



BOY SCOUTS OF AMERICA<sup>®</sup>  
DENVER AREA COUNCIL

**MERIT BADGE COUNSELOR INFORMATION**

(Please type or print legibly)

Name \_\_\_\_\_ Primary phone \_\_\_\_\_ Home Cell Work  
Address \_\_\_\_\_ Other phone \_\_\_\_\_ Home Cell Work  
City/State/Zip \_\_\_\_\_ Other phone \_\_\_\_\_ Home Cell Work  
Email address \_\_\_\_\_ District \_\_\_\_\_

**To qualify as a merit badge counselor, you must:**

- Be at least 18 years old and of good character
- Be registered with Boy Scouts of America (position code 42)
- Complete Youth Protection training
- Be recognized as having the skills and education in the merit badge subjects covered and hold any required qualifications and training as outlined in the *Guide to Safe Scouting* or the *Guide to Advancement*-or use others so qualified
- Be able to work with Scout-age boys.

**As a merit badge counselor, I agree to:**

- Follow the requirements of the merit badge, making no deletions or additions, ensuring that the advancement standards are fair and uniform for all Scouts.
- Have a Scout accompanied by his buddy during all instructional sessions.
- Keep my Youth Protection training current.
- Review Merit Badge Counselor Orientation attached to this form and mark box below

Merit Badge Code	Merit Badge (some badges require Certification-see reverse side)	A-Add D-Drop	For each merit badge, list qualifications that support your request. Qualifications could include college degrees, formal training certificates, positions held, and specific life experiences.

**Complete the following:**

- This is a new application  
**Attach this form to the BSA Adult Application**
- This is an update to an existing list of merit badge subjects

**As Per the Guide to Advancement 7.0.1.4  
The Denver Area Council Advancement  
Committee has set a maximum of  
15 merit badges per counselor**

I agree to work with:

- All Scouts
- Only with Scouts in my unit  
I am associated with \_\_\_\_\_  
Unit Type & Number
- I have reviewed the Merit Badge Counselor Orientation

**CURRENT YPT TRAINING REQUIRED  
TO PROCESS THIS FORM**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Council approval by \_\_\_\_\_ Date \_\_\_\_\_

