PLAN THE IDEAL YEAR OF SCOUTING

BOY SCOUTS AND CREWS

2018-2019
Check out our website at www.hawkeyebsa.org for the most up-to-date information, activities and forms

Your Troop’s/Crew’s Annual Program Plan = Satisfied Boy Scouts/Venturers and families = A lifelong love of Scouting!
Visit Boy Scout of America National Website for more resources to help you plan your Annual Troop/Crew Program: www.Scouting.org

This guide and all the resources within, can be found online at www.hawkeyebsa.org/journeytoexcellence
Youth Protection & Child Safety

The Boy Scouts of America is committed to providing a safe and secure environment for our youth members. Youth protection required sustained vigilance, and we work every day to protect children through mandatory policies and procedures at every level of our organization. We are also committed to continuous improvement in our approach to youth protection. **The policy of the BSA is that Youth Protection training is required for all BSA registered volunteers, regardless of their position and all currently registered volunteers will be required to take the new BSA Youth Protection training by October 1, 2018.**

**YOUTH PROTECTION REQUIREMENTS:**

**Open Program** – All aspects of the Scouting program are open to observation by parents and leaders. Parents are encouraged to attend all Scouting activities.

**Privacy of Youth & Adults** – Privacy for all youth and adults is safeguarded by the BSA policy. Adult leaders must respect the privacy of members and protect their own privacy, especially in situations such as changing clothes and taking showers at camp. No youth is permitted to sleep in the tent of an adult other than his or her own parent or guardian.

**Two Deep Leadership** – Scouting has a strict “two-deep” leadership policy which requires at least two adults to be present with youth at all times during Scouting activities. One-on-one contact between adults and youth members is not permitted, including texting and communications on social media.

**Mandatory Reporting** – All involved in Scouting are personally responsible to immediately report to law enforcement any belief or good faith suspicion that any child is or has been abused or exploited or endangered in any way. No person may abdicate this reporting responsibility to another person. All incidents need to be reported to the Scout Executive, Sarah Dawson, who can be reached at the Scout Office at 660 32nd Ave. SW, Cedar Rapids, Iowa or 319-862-0541. In the event an evening or weekend report is necessary, she can be reached by calling 319-862-0544.

**SCOUTS FIRST HELPLINE** – Dedicated 24/7 Scouts First Helpline to report any suspected abuse or inappropriate behavior. **1-844-SCOUTS (1-844-726-8871)**

### PARENTS AND SCOUTS

**Education**
- Parents and youth are required to review the BSA’s Youth Protection materials, available at the front of every handbook, as a condition of enrollment.
- Every application for youth membership advises parents about the basic principles of youth protection.
- Every parent completing a youth membership form acknowledges awareness of the BSA’s Youth Protection policies.

**Empowerment**
- Scouts are required to complete personal safety awareness training with parents and leaders as a requirement for rank advancement. The BSA teaches the “three R’s” of youth protection, which convey an important message in a clear manner easily understood by youth members:
  - **Recognize** situations that place them at risk, how child molesters operate, and that anyone could be a molester.
  - **Respond** to suspected, attempted, or actual abuse, as well as policy violations that may prevent the full use of the barriers to abuse. If a peer is affected, reassure them that they are not to blame and encourage them to seek help.
  - **Report** suspected, attempted, or actual abuse to a parent, trusted adult or law enforcement. This prevents further abuse and helps protect other children. Understand that you will not be blamed for what occurred.
Welcome!

Valued Volunteer,

Thank you for your personal commitment of time, talent, and resources to make the Scouting programs in our communities deeply impactful for thousands of youth. Your sacrifice of time, energy, and financial resources is critical to fulfilling our collective mission: To prepare young people to make moral and ethical decisions in their lifetime by instilling in them the values of the Scout Oath and Law.

We expect the Hawkeye Area Council to be the best Council in the BSA, constantly improving the quality of our Scouting program. Our Scouting families expect a program that offers fun and adventure all while teaching their son or daughter the importance of good citizenship and service to others.

This program planning guide is a critical resource to use in developing your Ideal Year of Scouting and in planning the program and activities that will keep your Scouts excited and active, earning advancements and progressing along the Scouting trail. There are also some very important policies and procedures to review, such as the new Youth Protection Training, meant to keep our youth in a safe and secure environment.

Use this guide to improve the quality of your unit programs, and if you have questions, don’t forget to contact your District Executive, who is always there to help answer questions and be an additional resource for training, advancement, program, camping, volunteer recruitment, and policies and procedures.

Thanks again for being an important member of the Scouting family, and an investor in the next generation of servant leaders who grow into men and women of unshakable character.

Yours in Scouting.

Todd Hendricks
Council President

Alan Kessler
Council Commissioner

Sarah Dawson
Scout Executive
## Hawkeye Area Council Employee Directory

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>PHONE</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

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Local 319-862-0541  
Toll-free 877-HAWKBSA  
Fax 319-862-0544  
Scout Shop 319-261-3750

www.hawkeyebsa.org  
www.fb.com/hawkeyebsa  
www.fb.com/HHCSR172  
https://www.facebook.com/chogun467
Why use this guide?

The units that plan, promote and execute their Ideal Year of Scouting, offer unparalleled experiences for more youth, and are recognized in the Journey to Excellence program.

How would you like:

• A stronger program for your youth?
• More parental involvement?
• More Scouts camping?
• Better retention?
• More funding with less time spent fundraising?
• To eliminate out-of-pocket expenses for your parents?
• Enough money to do all of your activities?
• Scouting to be simpler, easier and more fun?

You can provide a year-round, quality Scouting program by following the steps in this guide. Provide unparalleled experiences for more Scouts and earn the Journey to Excellence Award, along the way.

Journey to Excellence Recognition Program

The Journey to Excellence (JTE) is the tool we’ve adopted to measure the quality of the Scouting program in our council. A unit that plans their Ideal Year of Scouting, based on goals and standards set forth in the Journey to Excellence, can be confident they’re delivering a quality program, supported by a healthy unit with trained leaders.

How to Stay on the “Journey to Excellence”

• We all need to live and breathe the JTE. It makes Scouting stronger.
• Every time we are working on a Scouting project, activity, meeting, etc. we need to think back about how it relates to the JTE.
• This is important. We want you on board and we want you to be dedicated to the “Journey” as much as we are. You are an essential part of the council and can help us have the strongest Scouting program ever!
How to Use This Guide

“Achievement of anything starts with a vision.”

Use the criteria for the Journey to Excellence Award as your vision. There are separate criteria for Cub Scout Packs, Boy Scout Troops and Venturing Crews. Leaders and Scouts will find many resources they need to plan their year in this guide.

During the summer of 2018, work through this book to set your goals and make your plans. By the end of August of 2018, you should have a clear picture of the program you will offer from September 2018 through the summer of 2019.

If you get stuck along the way, remember to consult the website for more resources and contact information for those who can help you. Your Council and District Commissioner staff are dedicated to giving each unit the guidance and support they need to be successful. You can reach out to these experienced Scouters at Roundtables, training sessions and District and Council events. They are eager to help you be successful, so even if you don’t need their help planning, keep them informed of your plan so they may be your ally along the way.

www.hawkeyebsa.org/journeytoexcellence

The 6 Steps of the Ideal Year of Scouting:

1. **Plan:** Work your way through this guide and map out the advancements, activities, camping and training you’ll need for your Ideal Year of Scouting.

2. **Fund:** Determine the expenses from all the activities, advancements, camping and training your unit wants to do, then decide how much fundraising your unit must do to cover those expenses.

3. **Grow:** When you have a good plan, communicate it to your current and potential Scouts to engage more youth and parents in the Scouting program.

4. **Train:** Plan to promote trainings to your current and new leaders; every Scout deserves a trained leader.

5. **Re-charter:** Submit your recharter paperwork at your December 6th Roundtable or to the Council office no later than December 15, 2018.

6. **Assess:** Use the Journey to Excellence worksheet to measure the success of your plan and your year of Scouting.
PLANNING THE PROGRAM

Work through the following steps.

a. Use the Troop Program Features, Volumes I, II and III to make planning easier
b. Determine what advancements each Scout will need for next rank
c. Decide what activities the Scouts will do
d. Decide what camping opportunities to participate in (including monthly and summer camp)
e. Plan to do at least one charter partner service project and Scouting for Food
f. Plan meeting dates including Court of Honors

Visit www.hawkeyebsa.org and click on “Calendar” for a complete list of events or use the calendar at the end of this guide.

FUND YOUR PROGRAM

Complete the budget planning worksheet to find the total cost of your program and how to fund it.
http://www.scouting.org/scoutsource/BoyScouts/ProgramPlanningTools.aspx

a. Determine expenses
b. Determine income
c. Determine how much popcorn your troop needs to sell to cover expenses.

GROW YOUR PROGRAM

Gain tips and resources for recruiting.

a. Have an effective plan to recruit Webelos Scouts into the Troop
b. Crews should have a plan to recruit Scouts into the Crew
c. Utilize peer-to-peer recruitment and have Scouts bring their non-Scout friends to meetings and activities.
d. Plan to recruit parents to help the troop and crew.

TRAIN YOUR LEADERS

Every Scout deserves a trained leader.

a. What it means to be a trained leader
b. Insure that all current and new leaders complete the new Youth Protection Training by October 1, 2018
c. Information on basic leader training (the bare minimum)
d. Information on supplemental training (fun, extra info)
e. Attend monthly Roundtable meetings which are held the 1st Thursday of the month (except July)

RE-CHARTERING

Each year, every unit in the Council must re-charter. This process works as a checks and balances system to ensure the Council has an accurate roster of youth and adults. Make sure your charter is submitted, with all signatures and payment, at your District’s December 6th roundtable or by December 15 to the Council office.

