

SCOUTS BSA TROOPS 1/211

ADULT LEADER PLAYBOOK

Chapter 1	Monthly Campouts (Troop Campout Planners)
Chapter 2	Webelos Woods
Chapter 3	Crossover Ceremony
Chapter 4	District Camporee
Chapter 5	Eagle Court of Honor
Chapter 6	Scout Sunday
Chapter 7	Scarborough Fair
Chapter 8	Scouting for Food
Chapter 9	Bellaire 4th of July Parade
Chapter 10	Chopped Night
Chapter 11	Summer Camp
Chapter 12	Parent Onboarding and Offboarding
Chapter 13	Document and Records
Chapter 14	Recharter Lead
Chapter 15	Adult Training and Recognition
Chapter 16	Equipment Coordinator
Chapter 17	Uniform Coordinator (including T-shirts)
Chapter 18	Treasurer
Chapter 19	Fundraising Lead
Chapter 20	Advancement Subcommittee Chair
Chapter 21	Advancement Advisors
Chapter 22	Merit Badge Coordinator
Chapter 23	Courts of Honor Lead
Chapter 24	Communication Lead
Chapter 25	Social Media Liaison
Chapter 26	School Liaison
Chapter 27	Troop Camping Coordinator
Chapter 28	Website and Knowledge Manager
Chapter 29	Shooting Sports Lead
Chapter 30	Aquatics Lead
Chapter 31	ASM (Den Chiefs)
Chapter 32	ASM (Meal Planning)
Chapter 33	ASM (First Class Trail)
Chapter 34	ASM (Program Planning)
Chapter 35	ASM (Leadership Training)
Chapter 36	ASM (POR Coach)
Chapter 37	ASM (Life to Eagle)
Chapter 38	ASM (Religious Emblems)
Chapter 39	ASM (Order of the Arrow Advisor)

Appendices

Appendix 1

3rd Party suppliers/service providers

Chapter 1 – Monthly Campouts (Troop Campout Planners)

Summary: Monthly campouts are the primary vehicle for delivering the promise of Scouting - character development and personal growth through fun. Scouts in the Patrol Leaders' Councils (PLC) select a primary activity (aka program) for each campout and ensure that their Patrols are prepared for camping (menu planning, purchasing food, ensuring that troop gear is ready). However, adult leaders coordinate logistics (transporting people and equipment), arrange for third party support (rental of gear not owned by the troop, charters, tours, etc.) and organize their own meals.

NOTE: The Troop's Outdoors Subcommittee has roles for several Campout Planners, each of whom will take responsibility for one or more individual campouts during the program year. For most campouts, one adult will be responsible for all the actions described in this chapter. Certain campouts (Webelos Woods, Crossover and District Camporee) consist of two adult assignments: 1) general campout planning, which is described in this Chapter and 2) specific (additional) requirements associated with unique events that occur at those Campouts. Chapters 2-4 address those unique, campout-specific assignments (which are managed under the Events Subcommittee).

All activities not specifically assigned to a named leader (e.g., Troop Camping Coordinator, Scoutmaster, Committee Chair(s)) are the responsibility of the adult assigned to that campout (IF THERE IS NOT A SPECIFIED OWNER FOR AN ACTION, IT'S YOUR RESPONSIBILITY).

For advice ask: Tony King, Sophy Ashworth, Aaron Nelson

Interfaces: Camping Coordinator (Ch. 27), Equipment Coordinator (Ch. 16), Webelos Woods (Ch. 2), Crossover Ceremony (Ch. 3) and District Camporee (Ch. 4)

Preparation:

May (Annually)

- Troop Campout Planners and Troop Camping Coordinator assign responsibility for the nine weekend campouts in the upcoming program year to the Troops' Campout Planners (each Campout Planner takes responsibility for one or more specific campouts).

Up to Eleven months before:

- Troop Camping Coordinator reserves campsites (timing depends on booking window at selected campground) based on input from Annual Planning Conference.

Three months before:

- If needed, reserve equipment (e.g., tubes, canoes, paddleboards) from outfitter or make other reservations (e.g., cave tours); Troop Camping Coordinator provide an estimate on headcount; Appendix 1 provides a list of outfitters/suppliers used on previous campouts.

Two months before:

- Troop Camping Coordinator opens registration for campout via google form published in weekly announcements.
- Based on PLC input, prepare a draft campout plan (document) for review by the Troop Committee (see reference docs for example)

One month before:

- Complete a final campout plan (document) for the Troop Committee
- Check with Troop Camping Coordinator to verify whether Troop Trailer is needed; if it is, confirm availability of an adult driver with a tow vehicle (prime mover); if such an adult/tow vehicle is not available, schedule rental of a Ford F150 (or comparable) truck from U-Haul (S Main location recommended; they are conveniently located, open on Sunday, and have a wide range of equipment to rent);

- If transporting bicycles or other bulky gear, consider renting U-Haul cargo trailer(s) and confirm availability of other adults to serve as drivers of tow vehicles (most SUVs and light trucks equipped with a trailer hitch can tow a 6'x9' U-Haul cargo trailer); again, U-Haul on S Main is recommended for rental;
- The adult who is towing/driving should be the one making rental reservations. Be sure that delegation of assignment is clearly understood and accepted by other adult(s).

Two Weeks Before:

- Update headcount with Troop Camping Coordinator (Camping Coordinator grants access to google form results); if necessary, update reservations;
- In accordance with the BSA "Guide to Safe Scouting" conduct a risk assessment of activities planned for each campout;
- Engage with Adult Training and Recognition lead to determine what type of qualified supervision is needed and that adults with requisite training will be in attendance; advise Troop Aquatics' coordinator if any aquatic activities will be featured at this campout.

Monday Evening Before (at Troop Meeting):

- Troop Camping Coordinator provides final roster of participants;
- Identify one parent to serve as Medical Officer at the event; this parent is responsible for maintaining the Troops' medical records, receiving any prescribed medications from parents and dispensing those medications to scouts during the campout (ideally this adult is a medical professional)
- Assign meal-planning responsibilities to adults; ensure adults planning meals have an accurate head count for planning purposes and take into consideration additional participants for special campouts such as Webelos Woods (see Ch 2) and the Crossover Campout (see Ch 3):
 - Drinks (soda, sparkling water) for adults for the weekend
 - Friday evening Cracker Barrel (light snacks for adults; leftovers shared with PLC Scouts)
 - Saturday Breakfast – typically hot
 - Saturday Lunch – typically cold/quick
 - Saturday Dinner – typically hot
 - Sunday Breakfast – typically cold/quick

Tuesday/Wednesday before:

- (If applicable) Confirm reservations with rental companies/outfitters and revise commitments to reflect final headcount;
- Ensure adequate seats in vehicles traveling to/from Camp (taking late arrivals into consideration); assign scouts to vehicles for travel and provide that list of assignments to Scoutmasters (who will share with their PLCs)
- Troop Camping Coordinator sends email to participants with details of campout.

Friday of:

- Pickup rental equipment in Houston such as trucks/trailers (or ensure that assigned adults do so).

Sunday of:

- Return rental equipment such as trucks/trailers (or ensure that assigned adults do so).

Chapter 2 – Webelos Woods

Summary: Webelos Woods ([Webelos Woods — Twin Bayou District \(shac.org\)](http://shac.org)) is an annual Twin Bayou District campout (Twin Bayou District is the BSA's organizational entity above Troops 1/211 and consists of Scouts BSA Troops and Cub Scout Packs in SW Houston). This event is usually scheduled in late September or early October at Camp Brosig (near Sealy). The purpose of Webelos Woods is to introduce Webelos Cub Scouts (4th and 5th graders) and their parents from Twin Bayou District to the various Scout Troops in the District. On Saturday morning, participating Dens of Webelos Scouts and their parents spend ~30 minutes visiting each of the District's Troops (think of speed dating). During these 30-minute visits, Troop 1/211 Scouts engage and entertain their Webelos guests. Historically, Troop 1 / 211 has prepared and served dutch oven "211s" (baked treats similar to cinnamon rolls) and launched water balloons from a large slingshot. Other Troops from Twin Bayou District demonstrate/instruct the Webelos Cub Scouts on other Scout skills during the day such as first aid, knots, fire building, etc.

While Webelos Scouts are being entertained/instructed, T1/211 Scoutmasters & youth leaders share a presentation on our program with the visiting Webelos parents. Typically, the Webelos Dens of St. Mark's Pack 34 (our linked Pack) camp alongside and dine with the Troops, while the Webelos parents camp and dine with T1/211 parents.

NOTE: There are two adult assignments for the weekend of the Webelos Woods Campout: 1) general campout planning which is described in Chapter 1 and 2) activities related to hosting visiting Webelos Scouts and their parents on the Saturday morning of the Webelos Woods campout. This Chapter addresses the latter of those two assignments.

All activities not specifically assigned to a named leader (e.g., Scoutmasters, Troop Committee Chair(s)(s), etc.) are the responsibility of the adult assigned to lead Webelos Woods (IF THERE IS NOT A SPECIFIED OWNER FOR AN ACTION IT'S YOUR RESPONSIBILITY).

For advice ask: Jeremy Prouhet, Dale Fitz, Chris Elkins

Interfaces: Campout Planner (Ch. 1), Camping Coordinator (Ch. 27), Pack Leadership, Troop Committee Chair, Scoutmasters

Preparation:

Six weeks Before:

- Engage with Pack 34 Webelos 4th and 5th grade Den Leaders; ensure this event is on their calendars. Share a copy of the draft campout plan (prepared by the relevant Troop Campout Planner) with these Cub Scout leaders.

Two-Three Weeks Before:

- Setup and test water balloon launchers at Troop Meeting (use older Scouts; consider inviting Troop PLCs to incorporate this into Troop meeting as a game)
- If Scouts choose to build a lashing tower for Troop banners, ensure that necessary supplies are available (banners, lashing staves, twine/rope, etc.)
- Purchase water balloons (or place order for pre-filled balloons)
- Update T1/211 flyers and make copies (enough copies for both Webelos Woods and Scarborough Fair, see Ch. 8)

Week before:

- Purchase ingredients for 211s
- Finalize headcount with Pack 34 (adults, boys and girls participating); enquire regarding food allergies/dietary restrictions;
- Provide final numbers of adults as well as any dietary restrictions to the adult leader managing Campout planning for this event, who should include these parents in the total adult headcount for meal planning; note that bbq dinner is usually provided on Saturday evening (which simplifies meal planning);

- Provide the final number of Webelos Scouts (by gender) as well as dietary restrictions to Scoutmasters, who then pass along this information to youth “Grubmasters” for meal planning (note that Saturday dinner is usually catered by the District for this event).

