **Secretary** is responsible for keeping and distributing the minutes of all committee meetings and for preparing and keeping current the troop calendar, roster and parent list.
- **Treasurer** is responsible for the handling of all troop funds. This includes maintaining a checking account for the troop, paying all bills supported by valid receipts and supervising the troop budget. The Treasurer also handles all insurance matters for the troop.
- **Fundraising Coordinator** is responsible for the troop's fund-raising activities (traditionally holiday greenery sales).
- **Membership Coordinator** is responsible for welcoming and organizing new Troop members and parents. He also is responsible for recruiting new members, which includes overseeing the presentation by the ASPL – Membership of the Troop 599 program to all interested Cub Scout packs and other boys in the community. He is also responsible for coordinating Den Chief requests from Cub Scout packs.
- **Communications Coordinator** position is made comprised of several parents responsible for organizing the Troop Newsletter (printed and mailed version), the Troop email list for weekly and special announcements, the Troop website with the Troop Webmaster, and the Telephone Tree Coordinator for special Troop wide calls for instance during Summer Camp.
 - **Newsletter Coordinator** serves as editor of our monthly printed newsletter.
 - **Email Coordinator** maintains the Troop email list and organizes the weekly email “blast” announcements.

- **Website Coordinator** works with the Troop Webmaster (Scout) to maintain and update the Troop website as required.
- **Telephone Tree Coordinator** heads the Telephone Tree committee.
- **Parent Resources Coordinator** is responsible for obtaining completed "parent profile" forms, and matching those to fill vacant positions in the troop.

Development

- **Development Chairman** is responsible for the overall coordination of the instructional and advancement resources of the troop.
- **Advancement Coordinator** (usually a Uniformed Leader) is responsible for administering advancement activities for the troop. These include (1) maintaining accurate and up-to-date advancement records for each scout, (2) organizing Boards of Review, (3) maintaining a current, approved merit badge counselor list, and (4) having the required awards on hand for Courts of Honor. He also works with the Scout Development ASM and Troop Staff to maintain an active and timely troop advancement program.
 - **Merit Badge Coordinator** who schedules merit badge classes and interacts with the Scouts with respect to their Merit badge "Blue Cards". He also is responsible for scheduling Merit badge classes.
 - **Board of Review Coordinator** who oversees, schedules and recruits adults to sit on Boards of Review (BOR).
 - **Data/Records Coordinator** who keeps track of all troop data obtained from various forms and produces rosters, calendars, and other reports for use by the Advancement Coordinator and others.
- **Patrol Advisor and POR Advisor Coordinator** is responsible for working with the adult advisors assigned to each patrol in the Troop and to the advisors assigned to each Leadership Position. It is the responsibility of each Advisor to ensure that the needs of each scout (either in his patrol or in a POR) are being met satisfactorily and on a timely basis, and that required information is being submitted to the other Troop leaders in time to facilitate adequate planning.
- **First Class Emphasis Coordinator** is responsible for operating the troop's First Class Emphasis (FCE) Program.
- **Youth & Adult Training Coordinator** works with the Troop Staff, other Uniformed Leaders and the Patrol and Leadership Position Advisors to provide training courses,

e.g., for Patrol Leaders, as well as arranges for new adult leaders to obtain the proper formal training, e.g., Scoutmaster Fundamentals, Youth Protection Training.

- **Order of the Arrow Advisor** is a member of the Order of the Arrow (OA) who encourages participation in OA activities by the members of Troop 599.

Outings

- **Outings Chairman** (usually a Uniformed Leader) is responsible for the overall coordination of the camping program for the year. This includes monthly camping trips, the annual spring ski trip, summer camp, and high adventure trips during the summer and Christmas breaks.
- **Outings Coordinator** (usually a Uniformed Leader) is responsible for working with the Troop Staff to plan and execute the monthly camping program for the year.
 - **Tour and Activity Plan Coordinator** assists the Outings Coordinator with the signups for outings and the filing of the required Tour and Activity Plans with Sam Houston Area Council (SHAC).
- **Equipment Coordinator** is responsible for working with the Assistant Senior Patrol Leader(s) - Equipment and Patrol Quartermasters to maintain and inventory all Troop gear, the Troop truck and trailer. The Equipment Coordinator also procures all new/replacement equipment needed and secures storage facilities for the troop's equipment.
- **Transportation Coordinator** works closely with the Outings Coordinator (and Chairman) to ensure the troop has adequate transportation to/from all outings. This position also arranges for outside bus transportation when needed, e.g., Summer Camp.
- **Medical Records Coordinator** ensures that Scout and Adult medical records and consent for treatment forms are complete and up to date.
- **High Adventure Coordinator** is responsible for working with the Troop Staff to plan and complete at least two High Adventure outings each year. Such outings include the annual Troop spring ski trip in the spring, together with a winter and/or summer outing, e.g., backpacking at Philmont or Big Bend or canoeing in Canada.
- **Venture Coordinator** is responsible for advising and assisting the Venture crews (if any) to plan and complete at least two Venture outings each year.