ASSESS YOUR SUCCESS

Fill out the Journey to Excellence form and submit with your re-charter paperwork.
www.hawkeyebsa.org/journeytoexcellence
HOW TO PLAN & SCHEDULE YOUR TROOP’S ADVANCEMENTS, ACTIVITIES & MEETINGS

There are many helpful tools to assist you with planning. The Troop Program Features Volumes I, II and III are invaluable resources. Here are some highlights but you’ll find much more in these volumes to assist you and the Scouts in planning your Ideal Year of Scouting. You may purchase the Troop Program Features at the Scout Shop or download at: http://www.scouting.org/Home/BoyScouts/Resources/ProgramFeaturesVols1-3.aspx

In the following pages, you’ll find information to help you build a Patrol Leader’s Council, identify what ranks your current Scouts are, what they need to work on to advance one rank next year, and what activities your Troop will do to achieve these ranks and the Ideal Year of Scouting.

Each Patrol should elect a Patrol Leader (elections are usually held twice a year) to serve on the Patrol Leader’s Council.

Troop Program Planning Conference:
Once your Patrol Leader’s Council is formed, the Troop should hold a program planning conference. Use the calendar at the end of this guide to record your troop’s schedule of activities and meetings. Also remember to check the calendar on the Hawkeye Area Council website http://www.hawkeyebsa.org/calendar for more important dates and events.

The Patrol Method
The Patrol Leaders are elected by their patrols to represent them at the Patrol Leaders’ Council (PLC) meetings. A patrol leader is a member of the patrol leaders’ council and serves as the voice of their patrol members.

The members of each patrol elect one of their own to serve as patrol leader. The troop determines the requirements for patrol leaders, such as rank and age. To give more youths the opportunity to lead, most troops elect patrol leaders twice a year. Some may have elections more often.

Through the Patrol Leaders’ Council, patrols share the responsibility for the patrol’s success. They gain confidence by serving in positions of leadership. Each Patrol is always represented at each monthly PLC meeting. If the Patrol Leader is not able to attend, the Assistant Patrol Leader or another Scout from the patrol will attend the PLC. The Patrol Leaders present the ideas and concerns of their patrols and in turn share the decisions of the patrol leaders’ council with their patrol members.
The Patrol Leaders’ Council Is Made Up Of the Following Positions:

**Senior Patrol Leader**
Runs all troop meetings, events, activities, and the annual program planning conference; runs the Patrol Leaders’ Council meetings; appoints other troop junior leaders with the advice and counsel of the Scoutmaster; assigns duties and responsibilities to junior leaders; assists the Scoutmaster with junior leader training.

**Assistant Senior Patrol Leader**
Helps the senior patrol leader with leading meetings; helps train and supervise the troop scribe, quartermaster, instructor, librarian, historian, and chaplain’s aide; serves as a member of the patrol leaders’ council.

**Troop Guide**
Introduces new Scouts to troop operations; encourages good behavior form all Scouts and resolves conflicts; helps new Scouts earn First Class rank in their first year; teaches basic Scout skills; coaches the patrol leader of the new-Scout patrol on his duties; assists the assistant Scoutmaster with training; counsels individual Scouts on Scouting.

**Patrol Leader Position**
Plan and lead patrol meetings and activities; keep patrol members informed; assign each patrol member a specific duty; represent his patrol at all patrol leaders’ council meetings and the annual program planning conference; prepare the patrol to participate in all troop activities; work with other troop leaders to make the troop run well; know the abilities of each patrol member.

**Scribe**
Attends and keeps a log of patrol leaders’ council meetings; records individual Scout attendance and dues payments; records individual Scout advancement progress; works with the troop committee member responsible for records and finance.

The PLC is guided by the Scoutmaster and has direct support by key Troop Committee members to ensure the unit has monthly boards of review and quarterly courts of honor.

“The object of the patrol method is not so much saving the Scoutmaster trouble as to give responsibility to the boy.” — Robert Baden-Powell

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<thead>
<tr>
<th>TROOPS:</th>
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<tbody>
<tr>
<td><strong>Patrol method:</strong> Use the patrol method to develop youth leaders.</td>
<td>The troop has patrols, and each has a patrol leader. There is an SPL, if more than one patrol. The PLC meets at least four times a year.</td>
<td>Achieve Bronze, plus PLC meets at least six times. The troop conducts patrol leader training.</td>
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ANNUAL TROOP PROGRAM PLANNING CONFERENCE

This is the step where your troop program comes alive. The success of this conference begins when you, the Scoutmaster, prepares your senior patrol leader. Be alert throughout the conference to help out the senior patrol leader. Don’t wait for him to fail, but be careful not to take over for him. Careful, nonintrusive coaching will help your senior patrol leader build confidence. Share your leadership with them.

Who attends the conference?

The troop’s annual planning conference is attended by the Scoutmaster, assistant Scoutmaster for the new-Scout patrol, assistant Scoutmaster for the Venture patrol, senior patrol leader, assistant senior patrol leader, patrol leaders, and troop guide.

Physical Arrangements

Careful planning should ensure that this planning conference is a first-class experience for your youth leaders. Pick a location that would be special to your Scouts, possibly one offering opportunities for other activities, such as swimming, boating, etc. You can make it a weekend experience, although the conference is easily completed in a day.

Whichever you do, don’t involve the youth leaders in a lot of housekeeping chores that distract them from the primary purpose of planning the troop program. Consider using other troop adults to cook and clean up; let your patrol leaders’ council concentrate on the task at hand. Make sure the facilities are suited for a conference. Is ventilation good? Is there sufficient lighting? Are the chairs comfortable? Are there tables to work on? Is there a way to hang calendars on the wall?

Setting up the conference facility should have been previously assigned to members of the patrol leaders’ council. A checkup by the senior patrol leader prior to the conference ensures that nothing is forgotten.

Follow the agenda. When directing a session, your senior patrol leader should be aware that it’s easy to get sidetracked. If the group starts to drift away from the agenda, a gentle nudge from you may be in order to put them back on course.

Remember the conference ground rules:

1. The Senior Patrol Leader presides.
2. Each event and program is voted on.
3. The majority rules.

(Note: No time limits have been placed on the agenda, but working sessions should last no longer than 45 minutes without a break.)

| TROOPS AND CREWS | Planning and budget: Have a program plan and budget that is regularly reviewed by the committee, and it follows BSA policies related to fundraising. | Have an annual program plan and budget adopted by the troop (crew) committee. | Achieve Bronze, plus troop (crew) committee meets at least six times during the year to review program plans and finances. | Achieve Silver, plus troop (crew) conducts a planning meeting involving youth leaders for the following program year. |
ANNUAL TROOP PROGRAM PLANNING CONFERENCE CHECKLIST

Literature
- Troop Program Features, Volume I
- Troop Program Features, Volume II
- Troop Program Features, Volume III
- Troop Resources for Scout Troops and Varsity Teams
- Scoutmaster Handbook
- Boy Scout Handbook
- Patrol Leader Handbook
- Program features from Scouting magazine
- Scouting magazines
- Boys’ Life magazines
- Troop Program Planning Chart
- District/council calendar
- School calendar
- Chartered organization calendar
- Community calendar
- Information on council and district events
- Complete copy of next month’s program feature, for the final part of the workshop (one per participant)
- Troop Resource Surveys completed by parents and troop leadership
- Troop/Team Record Book
- Troop Advancement Chart

Program Supplies
- All Aboard activity (supplies needed)
- Game (supplies needed)
- Flip-chart stand and pad(s)
- Twelve large calendar pages
- Felt-tip markers
- Writing pads for participants
- Pens and pencils
- Thumbtacks
- Masking tape
- Extension Cord

Food/Refreshments
- Refreshments for morning and afternoon breaks
- Additional food (lunch, etc.)

Conference Facility Setup
- Tables set in horseshoe or square, depending on number of people
- Flip chart stand placed for easy viewing and use
- Calendar pages hung on wall
- Troop Program Planning Chart hung at front center of room
- Table at front of room for resource material
ANNUAL TROOP PROGRAM PLANNING CONFERENCE AGENDA

I. OPENING ACTIVITY - SCOUTMASTER
   Conduct All Aboard or other team-building activity. This helps foster a spirit of working together to solve a common problem.

II. REVIEW CONFERENCE GROUND RULES - SENIOR PATROL LEADER
   A. Write down the conference objectives:
      1. To decide on troop goals for the coming year
      2. To develop a program that represents ideas from the entire troop.
   B. Review ground rules
      1. The senior patrol leader presides,
      2. Each event and program will be voted on.
      3. The majority rules.

III. DEVELOP TROOP GOALS - SCOUTMASTER
   A. The Scoutmaster leads a discussion on goals for the coming year. These could deal with such topics as advancement, service or troop money earning. (These are the same goals discussed earlier with the troop committee and senior patrol leader).
   B. The patrol leaders’ council votes to approve the goals.

IV. CONSIDER MAJOR EVENTS - SENIOR PATROL LEADER
   A. Review dates for items such as these:
      1. Camporees
      2. Summer camp
      3. Klondike
      4. Special troop events
      5. Service
   B. Vote on events. (Delete from the calendar any activities the troop will not participate in.)
   C. Insert events on the Troop Program Planning Chart.
   D. Backdate necessary preparation time for each event.

V. GAME BREAK

VI. DISCUSS PATROL SUGGESTIONS FOR PROGRAM FEATURES
   A. Discuss the program features suggested for the coming year.
   B. Will they meet the goals of the troop?
   C. What are the advancement opportunities?
   D. Decide where program features best fit into the calendar.
   E. Vote on the final list of program features.

VII. LUNCH OR GAME BREAK

VIII. SCHEDULE SPECIAL TROOP ACTIVITIES
   A. Decide on a schedule for the following:
      1. Board of review
      2. Courts of honor.
      3. Recruitment night(s)
      4. Webelos Scout graduation
   B. Add these dates to the Troop Program Planning Chart.

IX. FINALIZE THE TROOP PROGRAM PLANNING CHART
   A. Put the Troop Program Planning Chart into final form for presentation to the troop committee.

X. GAME BREAK

XI. MONTHLY PROGRAM PLANNING
   A. Plan next month’s program.

XII. SCOUTMASTER’S MINUTE
SCOUT PLANNING WORKSHEET

"Plan on a Page"
If needed, use attachments for additional information.

GOAL
Describe what you intend to accomplish, the objectives.

WHY?
Describe the purpose or need for this activity—why it is important.