Friday of:

- Ensure all gear (balloon launcher, balloons, ingredients, etc.) are loaded and transported to camp

Supplies to be purchased/borrowed (not in the trailer or closet):

- Dutch oven liners
- Charcoal
- Flyers for parents (sales pitch for Troop 1/211)
- Water balloons (not pre-filled); quantity
- Ingredients for “211s” (see “Recipe for 211s” in Reference Documents below)

Gear and Equipment (in the trailer/closet)

- Spars for constructing water balloon launchers (in trailer)
- Water balloon slingshot (in closet)
- Dutch Ovens (for baking 211s)
- Troop Banners
- Lashing Staves
- Twine/rope

Reference Documents:

- 1) Recipe for 211s (cinnamon buns)



211 Recipe for
Webelos Woods.pdf

- 2) Flyer for parents

https://www.troop211-1211htx.org/_files/ugd/c9f735_336d62a3b76a4f10af13eee9501e0f19.pdf

Chapter 3 – Webelos Crossover

Summary: The Crossover Campout is held annually in February as a joint campout with St. Mark's Pack 34 (our linked Pack). During the Saturday of this campout, Webelos Scouts who are crossing over to the Troops spend the day with Troop Scouts. New parents to the Troop receive onboarding and all parents in Pack 34 dine with the parents of Troops 1/211. The highlight of this campout is the Saturday evening campfire (complete with a flaming arrow), which culminates in a "crossing over" ceremony for Webelos Scouts who are joining Troops Troop 1/211.

NOTE: There are two adult assignments for the weekend of the Crossover Campout: 1) Campout Planning which covers routine camping logistics at the Crossover Campout and is described in Chapter 1 and 2) organizing activities related to onboarding/receiving of Webelos Scouts and parents and the crossover ceremony itself. This Chapter addresses the latter of the two assignments.

All activities not specifically assigned to a named leader (e.g., Scoutmasters, Troop Committee Chair(s)(s), etc.) are the responsibility of the adult assigned to lead Webelos Crossover (IF THERE IS NOT A SPECIFIED OWNER FOR AN ACTION IT'S YOUR RESPONSIBILITY).

For advice ask: Dale Fitz, Aaron Nelson, Sophy Ashworth, Chris Bradshaw

Interfaces: Campout Planner (Ch. 1), Camping Coordinator (Ch. 27), Pack Leadership, Troop Committee Chair, Scoutmasters

Preparation:

Six Weeks Before (early January):

- Confirm which Scouts from Pack 34 or other Packs will be crossing over to the Troops and request an estimate of total headcount (parents, Webelos Scouts crossing over and all other participating Cub Scouts);
- Ask Troop Committee Chair(s)(s) for contact info of any Scouts who are planning to join the Troops from other Packs – and contact those parents to confirm their participation;
- Provide crossover Scout headcount to Tshirts lead (see Ch 17) and request him to order/purchase plaid 1/211 neckerchiefs/scarves, green loops for epaulets, patrol patches (if known), woggle/neckerchief slide leatherworking kits, Scout Handbooks, Handbook Covers and 1211 or 211 Troop Numeral patches;
- Assign adults to be transport and lead construction of the crossover (rope) bridge (see Reference Docs 1) and procure materials for and setup flaming arrow/bonfire (see Reference Docs 2).
- Review the campout plan (prepared by relevant Campout Planner and described in Ch 1)

Two Weeks Before:

- Update Crossover Ceremony Script (see Reference Documents below) and circulate to Cubmaster and Scoutmasters for review and comment;
- Ask Trail to First Class Assistant Scoutmaster (ASM) to send parents of crossover Scouts a detailed set of instructions for participation in the campout (see Reference Docs 4 for a sample email)
- Confirm meal planning roles with Pack 34 leaders; historically, parents of Crossover Scouts dine with 1/211 Parents and Crossover Scouts dine with their respective Troops for the entire weekend. 1/211 Adults have also provided breakfast (pancakes) and dinner on Saturday (pizzas or burgers) for the entire Pack. Joint Pack/Troop dining has proven effective in strengthening connections between the two programs.

One Week Before:

- Finalize headcount with Pack 34 and other participants; enquire regarding food allergies/dietary restrictions;
- Provide final numbers (all adult parents and all non-Crossover Scouts) and dietary restrictions to the adult leader managing Campout planning for this event. Confirm that "Campout Planner" fully understands headcounts for each of the meals (it will be more than a usual campout and may vary from meal to meal because of Pack participation);

- Provide the final number of crossover Scouts (by gender) to Scoutmasters, who then pass along this information to youth “Grubmasters” for meal planning;
- T-shirts lead provides plaid 1/211 neckerchiefs/scarves, woggle/neckerchief slide leatherworking kits, Scout Handbooks, green nylon loops for epaulets, patrol patches (if known), Handbook covers, 1211 or 211 Troop Numeral patches and Scout rank patches (if Scout rank will be earned at the campout) to ASM for Trail to First Class;
- ASM for Trail to First Class sends reminder email to parents (follow-up on previous note);
- Conduct a ground recon of the campground to identify ideal location for ceremony/rope bridge; in the past, the troop has camped at Huntsville State Park (sites 100-115, with site 102 reserved for the ceremony) or Brazos Bend State Park (sites 204-220, with site 209 reserved for the ceremony).
- Based on headcounts, assign specific camp sites to Pack 34, Troop 211, Troop 1211 and Troop 1/211 Adults; communicate those assignments to Pack and Troop Leaders, including the “Troop Campout Coordinator”.

Summary of Events:

Friday Evening:

- Troops and Pack arrive and set up camp in assigned campsites;
- Cracker Barrel (late night snack for T1/211 parents and T1/211 PLCs).

Saturday:

- Breakfast: Crossover Scouts eat with T1/211 Scouts; all other Pack parents and Cub Scouts eat with T1/211 parents;
- AM Activities: Crossover Scouts work on Scout rank requirements (led by selected T1/211 Scouts); Crossover Parents have orientation meeting with ASM for TTFC and Scoutmasters; all other T1/211 Scouts participate in some type of advancement-oriented activity (hike, orienteering, etc.); Pack 34 parents organize and lead activities for all Cub Scouts not crossing over to the Troops;
- Lunch: Crossover Scouts eat with T1/211 Scouts; crossover parents eat with T1/211 parents; Pack 34 provides lunch for all other Pack parents and Cub Scouts;
- First ½ of PM: T1/211 Scouts and Crossover Scouts participate in a fun outdoor event (e.g., cycling); Crossover Parents and T1/211 adults assigned to build rope bridge and flaming arrow/bonfire setup bridge and fire; Pack 34 parents organize and lead activities for all Cub Scouts not crossing over to the Troops;
- Second ½ of PM: Rehearsal of Crossover Ceremony (youth and adult leaders from Troops and Pack with speaking parts); joint Pack/Troop fun led by 1/211 PLCs (capture the flag or similar game)
- Dinner: Crossover Scouts eat with T1/211 Scouts; all other Pack parents and Cub Scouts eat with T1/211 parents;
- Evening: Crossover Ceremony followed by refreshments (provided by Pack 34); informal campfire fun (songs, skits) continues after refreshments (led by 1/211 PLCs).

Sunday Morning:

- Breakfast: Crossover Scouts eat with T1/211 Scouts; crossover parents eat with T1/211 parents; Pack 34 provides lunch for all other Pack parents and Cub Scouts.

Gear and Equipment (in the trailer/closet)

- Rope and beams for crossover bridge (in closet)

Reference Documents

1) Crossover Bridge Pictures



Crossover Bridge
Pictures.pdf

2) Flaming Arrow/Bonfire Instructions



Campfire.pptx

3) Pre-campout Instructions to Crossover Scout parents (sample email)



Crossover Campout
Email to New Parents.

4) Crossover Ceremony Script



2023_Pack34CrossO
verCeremony Version

Chapter 4 – District Camporee

Summary: District Camporee is an annual Twin Bayou District campout (Twin Bayou District is the BSA's organizational entity above Troops 1/211 and consists of Scouts BSA Troops and Cub Scout Packs in SW Houston). This event is usually scheduled in late February or early March at Tellepsen Scout Ranch (near Navasota, TX) or Camp Strake (near Coldspring, TX). The centerpiece of District Camporee is a "Scout Olympics" competition (of various Scout skills) which is held on Saturday morning. Each participating Troop hosts one events of this competition. Historically, T1/211 has hosted the fire building competition.

NOTE: There are two adult assignments for the weekend of the District Camporee: 1) general campout planning which is described in Chapter 1 and 2) Responsibility for the Troop's assigned role in the Camporee (usually fire building). This Chapter addresses the latter of the two assignments.

All activities not specifically assigned to a named leader (e.g., Scoutmasters, Troop Committee Chair(s)(s), etc.) are the responsibility of the adult assigned to lead District Camporee (IF THERE IS NOT A SPECIFIED OWNER FOR AN ACTION IT'S YOUR RESPONSIBILITY).

For advice ask: Dale Fitz, Luis Ramirez, Jim Joseph

Interfaces: Campout Planner (Ch. 1), Camping Coordinator (Ch. 27), Equipment Coordinator (Ch. 16)

Preparation:

Eight Weeks Before (early January):

- Ask Troop Camping Coordinator to reserve 'fire building' as the Troops' assigned activity (need to formally request this from District Camporee Chair).
- Review the draft campout plan, which will be prepared by the relevant Troop Campout Planner (see Ch 1)

One-Two Weeks Before:

- Confirm number of participating patrols from Troop Camping Coordinator (District Camporee Chair will provide number to him/her);
- Purchase cedar fence boards; [Jim Joseph or Dale Fitz can confirm how much wood and other gear is needed for each patrol]
- Inspect the Troops' "fire building" kit to ensure adequate supply of strikers, hatchets, char cloth, etc (Dale Fitz is the keeper of the kit)
- Verify that all other supplies are available (in trailer, closet or elsewhere); see "gear and equipment" below;
- Cut fence boards into approximately 18" lengths and prepare fire building kits in advance (one kit for each patrol expected to participate); each fire building kit includes the wood, rope and char cloth needed to lay a fire.

Friday of:

- Ensure that all necessary supplies and equipment are transported to Camporee.

Summary of Events:

Friday Evening:

- Troops arrive and set up camp in assigned campsites;
- Cracker Barrel and Leaders Meeting for SPLs and Scoutmasters of all participating Troops

Saturday:

- AM Activities: Scout Olympics; T1/211 hosts fire building competition; SPLs and ASPLs help adult leaders run the competition all other Scouts participate in the Olympics; (in 2024, approximately 35 total patrols participated)
- PM Activities: after lunch, Scouts are free to take part in various activities offered at the camp (shooting sports, climbing, canoeing, etc.).