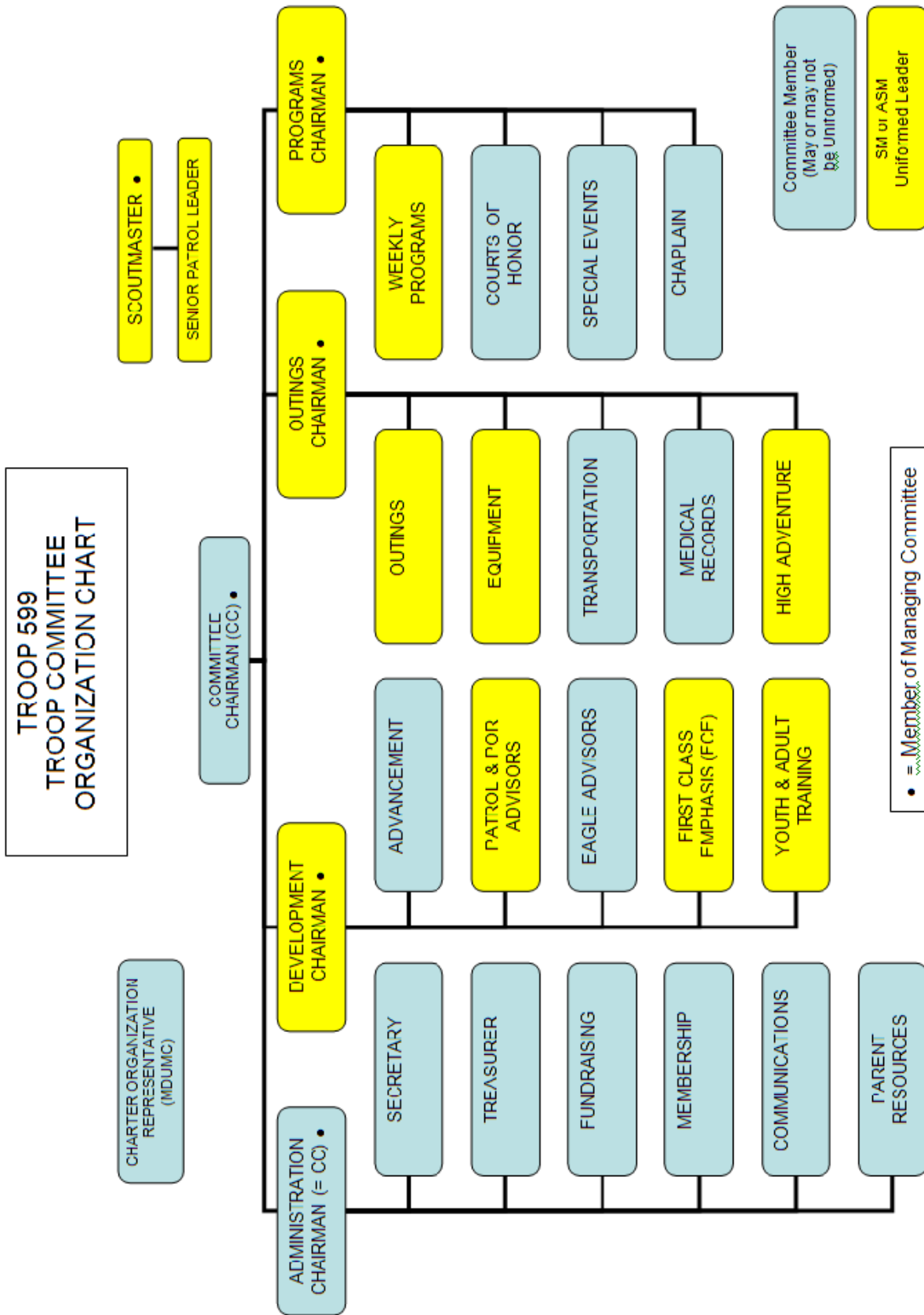
Programs

- **Program Chairman** (usually a Uniformed Leader) is responsible for the overall coordination of the weekly meeting programs for the year, as well as Courts of Honor and other special programs.
- **Weekly Programs Coordinator** is directly responsible for working with the Troop Staff (ASPL – Programs and SPL) to plan and execute active and balanced weekly meeting programs for the year, as well as Courts of Honor and other special programs.
- **Courts of Honor Coordinator** works with other adult volunteers in planning and executing Courts of Honor.
- **Special Events Coordinator** works with other adult volunteers in planning the annual troop banquet, Scout Sunday, annual Scouting for Food Drive, and other functions or activities requiring the troop's participation.
- **Chaplain** works with and mentors the Scout Chaplain Aide(s) in planning and executing appropriate non-denominational devotionals at all Troop campouts and outings as well as delivering invocations and benedictions when appropriate at Troop events.

The Troop Committee Organization is depicted in the “TROOP 599 TROOP COMMITTEE ORGANIZATIONAL CHART” that follows.

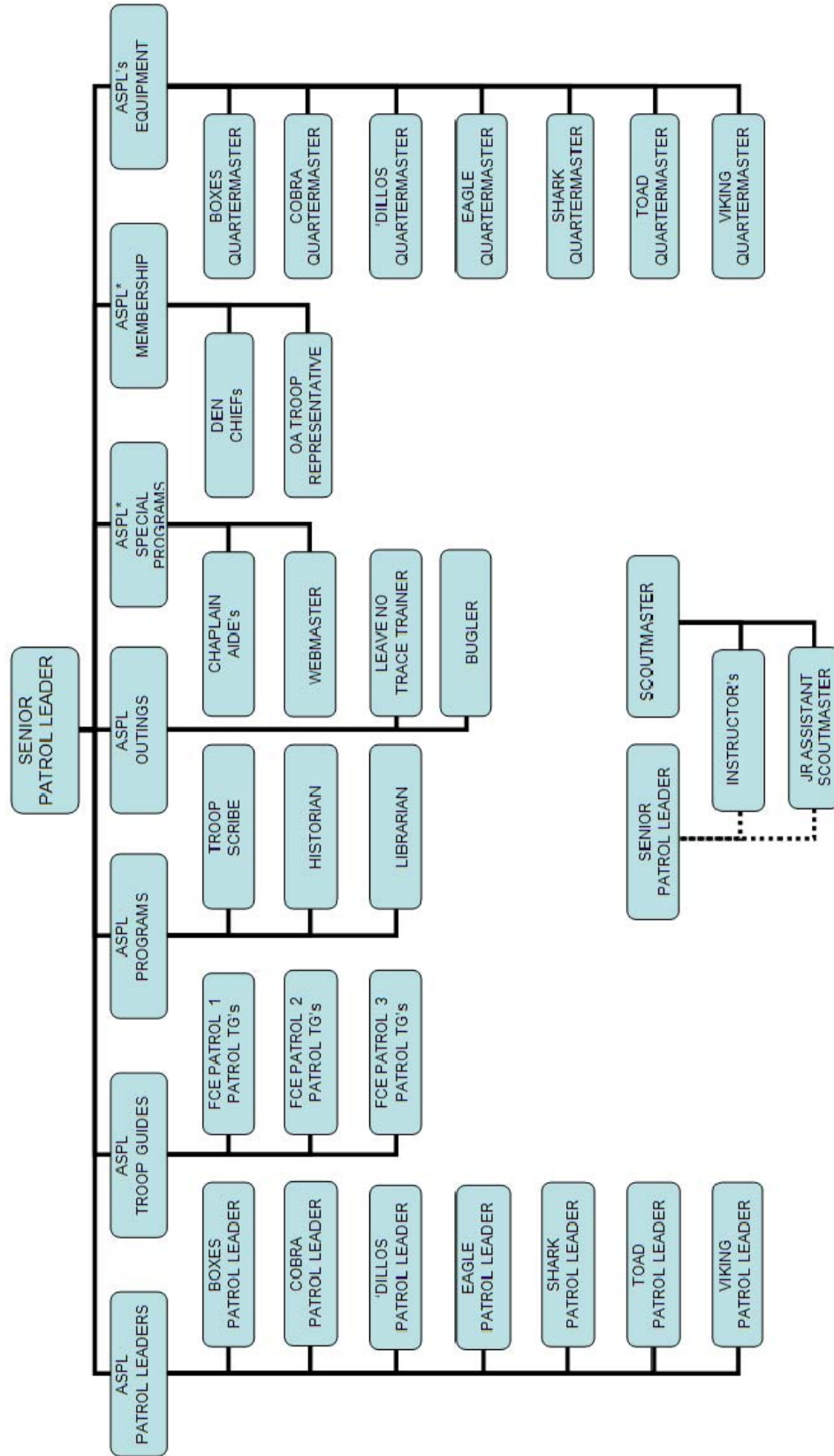
2.2 Troop 599 Scout Leadership Organization

The organization and the specific leadership position details for the Scout Leadership Organization can be found in Section 4 - Youth Leadership and the “TROOP 599 SCOUT LEADERSHIP ORGANIZATIONAL CHART” that follows.





TROOP 599 SCOUT LEADERSHIP ORGANIZATION



* Note: These ASPL Positions may be combined into one.

3.0 ADULT LEADERSHIP

The Adult Leadership of Troop 599 as depicted in the organization chart is described in the following sections.

3.1 Charter Organization Representative



Serves as liaison between the chartered organization and the troop. The chartered organization representative must be a member of the chartered organization.

1. Acts as primary liaison between the chartered organization and the troop
 - Obtains and schedules meeting space for troop meetings, events and committee meetings.
 - Keeps the head of the chartered organization informed of troop activities.
 - Invites the chartered organization head to troop events.
2. Secures a troop committee chairperson and maintains a close liaison with the chairperson.
3. Recruits new adult leaders and approves adult applications.
4. Assist in annual troop re-chartering.
5. Is an active and involved member of the district committee

3.2 Troop Committee Chairman



Organizes the Troop committee to ensure all functions are delegated, coordinated and completed for a quality program.

1. Organize the committee
 - Convenes and presides over a monthly Troop Committee Meeting.
 - Prepares a Committee Meeting Agenda.
 - Approves meeting minutes for as needed distribution.
 - Recruits new members; approves adult applications.
2. Support Scoutmaster
 - Address issues/recommendations raised by Scoutmaster.
 - Assist Scoutmaster in recruiting/placing parents into ASM or Committee (CM) positions.
 - Ensures adherence to documented policies.
 - Supports the Scoutmaster with "problem" and special needs Scouts.

3. Work closely with Charter Organization Representative
 - Ensures the scheduling of facilities at the Charter Organization for Troop Meetings and special functions.
 - Supports the Charter Representative in the implementation of Charter Organization mandated policies.
 - Meets with head of Charter Organization at least once per year, with the Charter Representative to inform Charter Organization Head of Troop progress.
4. Interface with Sam Houston Area Council (SHAC)
 - Ensures Troop participation at Roundtable sessions.
 - Prepares and submits the Troop Charter in a timely manner.
5. Represent the Committee to Parents of Scouts
 - Presents the Committee updates to parents.
 - Represents Committee at Eagle Court of Honor if asked
 - Communicates needed information to parents.
6. Set the example
 - Attends Troop meetings
 - Attends at least one Troop outing
 - Participates in Troop and Eagle/Life Service Projects
7. Recommended Training
 - BSA Online Fast Start Training
 - BSA Online Youth Protection Training
 - New Leader Essentials
 - Troop Committee Challenge

3.3 Committee Members



The Troop Committee is the Troop's board of directors and supports the Troop program. But you ask, "What does the Troop Committee do?" 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 (ASM) 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
- Provides adequate camping and outdoor program (minimum 10 days and nights per year)
- Serves on the Boards of Review.
- 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.