WHO?
Team leader ____________________
Telephone ____________________ Email ____________________

Team members
Name ____________________ Telephone ____________________ Email ____________________
Name ____________________ Telephone ____________________ Email ____________________
Name ____________________ Telephone ____________________ Email ____________________
Name ____________________ Telephone ____________________ Email ____________________

WHEN?
Consider creating a work-back schedule based on the completion date.
Anticipated start date ____________________ Projected completion date ____________________

WHERE?
Location ____________________
Permissions/permits required
Transportation/parking needs
Weather contingencies
Liability and possible site hazards
BOY SCOUT ADVANCEMENT AND PROCEDURES

What is advancement, and what role does it play in Scouting?

What is Advancement?
Advancement is the process by which youth members of the Boy Scouts of America progress from rank to rank in the Scouting program. Advancement is simply a means to an end, not a end in itself. Everything done to advance and earn these ranks, from joining until leaving the program should be designed to help the young person have an exciting and meaningful experience. Advancement is one of several methods designed to carry out the Aims and Mission of the Boy Scouts of America.

Education and fun are functions of the Scouting movement, and they must be the basis of the advancement program. A fundamental principle of advancement in Cub Scouting, Boy Scouting, and Venturing is the growth a young person achieves as a result of his/her participation in a unit program.

Advancement Principles
Council and district advancement committees implement procedures that help achieve the following advancement principles.

Personal growth is the prime consideration in the advancement program. Scouting skills – what a young person knows how to do – are important, but they are not the most important aspect of advancement. Scouting’s goal is the total growth of youth. This growth may be measured by how youth live the Scouting ideals and how they do their part in their daily lives.

Learning by doing. A Boy Scout may read about first aid, or any other topic for that matter. A Scout may hear it discussed, and watch others in action, but a Scout has not learned first aid until a Scout has done first aid.

Each youth progresses at his or her own rate. Advancement is not a competition among individual young people, but is an expression of their interest and participation in the program. Youth must be encouraged to advance steadily and set their own goals with guidance from their parents, guardians, or leaders.

A badge is recognition of what a young person is able to do, not merely a reward for what he or she has done.

Advancement encourages Scouting ideals. Scouting teaches a young person how to care for himself/herself and help others. Advancement should reflect the desire to live by the Oath and Law in his/her daily life.

Boy Scouting
The Boy Scout requirements for rank are the basis for a Boy Scout’s advancement. The four steps in the Boy Scout advancement procedure are: learning, testing, reviewing, and recognition.

How Advancement is Recorded
Advancement is not officially recognized until it has been submitted to the Council on an advancement report. Advancement reports may be picked up in any Council Service Center. Advancement can only be recognized for youth registered in the unit at the time it is processed.

Internet Advancement
Internet Advancement is a link available at the Hawkeye Area Council home page www.hawkeyebsa.org. Internet advancement allows you to enter youth advancements and awards and perform the following actions:
• Select members from your existing roster
• Review, update, or add ranks, and/or awards
• Access an online Review Unit Roster feature and the Unit Advancement Summary
• Print an Advancement Report with a Unit Award Summary to assist in purchasing.

Use the Advancement Planning worksheets that can be found at www.hawkeyebsa.org/journeytoexcellence to determine what rank each Scout needs to work towards.

| TROOPS | Advancement: Achieve a high percentage of Boy Scouts earning rank advancements. | 40% of Boy Scouts advance one rank during the year | 50% of Boy Scouts advance one rank during the year. | 60% of Boy Scouts advance one rank during the year. |
**Service Projects**

**Good Turn for America & Civic Service**
The Journey to Excellence has standards set for Boy Scout Troops and crews to help increase and encourage service in their community. In the past, this has been known as “Good Turn for America” but with the adoption of the Journey to Excellence program, the term has changed to “Journey to Excellence Service Hours.”

**Service Projects**
The troop or crew participates in service projects, with one benefiting your chartering organization. The projects & hours **MUST BE** logged into the Journey to Excellence website.
https://servicehours.scouting.org/UI/Security/Login.aspx

<table>
<thead>
<tr>
<th>TROOPS AND CREWS</th>
<th>Service Projects: Participate in Service Projects, with at least one benefiting the charted organization</th>
<th>Participate in three service projects and enter the hours on the JTE website (Two for Crews)</th>
<th>Participate in four service projects and enter the hours on the JTE website (Three for Crews)</th>
<th>Participate in five service projects and enter the hours on the JTE website (Four for Crews)</th>
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</table>

**How to Log Your Service Hours**
You can now enter your unit service hours at [www.scouting.org/jte](http://www.scouting.org/jte).
- Look for the “Service Project” area of the screen. There you can find the link to log your hours, information for first time users and ideas and tips for a successful service project.
- To enter your service hours click on “service hours website” link.
- Choose “New User Click Here” or enter in your existing username and password. To obtain your unit number necessary to set up as a new leader contact the Registrar at the Council office.

**Scouting for Food**
Scouting for Food is an annual council-wide service project aimed at addressing the issue of hunger in our communities. Check with your District Executive for your District’s date.

**Ideas for Service Projects**
Remember to check with your Troop/Crew chartered organization to see if they have any projects that your unit can help with.

**Other Ideas**
- Place American flags on gravesites for Memorial Day.
- Assist agencies that provide food to those in need.
- Participate in caroling at a nursing home.
- Adopt a park.
- Send cards to servicemen and women.
- Plant trees.
- Assist a Cub Scout Pack with their Pinewood Derby or Arrow of Light presentation
- Teach a Cub Scout Pack camping or cooking skills, or flag etiquette.
- Place American flags on grave sites for Memorial Day.
- Conduct a CPR training event.
Boy Scout Summer Camp

We are excited that you are considering Howard H. Cherry Scout Reservation as your destination for summer camp in 2018! Howard H. Cherry Scout Reservation has a rich history on the banks of the Wapsi River dating back to 1931. Over 85 years later, Howard H. Cherry Scout Reservation still provides an unforgettable camping experience and prides itself on its quality program.

This year, we will continue our commitment to excellence by providing an experience that will remain in our campers' memories for years to come. We hope that you will feel at home at HHCSR and will come back again. We are hard at work planning an exciting and incredible program and will be delighted when you choose to spend your summer with us. Our staff is committed to providing your scouts an excellent program. The HHCSR family is dedicated to your scouts' experience from the time you arrive until the time you leave.

See www.hawkeyesbsa.org/camping and the calendar in this program guide for dates and more information on summer camp.

2018 Summer Camp Dates

Session 1: June 17 – 23
Session 2: June 24 - 30
Session 3: July 8 – 14

Family Camp
June 30 – July 1
July 6 – 7
July 21 – 22

Marksmanship Day – open to 4th – 6th graders
July 1, 2018

OSPReY
Outstanding Scout Programs Reaching Excited Youth

CAMPING PROGRAMS...A LA CARTE!

Pick and choose the programs you want! These new programs have been requested by leaders and individual Scouts to help make the most of their summer at Howard H. Cherry Scout Reservation! Spots will fill up fast – so sign up now to secure your spot.
The thrill of our High Adventure Bases runs far and wide across America, and nobody in the world is better at sharing those experiences than the Scouts. Nobody.

Nobody offers more exhilarating or a wider variety of high adventure for young people than the Boy Scouts of America. Through high adventure experiences, The Boy Scouts of America leaves lasting memories with youth and fosters development in character and leadership.

Challenge yourself at BSA's High Adventure Bases. From the aquatic adventures of Florida Sea Base to the canoeing or winter camping challenge of Northern Tier, from the backpacking expeditions at Philmont Scout Ranch to the adventure sports programs at The Summit Bechtel Reserve, these experiences will shape you and teach you about yourself. Will you answer the call?

Florida Sea Base – www.bsaseabase.org
Northern Tier – www.ntier.org
Philmont Scout Ranch – www.philmontscoutranch.org
The Summit – www.summitbsa.org
Camping Awards
Below you will find a brief description of important camping awards. Detailed information can be found online www.scouting.org/scoutsource/BoyScouts/Youth/Awards.aspx

National Outdoor Achievement Award
- This award (No. 430-509) recognizes Boy Scouts and Varsity Scouts that excel in outdoor participation. It consists of five areas: camping, aquatics, hiking, riding and adventure with rigorous requirements to earn each segment.
- Application is online at http://www.scouting.org/scoutsource/BoyScouts/Youth/Awards/NOA.aspx

National Outdoor Challenge Unit Award
- To encourage troops to do more outdoor trips and long-term camping, have an annual program plan, have an activity with a Webelos den, conduct a Leave No Trace program, and teach outdoor-related merit badges.
- Application is online at http://www.scouting.org/Home/Awards_Central/NationalOutdoorChallenge.aspx

Conservation Good Turn
- The Conservation Good Turn is an opportunity for Cub Scout packs, Boy Scout troops, Varsity Scout teams, and Venturing crews to join with conservation or environmental organizations (federal, state, local, or private) to carry out a conservation Good Turn in their home communities.

<table>
<thead>
<tr>
<th>TROOPS</th>
<th>Conduct four short-term or weekend campouts through the year.</th>
<th>Conduct seven short-term overnight campouts.</th>
<th>Conduct nine short-term overnight campouts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHORT-TERM CAMPING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LONG-TERM CAMPING</td>
<td>Participate in a long-term camp with a majority of the troop in attendance.</td>
<td>60% of Scout attend a long-term camp.</td>
<td>70% of Scouts attend a long-term camp.</td>
</tr>
<tr>
<td>CREWS</td>
<td>Conduct regular activities including a Tier II or Tier III adventure.</td>
<td>Conduct at least four activities including a Tier II or Tier III adventure.</td>
<td>Conduct at least five activities and at least 50% of youth participate in a Tier II or Tier III adventure.</td>
</tr>
</tbody>
</table>
Friends of Scouting

The Hawkeye Area Council operates as a 501(c)(3) non-profit organization, supporting all units in the Council Service area.

Funding for the Scouting Program also comes from a campaign that the Council operates each year, Friends of Scouting (F.O.S.). This campaign is an opportunity for communities, businesses and families to support the Scouting movement for over 5,600 youth in 7 counties in Eastern Iowa. The annual F.O.S. drive raises approximately 30% of the operating budget each year. On average, $200 per youth is needed to provide programs for one year. Financial contributions to this campaign from Scouting families and outside organizations ensure that the Council can continue to serve units, Scouts and families.