- Evening Activities: the host troop leads a campfire program for all the Troops at Camporee.

Sunday:

- District-wide “Scouts own” service and awards; pack-up and go home.

Supplies to be purchased (not in the trailer or closet):

- Cedar (untreated) fence boards for splitting into fuel

Gear and Equipment (much of this is included in the ‘fire building kit’)

- Flint and steel sets (in fire building kit)
- Sisal rope for use as tinder (in closet)
- Char cloth (in fire building kit)
- Six hatchets/hand axes (in fire building kit)
- String (location?)
- 12 Charcoal Pans (in troop trailer)
- 12 wooden blocks (pre-drilled) and 12 gardening stakes (72”) (in closet?)
- Ruler/measuring tape (for accurate placement of strings on gardening stakes)

Reference Documents

- 1) Photograph of fire setup (one for each competing patrol)



Chapter 5 – Eagle Court of Honor

Summary: Well-planned Eagle Courts of Honor serve as a fitting conclusion to a Scout's journey through ranks – and serve to inspire younger Scouts to follow the same path. Individual families are responsible for organizing these events and are encouraged to plan/execute Eagle Courts of Honor in groups. Youth and adult leaders from the Troop ordinarily participate in Eagle Courts of Honor. However, it is up to the families planning this event to request support from the Troop. The Assistant Scoutmaster (Life to Eagle) is the first point of contact coordinating these Court of Honors and can advise regarding what has been done in the past. The COR and Committee Chair(s) should be consulted regarding facility and other questions.

For advice ask: Dick Rozic, Chris Johnson, Eliana Bonfante, Jeff Anapolsky, Tony King, Camora Kuo, Linda Barcot

Interfaces: Advancement Subcommittee Chair (Ch. 20), Social Media (Ch. 25), Troop Committee Chair, Scoutmasters

Reference Documents

#1 – Script from March 2022 Eagle CoH



Eagle CoH Script.docx

Chapter 6 – Scout Sunday

Summary: Scout Sunday takes place annually on the first Sunday in February. Troops 211 and 1211 commemorate this event by actively participating in St. Mark's Sunday morning worship service. Participation in Scout Sunday helps to emphasize the importance of Duty to God and strengthens our ties with St Mark's (our chartering sponsor). Scout Sunday services provide an excellent venue for recognizing Scouts who have completed the requirements for their Religious Emblem. During the Sunday morning service, Scouts (from the Pack and Troop) participate in the processional (bearing various flags), function as ushers and greeters, collect donations and perform readings as part of the service. Following the church service, there is a brief reception for Scouts and their families with light refreshments (cake, coffee, lemonade, etc.).

Interfaces: Religious Emblems coordinator (see Chapter 31), Chartered Org Rep, Troop Chaplain's Aide

For advice ask: Kris Marsack, Jason Marsack

The roles for Scouts in the service include:

- Processing of 6+ flags in the procession and displaying them behind the choir stalls
- Reading the Lesson
- Reading the Prayers of the People
- Ushers (4-6) to hand out bulletins and help direct traffic during communion

Randall's (stella link and Bissonnet) has baked cakes like this in the past:



[Kris Marsack organized Scout Sunday in 2022 and 2023]

Chapter 7 – Scarborough Fair

Summary: Scarborough Fair is St. Mark's Episcopal School's annual fundraising event (a school carnival) and takes place annually on a Saturday in late October. Fair organizers provide Pack 34 and Troops 1/211 with space to setup a table for publicity/recruiting during the Fair. Scouts and adults from T1/211 also help tear-down and cleanup after the fair, as an act of service to the school. Scarborough fair is a fantastic opportunity to advertise our Program and recruit new families as well as to provide meaningful service to the school which our chartering partner (St. Mark's) operates.

As a rule of thumb, cleanup following the fair requires 15-20 volunteers (mix of scouts and parents) and takes about 60-90 minutes.

For advice ask: Aaron Nelson, Sophy Ashworth, Gina Messa

Interfaces: Pack 34, Social Media (Ch. 25)

Preparation/Timing:

6 weeks before (mid-September):

- Reach out to SMES Scarborough Fair coordinator to confirm T1/211 participation (table for "publicity" and help with cleanup); 2023 coordinator is Erica Payne (ejpayne77@gmail.com);
- Reach out to Pack 34 Leaders to confirm their interest in helping to staff the "publicity table";
- Consider printing a large poster or other visual aid to grab attention of passersby during the fair.

2-3 weeks before:

- Assign adults to take shifts at the table for publicity on the day of the fair;
- Solicit volunteers (youth and adults) to help with cleanup after the fair; recommend signup genius (or similar) which can be sent out via Troop communication channels; in 2022, roughly 12 youth and adults were needed for approximately one hour;
- Collect promotional flyers from the adult leader responsible for Webelos Woods (see Ch. 2); print more flyers if needed.

One week before:

- Reconfirm participation (including scope of involvement) with SMES Scarborough Fair coordinator;
- Re-engage with Pack 34 to compare notes on plans/expectations for the day.

2-3 days before:

- Send reminders to volunteers;
- Collect/create visual aids for table display (cool patch blanket in Troop Closet, poster with photos of Scouts doing awesome stuff, etc.).

Morning of (Saturday AM early):

- Setup table and visual display;
- Ask SMES' Scarborough Fair coordinator for name and contact info of next year's coordinator; update this document accordingly.

Supplies Needed:

- Folding table (available in Troop Trailer, or use a personal table);
- Visual Aids (1970s patch blanket in closet, poster with photos, etc.);
- Flyers (leftover from Webelos Woods, see Ch. 2).

Chapter 8 – Scouting for Food

Summary: Scouting for Food is the Troop's annual food drive. This event has historically been scheduled on consecutive Saturdays in late January/early February and coincides with Scout Sunday. However, it is advised to schedule Scouting for Food on a Monday/Saturday during a week in late March to better balance activities across the Troop calendar (Troop and Pack calendars are extremely busy in January and February).

Scouting for Food takes place on two separate days, "flyer distribution day" and "collection day." On flyer distribution day (recommend a Monday evening, in lieu of an ordinary Troop meeting), Scouts distribute flyers to all houses in the Braeswood Heights neighborhood. The following Saturday morning is collection day, at which time Scouts and Cubs pickup food from those houses. Donations are then gathered at St. Mark's and delivered to the Christian Community Service Center (3434 Branard St, only open until noon on Saturdays)

Note: All activities not specifically assigned to a named leader (e.g., Scoutmasters, Troop Committee Chair(s), etc.) are the responsibility of the adult assigned to lead Scouting for Food (IF THERE IS NOT A SPECIFIED OWNER FOR AN ACTION IT'S YOUR RESPONSIBILITY).

For advice ask: Rob Hauck, Aaron Nelson

Interfaces: Social Media (Ch. 25)

Preparation/Timing:

6 weeks before:

- Revise flyer (ensure pickup date is correct) and send to print shop for publication (historically we have used Vista Print); see Reference Docs #1
- Reach out to Pack 34 Leaders to confirm their interest in participating in the service project; Cub Scouts have historically helped on "collection" days (which is more labor intensive than flyer distribution)

2-3 weeks before:

- Assign 2-3 adults with pickup trucks to help transport donations to food bank at 3434 Branard St.
- Make 20 copies of route maps for drivers (one for each of the two days of this event) – See reference Docs #2 for example
- Assign 10 adults to serve as drivers/chaperones for flyer distribution (on the Monday evening before donations are collected)
- Confirm that food bank can accept donations on the day when donations will be collected

One week before:

- Reach out to Pack 34 to reconfirm their participation
- Prepare flyers and route maps (prep 10 brown paper grocery bags with requisite number of flyers and 2 maps)
- Purchase moving boxes (historically, we have needed about 80 "book boxes" purchased at ½ priced boxes.

Flyer Distribution (Monday Evening):

- Distribute grocery bags with route maps and flyers to assigned drivers;
- Ask SPLs to divide Scouts into 10 groups and assign to drivers;
- Drivers and Scouts complete distribution of flyers (with 30+ Scouts, this should take less than one hour)

Donation Collection (Saturday)

- Purchase donuts, OJ and coffee for participants (3 dozen donuts was more than enough in 2022, although numbers were a bit low)
- Arrive early at St Mark's; posted start time is 9:00
- Identify adults who can drive collection routes (where possible, use the same drivers that participated in flyer distribution)

- Ask SPLs to divide Scouts and Cubs into 10 equal groups and assign to drivers;
- The number of Scouts and Cubs participating will determine whether Scouts have time to knock on individual doors (with more than 40 Cubs/Scouts it may be possible to knock on all doors that did not set out donations)
- As drivers return to St Mark's, use Scouts, Cubs and adults to transfer donations to cardboard boxes;
 - Keep track of total number of donated items as boxes are loaded into pickup trucks
 - Pickup trucks deliver donations to food bank (food bank usually closes at noon).
- Be on "standby" for straggler donations (Scouts occasionally miss houses and some residents forget to set out their donation and then call for a late pickup)

Supplies to be purchased:

- Donuts, OJ, Coffee, disposable cups
- 20 copies of route maps
- Printing of ~2,000 flyers
- ~80 book boxes
- Packaging tapes for book boxes
- 5-6 Sharpie pens for marking number of items in each box

Reference Documents

#1 - Scouting for Food "door hanger"



Scouting for Food
Door Hanger graphics

#2 - Scouting for Food Neighborhood Map



Scouting for Food
Neighborhood Map.p

Chapter 9 – Bellaire 4th of July Parade

Summary: Troop 1/211 has led the Bellaire 4th of July Parade (as a color guard) for many years. This event provides Scouts with an opportunity to commemorate our nation's independence as well as excellent publicity for the Troop.

For advice ask: Rob Hauck, Dick Rozic and Frank Neukom

Interfaces: Social Media (Ch. 25)

Equipment Needed:

- Flags
- Flag harnesses (parade is just long enough that the harnesses are worth having)
- Troop Sign
- Cooler with waters for after the event

Chapter 10 – Chopped Night

Summary: Chopped Night is held annually in October as a Troop 1/211 recruiting event. This event should be scheduled on the calendar shortly after Twin Bayou Webelos Woods (an annual campout held in late Sept/early Oct for all Webelos Dens and Scout Troops in the Twin Bayou District). At Chopped Night, Patrols compete against each other in a cooking competition in the style of the TV Show “Chopped.” Visiting Webelos Scouts from Pack 34 and other local Packs are assigned to Patrols and participate as members of T1/211 Patrols for this activity. During the competition, parents of visiting Webelos Scouts observe the Scouts in action and socialize with T1/211 parents and adult leaders. Following the competition, T1/211 leaders serve dutch oven peach cobbler to all Scouts and visitors.