Recommended Training

- BSA Online Youth Protection Training
- Troop Committee Challenge

3.4 Scoutmaster



"I had stipulated that the position of Scoutmaster was to be neither that of a schoolmaster nor of a commanding officer, but rather that of an elder brother AMONG his boys, not detached or above them, but himself joining in their activities and sharing their enthusiasm, and thus, being in the position to know them individually, able to inspire their efforts and to suggest new diversions when his finger on their pulse told him the attraction of any present craze was wearing off."

Robert Stephenson Smyth Baden-Powell

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

The Scoutmaster can be male or female, but must be at least 21 years old. The Scoutmaster is appointed by the head of the chartered organization.

The Scoutmaster's duties include:

General

- 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.

Meetings

- Meet regularly with the Patrol Leader's Council (PLC) 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.

Guidance

- Conduct Scoutmaster Conferences for all rank advancements (or delegate these to ASM's as necessary).

- Provide a systematic recruiting plan for new members and see that they are promptly registered.
- Delegate responsibility to other adults and groups (assistants, troop committee) so that they have a real part in troop operations.
- Supervise troop election for the Order of the Arrow.

Activities

- 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 Scouting literature.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.

Required Training

- BSA Online Fast Start Training
- BSA Online Youth Protection Training
- New Leader Essentials (Same course as Cub Scouts)
- Scoutmaster and Assistant Scoutmaster Leader Specific Training
- Introduction to Outdoor Leader Skills

Additional Training (optional but recommended)

- Wood Badge
- Powder Horn

3.5 Assistant Scoutmasters



To fulfill his obligation to the troop, the Scoutmaster, with the assistance of the Troop Committee, recruits Assistant Scoutmasters (ASM) to help operate the troop. Each Assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also provide the required two-deep leadership standards set by the Boy Scouts of America (there must be at least two adults present at any Boy Scout activity). An Assistant Scoutmaster may be 18 years old, but at least one in each troop should be 21 or older, so he or she can serve in the Scoutmaster's absence.

Some of the responsibilities of Assistant Scoutmasters include:

- Programs
- Outings
- New Scouts
- Advancement
- Patrol Advisors
- Position Advisors
- Adult Quartermaster
- High Adventures

Required Training:

- BSA Online Fast Start Training
- BSA Online Youth Protection Training
- New Leader Essentials
- Scoutmaster and Assistant Scoutmaster Leader Specific Training
- Introduction to Outdoor Leader Skills

Additional Training (optional but recommended)

- Wood Badge
- Powder Horn

3.6 Patrol Advisors (PAs)

The Patrol Advisor (PA) is to act as a mentor to each scout in their assigned patrol. They are to establish a relationship of interest with each scout through frequent contact and observation and provide assistance in networking within the troop structure to facilitate growth and advancement. They provide assistance to the Patrol Leader as requested but do not intervene in patrol activities unless safety is in question. The Patrol Advisor needs to maintain a high level of attendance at events (goal is 75% of meetings and at least 6 of the 9 campouts) and arrange alternates for Patrol Corners and campouts when they are absent.

The Patrol Advisor Coordinator (PAC) leads the group of PAs. The PAC is responsible for PA staffing and insuring that the group is aligned and communicating.

The Patrol Advisor job description breaks down this role into three areas, Support the Scout, Support the Patrol, and Support the Troop.

Support each Scout.

Establish **advancement contracts** with each scout of 1st class and higher rank. Encourage advancement through **follow-up** with the scout on their advancement contract. **Encourage participation** in events (Troop meetings and Campouts, Leadership Training, and other activities). Discuss the troop leadership training program, Stages Model of Development, with each scout.

Support Patrol Leadership.

Provide Patrol Leader, Assistant Patrol Leaders, and Quartermaster a copy of their **job responsibilities** when they begin their new position. Encourage the Patrol Leader to get to know his patrol (one way to do this is to have them fill-in the Scout Data Sheets and copy his PA when completed). The PA should check-in with the Patrol Leader to **insure that they are communicating** with their members and preparing for the outings and other activities. The PA should **Attend Patrol Corners** prior to campouts and **Attend Campouts**. The PA should observe these patrol activities and provide mentoring to Patrol leaders as requested.

Support Troop Leadership (Adult and Scout)

Recognize behavioral and attendance problems of Scouts and advise Patrol Leader, Senior Patrol Leader, and/or Scoutmaster as appropriate of the situation and work with them to **address problem situations**. The PA should also notify the PAC when patrol performance is below expectations. The PA should consult with the Scouts and the

other PAs and **recommend changes** to the Scoutmaster of Patrol Leadership and other non-Senior Staff Troop positions.

Recommended Training

- BSA Online Youth Protection Training

3.7 Position of Responsibility (PORs) Advisors

The POR Advisors are similar to the PAs but they act as mentors to Scouts that are in a Leadership Position. Within Troop 599 every Leadership Position has a corresponding Adult POR Advisor. These POR Advisors may be uniformed ASMs or they may be a Committee Member. They have the same basic responsibilities as listed for the Patrol Advisors.

Recommended Training

- BSA Online Youth Protection Training

3.8 Merit Badge Counselors

Every parent can help the Scouts by serving as a Merit Badge Counselor for one, several, or many merit badges. As a “coach” the counselor advises the Scout about steps to take to fulfill the badge’s requirements. As a “counselor” he or she evaluates the Scout’s performance and determines whether or not the Scout has met the prescribed objectives in the requirements.

Requirements to Serve as a Counselor

Merit Badge Counselors must be men and women of good character, age 18 or older, who are recognized as having the skills and education in the subjects for which they are to serve as Merit Badge Counselors, as well as the ability to work with Scout-age boys.

Merit Badge Counselors must be registered for that position with the Boy Scouts of America (using the basic adult leader registration form). All Merit Badge Counselors must be approved by the council advancement committee. Merit Badge Counselors are not required to pay a registration fee if they are only registered as merit badge counselors.

Merit Badge Counselors must complete the Youth Protection Training course, either online or in person, and should also complete the “This is Scouting” online training. An older Scout (who by definition is not yet 18 years old) may assist an adult merit badge counselor in teaching a merit badge subject. The adult counselor, however, must verify that each Scout who works on the badge has completed all requirements for the badge.

Restrictions on Counseling Badges

There is no restriction or limit on the number of merit badges for which an individual may be approved as a counselor. Under BSA policy, a registered Merit Badge Counselor may counsel any Scout, including his or her own son, ward, or relative. However, Troop 599 strongly encourages adults not to counsel their own sons except as part of a class of at least five Scouts.

Working with Scouts

Follow the Scout buddy system, discussed below. The Scout should teach himself the necessary knowledge to the greatest extent possible, using the merit badge pamphlet and other resources. One of the benefits of the merit-badge program is teaching Scouts to teach themselves. (“Give a man a fish and he’ll eat today; teach him to fish and he’ll eat for his whole life.”)

Encourage the Scout to develop a timetable of short and long term goals for completing the merit badge. An important objective of Scouting is to teach Scouts to set goals for themselves and to plan and execute the tasks required to reach those goals. You may find that a Scout needs help in learning particular skills that are required for the merit badge. One of your jobs in that situation is to help teach the Scout the required skills. If you stop hearing from a Scout who has started but not finished a merit badge, follow up periodically to check on his progress and on his plans for completing the requirements. Again, the Scout should be setting goals; the counselor’s job is simply to help the Scout achieve those goals and confirm that he has done so. Be supportive, not critical – but make sure the Scout has indeed satisfactorily completed each requirement.

Scout Buddy System

To protect both the Scout and the merit badge counselor, a Scout must have a buddy with him at each meeting with the counselor. A Scout's buddy can be another Scout, a parent or guardian, a brother or sister, or a relative or friend.