The F.O.S. presentation explains to parents how our Council is financed and educates them about our wonderful programs.

Be a Friend of Scouting

Without your unit’s part in the Friends of Scouting campaign, our Council simply could not provide quality camps, services and programs to our youth. So as your committee plans your calendar for the upcoming Scouting year, please schedule a brief Friends of Scouting presentation during the months of September 2018 – March 2019.

When your date has been set please contact your District Executive or District family FOS chair.

The Council also provides unit and family recognition items if your Pack achieves their Friends of Scouting goal by May 31, 2019.
Funding Your "Ideal Year of Scouting" Plan

The steps to an "Ideal year of Scouting" are:
1. Plan the unit's complete annual program.
2. Develop a budget that includes enough income to achieve the program.
3. Identify all sources of income (unit dues and any traditional unit activities), and then determine the amount of product sale and the sales goal per youth member that will be needed to reach the income goal.
4. Gain commitments from parents, leaders, and all Scouts.

Budget Worksheet
To develop the unit budget, complete the worksheet with the unit leader and committee at the unit's annual program planning conference, and then share it with the Scouts' parents. The unit's program calendar and budget information needs to be communicated regularly to families, especially at the start of the program year.

Sources of Income
"One fund-raiser per year" is a central theme. Rather than nickel-and-diming families every week, it is better to figure the total cost for the complete year up front. Ideally, all income would come from dues and one fund-raising program at the beginning of the program year each fall.

Paying your own way
This is a fundamental principle of the Boy Scouts of America. Young people in Scouting are taught early on that if they want something in life, they need to earn it. This principle is among the reasons that adults who were Scouts are found to have higher incomes. The finance plan of any unit should include participation by a Scout in a regular dues plan.

An annual unit participation fee, too often completely contributed by parents, does little to teach a youth responsibility. The unit's entire budget must be provided for by the families, either through fund-raising or other means such as dues or fees.

For more information on planning your units's annual program planning budget and an example, visit:
www.hawkeyebsa.org/journeytoexcellence
Fund Your Program

Imagine kicking off your Scouting year with a 12-month program and not collecting any money from scouting families! Troops and Crews can pay for the entire program they want to do without any out-of-pocket expenses by selling popcorn.

Your Troop’s/Crew’s Ideal Year of Scouting (IYOS) could require more sales which is why we include a link to the IYOS Budget Planner worksheet on the previous page. Learn a little more about popcorn here and use the worksheet to determine how popcorn sales will achieve your Troop’s Ideal Year of Scouting.

Basic Expenses – Fees set by the National Office Boy Scouts of America are subject to change

- Registration Fees - $33/year per youth/adult
- Liability Insurance (Charter Fee) - $40/year per unit
- Accident Insurance - $3.00/year per youth/adult
- Boys Life - $12/year (optional)
- Activities
  - Meetings and activity costs
  - Summer camp, Camporees, Winter Camp
  - Advancements and Awards
  - Reserve funds
  - Program Supplies

Popcorn in the Hawkeye Area Council

The annual popcorn sale with Pecatonica River is the opportunity for units to provide funds for their program year. Each unit recruits an energetic volunteer to serve as their "Unit Popcorn Kernel." The job is to organize a fun incentive plan prior to the start of the new school season and lead the sale through the sales period. The plan inspires Scouts to meet or exceed a personal goal, maximizing the funds raised for your unit. The Hawkeye Area Council offers additional incentives to supplement your unit’s incentives. Many units are able to hold one fundraiser and provide an “Ideal Year of Scouting” for the Scouts in their units.

We are powering up for the 2018 Popcorn campaign to be bigger, better, and bolder. Popcorn Training will be held August 8, 2018!
Fiscal Policies & Procedures for BSA Units – FAQ

Should our unit have a checking or savings account?
Yes. Unit funds should be deposited in a checking or savings account that requires two signatures on every check or withdrawal. The unit leader could be one of the signees, but it is recommended it be a committee person. It could be that the unit leaders have a petty cash fund (with the limit set by the committee) that is accounted for with receipts each month.

Does a unit need its own tax identification number? If so, where do we get it?
Most units obtain their own tax ID number by completing IRS Form SS-4. There is no fee involved. The current form and instructions are available on the IRS website (www.irs.gov). Also, the IRS now allows you to provide the information over the phone and immediately receive a unit EIN. The IRS phone number is 800-829-4933.

All units need a tax ID number (also referred to as an EIN – Employer Identification Number). Units should NOT use the Social Security number of an adult leader. If they do, the IRS will attribute all banking transactions, unit purchases, etc. to that leader as an individual. Units may use the tax ID number of their chartered organization, if given permission. This may be especially useful for the unit if the organization is tax-exempt.

Who is responsible for the finances of the unit?
The unit committee is responsible for the unit’s finances. A treasurer is assigned and the committee chair/committee should receive the bank statement for monthly reconciliation. All unit funds should pass through the bank account: this includes but is not limited to dues, money from unit fundraisers and product sales.

Should our unit consider insuring our unit equipment?
Yes. It is suggested that your unit insure its equipment. Remember, the chartered organization owns the unit, and all funds used by the unit remain the responsibility of the chartered organization as long as the charter issued by the BSA remains in place. It is recommended that an inventory of the unit’s equipment be given annually to the chartered organization, and needs for insurance coverage discussed at that time. Frequently, unit equipment can be added to an existing policy of the charter organization at minimal cost.

Can our unit deposit funds with the local council?
Yes. Most Councils allow units to deposit funds to their credit in the Council Service Center, thus making it convenient for units to make purchases without sending cash. A “unit account” is established for each unit that deposits funds with the Council. At a minimum – at least annually – the Council should provide a detailed statement of activities of your unit account for your unit to review.

When should our unit submit a BSA Unit Money-Earning Application?
For all unit fundraising. All unit money-earning projects must be approved in advance by using the BSA’s Unit Money-Earning Application. Approval must be received by the chartered organization and the local Council.

Is our unit considered tax-exempt by the IRS?
That depends on who charters your unit. The only time a unit can be considered “tax-exempt” is if its chartered organization is also tax-exempt and includes the unit.

The BSA National Council grants a charter to religious organizations, service clubs, businesses, and others who want to charter a Scout unit. A unit is actually “owned” by its chartered organization. Chartered organizations vary widely in tax status.
What is IRS Form 990-N and does our unit need to file one annually with the IRS?
Form 990-N is an abbreviated filing for small tax-exempt organizations with annual gross receipts of $50,000 or less. The BSA national office consulted with the IRS and outside counsel about whether this filing requirement applies to Cub Scout packs, Boy Scout troops, Venturing crews, and other units. In their opinion, most Scout units do not have to file Form 990-N. For most units, no filing is required.

The only exception is for the very small number of units that have filed for separate, federal tax-exempt status under Section 501(c) (3) of the Internal Revenue Code. Those units must file either Form 990-N (if their annual gross receipts were $50,000 or less) or the more detailed Form 990 or 990EZ (if annual gross receipts were more than $50,000).

Can our unit be covered under the BSA’s group exemption?
No. The IRS allows only local Councils (and Council trust funds) to be included under the BSA group exemption. Packs, Troops, and other Scout units cannot be included under the BSA group exemption because they “belong” to their chartered organization. (Note: Tax issues for Girl Scout troops are handled differently by the IRS because of how Girl Scout cookie sales are structured.)

IRS Form SS-4 asks for a “GEN”. What is that, and do we have one?
The “GEN” is the Group Exemption Number for the BSA. As discussed, only councils are covered under the BSA group exemption. Units cannot use this number. However, once your unit receives an EIN, the unit may still qualify for a number of state and sales tax exemptions as a nonprofit organization under your state laws. Check with your state; this varies widely across the country.

A volunteer suggested that our unit apply for its own tax-exempt status. Can we?
Units should not incorporate or apply for their own tax-exempt status. For one thing, units are not legal entities. Even if they were, this is an expensive and time-consuming process. Units are only permitted to raise funds through approved unit money-earning projects. Units could lose their charter if they tried to get their own tax-exempt status and solicit tax-deductible gifts.

We can’t solicit gifts for our unit?
No. Simply put, units are not permitted to solicit any gifts. Both the Charter and Bylaws and the Rules and Regulations of the BSA make this very clear; only local councils may solicit, individuals, corporations, United Ways, or foundations for gifts in support of Scouting. Units, unit leaders, and youth members may not solicit gifts in the name of Scouting or in support of unit needs and activities (except in unusual circumstances where the unit has received permission to do so from the local council). Units are also prohibited from soliciting gifts on their websites.

Does that mean people can’t make gifts to our units?
Units are not supposed to solicit gifts, but they can receive gifts. Anyone can contribute to a unit and many donors don’t need or care about charitable deductions. Obviously, defining a “solicited gift” is not always easy. But we rely on our unit leaders to set good examples and honor the intent and spirit of these important guidelines. We know it’s hard to stop people from being generous, especially toward Scouting.

Can gifts go to the local council to benefit our unit, then “pass through” the council to us?
No. Your unit “belongs” to your chartered organization, not to your local council. IRS guidelines prohibit any charity from accepting gifts that are “passed through” to a person or unrelated entity. A council could accept a gift in the name of your unit and hold it in a unit account. The unit could then “draw down” on the account for camp fees, uniform and supply needs, etc. (This is how colleges handle student scholarships.) But be sure to first ask your local council if it has the staff and time to do this. This is entirely the council’s decision. A council accepting a gift in the name of the unit does not necessarily extend tax benefits to the donor.
My local company has employee voluntarism grants and will contribute to charities where I volunteer my time. Can these gifts go to our unit?

Employee incentive awards and voluntarism grants usually cannot go to a unit due to the company’s giving restrictions. Corporate donations often can go only to charities that are "501(c) (3) charities," and many units are not chartered by tax-exempt charities. Also, many companies won’t make gifts to religious organizations. If a unit is “tax-exempt,” it’s often because it’s chartered to a church, synagogue, etc., so it couldn’t receive corporate funds either. Of course, corporate awards and grants may go to any local council for use at the discretion of the council.