Note: All activities not specifically assigned to a named leader (e.g., Scoutmasters, Troop Committee Chair(s), etc.) are the responsibility of the adult assigned to lead Chopped Night (IF THERE IS NOT A SPECIFIED OWNER FOR AN ACTION IT’S YOUR RESPONSIBILITY).

For advice ask: Gabby Gonzalez, Luisa Gomez-Puerto, Maria Claudia Caldas (Riascos)

Interfaces: Equipment Coordinator (Ch. 16), Social Media (Ch. 25)

Preparation/Timing:

At Webelos Woods:

- T1/211 Scoutmasters invite all Dens to Chopped Night and ask Den Leaders to confirm potential interest and provide their contact info. SMs provide this info to Chopped Night leaders.

2-3 weeks before:

- Follow-up with Webelos Dens from Pack 34 and other interested Packs (505, others)
- Arrange to secure church keys and assign an adult with a full-sized truck to move the Troop Trailer from behind the school to the parking lot
- Assign two adults and 5 or 6 older Scouts (ask Scoutmaster to delegate Scout assignments to SPLs) to setup tables, patrol boxes, connect propane tanks to stoves, etc.
- Assign 3-4 adults to help prepare Dutch Oven Peach Cobblers during the competition
- Extra cooking equipment: enough to make up 1-2 additional Patrol Box kits (as it’s a v popular night)
- At least 4 additional tables (need 2 in the center to lay out ingredients, 1 per cooking station, 1 for judges, at least 1 to serve cobblers, 2 tables for 3-pot washing station)

One week before:

- Reach out to Webelos Den Leaders from Pack 34 and other Packs for a headcount of participants (parents and Webelos Scouts);
- Remind visitors and all adults to bring a folding chair
- Scoutmaster(s) : assign adults to welcome new parents, assign adults between patrol stations to check safety, one member of Camping or Equipment Committee needed to inspect and score patrol boxes for the judges

Day before:

- Shop for ingredients; ask Gabriela Gonzalez for guidance on food purchasing (she purchased ingredients along with Scout Meeting Planner (was Sandra Ramirez) in 2023). Total number of “patrols” depends upon the number of visitors. Patrols should not have more than 10 Scouts/Webelos. 2022 participation was approximately 80 Scouts/Webelos divided into 6 patrols; this was too many Scouts/Webelos per Patrol (we should have fielded approximately 8 patrols for such a large number of participants).



CARPARK LAYOUT

Red circle = where to park trailer

Purple circle = judges table, Merit Badge sign up table and where adults hang out

Green box = set up cooking stations, 4 on each side (have one or two adults stationed amongst the patrols for safety). Set up 2 tables for ingredients in the middle and assign one adult to manage with a scout.

Blue circle = where to set up dutch ovens (assign an older scout to start the charcoal)

White circle = where to set up 3 pot station (big burner + 2 pots of hot water), 6 plastic tubs for 3-pot, set up on 2 tables. An adult or older scout to heat and pour water.

Set up cones to block cars from parking in the cooking area.

Day of:

- 5:00 PM - pull Troop Trailer to Church parking lot - see photo for carpark layout
- 5:30 PM setup cooking stations; may need up to 8 cooking stations should be fully setup prior to the start of the meeting (ready to begin cooking immediately). Get paper goods from scout closet for serving. Set up water stations. Get Bullhorn from Pack 34 closet for Scout Meeting Planner to use in announcements.
- 6:30 PM – begin prep of Dutch Oven Cobblers; (allow 1 hour for cooking); [Cobbler Recipe](#)
- 6:45 PM - set up 3-pot wash area and start heating water
- 7:00 PM – Event Begins; Troops fall-in; SPLs explain the game and assign Webelos visitors to Patrols; Leaders from T1/211 invite three parents of visiting Webelos Scouts to serve as judges
- 7:15 PM – Competition Begins
- 8:15 PM (approximate) – Judging of entrees; begin serving cobbler, Patrol Box inspection by an Adult Leader (pref a Camping Committee member - and QM?)
- 8:15 PM – Announcement of winners; cleanup 3-pot was area, cobbler area, restack trailer with tables
- 8:45 PM Quick game in the car park if clean up is done on time!
- 9:00 PM – Event ends

Week after:

- Informal after action review
- Update this document

Supplies to be purchased/borrowed (not in the trailer or closet):

- Two large bags of charcoal
- Dutch oven liners (one for each cobbler)
- Groceries to make Dutch Oven Cobblers (one cobbler feeds 10-12); see recipe above
- Disposable bowls and spoons (for serving and eating cobbler)
- Groceries for “Chopped” competition (ingredients should be kept secret from Scouts until competition begins)
- Consider asking a few adults to provide personal chuck boxes and camp stoves in case there are more patrols than patrol boxes (Troop Trailer has 6 fully stocked boxes)
- Additional Dutch Ovens (depending on size of the group; Troop Trailer has approximately 8 Dutch Ovens)
- Judging sheets (one for each judge) and pens/pencils

Gear and Equipment (in the trailer)

- Patrol boxes x 6 (explore closet and borrow gear for 1-2 additional stations)
- Folding tables - borrow 4-additional 5 from adults
- Propane tanks, hoses, regulators
- Camp stoves
- Score sheets for judges
- Some paper goods (more in the closet if needed)

Chapter 11 – Summer Camp

Summary: Summer Camp is the highlight of the program year. Camp is meant to be fun (most importantly) and serves as a vehicle for Scouts to build unity and form friendships that will underpin effective teamwork in their respective Patrols and Troops. Advancement is another exciting component of Summer Camp – and Scouts are encouraged to take advantage of Merit Badge and high adventure opportunities at Camp that are not available at home. Summer Camp planning tasks generally fall into one of three major categories (consider sharing work with several parents): Camp registration (general registration, merit badges/youth activities and adult training), Travel and Medical Forms.

Note: All activities not specifically assigned to a named leader (e.g., Scoutmasters, Troop Committee Chair(s), etc.) are the responsibility of the adult(s) assigned to lead Summer Camp (IF THERE IS NOT A SPECIFIED OWNER FOR AN ACTION, IT'S YOUR RESPONSIBILITY).

For advice ask: Moya Somerset (Varner), Camora Kuo

Interfaces: Documents and Records (Ch. 13), Adult Training and Recognition (Ch. 14)

Preparation/Timing:

May (year before):

- Newly elected PLCs select a Summer Camp for the following program year; Scoutmasters communicate outcome to Troop Committee.

June (year before):

- Troop Committee Chair(s) confirms adult(s) who will organize Summer Camp for the following year.

July-August

- Handoff from previous year's Summer Camp coordinators to incoming Summer Camp coordinators (including lessons learned and an update to this document).

September-October:

- Secure contact info from Pack 34 for parents of Scouts joining the Troop in February; include these parents in all camp-related communications;
- Communicate location, potential dates and approximate cost of camp to parents;
- Conduct survey (via Google forms or similar tool) to identify optimal week for scheduling camp (to maximize participation); recommend asking parents to identify which weeks their Scouts cannot attend (rather than which weeks they prefer to attend); it's also recommended to avoid scheduling summer camp during the first two weeks of June, as SHAC typically offers NYLT during those two weeks (which is encouraged for older scouts)
- Communicate selected camp date to parents as well as registration deadlines, payment schedule and cancellation/refund policy; begin soliciting commitments to participate from parents;
- Register Troops to participate in Summer Camp ("opening day" and requirements of camp registration varies from camp to camp; consult the camp's website for details) (rule of thumb on participation is approximately 60% of active/participating scouts).

December - January (depends on individual camp schedule)

- Review the selected summer camp's "Leader Guide" and develop a checklist of activities to be completed (checklist from previous summer camps are also a good starting point)
- Big push to complete registration; 1:1 engagement with new families is needed to encourage parents to register their Scouts (solicit help from key leaders here).
- Evaluate travel needs (air/bus; travel from airport to/from camp);
- Set and communicate deadline for completion of medical forms to parents (usually May).
- Identify any special medical needs (allergies, medical equipment)

Feb-Mar (depends on individual camp schedule)

- Reserve group booking for travel (flight and/or bus); consider rental cars if cost of motor coach (to/from airport) is prohibitive;
- Depending on timing of return flight (Saturday of camp) – consider planning an excursion with Scouts (as an alternative to spending many hours in the airport);
- Scoutmasters prepare recommendations on Merit Badge classes for Scouts (strongly encourage Scouts to take classes together);
- Parent meeting to provide update on planning, logistics and Merit Badge Registration process;
- Confirm Scouts' merit badge selections (via parents or directly with Scouts);
- Register Scouts for merit badge classes; registration for merit badge classes is like college course registration; desirable classes fill quickly – you must register Scouts promptly at the precise date/time when registration opens (if you are not available; identify another parent or adult leader who can help)
- Identify training opportunities for adults attending camp; share list of available courses and list of participating adults with Adult Training lead;
- Adult Training Lead engages with participating adults and provides a list of adults and desired courses to Summer Camp coordinators;
- Summer Camp coordinators register adult participants in selected courses;

Apr-May:

- Collect all medical and other forms
- Final meeting with parents to review detailed travel arrangements
- Work with Scoutmasters to assign responsibilities to adults attending camp (recommend having parents drop-in to observe Merit Badge classes to ensure that Scouts are behaving and that instruction is of a high quality; parents can offer to assist Merit Badge instructors if warranted)

June:

- Assign scouts to parents who are traveling with the Troops (youth leaders do not have responsibility for Scouts while the Troops are traveling (at the airport).

Chapter 12 – Parent Onboarding and Offboarding

Summary: Effectively onboarding is the foundation of a positive experience for new Scouts and their parents.

Maintaining positive relationships with parents of former Scouts (“alumni”) can be a great benefit to the Troop (and provide those parents with opportunities to continue serving, even if in a reduced capacity).

Note: All activities not specifically assigned to a named leader (e.g., Scoutmasters, Troop Committee Chair(s), etc.) are the responsibility of the adult(s) assigned to lead Summer Camp (IF THERE IS NOT A SPECIFIED OWNER FOR AN ACTION IT’S YOUR RESPONSIBILITY).

Onboarding Checklist

https://docs.google.com/document/d/1pATzVOnemCeUKCAoLsCZ1U5ug2VUUvfx/edit?usp=drive_link&oid=100797056215433601287&rtpof=true&sd=true

For advice ask: Sophy Ashworth, Aaron Nelson

Interfaces: Documents and Records (Ch. 13), Advancement Subcommittee Chair (Ch. 20), ASM for Trail to First Class

General:

- Chairs Troop Operations Subcommittee; provides guidance and support to Troop Operations Subcommittee members and ensures that all Subcommittee responsibilities are fulfilled.