Recommended Training

- BSA Online Youth Protection Training

3.9 Parents

The role of parents within the Troop is to be supportive of the Troop's efforts and to provide the atmosphere Scouts need to learn and excel. Parents should try to:

- Read their Scout's handbook and understand the purpose and methods of Scouting.
- Actively follow their Scout's progress and offer encouragement and a push when needed.
- Show support to both the individual Scout and the Troop by attending all Troop Courts of Honor.
- Be aware of the Troop events calendar.
- Help the Troop by offering some of your time as an adult volunteer, such as:
 - Assist in Troop fund-raisers and other such activities.
 - Consider serving as a Merit Badge Counselor in areas in which you have specialized knowledge or skills.
 - Assist in transportation to and from camping and Troop activities.

MINIMAL TRAINING REQUIRED! For those Parents that just want to volunteer occasionally and/or come on the occasional outing and not be a registered adult (Assistant Scoutmaster or Committee Member) all we ask is that you **take the on-line Youth Protection Training (YPT)**.

ATTENTION PARENTS – A Few Guidelines (okay some Rules)

1. "On time" and "In uniform" for all troop meetings. Help your Scout to get into these good habits. He cannot be on time and in uniform without your help.
2. Please encourage your son to work on advancement in rank. Some gentle prodding with your Scout may make the difference of your son becoming an Eagle.
3. When things go wrong in his patrol or in the Troop, immediately phone his Patrol Advisor or the Scoutmaster with your observations and suggestions. Often neither the Scout nor the parents speak up and you can help our program greatly by doing so. Any delay may be detrimental to your son's fun in Scouting.
4. Scouts are NOT permitted to drive other Scouts in a vehicle on troop activities. This is a Troop 599 policy that extends the national Boy Scouts of America policy (see Safe Guide to Scouting).

5. REGARDLESS of the weather or the time of year, Troop 599's outdoor activities take place as scheduled (unless canceled by the Scoutmaster due to an extreme weather event, e.g., pending Hurricane, etc.). We camp and hike in fair weather and inclement weather. All Troop leaders have had courses in camping for boys and are capable of caring for them.
6. Some Patrol equipment may be sent home after campouts to be cleaned. If so, it is to be returned the following Scout meeting, it is the Scouts' responsibility to see that it is returned. Parents can help make sure their Scout fulfills their duty to the Troop.
7. Troop 599 would like to see every Scout participate in at least one adventure (summer camp or High Adventure) each summer, and every effort is made to make these adventures as affordable as possible.
8. Please mark all of your Scout's clothing and gear with his name. Every effort is made to keep each Scout's equipment with the Scout but obviously, unless there is a name on it, it could belong to someone else.
9. If rules are repeatedly disobeyed, the Scoutmaster can suspend the Scout from the Troop.
10. No alcohol or fireworks are permitted at any Scout function.
11. No smoking is permitted in the presence of the Scouts.

4.0 YOUTH LEADERSHIP

Being a Boy-Led Troop makes the youth leadership of the utmost importance for the successful operations of Troop 599, especially considering we usually have between 135 – 150 Scouts in the Troop. The following sections describes the Patrol Leaders Council and its importance to the Troop and the process of being Boy-Led, the more General Responsibilities of all Youth Leadership positions, and the specific Leadership Qualifications, Requirements and Responsibilities of the various Troop 599 Scout leadership positions.

4.1 Patrol Leaders' Council

One of the most significant (and least widely known) benefits of scouting is the leadership experience that young men are able to get. It is almost impossible to get anywhere near the degree of leadership experience typical in scouting outside of scouting before adulthood.

The Patrol Leaders' Council – PLC - (historically also known as "Troop Leaders' Council") plans and runs the troop's program and activities and gives long-range direction with an annual planning conference that lays out the troop's calendar for the coming year. Composed of the troop's youth leaders, the patrol leaders' council also meets each month to fine-tune upcoming troop meetings and outings. They might also get together briefly after each troop meeting to review the plans for the next troop meeting and make any adjustments to ensure its success.

Meetings of the patrol leaders' council are conducted by the Senior Patrol Leader — usually after a Tuesday night Troop meeting - once each month. Patrol Leaders and Troop Guides present the ideas and concerns of their patrols, and then they take the PLC's decisions to the rest of the troop members.

The Scoutmaster attends PLC meetings as a coach and an informational resource. The Scoutmaster or the SPL may also invite other appropriate Assistant Scoutmaster if the planned discussion warrants it. The Scoutmaster and Troop Committee retain veto power over decisions of the PLC, but should need to exercise it only on rare occasions when the plans of the PLC would violate BSA policy or could lead to a situation that might jeopardize the safety and well-being of troop members.

4.2 General Responsibilities of a PoR

All of the Troop 599 “Staff” positions are one-year positions. It is expected that the Scout (SPL or ASPL) will remain active in their position for a full year.

The Scout uniform is to be worn proudly and correctly to all Troop meetings, Courts of Honor, and when riding to and from outings, the full BSA uniform must be worn. This consists of the Scout shirt (with current patches / insignia, and tucked in), Scout pants, Scout or BSA high-adventure base belt, Scout socks (and sash for Courts of Honor).

Staying focused is not always easy, but is expected of all Staff members. During Scout events you should limit your personal / social activities.

Without a strong Staff, the Troop will fall apart. To receive position credit, all expectations and duties must be fulfilled.

As a leader, set an example for others in the Troop. Embrace the Patrol Method, communicate effectively (to Scouts and adults); act as a role model. Assist other Scouts when they are struggling. Demonstrate Scout spirit.

All Troop leadership members are active members of the Patrol Leaders Council (PLC). It is expected that all Troop leadership (especially Staff, Patrol Leaders, Quartermasters, Troop Guides, and Scribe) attend PLC meetings.

Goal setting is a way of measuring progress. Initial goals will be set and reassessed every two months.

The Senior Patrol Leader will lead, with the assistance of his Staff, the August planning outing. At this outing, the upcoming year is planned in its entirety. All leadership members meet the corresponding adult advisors and prepare for the year ahead.

The Senior Patrol Leader will lead monthly Troop leadership classes (6:30pm on Tuesday) with the assistance of his Staff and the Adult Training Coordinator. These are highly recommended for all Scouts in or seeking a leadership position.

Most positions of responsibility have a term of six months or one year. However, this does not mean every position will be exactly six or twelve months long. If a position is started, it may continue past the 6 or 12 month mark (until a new Scout is recruited or the year ends). The POR will be signed off for rank advancement at the appropriate 4 or 6-month mark, however, the Scout will still be expected to serve in their position until further notice.

Attendance of at least 75% is expected for Troop meetings, outings (6 of 9), and other Troop related events. Falling below this quota will lead to further discussion and potential loss of PoR credit.

4.3 Senior Patrol Leader



Description: The Senior Patrol Leader is elected by the Scouts to represent them as the top youth leader in the Troop. By accepting the position of Senior Patrol Leader, you agree to provide service and leadership to your troop. The responsibility should be fun and rewarding. This job description outlines some of the things you are expected to do while serving in this leadership role.

The Senior Patrol Leader (SPL) is the “executive officer” of the Troop who works closely with the Scoutmaster and other adult leaders as well as the PLC. The SPL is elected by majority vote of the Troop. By PLC decision he must be at least Life rank. He is responsible for leading PLC meetings to plan and organize Troop activities. He is responsible, with the help of the other members of the PLC, to plan and carry out the Troop meetings. The SPL is the primary officer responsible for discipline in most activities. He is responsible with the help of the other members of the PLC for planning and carrying out all Troop campouts or other outings. In particular the SPL is responsible, with the Troop Quartermaster(s) for selecting Troop gear to take on campouts. When the SPL cannot be present, he should ensure that a senior member of the PLC (an ASPL) will be present to conduct the meeting, organize the campout, etc. The SPL, at the direction of the Scoutmaster, is responsible for writing a summary of accomplishments at the end of each term of office. At all times the SPL must be aware that he is the primary role model for the Scout Troop and he should demonstrate leadership and provide a living example of the following the principles of scouting.

Reports to: Scoutmaster
Type: Elected by the members of the Troop
Term: 12 months
Mentor: Scoutmaster

Preferred Qualifications:

Age/Rank: Must have completed the 9th Grade at the start of assignment and be able to complete the term of SPL before 18th birthday **AND** must be at least Life or Eagle rank.