Are purchases by my unit exempt from sales and use tax?

State and local laws vary widely on this topic. The unit may qualify for a number of state and sales tax exemptions as a nonprofit organization under your state laws. Check with the state where you are making the purchase; this varies widely across the country. In some cases, the council may be issued certificates of sales tax exemption; others require only that verbal verification be made to the merchant at the time of purchase that the purchases will be used to benefit the programs of Scouting, while still others allow no exemptions for any not-for-profits.

Questions? Need more information? Please contact the Council Service Center.
UNIT MONEY-EARNING APPLICATION

Applications are not required for council-coordinated money-earning projects such as popcorn sales or Scout show ticket sales.

Please submit this application to your council service center at least two weeks in advance of the proposed date of your money-earning project. Read the 10 guides on the other side of this form. They will help you in answering the questions below.

☐ Pack
☐ Troop
☐ Team
☐ Crew

No. _________ Chartered Organization ________________________

Community ________________________ District ________________________

Submits the following plans for its money-earning project and requests permission to carry them out.

What is your unit’s money-earning plan? ________________________

__________________________________________________________

About how much does your unit expect to earn from this project? _______ How will this money be used? ________________________

__________________________________________________________

Does your chartered organization give full approval for this plan? ________________________

What are the proposed dates? ________________________

Are tickets or a product to be sold? Please specify: ________________________

__________________________________________________________

Will your members be in uniform while carrying out this project? (See items 3–6 on other side.) ________________________

__________________________________________________________

Have you checked with neighboring units to avoid any overlapping of territory while working? ________________________

Is your product or service in direct conflict with that offered by local merchants? ________________________

Are any contracts to be signed? _______ If so, by whom? ________________________

__________________________________________________________

Give details. ________________________

Is your unit on the budget plan? ________________________ How much are the dues? ________________________

How much does your unit have in its treasury? ________________________

__________________________________________________________

Signed ________________________ Signed ________________________

(Chartered Organization Representative) (Unit Leader)

__________________________________________________________

Signed ________________________

(Chairman, Unit Committee)

__________________________________________________________

(Address of Chairman)

FOR USE OF DISTRICT OR COUNCIL FINANCE COMMITTEE: Telephone ________________________

Approved by ________________________ Date ________________________

Approved subject to the following conditions ________________________
GUIDES TO UNIT MONEY-MAKING PROJECTS

A unit’s money-making methods should reflect Scouting’s basic values. Whenever your unit is planning a money-making project, this checklist can serve as your guide. If your answer is “Yes” to all the questions that follow, it is likely the project conforms to Scouting’s standards and will be approved.

1. **Do you really need a fund-raising project?**

   There should be a real need for raising money based on your unit’s program. Units should not engage in money-making projects merely because someone has offered an attractive plan. Remember that individual youth members are expected to earn their own way. The need should be beyond normal budget items covered by dues.

2. **If any contracts are to be signed, will they be signed by an individual, without reference to the Boy Scouts of America and without binding the local council, the Boy Scouts of America, or the chartered organization?**

   Before any person in your unit signs a contract, he must make sure the venture is legitimate and worthy. If a contract is signed, he is personally responsible. He may not sign on behalf of the local council or the Boy Scouts of America, nor may he bind the chartered organization without its written authorization. If you are not sure, check with your district executive for help.

3. **Will your fund-raiser prevent promoters from trading on the name and goodwill of the Boy Scouts of America?**

   Because of Scouting’s good reputation, customers rarely question the quality or price of a product. The nationwide network of Scouting units must not become a beehive of commercial interest.

4. **Will the fund-raising activity uphold the good name of the BSA? Does it avoid games of chance, gambling, etc.?**

   Selling raffle tickets or other games of chance is a direct violation of the BSA Rules and Regulations, which forbid gambling. The product must not detract from the ideals and principles of the BSA.

5. **If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Scouting?**

   All commercial products must sell on their own merits, not the benefit received by the Boy Scouts. The principle of value received is critical in choosing what to sell.

6. **If a commercial product is to be sold, will the fund-raising activity comply with BSA policy on wearing the uniform?**

   The official uniform is intended to be worn primarily for use in connection with Scouting activities. However, council executive boards may approve use of the uniform for any fund-raising activity. Typically, council popcorn sales or Scout show ticket sales are approved uniform fund-raisers.

7. **Will the fund-raising activity avoid soliciting money or gifts?**

   The BSA Rules and Regulations state, “Youth members shall not be permitted to serve as solicitors of money for their chartered organizations, for the local council, or in support of other organizations. Adult and youth members shall not be permitted to serve as solicitors of money in support of personal or unit participation in local, national, or international events.”

   For example: Boy Scouts/Cub Scouts and leaders should not identify themselves as Boy Scouts/Cub Scouts or as a troop/pack participate in The Salvation Army’s Christmas Bell Ringing program. This would be raising money for another organization. At no time are units permitted to solicit contributions for unit programs.

8. **Does the fund-raising activity avoid competition with other units, your chartered organization, your local council, and the United Way?**

   Check with your chartered organization representative and your district executive to make certain that your chartered organization and the council agree on the dates and type of fund-raiser.

The local council is responsible for upholding the Charter and By-laws and the Rules and Regulations of the BSA. To ensure compliance, all unit fund-raisers MUST OBTAIN WRITTEN APPROVAL from the local council NO LESS THAN 14 DAYS before the fund-raising activity.
SPREAD THE BENEFITS OF SCOUTING

The benefits of Scouting should be offered to all youth. A unit open house allows a unit to swing open its doors and roll out the red carpet to prospective youth. It provides a forum to show off Scouting activities and your units accomplishments.

Hosting a unit open house is a five-step process that has been tried and proven in units throughout the nation. Each of the following steps is vital to the event’s success:

1. Present a school rally to fifth- and sixth-graders (Troops) and eighth – twelfth graders (Crews)
2. Email or mail the parents of interested youth a personal invitation to the open house.
3. Follow the invitation with a telephone call to the parents.
4. Host the open house for youth and their parents.
5. Organize a unit or district activity to involve new youth right away.

When thinking of different recruitment ideas for your unit, it is best if you create a Unit Information Sheet to include meeting dates, times, and places; a unit calendar; a list of leaders’ contact information; other information about events and activities.

As you plan your Ideal Year of Scouting, you should be sharing your fantastic plans with your current Scouts and encouraging them to bring their friends. **Best Practice – come up with a unit incentive for a current member to get a buddy to join your unit!**

**NEW First Class Requirement #10:** Reminder – Tell someone who is eligible to join Boy Scouts, or an inactive Boy Scout, about your Scouting activities. Invite them to an outing, activity, service project or meeting. Tell them how to join, or encourage the inactive Boy Scout to become active.

The Journey to Excellence is based on the models of a successful unit, and a successful unit grows each year. Making the program more exciting for families, and creating more leaders in our community. Plan to grow your program, not just by the number of youth, but engage their parents and families in your unit as well. Everyone benefits from Scouting.

**VENTURING RECRUITMENT PLAN CAN BE FOUND AT:**

<table>
<thead>
<tr>
<th>TROOP</th>
<th>Building Boy Scouting: Recruit new youth into the troop in order to growth membership.</th>
<th>Have a membership growth plan that includes a recruitment activity and register new members in the troop.</th>
<th>Achieve Bronze, and either increase youth members by 5% or have at least 25 members.</th>
<th>Achieve Silver, and either increase youth members by 10% or have at least 35 members.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TROOP</td>
<td>Retention: Retain a significant percentage of youth members.</td>
<td>Reregister 75% of eligible members</td>
<td>Reregister 80% of eligible members.</td>
<td>Reregister 85% of eligible members.</td>
</tr>
<tr>
<td>CREW</td>
<td>Building Venturing: Recruit new youth into the Crew in order to growth membership.</td>
<td>Have a membership growth plan that includes a recruitment activity and register new members in the crew.</td>
<td>Achieve Bronze, and either increase youth members by 5% or have at least 10 members.</td>
<td>Achieve Silver, and either increase youth members by 10% or have at least 15 members with an increase over last year.</td>
</tr>
<tr>
<td>CREW</td>
<td>Retention: Retain a significant percentage of youth members.</td>
<td>Reregister 50% of eligible members.</td>
<td>Reregister 60% of eligible members.</td>
<td>Reregister 75% of eligible members.</td>
</tr>
</tbody>
</table>
Family Scouting

Update on Program for Older Girls
The National Executive Board of the Boy Scouts of America has confirmed a scheduled February 1, 2019 launch date for the program to serve girls, ages 11-17. This timing is intended to align with the programmatic timeline so that girls who join Cub Scouts in 2018 and will have earned their Arrow of Light are able to cross over to a troop to continue their Scouting journey. The Board also approved the option of a linked troop structure that would allow existing boy troops and future girl troops the opportunity to be linked through a shared Charter Organization Representative and troop committee.

FAQs

Q. What program is available to girls that are older than Cub Scout age?
Using the same Scouting program offered to older boys, the organization will deliver a program for older girls that is scheduled to launch in February 2019 through which girls will be able to earn the highest rank of Eagle Scout.

Q: What ages would be eligible for the program?
Mirroring the ages served by the existing Boy Scout program, the program for girls would serve girls who have completed the fifth grade and are at least 10 years old, or have earned the Arrow of Light and are at least 10 years old, or are age 11 but have not reached age 18.

Q. Will you change the program to accommodate girls?
Our existing programs are relevant for both young men and women. After all, the values of Scouting as outlined in the Scout Law – trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean and reverent – are relevant and important values for both young men and women. As such, the program for girls, ages 11 to 17 will be the same curriculum offered in the Boy Scout program.

Q: Will the Scoutmaster position change in the program for girls?
No, the Scoutmaster is still responsible for training and guiding youth leaders in the operation of the troop and for managing, training and supporting assistant scoutmasters in their role.

Q: Can a boy troop and a girl troop share the same Scoutmaster?
A: No. Chartered organizations should have separate Scoutmasters for their boy troop and girl troop.