Immediately:

- Provide brief explanation of how the program is structured; explain the format of meetings (be sure to explain the closing ceremony)
- When contact is made through BSA site; respond by invitation to next troops meeting or meetings all Monday nights HISD is in session.
- Contact should be shared by KEY 5 and whoever brings the family in. This is critical because that individual was the first point of contact.
- At first meeting:
 - CRITICAL: Get emails, cell and contact info; share with Communications coordinator, SM and CC as appropriate
 - Start with their background in Scouting and go from there:
 - If brand new explain:
 - meeting nights; normal campout 2nd Weekend of each month that HISD is in session; Fees (if cross over or transfer may be not charge); cost is normally prorated if starting after Nov/Dec; Scout led and how meetings can be messy, but this is a life skill for youth
 - Explain next steps and importance of the family to select a troop where the Scout has friends or feels welcome AND parents do as well (slim chance but might not be 1/211)
 - Camping equipment in trailer and what scout/adults must bring; how we cook and eat by patrol
 - Scouting methods at a high-level; knowing they will get power point later
 - Explain structure: National, Councils, districts, troops, patrols and how the units at SMES work
- If the family commits, provide new scout packet containing, handbook, neckerchief, epaulets, slide, cover, gallon zip lock bag, troop number patch

Within first Two Weeks:

- If not already complete, the leader(s) who made initial contact introduce the parent(s) to the New Parent Coordinator and ASM for Trail to First Class

- Ensure new parent complete all registration documentation, provide Form A and B (release and medical) and accepts parent code of conduct agreement (online or paper)
- Invite parent to collect items from the Troop Uniform Bank
- Review new parent onboarding slide pack (found on Troop Google drive)
- Introduce new parent to Scoutmaster and Troop Committee Chair(s)
- Ensure new parent receives onboarding presentation (ppt), Scout Handbook, Neckerchief, Neckerchief Slide and Troop Numerals
- Ask Troop Committee Chair to add Scout's name to the next order for name patches (for uniform)

Within First Month:

- Follow up to answer any questions
- Provide parent with date for next Safeguarding God's Children Class and link to BSA YPT course.

Within First 3 Months:

- Follow-up to answer any further questions

During first 3-6 months:

- Troop Committee Chair(s) to enquire about volunteer role within the Troops

Annually in January-February:

- Coordinate with the adult responsible for the Crossover Ceremony to ensure that all materials are available for Crossover Scouts and their parents
- Attend Saturday of the Crossover Campout and help with new parent onboarding session

Offboarding:

During senior year of a Scouts (who are graduating):

- Engage with parents to thank them for their contributions and enquire regarding their willingness to continue serving the Troops (as Merit Badge Counselors, Rangemaster, etc.); record contact info, areas of willingness to support the troop and service history on alumni spreadsheet;
- Invite parent to donate any serviceable uniform pieces to the Troop Uniform Bank, merit badge books and camping gear.

Chapter 13 – Documents and Records

Summary: Maintaining current and accurate records is essential for the Troop to operate within its charter and provides leaders with information on participants' health conditions that may affect safety or limit their ability to participate in Troop activities.

For advice ask: Gabby Gonzalez

Interfaces: Camping Coordinator (Ch. 27), Campout Planners (Ch. 1), Recharter Lead (Ch. 14), many others

General:

- Ensure that two copies of [Parts A and B](#) (BSA Informed Consent and Release/Health History) and a copy of insurance card is current and on file (for most Scouts, timing of annual renewals is in sync with summer camp/high adventures); duplicate copy is for use at Troop events;
- Work with Communications Subcommittee to ensure that phone numbers and addresses on contact roster are accurate
- Ensure that all parents complete the T1/211 Parent Code of Conduct Agreement and keep copies for record (upon registration of Scout in the program);
- Ensure that Social Media team are aware of any Scouts whose parents deny permission to have photos/videos of their Scouts posted on social media
- Work with New Parent Onboarding lead to ensure that new parents promptly complete all requisite documentation
- Provide Troop Leaders with hard copy Parts A and B documents for all overnight activities
- Review all Part A, B and C forms annually and provide Troop Committee Chair(s) and Scoutmasters with a summary of disclosures/non-consents

Recurring:

- For monthly campouts, provide TC Chair(s) or SMs with med forms for all participating youth and adults (Troop Camping Coordinator will provide participation rosters for each monthly campout)

Chapter 14 – Recharter Lead

Summary: The Recharter Lead is a support role to the Committee Chair(s) This is a critical role to communicate with families, track down YPT and other paperwork as part of the recharter process. Each year this individual should attend training and work closely with CC to complete the recharter.

For advice ask: Jason Marsack

Interfaces: Documents and Records (Ch. 13), Troop Committee Chair, Chartered Org Rep

Because Scouting BSA limits who can create, validate and submit the recharter, the CC must perform many of the tasks.

- CC obtains the ID and Password for Recharter submission (if not known)
- CC loads the roster, downloads or prints a copy for follow up
- CC Validates the date to see what families need YPT, age or other updates. IE if a scout is turning 18 they must move to the Crew as a Participant or Adult leader in the Troop to continue
- The Recharter Lead (RL) could email all families and keep a log of which families are continuing, changing roles etc. This is a critical step to see who is continuing we the fees are collected accordingly.
- The RL should encourage families to continue in Crew or adults as MBC as it is critical to the Advance function to have experienced people.

Chapter 15 – Adult Training and Recognition

Summary: Training and recognition are essential for the Troops to maintain an effective and motivated pool of adult volunteers who actively support youth in delivering a safe and exciting program.

For advice ask: Jason Marsack

Interfaces: Camping Coordinator (Ch. 27), Documents and Records (Ch. 13), Safeguarding God's Children Instructor

General:

- Ensure that all adult leaders/parents have completed Youth Protection Training (YPT) and Safeguarding God's Children (SGC) and agreed to the Adult Code of Conduct before engaging with youth or participating in an overnight activity with the Troops (Coordinate with Safeguarding God's Children Instructor to offer courses as required).
- Encourage adult leaders to complete Leader Specific Training (training is specific to role: SM/ASM, Committee Member or Merit Badge Counselor); help parents understand where training can be accessed and when/where in-person courses are scheduled;
- Maintain a thorough register of courses completed (and expiry dates) for each adult;
- Ensure that a sufficient pool of adult leaders have current training certificates for frequent Troop events (camping, swimming, paddle craft, shooting sports, climbing);
- Consult with the Troop Camping Coordinator before each campout to ensure that properly trained adult supervision will participate in high-risk events (e.g., that at least one adult with "Safe Swim Defense" is participating in aquatics campouts);
- Periodically visit the SHAC website to learn about special training opportunities; promote those courses to adult leaders (e.g. Leave no Trace Training, Chaplain Training, Powder Horn); see: [Training — Sam Houston Area Council \(samhoustonbsa.org\)](https://www.samhoustonbsa.org/training);
- Actively seek out opportunities to recognize adults (winter Court of Honor is a good time to focus on adult recognition), common awards for consideration include:
 - [District Award of Merit](#) (for adults who provide service to the Twin Bayou District; also consider for Committee Chair(s); applications should be submitted to [Twin Bayou District](#))
 - [Scoutmaster Award of Merit](#) (for Scoutmasters)
 - [Trained Leader Award](#) (for Scoutmasters and Assistant Scoutmasters)
 - [Twin Bayou District Unit Service Award](#) (for all Adult Leaders who provide meaningful service to the Troop)
 - Other Twin Bayou District Awards for adult leaders can be found [here](#)

January

- Work with Key 4 to develop list of nominees for District-level Recognition ("District Dinner" is in February every year); submit award nominations on behalf of the Key 4.
- Submit details of adult award recipients to Court of Honor planner for inclusion in Winter CoH program/agenda

February

- Schedule a Safeguarding God's Children course for parents of Crossover Scouts.

March

- Review course listing for University of Scouting (annual SHAC training event in early April) and recommend training opportunities to adult leaders (consider making assignments);
- Review adult training opportunities for the Summer Camp which the Troop will be attending; develop a list of recommended courses for the adult leaders attending camp;

April

- Submit details of adult award recipients to Court of Honor planner for inclusion in Spring CoH program/agenda

September

- Schedule a Safeguarding God's Children course for parents who join at the beginning of the new school year;
- Encourage Scoutmasters and Assistant Scoutmasters who have not completed IOLS (position-specific training for SM/ASMs) to attend the Webelos Woods campout (IOLS is usually offered at Webelos Woods);
- Review course listing for annual fall SHAC adult training event (formerly Pow Wow) and recommend training opportunities to adult leaders (consider making assignments);
- Submit details of adult award recipients to Court of Honor planner for inclusion in Fall CoH program/agenda

Reference Documents:

Sample Tracking Document for Adult Leader Training

Chapter 16 – Equipment Coordinator

Summary: Safe and fun events require us to have the right gear, ready to go when it is needed. The Equipment Coordinator works with youth Quartermaster(s) to make that happen. This role is designed to foster interaction between the adult QM and his youth counterpart(s), as the Adult QM is meant to coach, mentor and encourage the youth leaders whose share a similar Position of Responsibility.

For advice ask: Don Tony King

Interfaces: Camping Coordinator (Ch. 27), Camping Planner (Ch. 1), Events Subcommittee

General/Recurring:

- At (and following) monthly campouts provide guidance, instruction and support to youth QMs
 - Ensuring that patrol boxes are properly inventoried and gear is clean before being returned to the trailer
 - Keeping track of troop tents (who is taking tents home for cleaning and have those tents been returned)
- Following each monthly campout, request youth Quartermaster(s) to provide a detailed list of expendable items from the Troop Trailer which need to be replenished; youth QMs should also report any broken gear so that it can be repaired or replaced;
- Replenish, repair or replace items as reported by youth Quartermasters;
- Ensure that the Troop Trailer is properly licensed and insured and that it is inspected annually for safe operations.
- Ensure that the Troop's First Aid kit is properly stocked (and that items are not expired)

Annually – Fall:

- Support youth Quartermaster(s) who plan and execute an inventory and cleanup of gear in patrol boxes

Annually – Winter:

- Support youth Quartermaster(s) who plan and execute a cleanup of gear in Troop Closet

Chapter 17 – Uniform Coordinator (Including T-shirts)

Summary: Troop T-shirts constitute the Class B (Activity) uniform that Scouts wear for many of our activities. Scouts will wear a comfortable and well-designed shirt with pride. Each year (target fall), the PLCs invite all Scouts to participate in a design competition for the Troops' annual t-shirts. The Troops will vote on various designs – and the winner of the contest has his/her design printed on the Troops' Shirt for that year. This parent is also responsible for maintaining inventories of other uniform items which are distributed to new Scouts and adult leaders (211 and 1211 numeral patches, neckerchief slides, name patches) and also maintaining the Troops' uniform bank.