Experience: Previous service of at least 6 months in a Senior Leadership Position: ASPL, Troop Guide, Instructor, or Patrol Leader

Training: Must have completed or be enrolled to take NYLT (required)
BSA Online Youth Protection Training (recommended)

Attendance:	At least 50% or better attendance over the previous year for all activities, meetings and outings, viewed separately.
Registered:	Have been registered in Troop 599 for at least one year.
Resume:	Must submit a Scout Resume to the Scoutmaster.
Confirmation:	Nomination to be approved by the Scoutmaster only after a review of the Job Description and Responsibilities and a commitment to fulfill all requirements
Attendance:	You are expected to attend Summer Camp with the Troop and at least 75% of all Troop meetings, Patrol Leaders' Council meetings, Outings (6 of 9), and Service Projects, etc. If your overall attendance is low you may be removed from office by the Scoutmaster.

Performance Requirements:

Uniform:	You are expected to set the example by wearing your uniform to all events (if required) and to wear it correctly.
Effort:	You are expected to give this job your best effort and make use of the Scoutmaster for advice and counsel as well as the other adult leadership including the Troop Committee.
Training:	If you have not taken NYLT you must do so. BSA Online Youth Protection Training (recommended)

General Leadership Responsibilities:

Behavior:	You are expected to set the example for the Troop by living the Scout Oath and Law in your everyday life. You should demonstrate Scout Spirit in everything you say and do.
Attendance:	Set the example by being an active Scout. Be on time for meetings and activities and do not leave early. Call the Scoutmaster if you are not going to be at a meeting or outing or have a change in plans. In that case, you need to make sure to communicate with an ASPL so that they are ready to assume your responsibilities.
Communications:	You must communicate with the Scoutmaster on a regular basis on any matter concerning the operation of the Troop. You should also attend the monthly Committee meetings in order to communicate directly with the Troop Committee.

Motivation: You should set goals for Troop program (meeting) and Outing improvement during the year. Develop contests and competition as appropriate to motivate participation in meeting and outings. You should encourage advancement and skill competence.

Specific Leadership Responsibilities:

- Preside at all Troop meetings, events, activities, and the annual planning meeting.
- Chair the Patrol Leaders' Council (PLC) meeting once a month (at least).
- Appointed other boy leaders (Staff) with the advice and consent of the Scoutmaster and directly supervise them.
- Assign duties and responsibilities to other junior leaders.
- Call each Staff member each week and advise them to prepare for the next meeting or outing by reviewing the next event requirements, reviewing the short term goals and encouraging effective communications with the Scouts assigned to their function.
- Assist the Scoutmaster (or ASM as appropriate) with Junior Leaders Training and make sure that each Staff member understands their job requirements for their assigned position.
- Review past performance of assigned Staff tasks on a monthly basis and review those results with the Scoutmaster and the Scout Training Coordinator.
- Resolve conflicts between Troop members. Advise the Scoutmaster as appropriate.
- Delegate task to the ASPLs. Make sure an ASPL attends any meeting/function you will not be able to attend (troop, PLC, Committee Meeting, etc.)
- Oversees the planning efforts of Scouts for all Troop campouts (whether he attends these outing or not).

4.4 Assistant Senior Patrol Leader



Description: The Assistant Senior Patrol Leader(s) are selected by the Senior Patrol Leader with the approval of the Scoutmaster.

Assistant Senior Patrol Leaders (ASPLs) are the assistants to the SPL. The ASPLs are selected jointly by the SPL and Scoutmaster immediately after a new SPL is elected. By PLC decision, the ASPLs must be of at least Star rank. The ASPLs should be ready at all times to assist the SPL in any duty or to assume the role of the SPL in his absence. Assigned duties may require planning or conducting Troop meetings, campouts, etc. The ASPLs, at the direction of the Scoutmaster, are responsible for writing a summary of accomplishments at the end of each term of Office.

By accepting the position of ASPL, you agree to provide service and leadership to your Troop. The responsibility should be fun and rewarding. This job description outlines some of the things you are expected to do while serving in this leadership role.

Reports to: Senior Patrol Leader
Type: Selected by the SPL and approved by the Scoutmaster
Term: 12 months
Adult Mentor: Assigned Assistant Scoutmaster

Preferred Qualifications:

Age/Rank: Must have completed the 9th Grade at the start of assignment and be able to complete the term of ASPL before 18th birthday **AND** must be at least Star rank.

Experience: Previous service of at least 6 months in a Senior Leadership Position: ASPL, Troop Guide, Instructor, or Patrol Leader

Training: Must have completed or be enrolled to take NYLT (required)
BSA Online Youth Protection Training (recommended)

Attendance: At least 50% or better attendance over the previous year for all activities, meetings and outings, viewed separately.

Registered: Have been registered in Troop 599 for at least one year.

Resume: Must submit a Scout Resume to the Scoutmaster.

Confirmation: Nomination to be approved by the Scoutmaster only after a review of the Job Description and Responsibilities and a commitment to fulfill all requirements

Attendance: You are expected to attend Summer Camp with the Troop and at least 75% of all Troop meetings, Patrol Leaders' Council meetings, Outings (6 of 9), and Service Projects, etc. If your overall attendance is low you may be removed from office by the Scoutmaster.

Performance Requirements:

Uniform: You are expected to set the example by wearing your uniform to all events (if required) and to wear it correctly.

Effort: You are expected to give this job your best effort and make use of the Scoutmaster for advice and counsel as well as the other adult leadership including the Troop Committee.

Training: If you have not taken NYLT you must do so.
BSA Online Youth Protection Training (recommended)

General Leadership Responsibilities:

Behavior: You are expected to set the example for the Troop by living the Scout Oath and Law in your everyday life. You should demonstrate Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities and do not leave early. Call your assigned Assistant Scoutmaster if you are not going to be at a meeting or outing or have a change in plans. In that case, you need to make sure to communicate with the SPL so that he may reassign your responsibilities.

Communications: You must communicate with your assigned Assistant Scoutmaster on a regular basis on any matter concerning your responsibilities and the operation of the Troop.

Motivation: You should assist the SPL in setting goals for Troop program (meeting) and Outing improvement during the year. You should help to develop contests and competition as appropriate to motivate participation in meeting and outings. You should encourage advancement and skill competence.

Specific Leadership Responsibilities:

- Help with leading meetings and activities as called upon by the Senior Patrol Leader.
- Take over Troop leadership in the absence of the Senior Patrol Leader.

- In the absence of the one of the other leadership positions you should be prepared to perform the duties of those offices on a temporary basis.
- Perform tasks assigned by the Senior Patrol Leader.
- Assist in the training of younger scouts along with the Troop Guides and Instructors.
- As may be assigned to your APSL position, guide the Scribe, Troop Historian, Troop Librarian, Troop Guides, Chaplain Aides, Leave No trace Trainer, Patrol Leaders, Patrol Quartermasters, Den Chiefs, OA Representative, Bugler and Webmaster.
- Regularly attend Troop meetings, Troop campouts, and Troop events during your service period.
- Provide a role model to the Troop of cheerful service and an example of following the principles of scouting.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show Scout spirit.

4.5 ASPL of Programs



The ASPL – Programs is responsible for planning and running the weekly Troop meetings and assisting the ASPL – Outings with the program aspects of any Troop Campout. He serves as the “Master of Ceremonies” during the weekly Troop meetings and assists the ASPL – Outings in this role for all program (e.g., Campfires) activities on campouts. He oversees and mentors the Troop Scribe, Historian and Librarian.

4.6 ASPL of Outings



The ASPL – Outings is responsible for planning and running the Troop campouts. He acts as the Troop Staff member in charge while on the outing. He serves as the “Master of Ceremonies” during all activities (e.g., Outing Activity, Scout Skills, Campfires, etc.) on campouts and is assisted by the ASPL – Programs as necessary. He oversees and mentors the Troop Leave No Trace Trainer and the Bugler.

4.7 ASPL of Troop Guides



The ASPL – Troop Guides is responsible for managing the Troop Guides and working with the First Class Emphasis (FCE) Coordinator to advance all new Scouts to the rank of First Class. He oversees and mentors the FCE Troop Guides.