Q: Can both male troops and girl troops share the same committee?
A: A chartered organization can decide if they want the same or separate committee.

Q: Can a boy troop and girl troop meet at the same time?
Yes. Based on the preferences of the chartered organization, the boy troop and girl troop could meet at the same time and place.

Q: If a chartered organization is not able to establish a new unit based on the required number of same-gender youth needed, can boy patrols and girl patrols be combined to form a troop?
No. A new unit must be started using the current youth and adult requirements; however, chartered organizations can consider the linked troop model so that the newly-established girl troop will have the same Charter Organization Representative and can share the troop committee.
Q: Can a boy troop and girl troop meet as one big troop?
Opening and closing of the meetings can be together or separate, depending on space and desire of the chartered organization and unit leadership. The other components of the Scout meeting should be run separately.

Q: Can boy and girl patrols make up a troop?
No. Troops must be all male or all female youth members.

Q: Must the leaders of a boy troop be men and all the leaders of the girl troop be women?
No. Adult leadership may be men, women, or both men and women together. All youth protection guidelines are to be in use no matter the make-up of the adult leadership.

Q: Can a boy troop and girl troop plan events together?
Yes, they can plan events together, as troops currently do.

Q: Can courts of honor be held jointly?
Yes, courts of honor can be held jointly if the chartered organization chooses.

Q: Can a council and district run camporees for boy troops and girl troops?
Yes, a council and district can run council and district events for both boy troops and girl troops if they are following the Guide to Safe Scouting and all current youth protection guidelines.

Q: Will all current Boy Scout troops be required to offer a program for girls?
Chartered organizations can decide which programs best serve the needs of their community, which means that the chartered organization can continue to offer Scouting for boys, or they may choose to add a unit for older girls.
SPRING TROOP OPEN HOUSE TIMETABLE

February
• Set a date and plan a troop open house for March.

March
• Conduct a school rally introducing fifth- and sixth-grade youth to Scouting.
• Follow up with interested youth by sending them a personal invitation to the troop open house and making a personal phone call to their parents.
• Hold the troop open house to welcome potential Boy Scouts and their parents.
• Plan a troop activity to get new Scouts involved with the troop shortly after they join.

April
• Sponsor a troop activity for new Scouts.
• Encourage each troop member to attend summer camp. Conduct summer camp orientation to encourage full troop involvement.

May
• Work closely with new Scouts and parents during their transition to the Boy Scout troop, ensuring their needs are met and that their move has been natural and fun.
• Work on rank advancement with new Scouts.

FALL TROOP OPEN HOUSE TIMETABLE

August
• Set a date and plan a troop open house for March.

September
• Conduct a school rally introducing 5th, 6th, 7th, 8th grade boys to Scouting. Have them complete the High Adventure Survey.
• Follow up with interested youth by sending them a personal invitation to the troop open house and making a personal phone call to their parents.
• Hold the troop open house to welcome potential Boy Scouts and their parents.
• Plan a troop activity to get new Scouts involved with the troop shortly after they join.

October
• Sponsor a Council, District, or troop activity for new Scouts.

November
• Work closely with new Scouts and parents, ensuring their needs are being met.
• Work on rank advancement with new Scouts.

December
• New scouts attend a unit campout/outdoor activity.
Troop Open House Rally

Cooperation of schools is essential to gain access to Scout-age youth. Contact school administration to schedule presentation time during school with small groups of interested youth.

Plan the presentation to highlight Scouting’s activities, high adventure, and outdoor experiences. Display hands-on visuals such as backpacks, canoes and tents and allow the youth to check them out up close.

Dress in outdoor wear to complete the setting. Allowing some experienced Scouts to assist in the presentation could help the youth visualize themselves as Scouts. The presentation should be no more than five minutes.

Following the introductory presentation, give each youth a High Adventure Survey. Ask them to check the high-adventure experiences that interest them. Explain that Scout troops do the kinds of activities listed on the survey.

While the youth are working on their surveys, announce that you would like to invite them to join a Scout troop. Explain that they will receive an invitation to join a Scout troop in their community if they mark that they are interested in joining. Collect every survey, and check to ensure that each is complete with the youth’s full name and contact information. If the school cannot allow assemblies with youth, suggest the alternative plan of having the school distribute the High Adventure Survey. Be sure to pick up the completed surveys soon after their distribution.

While the youth are working on their surveys, announce that you would like to invite them to join a Scout troop. Explain that they will receive an invitation to join a Scout troop in their community if they mark that they are interested in joining. Collect every survey, and check to ensure that each is complete with the youth’s full name and contact information. If the school cannot allow assemblies with youth, suggest the alternative plan of having the school distribute the High Adventure Survey. Be sure to pick up the completed surveys soon after their distribution.

National Recruitment Campaign
Whoever said half the fun is getting there had to be a Scout. Because the only thing more exciting than being awarded a badge is the unforgettable, once-in-a-lifetime experience that went into earning it. For families, the campaign proves that it's these memorable moments of scouting achievement that are an invaluable part of the journey to being Prepared. For Life.™

Find recruitment resources at:  http://scoutingwire.org/marketing-and-membership-hub/
SAMPLE TROOP OPEN HOUSE AGENDA

1. Preopening
   • Conduct a simple action game for early arrivals.

2. Opening
   Hold the flag ceremony.
   • Welcome the guests.

3. Activity Time
   a. Skill time for youth
      • Hot spark
      • Knot relay
      • Tent pitching
   b. Parent orientation
      • Explain the ideals and values of Scouting.
      • Introduce the troop leadership and its organization.
      • Distribute the troop calendar.
      • Explain the summer camp opportunity.
      • Thoroughly explain the costs of troop membership.

4. Joining process
   • Youth and parents complete applications to join Scouting.
   • Announce information about the next troop meeting.

5. Closing
   • Scoutmaster’s minute
   • Closing ceremony

6. Refreshments (optional)
WEBELOS TO SCOUT TRANSITION

District Webelos Transition Chair
• Contact all packs in early fall to update a list of all fifth-grade Webelos Scouts.
• Coach Cubmasters and Webelos den leaders at roundtables, training courses, and through personal contact.
• Report to the membership committee chair, and keep the district committee informed.
• Track and maintain records of Webelos graduation: use a wall chart to list the transition record of each pack.
• Work with unit commissioners to follow up on Webelos Scouts who have not joined a troop.
• Work toward 100 percent Webelos transition.

Troop Responsibilities
• Select Scouts to serve as den chiefs for each Webelos Scout den and Cub Scout den.
• Arrange for den chief training.
• Serve as a resource for overnight activities.
• Conduct an orientation in the Bear dens to explain the changing role as Scouts become Webelos.
• Explain how being a Webelos Scout will help prepare them for Boy Scouting.
• Conduct an orientation with the Scouts as they become Boy Scouts
• Webelos den/Scout troop camp outs should show Webelos Scouts and their parents what to expect.
• The troop should cook and camp by patrol, and use skills in which the Webelos Scouts can participate.
• Arrange for Webelos dens to visit a troop meeting. This should be planned several weeks in advance.
• Provide each Webelos Scout a copy of the troop’s activities for the upcoming year.
• Work with each Webelos den leaders to encourage Scouts to plan to move into the troop.
• Conduct a Scoutmaster conference under the guidance of the Scoutmaster or the assistant
  o This conference should cover the meaning of the Scout Oath and Scout Law
  o The advancement program
  o Troop camping
  o The patrol method
  o Summer camp and personal equipment.
• Work with the Cubmaster in planning a meaningful crossover ceremony at the pack’s blue and gold banquet.
  o Coordinate the ceremony and arrange for each Webelos Scout to receive:
  o A troop neckerchief
  o Boy Scout Handbook along
  o Arrow of Light Award
  o Members of the Order of the Arrow may assist in the ceremony.

| Webelos-to-Scout transition: Have an effective plan to recruit Webelos Scouts into the troop. | With a pack or Webelos den, hold two joint activities. | Achieve Bronze, plus recruit two Webelos Scouts | Achieve Bronze, plus provide at least one den chief to a pack and recruit five Webelos Scouts. |
Unit Commissioner Responsibilities

- Be a catalyst in developing good relationships between troop and pack leaders.
- Promote communication by scheduling a meeting of key volunteers.
- Help plan a Webelos den visit to a troop meeting and other joint activities.
- Keep the pack and troop on schedule as they work on the crossover ceremony at the blue and gold banquet.
- Attend the crossover ceremony.
- Be sure new Scouts have completed a Boy Scout application, and have all necessary troop info.
- Work with the pack and troop in their charter renewal process to help ensure Webelos Scouts are moved.
- Work with the Webelos transition chair to follow up on youth who have not yet joined a troop.
- Make sure they are invited to join a troop.
- Be sure Webelos Scouts join a troop in time to prepare for Boy Scout summer camp.

Pack Responsibilities

- Develop a working relationship with the leadership of a Boy Scout troop or troops in the community.
- Most troops should have either an assistant Scoutmaster or a committee member assigned to new Scouts.
- Your unit commissioner can help put you in contact with troop leaders.
- Compare calendars of troop and pack activities to coordinate the activities.
- Community events can be done together, and planning can help coordinate equipment use.
- Work with troop leaders to secure den chiefs for each Webelos den and Cub Scout den.
- Work with troop leaders to plan and conduct Webelos overnight activities.
- Work with troop leadersto plan visits to troop meetings. Never show up without first calling in advance.
- Invite the Scoutmaster and troop youth leaders to special pack activities.
- Plan a meaningful crossover ceremony at the pack’s blue and gold banquet.
- Have troop leadership be present to accept the Webelos Scouts as they graduate to Boy Scouting.
- The local Order of the Arrow lodge can often be a valuable resource in conducting ceremonies.
- Webelos leaders should be strongly encouraged to move into the troop with their Scouts.
- If a troop does not exist in your community, discuss with the head of the pack’s chartered organization the possibility of organizing a troop.
- A graduating Webelos den can form the nucleus of a new troop.
WEBELOS TO SCOUT TRANSITION TIME LINE

AUGUST
- Get names, addresses, and telephone numbers of second-year Webelos.
- Plan a joint Boy Scout troop/Webelos den camping trip for October.
- Plan a program of upcoming events to present at a Webelos den meeting visit in November.
- Select a den chief for each Webelos den.