For advice ask: Luisa Gomez (Puerto), Maria Claudia Caldas (Riascos), Tola Hope
Interfaces: Comms Chair

Oct/Nov

- Receive winning t-shirt design from youth leaders; source and order t-shirts (2021 and 2022 t-shirt leads Maria Claudia Caldas and Luisa Gomez can provide guidelines on supplier, quantities and sizes)
- Set t-shirt price and payment method (work with treasurer and committee chair to integrate tshirt order process into annual recharter-re-registration)
- Solicit input from Scoutmasters on number of new crossover Scouts expected; place orders for "211" and "1211" numeral patches and troop neckerchiefs, purchase enough leather kits from Scout Shop for neckerchief slides, purchase enough handbooks and handbook covers

Jan/Feb:

- Distribute or organize collection of t shirts to scouts and parents who have paid (scouts/parents must provide evidence of payment before receiving shirts – usually a screenshot of payment transaction)

Mar

- Get list of names of newly registered scouts and adult leaders from Comms Chair; place order for name patches (to ensure receipt before summer camp)

May

- Reach out to parents of graduating Scouts to collect unwanted uniform pieces for Troop Uniform Bank

As Needed

- Reorder patches, neckerchiefs, slides, as required

Continuously

- As new Scouts join the Troop, ensure they have been provided with requisite uniform items;
- Maintain Troop Uniform bank and provide articles from the uniform bank to families

Chapter 18 – Treasurer (Finance Subcommittee Chair)

Summary: The Finance Subcommittee Chair is the financial steward of the Troops. He/she prepares and manages a budget for the Troops, provides reports to the Troop Committee on the financial health of the program and manages day-to-day requests for reimbursements.

For advice ask: Nagesh Thukral

Interfaces: Camping Coordinator (Ch. 27), Others

General/Recurring:

- Chairs Finance Subcommittee; provides guidance and support to Finance Subcommittee members and ensures that all Subcommittee responsibilities are fulfilled.
- Attend monthly Troop Committee Meetings
- Function as authorized individual on Troop Accounts
- Manage Troops' Credit Card
- Process reimbursement requests from parents and scouts
- Track payment of dues and camping fees (follow-up with parents who have not paid); coordinate with Troop Camping Coordinator and Recharter Lead for info on camping participation and registrations
- Provide information on scholarships/camperships for summer camps/high adventure treks to participating families

September:

- Prepare an annual budget for the Troop Committee to review and approve (to include fund raising activities as well as spend – see Chapter 20)

March:

- Prepare and present an annual update on Troop finances to the Troop Committee

Chapter 19 – Fundraising

Summary: Fundraising members of the Finance Subcommittee are responsible for planning and managing the Troop's annual fundraising program (traditionally popcorn sales).

For advice ask: Catherine Than, Nagesh Thukral, Cellie Davis

Interfaces: Scoutmasters and their PLCs

March/April:

- Develop recommendation for Troop Fundraising program (to be executed in the fall); present recommendation to Troop Committee
- Organize/coordinate additional fundraisers during the year (e.g., carwash to support summer camp)

September-November:

- Manage Troop's Fundraising program

January:

- After Action Review of fundraising

Chapter 20 – Advancement Subcommittee Chair

Summary: Leads the Advancement Subcommittee. Ensures that principles of advancement are maintained (Advancement work is initiated by the Scout; parents may ask Advancement Committee members for guidance and advice, but all formal advancement work should be between Scouts and adult leaders)

For advice ask: Katie Gould-Marks, Luis Ramirez, Adriana Ordonez

Interfaces: Scoutmasters, ASM for Trail to First Class

General/Recurring:

- Chairs Advancement Subcommittee; provides guidance and support to Advancement Subcommittee members and ensures that all Subcommittee responsibilities are fulfilled.
- Attend monthly Troop Committee Meetings
- Prepare semi-annual reports on advancement for Troop Committee (November and May)
- Trains Scoutbook Focal Points
- Runs advancement reports for Courts of Honor; prints cards, purchases badges, etc.
- Acts as a backup “Scoutbook Lead” or “Merit Badge Focal Point” during Troop meetings (if needed)
- Coordinates with Parent Onboarding and Offboarding Lead to ensure that parents are aware of advancement protocols and understand how to effectively support their child’s advancement activities
- Print advancement reports from Scoutbook and purchase all badges/awards at Scoutshop before Court of Honor
- Print rank and merit badge cards for courts of honor; prep envelopes with badges, cards, pins etc. for Court of Honor (or ensure that one of the Scoutbook Leads does)

Chapter 21 – Advancement Advisors

Summary: Scoutbook Leads (recommend at least 2, but could be more if Troop size grows) attend weekly meetings and update Scoutbook advancement records to match physical signoffs in hardcopy Scout Handbooks (Troops' Scribes should also provide reports on which Scouts completed specific requirements at Troop events); support and encourage Scouts to pursue Merit Badges; positively encourage adherence to Troop principles of advancement (Advancement is Scout-initiated; parents may ask Advancement Committee members for guidance and advice, but all formal advancement work should be between Scouts and Adult Leaders)

For advice ask: Katie Gould Marks, Adriana Ordonez

Interfaces: All scouts (especially Troops' Scribes)

General/Recurring:

- At least one Scoutbook Lead is present at weekly Troop Meetings with laptop computer to record advancements (Leads coordinate coverage amongst themselves)
- Sign Blue Cards for Scouts who wish to work on Merit Badges
- Assign Merit Badge Counselors (MBCs) to Scouts who have signed blue cards and wish to begin working on a merit badge;
- Ensure that Scouts are completing MBs before assigning MBCs for new/additional MBs
- Reassign Scouts to new MBCs if/when assigned MBCs become unavailable
- Follow-up with Scouts who have incomplete MBs for a protracted period (help resolve issues/concerns, if any)
- Perform data entry in Scoutbook after Scouts complete Merit Badge requirements
- Coordinate the Troops' participation in the Twin Bayou Merit Badge Fair; function as the Troops' adult representative at this event (annual event in mid-October)
- Identify and promote other Merit Badge Fair opportunities for the Troops (Schlumberger MB Fair, SHAC STEM Days, etc.)
-

Chapter 22 – Merit Badge Coordinator

Summary: The MB Focal Point maintains a roster of registered MB Counselors; he/she also recruits and helps to register new MB Counselors for the Troop. The MB Coordinator provides Advancement Advisors with current rosters of MB Counselors.

For advice ask: Tara Wray

Interfaces: Advancement Advisors

General/Recurring:

- Manage pool of registered MBCs (ensure assignments are balanced across active MBCs)
- Recruit new MBCs as the need arises; assist prospective MBCs in registering with Scouts BSA
- Coordinate the Troops' participation in the Twin Bayou Merit Badge Fair; function as the Troops' adult representative at this event (annual event in mid-October)
- Identify and promote other Merit Badge Fair opportunities for the Troops (Schlumberger MB Fair, SHAC STEM Days, etc.)

Reference Documents:

T1/211 Roster of Merit Badge Counselors

Chapter 23 – Courts of Honor Lead

Summary: Court of Honor Focal Point is responsible for ensuring that the Troop's adult leaders provide necessary support for Courts of Honor. This job requires managing interfaces between many of the Troop's youth and adult leaders and

For advice ask: Adriana Ordonez, Luis Ramirez, Katie Gould-Marks

Interfaces: Scoutmasters, Troop Committee Chair, Communications MB Counselors, Scout (emcee), others

One month before Court of Honor (COH):

- Ask MB Focal Point to provide a list of Scouts working on Communications Merit Badge; send a note to those Scouts (cc parents) asking for a volunteer to emcee the upcoming CoH;
- Provide the Scout/emcee with the Troop's template script for CoHs and ask him/her to update the Script.

Two weeks before Court of Honor

- Check with Religious Emblems Coordinator to see if any Scouts have completed the Religious Emblem for their faith; if so, as the Religious Emblems Coordinator to engage that Scout's parents to determine if they would like to have the Scout recognized at the CoH (recognition also could be at Scout Sunday) and if clergy will present the award; parents of the recipient are responsible for coordinating with their clergy;
- Check with ASM for Leadership (Vinnie) for a list of Scouts who have completed ILST or NYLT since the last CoH;
- Check with the Adult Training and Recognition committee member for a list of adults who will be recognized at this CoH (including for adults who are fully "trained" in accordance with BSA standards)
- Provide the emcee with a summary of expected awards (rank advancements and merit badge); the emcee needs this to make speaking assignments to other scouts
- Check with SMs to see if there are any other special awards which should be included in the agenda (Recruiter, Conservation, etc.);
- Request the Troop Advancement Subcommittee Chair to provide a list of all rank advancements to be recognized at the CoH;
- Check-in with the Scout/emcee and ask for a progress update; remind Scout/emcee that they need to assign speaking parts at least one week before the actual CoH;
- Remind the Chartered Org Representative to invite Rev. Miller to the CoH.

One week before Court of Honor

- Troop Advancement Subcommittee Chair provides a final list of all rank advancements to the CoH Focal Point;
- CoH Focal Point updates script to reflect names of Scouts who will be recognized for rank advancement;
- Follow-up with Scout/emcee and confirm that he/she has made assignments (and that the assigned scout has acknowledged and accepted the assignment);
- Send out a signup genius (or similar) for refreshments or otherwise coordinate refreshments (cookies, cupcakes or otherwise)

Chapter 24 – Parent Communications (Subcommittee Chair)

Summary: The Parent Communications Lead is responsible for managing clear and effective communication with parents and is also the chair of the Comm/PR Subcommittee.