4.8 ASPL of Patrol Leaders



The ASPL – Patrol Leaders is responsible for managing the Troop Patrol Leaders and working with the Scoutmaster and the various Patrol Advisors to encourage the Patrol Leaders to fulfill their responsibilities and see that they are “making the Patrol method work”, are communicating with their patrol on a weekly basis, are encouraging meeting and outing attendance and individual advancement. He oversees and mentors the Patrol Leaders.

4.9 ASPL of Equipment and Quartermasters



The ASPL – Equipment and Quartermasters is responsible managing the Troop equipment inventory and issues and receives Troop equipment from the Troop Quartermasters and other members of the Troop. He oversees and works with the Patrol Quartermasters is managing each Patrol’s equipment and making sure that all Scouts have the equipment (e.g., tents, etc.) that they need in order to conduct a successful outing program. He also oversees the unloading and loading of the Troop trailer on all campouts and insures that the Patrol Quartermasters get their Patrol gear turned-in and loaded into the trailer in a timely manner.

NOTE: This position is usually filled by two (2) Scouts to ensure that at least one is always available, especially on the outings.

4.10 ASPL of Membership and Special Programs



The ASPL – Membership and Special Programs is responsible for recruiting activities and working with the Adult Membership Coordinator to recruit new Scouts by presenting the Troop program to interested Packs, coordinating Den Chief matters, and greeting and recording the names and contact information of visitors to Troop meetings. He is also responsible for coordinating special programs, e.g., Scout Sunday, Scouting for Food, Merit Badge Fair, etc. He oversees and mentors the Chaplain Aide, Webmaster, Den Chiefs and Troop OA Representative.

NOTE: This position has been fulfilled by two (2) Scouts in the past; one for Membership and one for Special Programs. In most instances it can easily be fulfilled by just one Scout.

4.11 Junior Assistant Scoutmaster



The Junior Assistant Scoutmaster (JASM) serves in the capacity of an Assistant Scoutmaster because of his demonstrated leadership ability.

Reports to:	Scoutmaster
Type:	Approved by Scoutmaster
Term:	As required or until 18 years old
Adult Mentor:	Scoutmaster

Duties:

- Function as an Assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 years of age or older).
- Accomplish any duties assigned by the Scoutmaster which might include:
 - New Scout patrol advisors.
 - Instructor of an advanced skill such as backpacking or rock climbing.
 - Special advisor for the PLC.
 - Liaison to Cub Scout packs.
- Regularly attend Troop meetings, Troop campouts, and Troop events during your service period.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show Scout spirit.

Qualifications:

- Eagle Scout
- Must be at least 16 years old and not yet 18.
- Must attend Junior Leader Training (JLT).
- BSA Online Youth Protection Training

4.12 Instructor



Reports to:	Scoutmaster or as assigned by the Scoutmaster (e.g., FCE or SPL)
Type:	Appointed by Scoutmaster
Term:	As required
Adult Mentor:	Scoutmaster or an assigned Assistant Scoutmaster

Duties:

- Instruct Scouting skills as needed within the Troop or Patrols.
- Regularly attend Troop meetings, Troop campouts, and Troop events during your service period.
- Prepare well in advance for each teaching assignment.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show Scout spirit.

Qualifications:

- 1st Class Scout
- BSA Online Youth Protection Training (recommended)

Counts toward rank: Star, Life, Eagle

4.13 Troop Guide



The Troop Guide(s) work with the New Scout Patrol(s) which in Troop 599 are called the First Class Emphasis (FCE) Patrol(s). The first year as a Boy Scout is a critical time with new people, new places, new rules and new activities. The Troop Guide is a mentor to the new FCE Scouts and creates and guides them through a program that is interesting, fun, and challenging for the new Scouts. The Troop Guides essentially act as the Patrol Leader for their assigned FCE Patrol.

Reports to: ASPL – Troop Guides
Type: Application then selected by ASPL – Troop Guides and ASM Troop Guides with Scoutmaster Approval
Term: 12 months
Adult Mentor: Assistant Scoutmaster for Troop Guides

Duties:

- Introduces the new FCE Scouts to the Troop operations.
- Guides the new Scouts through early Scouting activities.
- Prevent harassment of new Scouts by older Scouts.
- Helps new Scouts earn First Class in their first year.
- Creates activities that are fun and interesting to the new Scouts.
- Come prepared to teach at all FCE meetings.
- Teaches basic Scout skills.
- Attend Patrol Leaders Council (PLC) meetings.
- Regularly attends Troop meetings, FCE meetings, Troop campouts, and Troop events during your service period and works with the FCE Patrols.
- Sets a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Lives by the Scout Oath and Scout Law.
- Shows Scout spirit.

Qualifications:

- Star or Life Scout
- BSA Online Youth Protection Training

Counts toward rank: Life or Eagle

4.14 Patrol Leader



The Patrol Leader is elected by the Patrol and leads the Patrol.

Reports to:	ASPL – Patrol Leaders
Type:	Elected by Patrol members
Term:	6 months (typical)
Adult Mentor:	Assigned Patrol Advisor

Duties:

- Plan and lead Patrol meetings and activities.
- Keep patrol members informed.
- Assign each patrol member a job and help them succeed.
- Represent the Patrol at all Patrol Leaders' Council (PLC) meetings and at the annual program planning conference.
- Prepares the Patrol to take part in all Troop activities.
- Develop patrol spirit.
- Regularly attends troop meetings, Troop campouts, and Troop events during your service period.
- Work with other Troop leaders to make the Troop run well.
- Know what patrol members and other leaders can do.
- Set the example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show Scout spirit.

Qualifications:

- 1st Class Scout
- BSA Online Youth Protection Training (recommended)

Counts toward rank: Star, Life, Eagle

1. Communication

- Call each patrol member frequently to encourage meeting attendance, to follow up with any Scout that misses a meeting, to encourage outing attendance, to advise the Scout about any special events (Eagle ceremony, leadership training, food drive, etc.) to get feedback on how the outing went.

- Conduct the monthly patrol meeting - set agenda, record results
- Represent the patrol in the Patrol Leaders Council
- Relay any special problems or requests to SPL, Adult Advisor or Scoutmaster
- Maintain Scout data sheet

2. Motivation

- Motivate/sell outings
- Encourage meeting participation
- Encourage advancement

3. Outings

- Develop list of Scouts attending – sell the outing.
- Plan menu and assign purchaser
- Develop duty roster – with a job for each Scout
- Work with Quartermaster to assure tents and equipment are ready for outing
- Develop skit for the camp fire
- Line up parents to drive
- Provide all necessary information to ASPL-Outings

4. Supervision

- Work with Patrol Quartermaster to assure tents and equipment are in good condition
- Assign or share responsibility with Asst. Patrol Leader
- Work with Patrol to maintain high level of basic skills (camp setup, cooking, first aid, knots)
- Take responsibility for the performance of the Patrol
- Maintain discipline at meetings and outings
- Set the proper example – Scout Oath and Scout Law, exhibit enthusiasm, proper uniform
- Encourage competition with other Patrols

4.15 Assistant Patrol Leader



The Assistant Patrol Leader is elected by the Patrol and leads the patrol in the absence of the Patrol Leader.

Reports to:	The Patrol Leader
Type:	Appointed by Patrol Leader and Assigned Patrol Advisor
Term:	6 months (Typical)
Adult Mentor:	Assigned Patrol Advisor

Duties:

- Assist the Patrol Leader in:
 - planning and leading patrol meetings and activities,
 - keeping patrol members informed,
 - preparing your Patrol to take part in all Troop activities,
 - steering patrol meetings and activities.
- Take charge of the patrol in the absence of the Patrol Leader.
- Represent the Patrol at Patrol Leaders' Council (PLC) meetings in the absence of the Patrol Leader.
- Work with the other Troop leaders to make the Troop run well.
- Regularly attends Troop meetings, Troop campouts, and troop events during your service period.
- Help develop Patrol spirit.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show Scout Spirit.