SEPTEMBER
- Mail a letter of introduction from the Boy Scout troop to second-year Webelos Scouts to introduce them to the troop.
- Put second-year Webelos Scouts on the mailing list to receive the troop newsletter.
- Continue planning the joint camping trip for October.

OCTOBER
- Conduct the joint camping trip with the Webelos den.

NOVEMBER
- Attend a Webelos den meeting to teach the Webelos Scouts how the Boy Scout troop works.
- Have den chiefs attend a local council or district training course.

DECEMBER
- Set a date for Webelos Scouts and their parents to visit a Boy Scout troop meeting in January.
- Send a form of information or greeting, letting Webelos you look forward to them joining the troop.

JANUARY
- Host Webelos Scouts and their parents at a Boy Scout troop meeting.
- Plan a bridging ceremony for the blue and gold banquets in February to welcome graduating Webelos Scouts to their new troop.
- Attend a meeting for first-year Webelos Scouts to introduce them to Boy Scouting.

FEBRUARY
- Hold the bridging ceremony at the blue and gold banquet.
- Get new Scouts actively involved with the troop through troop activities.
- Recruit parents of new Scouts to become assistant Scoutmasters or troop committee members.

MARCH
- Plan a troop activity for new Scouts to get them involved with their new troop.

APRIL
- Conduct summer camp orientation to encourage troop involvement.
- Attend a meeting of Bear Cub Scouts to introduce them to Boy Scouting.
- Sponsor a troop activity for new Scouts.
MAY
• Work closely with new Scouts and parents during their transition to the Boy Scout troop, ensuring their needs are met and that their move has been natural and fun.
• Work on rank advancement with new Scouts.

JUNE
• Ensure that all new Scouts attend summer camp.

JULY
• Work closely with new Scouts and parents during their transition to the Boy Scout troop, ensuring their needs are met and that their move has been natural and fun.
• Work on rank advancement with new Scouts

ORGANIZE A TROOP ACTIVITY
During the initial contact with Scout-age youth, we promised that Scouting is action-packed. Youth will expect that adventure soon after they become Scouts, so schedule an exciting activity soon after the troop open house. Here are a few suggestions:

TROOP CAMP OUT
New Scouts joined with the expectation of going camping, and they should be given this opportunity for outdoor activity as soon as possible following the troop open house. Begin planning the activity well before the troop open house so that the event is in place when the new Scouts join.

LOCK-INS
Lock-in events also have proven successful in some districts. Lock-ins, which are especially effective in colder climates, are more like “camp-ins” rather than the usual camp out. They can be set up at the local YMCA or school gymnasium. Program possibilities could include swimming, sports, movies, refreshments, and a little sleeping. Two-Deep Leadership According to BSA Youth Protection policies, every BSA trip or outing involving Scout-age youth should be supervised by two BSA registered adult leaders or one registered adult leader and a parent or guardian of a participant, one of whom must be at least 21 years of age. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities. For more information on BSA Youth Protection, consult the Guide to Safe Scouting at http://www.scouting.org/scoutsresource/healthandsafety/gss.aspx

Get New Scouts Involved
New Scouts should be introduced into the mainstream of troop activities as soon as possible after they join the troop. Assign them to Scout patrol and get them started on earning advancement. The Scoutmaster, assistant Scoutmaster, or troop guide should take responsibility for helping new Scouts get a good start.
Order of the Arrow Eligibility Requirements and Election Procedures

About the Order of the Arrow

The Order of the Arrow (OA) is Scouting’s National Honor Society. The fourfold purpose of the OA is:
1. To recognize those campers – Scouts and Scouters – who best exemplify the Scout Oath and Law in their daily lives, and by such recognition cause other campers to conduct themselves in such manner as to warrant recognition.
2. To develop and maintain camping traditions and spirit.
3. To promote Scout camping, which reaches its greatest effectiveness as a part of the unit’s camping program, both year-round and in the summer camp, as directed by the camping committee of the council.
4. To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

Order of the Arrow Elections

Once each year, a chartered Boy Scout Troop or Varsity Team may hold a unit election to elect youth members of their troop or team to become members of the Order of the Arrow. (Both youth and adult Scouts and Scouters can become members of the OA, but only youth members are elected. Assistant Scoutmasters under the age of 21 are considered youth members for OA purposes). New members are voted on by every youth member of the troop present at the election - not just the OA members. If your troop has no active OA members, that’s fine. A unit election team, trained in the latest OA election policies, will visit a regular troop meeting at the Scoutmaster’s invitation to conduct the election for you.

Elections are usually held in the spring by an OA Elections Team from the Lodge. The Cho-Gun-Mun-A-Nock Lodge recommends that elections take place no later than May 31st in order to be valid. Elections are normally held at a regular troop meeting, and take about half an hour to complete.

In order for an election to be held, at least 50% of your active youth members must be present – if less than 50% are present, the election must be rescheduled. All elections are to be conducted by an active member of the Cho-Gun-Mun-A-Nock Lodge who is knowledgeable of and qualified to conduct an OA election.

Youth Requirements

The requirements for election for youth members (in the OA, a ‘youth’ is anyone under the age of 21*) are as follows:
1. Must be under 21 years old at the time of election. (Assistant Scoutmasters under 21 are considered Youth)
2. Hold at least the First Class Scout rank (this includes Assistant Scoutmasters over the age of 18 but under the age of 21; they have to have earned First Class before their 18th birthday).
3. In the past two years, have completed fifteen (15) days and nights of camping under the auspices of the Boy Scouts of America. The fifteen days and nights of camping must include one long-term camp of six days and five nights (usually this is summer camp), and the balance of the camping must be short-term (1, 2, or 3 night) camps.
4. Have the approval of the scoutmaster.
5. The above requirements must be certified by the Scoutmaster, BEFORE the election is conducted.
6. Scout with a disability who is classified as a youth member of the unit (regardless of age) may vote and be a candidate for election as long as all other qualifications are met.
How to schedule a Unit Election

1. The Patrol Leader’s Council and Scoutmaster pick a date for the OA election (Please have alternate dates available). Dates should be picked far enough in advance to allow the election team to schedule the election. Elections are best held during a regular troop meeting, at a time where as close to 100% of the troop as possible can attend.
2. Your district’s chapter chief will contact the Scoutmaster about a date for the election.
3. The Scoutmaster prepares a list of eligible candidates for election based on the requirements above. Prior to the election, the Scoutmaster should notify and counsel those Scouts who he is not recommending for election. If possible, the Scoutmaster or Senior Patrol Leader should prepare preprinted ballots with all the names of the eligible candidates. If not, the election team will have blank ballots with them.
4. The Election Team will contact the Scoutmaster to verify the election, location, time, etc. Any questions or concerns should be resolved at this point.

Adult Requirements and Nomination

The Order of the Arrow is a youth organization--adults must be nominated to and approved by the lodge (adults that were elected to the OA as a youth do not have to be nominated). As long as the unit successfully elects at least one youth member to the Order, the troop then may also nominate (not elect) an adult for membership. Where youth membership is given by his peers as a recognition for service, adults are nominated and accepted if their membership will enrich the Order of the Arrow experience for the youth, or provide some service to the Lodge, the Camp, or the Council. Adult membership should not be given solely as a recognition or honor. There is no provision for nominations by Venturing Crews or Explorer Posts.

The requirements for nomination of adult members (in the OA, an ‘adult’ is anyone 21 years of age or older) are as follows:

1. Must be a registered and active member of a Boy Scout Troop or Varsity Team of the Hawkeye Area Council of the Boy Scouts of America at the time of nomination.
2. Must be at least 21 years old at the time of nomination. Both males and females are eligible.
3. In the past two years, have completed fifteen (15) days and nights of camping, including one long-term camp of six days and five nights, under the auspices of the Boy Scouts of America.

A Separate adult nomination form exists for adult Scouters. At the end of a successful election for youth, the Election Team will give the Troop Committee Chairman an adult nomination form. The nomination form is completed in full and mailed to the Council Service Center. The Adult Selection Committee will review the form and make a decision on the adult’s nomination. Please remember that nomination does not ensure approval. If approved, the troop will be notified so that they can decide how they will inform the candidate. Adult candidates need to complete the Ordeal within one year, same as a youth member.

To Schedule an OA Election...

Unit elections are normally held from January 1 through May 15.

Any questions about elections, procedures, results, the Ordeal, or any other concern about the Order of the Arrow can be directed to the Lodge Chief, Adviser, or staff Adviser.
Training

Every Scout Deserves a Trained Leader
Trained Scout Leaders provide a quality, fun-filled program for youth! Training helps a leader to be aware of the resources available to them and therefore be more effective in delivering an unparalleled program to the youth.

NEW Youth Protection Training Resources Available:  https://www.scouting.org/training/youth-protection/

Over the decades, the Boy Scouts of America has been a leader in developing training and policies designed to keep young people safe. Over time, these policies have become standard with organizations across the nation. Now, the Boy Scouts of America is releasing fully updated training to further strengthen our ability to protect youth.

Updated Youth Protection Training, including insights from experts and survivors and the latest strategies for recognizing and preventing major forms of abuse. This is the designated Youth Protection Training for all adults. All volunteers must take the new training by October 1, 2018, no matter when they took the previous training.

Changes include:

- An expanded ScoutsFirst Helpline to aid volunteers and families in addressing potentially dangerous situations.
- Unlimited counseling and support for healing to anyone who has ever been abused in Scouting.
- Youth Protection Training for youth members available in 2019.

In addition to updated training, we recently announced new policies to ensure compliance with mandatory training requirements, including:

- As of January 1, 2018, no new leader can be registered without first completing youth protection training.
- As of January 1, 2018, no council, regional, or national leader will be allowed to renew their registration if they are not current on their Youth Protection Training.
- As of September 1, 2017, no unit may re-charter without all leaders being current on their Youth Protection Training. Registrars no longer have the ability to approve charters without full compliance.
- Effective June 1, 2018, adults accompanying a Scouting unit who are present at the activity for 72 total hours or more must be registered as a leader, including completion of a criminal background check and Youth Protection Training. The 72 hours need not be consecutive.