For advice ask: Keri Valdes

Interfaces: many (all subcommittee chairs)

General/Recurring:

- Serve as a member of the Troop Committee and attend monthly Troop Committee Meetings
- Chairs Communications Subcommittee; provides guidance and support to Communication Subcommittee members and ensures that all Subcommittee responsibilities are fulfilled.
- Ensure that new parents are included in Troop Communications (work closely with New Parent Onboarding Lead, see Ch 12)
- Consult with Social Media Leads (Ch 25) to ensure key announcements/special events are reposted via social media channels as appropriate
- Ensure that email lead publishes weekly announcements (using the format that is most convenient to parents) and archives previous announcements at a site accessible to parents and Scouts
- Pushes alerts or last-minute updates (e.g., late changes to events due to weather)
- Keeps Troop Calendar up to date in Scoutbook (should match online calendar)

Special Events Publicity and Reporting

- Support and encourage Troop Historian to document and publicize Troop Activities in local publications
- Promotes Troop events in local publications:
- To get a piece into **Buzz About Town** (<https://thebuzzmagazines.com/columns/buzz-about-town>)
 - provide ~150 words and a good high-res photo to the Buzz magazines (include names of scouts involved)
 - include recruitment info e.g. who to contact to join scouting and our troops)
 - Contact: Angie Frederickson angie@thebuzzmagazines.com
 - Staff Writer | THE BUZZ MAGAZINES | Bellaire | Memorial | River Oaks | Tanglewood | West University www.thebuzzmagazines.com

Story examples:

<https://thebuzzmagazines.com/articles/2022/12/twain-elementary-campout>

<https://thebuzzmagazines.com/articles/2022/01/twain-pershing>

Story suggestions: scout service projects (scouting for food) or significant COH e.g., Eagle Courts of Honor

- For a piece on the **Braeswood Place Homeowners Association website** (<https://www.braeswoodplace.org/contact>) or in BPHA **The Sentinel**
 - Contact 713-666-7248 or Email: office@braeswoodplace.org
 - Person to contact = TBD
 - <https://www.braeswoodplace.org/copy-of-american-flag-program>
 - Genie Neukom is current (2023) President of BPHA genie.neukom@gmail.com
- Could also see if this one would take any stories? I have not really seen an appropriate column, but you never know!
 - <https://communityimpact.com/news/houston/bellaire-meyerland-west-university/>

Chapter 25 – Social Media Liaison

Summary: The Social Media Liaison is responsible for social media channels for the troop, following BSA Social Media guidelines <https://scoutingwire.org/social-media-guidelines/>

For advice ask: Sophy Ashworth

Interfaces: Troop Historian, Documents and Records (Ch. 13)

It is suggested that the Social Media person follows other scouting organizations before administering a Troop social media channel.

- Social Media is to be used to share information about upcoming scout activities and latest achievements, in a way that positively reflects our Troop.
 - E.g., Forthcoming service projects or meeting dates
 - Forthcoming training opportunities
 - Details of next campouts
- Social Media posts should keep personal information safe i.e., do not share details about individual youth.
- Social Media can be used for recruitment purposes, i.e., if someone in another group is asking for details about scouting programs.
- Social Media can be used to share pictures of scouts if permission from the parent guardian is obtained and recorded. Annual BSA Release form A provides for this (and includes an “opt out”); Documents and Records Lead (see Ch 13) will inform Comms/PR committee of any Scouts whose parents have requested this.
- Social Media Liaison(s) also support and encourage Troop Historians to document and report on Troop Activities via the Troops’ Social Media accounts
- Each social media channel should have at least 2 administrators to make/check posts and handle comments

Examples of scouting social media for inspiration:

<https://www.facebook.com/theboysscoutsofamerica/>

<https://www.facebook.com/Troop54Houston>

<https://www.facebook.com/TwinBayou>



St. Mark's Monthly Service Opportunity - Sunday, March 19th, 8:30 - 10:00 AM

Sunday, March 19th 8:30 - 10:00 AM in Hauser Hall.

St. Mark's is hosting its monthly volunteer opportunity, great for all ages!

Feel free to come out, support our charter organization, and benefit Kids Meals Houston!

Don't forget to wear your uniform!

Chapter 26 – School/Community Liaison

Summary: The School Liaison collaborates with our local schools to promote awareness of the troop and recruit new scouts. Ideally this is a Troop scout parent who has younger children at a local elementary school

For advice ask: Sophy Ashworth

Interfaces: Social Media (Ch. 25), Scoutmasters

St Mark's Episcopal School – see Scarborough Fair Chapter 8.

Mark Twain Elementary School

Consult with **Cub Scouts Pack 34 Committee** as these adults are often Mark Twain parents. Pack 34 will be recruiting from the school for Cub Scouts. Contact Pack 34 and offer help from the troop. Pack 34 will usually have a table at the **Back-to-School event in August**.

In the last week of August: contact Mark Twain Elementary's PTO president to find out who the academic year 5th Grade Reps are as these are your best contacts for Troop-relevant events.

- PTO President for 2023/2024 is **Maggie Dundon** president@marktwainpto.org
- Connect with 5th Grade Reps and introduce yourself.

The **Twain 5th Grade calendar** includes two events relevant to scouting.

1/ **5th Grade Campout** – held on the Pershing field usually the first Saturday in November. Pack 34 or the troop sponsors (provides) the smores supplies and might lend a raised firepit if they need one. Usually Pack 34 Webelos parents are part of the organizing team for the campout (likely Pack 34 Cubmaster Gina Messa will be involved for 2023-2024 as her son Charlie will be in 5th grade that year). Put up a scout sign and see if anyone needs help putting up their tent, talk about scouting, see if anyone has youth who are interested in trying scouts – hand out a leaflet with the next 3 Troop meeting details on it (especially the Chopped night) and invite kids and parents along to check us out).

2/ **5th Grade Promotion or Graduation** (name changes year to year). Held after school at 5.30pm on the evening before the last day of school. Scouts usually do flags and color guard for the opening of the ceremony. Consult with the 5th grade Rep on this one. You will need to find scout volunteers and c. k you have the flags you need. Ask the 5th grade rep about the timing.

Post Oak Elementary – [Jason Marsack may know contact]

Other Schools (And families whose kids attend)

-Emery Weiner (Anapolsky)

-Trafton (Mueller)

-Vincent de Paul (Pack 505) (Valdes)

Chapter 27 – Troop Camping Coordinator

Summary: Monthly campouts are the primary vehicle for delivering the promise of Scouting - character development and personal growth through fun. Scouts in the Patrol Leaders' Committee (PLC) select a primary activity (aka program) for each campout and ensure that their Patrols are prepared for camping (menu planning, purchasing food, ensuring that troop gear is ready). The Troop Camping Coordinator is responsible for ensuring that campsites are reserved in a timely fashion, that the Troops fully comply with BSA safety requirements for camping activities and oversees and supports the work of the three Campout Planners on the Troops' Camping Subcommittee.

NOTE: The Troop's Outdoors Subcommittee has roles for multiple Campout Planners, each of whom will take responsibility for several Monthly Campouts during the program year. Certain campouts (Webelos Woods, Crossover and District Camporee) consist of two adult assignments: 1) general campout planning, which is described in Chapter 1 and 2) specific (additional) requirements associated with unique events that occur at those Campouts. Chapters 2-4 address those unique, campout-specific assignments (which are managed under the Events Subcommittee). This Chapter describes the responsibilities of the Troop Camping Coordinator (chair of the Camping Subcommittee).

All activities not specifically assigned to a named leader (e.g., Troop Camping Coordinator, Scoutmaster, Committee Chair) are the responsibility of the adult assigned to that campout (IF THERE IS NOT A SPECIFIED OWNER FOR AN ACTION IT'S YOUR RESPONSIBILITY).

For advice ask: Tony King

Interfaces: Campout Planners (Ch. 1), Equipment Coordinator (Ch. 16), others

Each May:

- Participate in the Troops' annual program planning workshop and provide advice to Patrol Leaders' Committees as they select program features (activities), including recommendations for appropriate camping locations for those activities.

General/Recurring:

- Chairs Camping Subcommittee; provides guidance and support to Camping Subcommittee members and ensures that all Subcommittee responsibilities are fulfilled
- Attend monthly Troop Committee Meeting
- Renew the Troops' State Park Youth Group permit annually in April

For each Campout:

- Make reservations for selected campgrounds; reservation windows open as early as 12-months in advance for certain State Park Group Campsites
- Setup and manage campout sign-up process (via Google Forms or similar)
- Provide support and oversight to the three Campout Planners on the Troops' Camping Subcommittee
- In accordance with the BSA "Guide to Safe Scouting" conduct a risk assessment of activities planned for each campout;
- Engage with Adult Training and Recognition lead to determine what type of qualified supervision is needed and that adults with requisite training will be in attendance
- If the campout involves aquatics (swimming, paddling, etc), provide the Aquatics Lead with a campout roster
- Provide PLCs and meal planning ASM with a headcount (by Patrol) for meal planning purposes
- Provide Troop Campout Planner with roster/headcount for that campout (to facilitate training)
- Provide Documents and Records lead with final campout roster so that he/she can ensure all BSA Part A and Part B forms are handed off to an adult participating in the campout

Chapter 28 – Website and Knowledge Manager

Summary: TBP

For advice ask: Myles Mueller

Interfaces: Youth Webmaster, Social Media (Ch. 25), Documents and Records (Ch. 13)

General/Recurring:

- Ensures that Troop Website complies with BSA internet standards
- Supports/enables youth “Webmaster” in managing the Troop Website
- Work with other Communication subcommittee members to ensure that the Troop Website presents a positive image of the program and serves as an effective recruiting tool
- Manages archive of non-sensitive Troop Documents; ensure latest versions of such documents are easily accessible and available on the website, for example (recommend organizing file hierarchy to match Troop Subcommittee structure):
 - Troop Handbook
 - Troop Playbook
 - Onboarding presentation
 - Troop Calendar
 - Meal Planning worksheet
 - Other commonly used Troop docs
- Archive documents containing sensitive information on a secure/access-controlled location (google drive or similar; with link available on website)
 - Troop Roster
 - Org Charts
 - Any docs with personal details of youth

Chapter 29 – Shooting Sports Lead

Summary: In order to conduct any shooting events (Archery, Rifle, Shotgun), the BSA requires several adults to complete a series of safety courses. Three adults are needed to be fully trained in order to support range activities. These adults must complete the following:

- Rangemaster Training
- Archery Level 1,
- NRA RSO
- NRA Basic Instructor
- NRA Basic Rifle Shooting
- NRA Basic Rifle Instruction
- NRA Basic Shotgun
- NRA Basic Shotgun Instruction

More details are here: [Shooting Sports — Sam Houston Area Council \(samhoustonbsa.org\)](http://samhoustonbsa.org)

For advice ask: Dick Rozic, Tony King

Chapter 30 – Aquatics Lead

Summary: In order to conduct aquatics activities, the BSA requires several adults to complete a series of safety courses. At least one adult is needed to be fully trained in the following:

- Safety Afloat
- Safe Swim Defense
- Paddlecraft Safety

The aquatics lead also maintains a roster of youth and adults who have completed the BSA Swim Test (with clear indications of swimming certification as “beginner”, “swimmer” or “non-swimmer”).