Qualifications:

- Scout

Counts toward rank: *NONE*

4.16 Patrol Quartermaster



The Patrol Quartermaster is responsible for maintenance and inventory of Patrol equipment to ensure that Patrol members are able to successfully prepare meals and have satisfactory campsites. The equipment that the Patrol Quartermaster is responsible for includes the patrol box (and all contents as stated on the Patrol Box inventory list), Dutch oven kit and lantern. Note: Patrol Quartermaster duties **do not include** those of Patrol Grubmaster which is a rotating assignment responsible for planning and providing food for outing meals.

Successful completion of the Patrol Quartermaster leadership position requires passing an inspection by the ASPL Equipment and correcting any issues identified by the inspection.

Reports to: Patrol Leader and indirectly to the ASPL – Equipment and Patrol Quartermasters

Type: Application to and appointed by Assigned Patrol Advisor

Term: 6 months (Typical)

Adult Mentor: Assigned Patrol Advisor and Assistant Scoutmaster of Equipment

Duties:

- Making sure that the Patrol box is fully stocked with cooking utensils and supplies for each outing.
- Making sure that the Patrol Dutch Oven box is complete, clean and ready for each outing.
- Making sure that all cooking utensils are kept clean and the box remains organized during and after use on outings. This includes making sure that all equipment is clean, organized and in good repair before returning to storage in the Scout Lodge.
- Conducting a monthly inventory of items and working with the ASPL Equipment to repair or replace damaged and missing items. The Patrol Quartermaster will collect payment from patrol members to cover the costs of any replacements of equipment or supplies as defined above.
- Bringing required patrol equipment on each outing (loaded into the troop trailer and supplying items (example - propane or cleaning materials as required)
- Ensuring the responsible use of equipment by all patrol members on outings.
- Ensuring that the equipment and supplies inventory list is attached to the patrol box or accompanies it at all times.
- Arranging for a substitute when unable to attend an outing or perform cleanup in a timely manner.
- Keeping a Log of tents assigned to Scouts in his Patrol.

- Assist other Patrol members when necessary in obtaining replacement parts for tents.
- Keep records on Patrol and Troop equipment.
- Work with the Troop Assistant Scoutmaster responsible for equipment.
- Regularly attends Troop meetings, Troop campouts, and Troop events during your service period.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show Scout spirit.

Qualifications:

- 1st Class Scout

Counts toward rank: Star, Life

4.17 Scribe



The Troop Scribe keeps the Troop records. He records the activities of the Patrol Leaders' Council (PLC) and keeps a record of Scout attendance at Troop meetings, outings, Courts of Honor, and special events.

Reports to: ASPL – Programs
Type: Application to and appointed by SPL and Scoutmaster
Term: 6 months (Typical)
Adult Mentor: Troop Committee Secretary

Duties:

- Attend and keep a log of Patrol Leaders' Council (PLC) Meetings.
- Record attendance at troop functions, meetings and outings.
- Work with the troop committee member responsible for finance, records, and advancement.
- Regularly attends Troop meetings, Troop campouts, and Troop events during your service period.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show Scout spirit.

Qualifications:

- 1st Class Scout

Counts toward rank: Star, Life, Eagle

4.18 Chaplain Aide



The Chaplain Aide works with the Troop Chaplain to meet the religious needs of the Scouts in the Troop. He also works to promote the religious emblems program.

Reports to:	ASPL – Special Programs
Type:	Application to and appointed by SPL and Scoutmaster
Term:	6 months (Typical)
Adult Mentor:	Adult Troop Chaplain

Duties:

- Keep Troop leaders apprised of religious holidays when planning activities.
- Assist Troop Chaplain or religious coordinator in meeting the religious needs of troop members while on activities.
- Encourage and Lead saying grace at meals while camping or on activities.
- Tell Scouts about the religious emblem program of their faith.
- Plan and Lead a devotional program in all Troop outings and activities.
- Regularly attends Troop meetings, Troop campouts, and Troop events during your service period.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show Scout spirit.

Qualifications:

- 1st Class Scout

Counts toward rank: Star, Life

4.19 Den Chief



The Den Chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in the Cub Scout Packs.

Reports to: The Den Leader in the Pack and the ASPL – Membership
Type: Application to and appointed by SPL and Scoutmaster
Term: 9 months – School Year (Typical)
Adult Mentor: Den Chief Coordinator

Duties:

- Know the purposes of Cub Scouting.
- Help Cub Scouts achieve the purposes of Cub Scouting.
- Serve as the activities assistant at den meetings.
- Be a friend to the boys in the den.
- Help lead weekly den meetings.
- Help the den in its part of the monthly pack meeting.
- Know the importance of the monthly theme and pack meeting plans.
- Meet regularly with the den leader to review den and pack meeting plans. Meet as needed with adult members of the den, pack, and troop.
- Receive training from the den leader (and Cubmaster or assistant Cubmaster) and attend Den Chief Training.
- Encourage Cub Scouts to become Webelos Scouts when they are eligible.
- Help the denner and assistant denner to be leaders.
- Regularly attends Troop meetings, Troop campouts, and Troop events during your service period.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show Scout spirit.

Qualifications:

- 1st Class Scout
- Must be at least 2 years older than the age of the boys in the den he is working with.
- May not be a den chief for his younger brother's den
- Attend Den Chief Training
- BSA Online Youth Protection Training (recommended)

Counts toward rank: Star, Life, Eagle

4.20 Bugler



The Bugler plays the bugle at troop activities, outings and ceremonies.

Reports to:	The ASPL – Outings
Type:	Application to and appointment by SPL and Scoutmaster
Term:	6 months (Typical)
Adult Mentor:	Assistant Scoutmaster - Outings

Duties:

- Plays bugle as requested by Troop leadership.
- Regularly attends Troop meetings, Troop campouts, and Troop events during your service period.
- Plays taps during evening closing ceremony.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show Scout spirit.

Qualifications:

- 1st Class Scout
- Appointed by Scoutmaster
- Must be able to play bugle/trumpet/coronet
- Should be able to hit High E without cracking (highest note for most bugle calls)

Counts toward rank: Star

4.21 Historian



The Historian keeps a historical record or scrapbook of all Troop activities.

Reports to:	The ASPL - Programs
Type:	Application to and appointment by SPL and Scoutmaster
Term:	6 months (Typical)
Adult Mentor:	Troop Publicity Coordinator

Duties:

- Gather pictures and facts about past Troop activities and keep them in scrapbooks, wall displays or informational (historical) files.
- Take care of Troop trophies, ribbons, and souvenirs of Troop activities.
- Create or solicit articles on Troop outings and activities for inclusion in the Troop newsletter and on the Troop Website.
- Keep information about former members of the Troop.
- Set a good example.
- Regularly attends Troop meetings, Troop campouts, and Troop events during your service period.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show Scout spirit.

Qualifications:

- 1st Class Scout

Counts toward rank: Star, Life

4.22 Librarian



The Librarian takes care of Troop literature.

Reports to: The ASPL – Programs
Type: Application to and appointment by SPL and Scoutmaster
Term: 6 months (Typical)
Adult Mentor: Merit Badge Coordinator

Duties:

- Establish and take care of the Troop library.
- Keep records on literature owned by the Troop.
- Add new or replacement items as needed.
- Keep books and pamphlets available for borrowing at Troop meetings.
- Keep a system for checking books and pamphlets in and out.
- Follow up on late returns.
- Set a good example.
- Regularly attends Troop meetings, Troop campouts, and Troop events during your service period.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show Scout spirit.

Qualifications:

1st Class Scout

Counts toward rank: Star, Life

4.23 Leave No Trace Trainer



The Troop Leave No Trace Trainer helps minimize impact on the land by teaching members of the Troop the principles of Leave No Trace and improving Scouts' outdoor ethics decision-making skills.

Reports to: The ASPL – Outings
Type: Application to and appointed by SPL and Scoutmaster
Term: 12 months
Adult Mentor: Outings Chairman or Outings Coordinator

Duties:

- Teach members of the Troop the principles of Leave No Trace
- Improve Scout's outdoor ethics decision-making skills
- Set a good example.
- Regularly attends Troop meetings, Troop campouts, and Troop events during your service period.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show Scout spirit.

Qualifications:

- 1st Class Scout
- 14-years old at least
- Completed the official 16-hour Leave No Trace Trainer training course.