With these changes, and many more outlined in the documents listed below, as well as the overview video, we will continue to build a safe environment for our youth.

How to Guide for Taking Youth Protection Training


<table>
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<tr>
<th>TROOP Trained leadership: Have trained and engaged leaders at all levels.</th>
<th>Scoutmaster or assistant has completed position-specific training.</th>
<th>Achieve Bronze, plus the Scoutmaster and 60% of assistants have completed position-specific training or, if new, will complete within three months of joining.</th>
<th>Achieve Silver, plus two-thirds of active committee members must have completed Troop Committee Challenge and at least one person has attended an advanced training course involving 5 days or more.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREW Trained leadership: Have trained and engaged leaders at all levels.</td>
<td>Advisor or an associate advisor has completed position-specific training.</td>
<td>Achieve Bronze, plus the advisor and all associates have completed position-specific training or, if new will complete within three months of joining.</td>
<td>Achieve Silver, plus at least two committee members have completed crew committee training.</td>
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Other Resources

Bullying

The idea that a Scout should treat others as he or she wants to be treated—a Scout is kind—is woven throughout the programs and literature of the Boy Scouts of America. When a Scout follows the principles of the Scout Oath and Scout Law, bullying and hazing situations should never occur. The fact sheets found online at: https://www.scouting.org/training/youth-protection/bullying/ will help with bullying awareness and direct you to resources provided by the BSA and other entities we work with to protect children.

A Scout Is Kind Newsletter
Bullying—What is Bullying?
Bullying Prevention Guide
Creating a Bullying-Free Culture in Scouting
What to Do if Your Child Is Being Bullied
Prevention of Cyberbullying in Scouting
Reporting Suspected or Observed Bullying
Providing Support to Scouts Who Are Bullied
The Bully
Prevention of Bullying in Scouting—Unit Discussions
Myths About Bullying

Visit www.scouting.org/Training/Adult/Supplemental.aspx and scroll down to view the online PowerPoint and correlating training information document.

A Time to Tell

The Boy Scouts of America has developed Youth Protection training to prepare its leaders to help children who have been, or are being, abused. The training program includes information for parents as well as the video A Time to Tell. Materials are for use in troop meetings to show Boy Scouts & Venturers and their parents what they should do to prevent abuse from happening to them.

Den Chief Training

Boy Scouts wishing to become den chiefs will take this online course as part of their training to become a den chief. The module identifies den chief responsibilities and tasks, and describes the den chief ’s relationship to the adult den leaders and how that relates to the den chief ’s activities with the den. After finishing the online training, den chief candidates print their certificate of completion and undergo further training with their adult den leaders.
Introduction to Leadership Skills (ILS) Courses!

Youth leaders should complete this as the first step in the Youth Leadership Training (YLT) continuum!

Leadership is a vital part of the Scouting program. The purpose of the Introduction to Leadership Skills for Troops (ILST) is to teach Boy Scouts with leadership positions about their new roles and how to most effectively reach success in that role. It is intended to help Boy Scouts in leadership positions within their Unit understand their responsibilities and to equip them with organizational and leadership skills to fulfill those responsibilities. ILST is the first course in the series of leadership training offered to Boy Scouts and has replaced Troop Leadership Training. There are similar ILS courses now available for Venture Crews (ILSC), Sea Scout Ships (ILSS), and Varsity Teams (ILST). Completion of Introduction to Leadership Skills is a prerequisite for Scouts to participate in the more advanced leadership courses National Youth Leadership Training (NYLT) and the National Advanced Youth Leadership Experience (NAYLE). It is also required to participate in a Kodiak Challenge Trek.

Troops and Crews may find the syllabus and resources to conduct Introduction to Leadership Skills at http://www.scouting.org/Training/Youth.aspx

| CREW Leadership: Develop youth who will provide leadership to crew meetings and activities. | Have a president, vice president, secretary, and treasurer leading the crew. | Achieve Bronze, plus officers meet at least six times. The crew conducts officer training. | Achieve Silver, plus each crew activity has a youth leader. |
| CREW Personal growth: Provide opportunities for achievement and self-actualization. | Crew members participate in advancement by earning the Venturing Award. | Achieve Bronze, plus crew program includes at least three experiential training sessions. | Achieve Silver, plus the crew has members earning the Discovery, Pathfinder or Summit Awards. |
NYLT
National Youth Leadership Training
2018 Course at Camp Waubeek
June 10th –16th

What is NYLT?

NYLT is a leadership course developed by the Boy Scouts of America to enable Scouting youth to lead their units. NYLT uses the methods of Scouting to teach leadership skills. A week is spent in an environment that exemplifies the “best” that Scouting can be and is the vision that Baden-Powell intended. Youth will experience a “Boy led Troop” as the program is run by youth.

The Hawkeye Area Council employs the national program to deliver our NYLT Courses. Our week-long course is held at Camp Waubeek. The Course is limited to 36 participants to maintain the quality of the program. This will be our fourth annual course.

NYLT participants must be at least thirteen years of age and First Class Rank or Venturers who are 14-17 years old and be in a position of leadership, or who will be candidates in the near future. A Scout must want to attend NYLT and have the enthusiasm and desire to participate in this learning experience. Because NYLT requires camping skills, it is recommended Scouts have had at least one long-term camp experience (such as summer camp) in order to attend.

The NYLT course simulates a month in the life of a Troop in a six-day course. It reinforces and expands upon Be-Know-Do leadership. Scouts learn a number of leadership skills and concepts. The Scouts learn about the stages of team development and how to match the most appropriate leadership style with the developmental stage of the individual or team. The course has many challenges for the youths, including its culmination where they undergo a quest for the meaning of leadership.

Take advantage of this great local resource!

Do you have Questions?
Need a Troop Reservation Form?
Contact:
Luke Hawkins (319) 521-2292 or Lhawk1302@gmail.com
2017 Course Director
<table>
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<tr>
<th>TROOP</th>
<th>Leadership and family engagement: The troop is proactive in recruiting sufficient leaders and communicates regularly with parents.</th>
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<tbody>
<tr>
<td></td>
<td>Have at least one registered assistant Scoutmaster</td>
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<td>Achieve Bronze, plus the troop holds two courts of honor, where troop plans are reviewed with parents.</td>
</tr>
<tr>
<td></td>
<td>Achieve Bronze, plus the troop holds three courts of honor, where troop plans are reviewed with parents.</td>
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<tr>
<th>CREW</th>
<th>Leadership recruitment: Have a proactive approach in recruiting sufficient leaders and communicating with parents.</th>
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<tbody>
<tr>
<td></td>
<td>Have an advisor, associate advisor and a committee with at least three members.</td>
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<tr>
<td></td>
<td>Achieve Bronze, plus the crew holds a meeting where plans are reviewed with parents.</td>
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<td></td>
<td>Achieve Silver, plus adult leadership is identified prior to the start of the next program year.</td>
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**Rechartering**

Use this recharter timeline to help you stay ahead of the game.

**August-September**

- **By September Roundtable** Provide the coordinator above with your unit recharter contact, the person who will “own” the recharter process for 2019. Please supply the following information: Unit type and number, name of contact, best phone number, and email.

- Compare your unit roster with the youth and adult rosters available from the BSA Internet Advancement online program. Plan to go through this with your unit commissioner at the October Roundtable.

- If your members are **not** in the BSA online reports, they have not been registered. Have a membership application completed immediately and submitted to the council office with dues to match the month that the member joined your unit. **Do not wait until recharter!**

- **In September:** As a unit, determine what it will cost to renew a member on your 2019 charter. This includes: BSA annual dues, Boy’s Life (if wanted), and an amount of unit fees. These fees might include costs associated with activities, materials, and awards. **Collect the fees in October make them due by 10-31-18.** You need some wiggle room for members who are slow pay.

- Confirm who will hold leadership positions in 2018. Fill Vacancies **NOW** and have them complete the necessary training.

**October 4- District Roundtable**

- Turn in any missing youth or adult membership application for council processing. Adults must have a copy of a current Youth Protection Training certificate. Tip- keep a copy of the certificate in your unit files.

- You will receive your re-charter paperwork packet at October Roundtable.

- An official membership inventory will be taken with a unit commissioner at the October Roundtable. **October actions in your unit**

  - Ask **every** youth and their parent to confirm that they will be renewing their membership.

  - Ask **every** adult to confirm that they will be renewing their membership and inquire if they will be changing their leadership position.

  - Double check the following information for everyone: mailing address, phone number, and email address.
• Verify that all youth protection training is up to date.

**November**

• *The online BSA Internet Recharter system will be LIVE on November 1st.*

• Login ASAP so the District can see you are moving forward.

• Login to complete the data entry, print the reports, gather the signatures, and other items specified on the checklist included on the last page of this handbook.

• Be ahead of the game and turn in your completed paperwork at the November 1st Roundtable

• Districts will hold a workshop before the November Roundtable to help you with the online portion of recharter. If you want or need help you can always stop in the Council Office or contact Tracy Schloss at Tracy@troop42.com 319-551-2505.

**December 6th Roundtable**

• Turn in all of the components of your completed recharter to help your district reach the 100% ON Time completion goal.

These positions are required for Re-chartering:

**TROOP** Institutional Head (IH), Charter Representative (CR), Committee Chair (CC), Committee Member (MC) two, Scoutmaster (SM)

**CREW** Institutional- Head (IH), Charter Representative (CR), Committee Chair (CC), Committee Member (MC) two, Advisor (NL)

**Access**

Use the Journey to Excellence to access the health of your unit. The Journey to Excellence program was designed for any size Troop or Crew to find success if they plan accordingly. During the re-charter period, you will work through the Journey to Excellence worksheet to determine if your unit earned the Journey to Excellence award or if you made improvement over last year.

We hope this worksheet will help you easily determine your standing in the Journey to Excellence. Remember, the Bronze, Silver and Gold levels are national awards. Go to www.scouting.org/jte for instructions for completing the worksheet.

**Important Local and National BSA Forms**

Most forms are available at www.hawkeyebsa.org or www.scouting.org/forms