When the Troop undertakes Aquatic activities, the Aquatics Lead communicates the Swim Test status of participants to the Scoutmasters and Campout Planners along with guidance and instruction to adult leaders on appropriate safety measures.

For advice ask: Dale Fitz

More details can be found here:

[Aquatics Training — Sam Houston Area Council \(samhoustonbsa.org\)](http://samhoustonbsa.org)

Chapter 31 – ASM (Den Chiefs)

The Den Chief program provides a fantastic opportunity for younger Scouts to begin learning and practicing leadership and teaching skills. Cub Scouts love learning from Den Chiefs and readily look up to older youth. Cubs who have the opportunity to interact with Den Chiefs are more likely to continue with Scouting (and join our Troop).

One of the biggest challenges in launching an effective Den Chief program is helping the Cub parents who plan and execute Den Meetings to effectively use their Den Chiefs. Most Cub Scout Dens rotate responsibility for Den Meeting planning across all of the parents in the Den – and many Cub parents simply aren't aware of the opportunity which Den Chiefs provide.

While most of our Den Chiefs serve in Pack 34, Scouts may serve (and have served) in other Packs. In fact, this is a fantastic opportunity to recruit Scouts into Troops 1/211 who might not otherwise be aware of our Program. This is especially true for Troop 1211 Den Chiefs who serve in Webelos/AOL Dens for girls in Packs that are not linked to a Troop for Girls (most Twin Bayou District Troops only offer a Troop for Boys).

The ASM responsible for the Den Chief program should:

- actively recruit Scouts to serve as Den Chiefs; Den Chiefing is most appropriate for Scouts in 5th-7th grades who have not yet reached the rank of First Class.
- ensure all Den Chiefs have an assignment with a Den (it is ok to have 2 Den Chiefs per Den); where possible, assign Den Chiefs to a younger sibling's Den (increases likelihood that the Den Chief will participate);
- coordinate with Den Leader to ensure that he/she is willing to support the Den Chief program and promote its use by all parents who plan den meetings;
- provide the Den Leader with contact information for the Scout and the Scout's parent;
- periodically follow-up with Den Leader to ensure that he/she is providing Den Chief with assignments and opportunities;
- encourage Den Chiefs to participate in Den Chief Training (offered twice annually as part of SHAC's "University of Scouting" event);
- promote the [Den Chief Service Award](#) to Den Chiefs and their parents;
- coordinate with the Pack 34 Cubmaster on a monthly basis to determine how many Den Chiefs are needed to help with monthly Pack Meeting and then with Den Chiefs (and their parents) to ensure that assignments are filled (recommend use of Groupme, group text or similar).

Chapter 32 – ASM (Meal Planning)

Patrol Leaders in Troops 1/211 assign meal planning duties for each campout to a Scout in their Patrol who is designated as “Grubmaster” for that campout (it is also acceptable to split the assignment between two scouts, especially in cases where multiple Scouts require opportunity for rank advancement). Grubmaster assignments provide Scouts opportunities to complete rank and MB advancement requirements.

The ASM who oversees meal planning is responsible for ensuring that Grubmasters develop adequate and balanced meal plans (consistent with Myplate requirements) and are prepared to feed a Patrol of hungry scouts.

- Monday evening before the Campout: ask PLs to provide you with the names of each Grubmaster; consider the particulars of a given campout and the Scout who has been assigned to be Grubmaster; you may need to ask the PL to assign Grubmaster duties to a different Scout (does the assigned Scout have the requisite skills/knowledge? If it's a brand new Scout, the answer is probably “no”.)
- Monday or Tuesday before the Campout: send a text message to all grubmasters and their parents informing them that they should not purchase ingredients until their meal plan has been approved; include a [link to the meal planning form](#) on the Troop webpage;
- review and provide guidance and input on meal plans as Grubmasters submit them to you (you may need to follow-up, provide suggestions/guidance or intervene if a plan is not going to work).
- Tuesday before campout; use the Google Form for campout registration to determine the number of Scouts in each patrol; communicate this Patrol headcount to each Grubmaster; (the camping subcommittee can grant you access to the google form);

Chapter 33 – ASM (First Class Trail)

Each ASM for Trail to First Class (TTFC) is responsible for encouraging the advancement of the Scouts in his/her assigned Patrols; this is most effectively managed together with Assistant Patrol Leaders (and with the help of Troop Guides);

- Manage the TTFC Groupme channel:
 - publicize advancement opportunities;
 - periodically remind parents about at-home requirements (fitness testing,
- work with the Advancement Team to ensure that parents of TTFC scouts understand advancement requirements and recordkeeping;
- engage with
- Work with Troop Guides and ASPLs to ensure that all new Scouts reach the rank of Scout within 1 month of joining the Troops
- Every-other month (for each Scout in your assigned Patrol): meet with the TTFC Scout and his/her APL; help guide/coach the APL, as he/she reviews the Scout's handbook, signs-off on completions and sets goals
- encourage your TTFC Scouts to make sure that their requirements are 'signed off' and encourage their parents to work with their Scouts to ensure that progress is recorded in Scoutbook.com
- Promote Trainers Edge
- Trail to First Class (**1 VACANCY IMMEDIATELY AVAILABLE**; responsibility shared with ASM Carol Ramirez): coach [Troop Guides](#) to effectively employ Assistant Patrol Leaders and [Troop Instructors](#) in supporting new Scouts in their advancement through Tenderfoot, 2nd Class and 1st Class ranks; also serve as a resource/point-of-contact for parents of new Scouts:
 - Complete online 3-4 hour ASM Position Training (mandatory); and 2-day IOLS training (encouraged)
 - Support and Coach Troop Guides (there is one TG for each Troop) in the effective delegation of teaching/instruction assignments to Troop Instructors/Assistant Patrol Leaders (which consists of a larger pool of 10-15 Scouts)
 - Promote effective teaching by Troop Instructors/Assistant PLs ([the EDGE method](#)); Encourage Troop Instructors/Assistant PLs to participate in "[Trainer's EDGE](#)" (BSA instruction for Trainers)
 - Periodically meet with new scouts and their assigned Assistant Patrol Leader (APL) to check in on their progress towards rank advancement, set goals and follow-up
 - Engage parents of new Scouts (typically through First Class Trail Groupme) to ensure parents are aware of advancement opportunities and are properly supporting their Scout in his/her advancement journey (Scouts whose parents are not involved in their advancement journey often struggle to make progress)
 - Follow-up with new parents to answer any questions they might have regarding our Troop Onboarding Checklist (see attached)
 - Support "Troop Guides" in ensuring that new Scouts feel included in Troop events and complete requirements for "Scout" rank within one month of joining
 - Encourage and coordinate 1:1 training opportunities (inside and outside of Troop Meetings) for Troop Instructors and New Scouts; when possible, use the Troop Guides to coordinate such assignments amongst the various Troop Instructors

Chapter 34 – ASM (Program Planning)

Program Planning ASMs provides coaching/guidance to youth leaders with planning and leading their assigned [Troop Meetings and Campouts](#). The objective of providing this coaching is to ensure that Troop meetings are both effective and FUN!!

- Complete online 3-4 hour ASM Position Training (mandatory); and 2-day IOLS training (encouraged)
- Supervise and coach youth leaders in their planning and execution of 4-5 Troop Meetings and 2 campouts (commit to support youth leaders during two months of our “program year”);
- Attend the Troop’s annual “program planning conference” (2-hour event held in May at which newly elected youth leaders set priorities and select “[program feature](#)” for the year)
- Attend the Troop’s annual “PLC planning workshop” (day-long event held in August; coaching youth leaders as they develop plans for their assigned Troop meetings)

For assigned meetings, Program Planning ASMs provide support and guidance to youth leaders as follows:

- 3 weeks before the meeting; meet with the youth leader to review his/her meeting plan and ensure that it is robust and executable; encourage the youth leader to make assignments to other Scouts (if he/she hasn’t already done so)
- 2 weeks before the meeting; follow-up with the youth leader; if necessary schedule a meeting with the youth and his/her parent to revisit the meeting plan and answer questions; ensure that the scout has made assignments and requested any requisite gear/equipment/material for the meeting from Troop Equipment coordinators
- 1 week before the meeting; follow-up with the youth leader (confirm that all preparations are in place); remind the youth leader to follow up with assigned instructors; youth leader should confirm that instructors are prepared (youth leaders should confirm that instructors have rehearsed and ask them to walk through how they will conduct their instruction) – this can happen during troop meeting times;

Chapter 35 – ASM (Leadership Training)

Leadership Training; organizes/coordinates the BSA's formal leadership training ([ILST](#) and [NYLT](#)) for youth – **Vinnie McNulty**

Chapter 36 – ASM (Position of Responsibility Coach)

Position of Responsibility Coach; support and coach Scouts in various [Positions of Responsibility](#) (Assistant SPL, Scribe, Quartermaster, Outdoor Ethics Guide, Historian, Librarian)

Chapter 37 – ASM (Life to Eagle)

Life to Eagle; provides guidance/coaching to Eagle Scout candidates on development of Eagle Service Projects and proper filing of documentation -

Chapter 38 – ASM (Religious Emblems)

Background on Religious Emblems:

Religious Emblems (awards) encourage personal growth in faith and are available to all youth and adult members of the Boy Scouts of America; requirements for these awards are defined by each religious organization/faith.

Historically, St. Mark's Episcopal Church has facilitated classes for Scouts who wish to pursue the Episcopal religious emblem (which is shared by most Protestant denominations).

Program materials for Scouts of other faiths are also available. T 1/211 Scouts of Jewish, Buddhist, Catholic and other faith traditions have completed their faith-specific emblems.

It is recommended to schedule religious emblem classes in the fall or early winter to enable Scouts to complete requirements before the end of January and be recognized as part of the Scout Sunday event (first Sunday in February).

For advice ask: Mike Sisolak, Mike Pulido

Interfaces: Scout Sunday (Ch. 6)



Chapter 39 – Order of the Arrow Advisor

Summary: See [Unit Representative Adviser Position Description | Order of the Arrow, Boy Scouts of America \(oa-bsa.org\)](https://oa-bsa.org/unit-representative-adviser-position-description)

For advice ask: Klay Allen, Charles Anstead

Appendix 1 – Outfitters, Suppliers, Guides, etc....

Gear and Equipment in town:

[University of Houston Outdoor Adventure](#) – must be a student or faculty to rent

[Rice University Rec Center](#) – must be a member of the Rice Rec Center to rent

Big Thicket/Village Creek:

EastEx Outfitters (Gerald)

Appendix 2 – Troop Committee Structure

TBP