Counts toward rank: Star, Life, Eagle

4.24 OA Troop Representative



An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and our Troop. In our Troop, he serves as a communication and programmatic link to the Arrowman and adult leaders and Scouts who are not presently members of the Order. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to our Troop.

Reports to: The ASPL - Membership

Type: Application to and appointment by SPL and Scoutmaster

Term: 6-12 months (Typical)

Adult Mentor: Adult OA Representative

Duties:

- Serves as a communication link between the lodge or chapter and the Troop.
- Encourages year round and resident camping in the Troop.
- Encourages older Scout participation in the high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the Troop.
- Encourages Arrowmen to assume leadership positions in the Troop.
- Encourages Arrowmen in the Troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Regularly attends troop meetings, troop campouts, and Troop events during your service period.
- Sets a good example.
- Enthusiastically wear the Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and OA Obligation.
- Shows Scout spirit

Qualifications:

- Under 18 years old
- Appointed by SPL with SM approval
- OA Member in good standing
- First Class Scout

Counts toward rank: Star, Life, Eagle

4.25 Webmaster



The Troop Webmaster is responsible for maintaining the Troop's website. He should make sure that information posted on the website is correct and up to date and that members' and leaders' privacy is protected. .

Reports to:	The ASPL – Special Programs
Type:	Application to and appointment by SPL and Scoutmaster
Term:	6-12 months (Typical)
Adult Mentor:	Adult Website Coordinator

Duties:

Work under the supervision of the Adult Website Coordinator to:

- Keep the Troop web site content up to date with information needed by the Troop.
- Maintain the Troop email "blast" distribution list.
- Make sure that information posted on the website is correct and that members' and leaders' privacy is protected.
- Work with the Troop Historian to publish stories regarding the Troop outings and activities to the website.
- Post Troop photos for at least one event per month on average to the troop website.
- Ensures the Web site is as youth-run as possible.
- Regularly attends Troop meetings, Troop campouts, and Troop events during your service period.
- Sets a good example.
- Enthusiastically wear the Scout uniform correctly.
- Lives by the Scout Oath and Scout Law.
- Shows Scout spirit

Qualifications:

- First Class Scout

Counts toward rank: Star, Life

5.0 SCOUT RESUME

John T. Scout

12345 Address Lane
City, State ZIP

(123) 456-7890

john.scout@scoutmail.org

OBJECTIVE

I would like to be ASPL of Programs or ASPL of Special Programs/membership. I think I would be good at this because I am good at planning, I am organized, and not afraid to speak in front of an audience.

GOAL

My goal is to be a senior staffer and hold a leadership position. I want to make the Troop better.

EXPERIENCE**Boy Scouts of America****Cub Scouts**

I was in Pack 902 for 5 years.
I was a Tiger, Wolf, Bear, Webelos I and II.
I earned my Arrow of Light.

Boy Scouts

I have been with Troop 599 since February 2010.
I went to 2010 Summer Camp at Camp Constantin in Possum Kingdom, TX and had a blast!
I went to 2011 Summer Camp at Blue Ridge Scout Reservation in Virginia and learned a lot.
I am scheduled to attend the 2012 Sumer Camp at Trevor Rees-Jones in Athens, TX.
I am scheduled to attend the 2012 High Adventure Canoe Trip to Quetico, Canada
I have held the position of Den Chief while a First Class Scout.
I am currently the Order of the Arrow rep for Troop 599.
I currently hold the rank of Life Scout and have 24 Merit Badges.
I was elected to the Order of the Arrow in November 2010 and completed my Ordeal in July 2011.
I am an active member of Colenneh Lodge for Order of the Arrow.
I hold the position of Assistant Vice Chief for the Colenneh Lodge.

Leadership

I have been in Student Council leadership since 2008.
I was president of Student Council in 2009.
I attended Student Council Leadership Camp in 2011 in Nacogdoches, TX.
I attended Student Council Retreat in 2012 at Camp Cho-Yeh.
I was accepted to National Junior Honor Society in 2012.

Spiritual

I am a member of Memorial Drive United Methodist Church.
I have been confirmed in the Methodist Church in May 2011.

EDUCATION**Spring Forest Middle School - Houston, Texas**

- Student Council
- Band (Clarinet)
- 7th Grade Football
- 7th Grade Cross Country

Boy Scout Training

- Climb On Safely
- Den Chief Training

Hobbies**Sports**

- Baseball
- Basketball
- Soccer
- Football
- Tae Kwon Do (Black Belt)

6.0 SMART GOALS

Congratulations! You are a leader in Troop 599. You have come this far because of your efforts that you have already put forward. In this position, however, there is still a lot to learn. To allow you to get more out of this position, you are going to need to set some goals.

One way to begin effective leadership is goal setting. What things do you want to accomplish? Why? How will you accomplish those things?

Some examples may include, but are not limited to improved attendance (for self or others), improved achievement / advancement, better campouts / preparedness, improved abilities, etc.

Be SMART (specific, measurable, attainable, relevant, and timely). Also, write your goals positively and keep them realistic. You will be reassessing your goals every two months with SMARTER goals.

Name: _____ Position: _____

Goal:

1. **Specific.** What will the goal accomplish? How and why will it be accomplished?

2. **Measurable.** How will you measure whether or not the goal has been reached (list at least two indicators)?

3. **Attainable.** Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal? Will meeting the goal challenge you without defeating you?

4. **Relevant.** What is the reason, purpose, or benefit of accomplishing the goal? What is the result (not activities leading up to the result) of the goal?

5. **Timely.** What is the established completion date and does that completion date create a practical sense of urgency?

Revised Goal:

I have read and I agree to fulfill the above goals to the best of my ability.

Set on and agreed to this ____ day of _____, 20__.

Scout Printed Name Adult Advisor Printed Name ASPL / SPL Printed Name

Scout Signature Adult Advisor Signature ASPL / SPL Signature

7.0 TROOP 599 LEADERSHIP AGREEMENT

Under the BSA national program a boy holding the First Class rank is a complete Scout. This reflects the national policy goal that every Scout attains First Class rank, and the BSA program is based on the assumption that a boy has the skills of a First Class Scout. Leadership is a privilege in Scouting, and is required for advancement beyond the First Class rank.

In accordance with national BSA and Troop 599 policy, Scouts are the ones leading the Troop. In Troop 599, the adult leadership facilitates the Troop program, and provides support and direction, in order to enable and support Scout leadership of the Troop. Therefore, when a Scout assumes a leadership position in order to advance beyond First Class rank, it is important that he understand the nature and quality of their individual commitment and the dedication needed to carry out their responsibilities.

Beyond First Class rank up to the Eagle rank, a Scout must make a commitment to his brother Scouts and to the Troop to be a leader. A Scout's service in a leadership position is a privilege, critical to the success of Troop 599 and is accepted on the terms of the following Agreement:

TROOP 599 LEADERSHIP AGREEMENT

I _____ understand that a Leadership Position in Troop 599 is a privilege and that the time frame associated with it may be longer than that required for a Position of Responsibility for rank advancement. I understand and agree to perform the duties and responsibilities of the Leadership Position known as _____, and to meet the expectations Troop 599 has for me. I also understand that in order to receive Leadership credit in Troop 599 for my services, I must meet all of the requirements and performance expectations as described on the attached pages, and have my book signed off by my Position Adult Advisor before having my Scoutmaster Conference for my next Rank. I understand that I will be evaluated throughout the year on my performance, participation, maturity, character, demonstrated abilities, and Scout Spirit. I also understand that failure to meet the expectations, not setting a good example, or any disciplinary action may lead to my removal from my leadership position with less than full leadership credit being applied towards my next rank.

I have read, I understand, and I accept the rules and requirements for the position of _____, within Boy Scout Troop 599. I further understand and accept the defined consequences including termination for violations of the rules and requirements.

The ___ month term for this Leadership Position begins on _____ and will end on _____.

POR Credit to be applied toward (Star, Life, Eagle, Eagle Palms): _____

Agreed to this _____ day of _____, 20 _____

Scout printed name

Adult Advisor printed name

ASPL / SPL printed name

Scout signature

Adult Advisor signature

ASPL / SPL signature

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