# Merit Badges - 2017

Code - Subject	Code - Subject	Code - Subject
15 - American Business	136 - Fly Fishing	99 - Salesmanship
17 - American Cultures	54 - Forestry	100 - Scholarship
16 - American Heritage	151 - Game Design	143 - Scouting Heritage
121 - American Labor	55 - Gardening	138 - Scuba Diving <sup>4</sup>
18 - Animal Science	56 - Genealogy	101 - Sculpture
158 - Animation	145 - Geocaching	150 - Search & Rescue
132 - Archaeology	58 - Geology	124 - Shotgun Shooting <sup>1</sup>
19 - Archery	59 - Golf	157 - Signs, Signals and Codes
20 - Architecture	122 - Graphic Arts	103 - Skating
21 - Art	<b>61 - Hiking</b>	105 - Small Boat Sailing <sup>2</sup>
22 - Astronomy	62 - Home Repairs	135 - Snow Sports (21+)
23 - Athletics	63 - Horsemanship	106 - Soil & Water Conservation
127 - Auto Maintenance	64 - Indian Lore	107 - Space Exploration
25 - Aviation	65 - Insect Study	13 - Sports
26 - Backpacking	144 - Inventing	108 - Stamp Collecting
27 - Basketry	66 - Journalism	109 - Surveying
29 - Bird Study	149 - Kayaking <sup>8</sup>	<b>152 - Sustainability</b>
32 - Bugling	67 - Landscape Architecture	<b>14 - Swimming<sup>2</sup> (21+)</b>
<b>1 - Camping</b>	68 - Law	110 - Textile
33 - Canoeing <sup>5</sup>	69 - Leatherwork	111 - Theater
34 - Chemistry	<b>9 - Lifesaving<sup>6</sup> (21+)</b>	112 - Traffic Safety
147 - Chess	71 - Mammal Study	113 - Truck Transportation
<b>2 - Citizenship in the Community</b>	130 - Medicine	114 - Veterinary Medicine
<b>3 - Citizenship in the Nation</b>	74 - Metalwork	115 - Water Sports <sup>2</sup>
<b>4 - Citizenship in the World</b>	155 - Mining in Society	116 - Weather
133 - Climbing <sup>3</sup> (21+)	75 - Model Design and Building	148 - Welding
35 - Coin Collecting	76 - Motor boating <sup>2</sup>	125 - Whitewater <sup>7</sup>
128 - Collections	156 - Moviemaking	117 - Wilderness Survival
<b>5 - Communications</b>	77 - Music	118 - Wood Carving
137 - Composite Materials	78 - Nature	119 - Woodwork
<b>38 - Cooking</b>	24 - Nuclear Science	
131 - Crime Prevention	79 - Oceanography	<sup>1</sup> attach copy of NRA Instructor (or Coach) card showing expire date
<b>39 - Cycling</b>	80 - Orienteering	<sup>2</sup> attach copies of Safe Swim Defense & Safety Afloat cards
40 - Dentistry	81 - Painting	<sup>3</sup> attach copy of Climb on Safely Card
154 - Digital Technology	<b>10 - Personal Fitness</b>	<sup>4</sup> attach Scuba Instructor card from approved agencies
60 - Disabilities Awareness	<b>11 - Personal Management</b>	<sup>5</sup> attach copies of Safe Swim Defense & Safety Afloat cards <u>and</u> BSA Aquatics Instructor (or American Red Cross Canoeing Instructor) certification
41 - Dog Care	82 - Pets	<sup>6</sup> attach copies of First Aid/CPR/AED certification & BSA Aquatics Instructor (or BSA Lifeguard) certification
42 - Drafting	83 - Photography	<sup>7</sup> need Council Aquatics Chairman approval
43 - Electricity	84 - Pioneering	<sup>8</sup> need BSA Aquatics Supervisor certification
44 - Electronics	85 - Plant Science	<sup>*</sup> Climb on Safely, Safe Swim Defense, & Safety Afloat valid for 24 months only
<b>6 - Emergency Preparedness</b>	86 - Plumbing	
45 - Energy	87 - Pottery	
46 - Engineering	153 - Programming	
134 - Entrepreneurship	89 - Public Health	
<b>7 - Environmental Science</b>	90 - Public Speaking	
<b>129 - Family Life</b>	91 - Pulp and Paper	
48 - Farm Mechanics	93 - Radio	
49 - Fingerprinting	94 - Railroading	
50 - Fire Safety	95 - Reading	
<b>8 - First Aid</b>	96 - Reptile & Amphibian Study	
51 - Fish & Wildlife Management	123 - Rifle Shooting <sup>1</sup>	
52 - Fishing	146 - Robotics	
	98 - Rowing <sup>5</sup>	
	12 - Safety	

Merit badges in **BOLD** are from the required list of badges for Eagle. A Scout may choose between **Emergency Preparedness OR Lifesaving AND between Swimming OR Hiking OR Cycling AND between Environmental Science OR Sustainability to complete the 13 required merit badges.**



# MERIT BADGE COUNSELOR ORIENTATION

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## SUPPLEMENTAL ADULT LEADER TRAINING

### PURPOSE

The purpose of this training unit is to provide council- or district-approved and registered merit badge counselors with understanding of the methods of counseling and their role in the advancement program of Boy Scouts of America.

The merit badge counselor's role is to bring about learning on the part of the Boy Scout.

As a "coach," the counselor advises the Scout concerning steps he should take to fulfill the requirements for the merit badge.

As a "counselor," he evaluates the Scout's performance and determines whether or not the Scout has met the prescribed objectives in the requirements.

### OBJECTIVES

As a result of this unit of training, the merit badge counselor should be able to

- State the purpose of the merit badge program for Scouts.
- Explain the role of the merit badge counselor.
- List some methods of counseling and coaching.
- Use the buddy system for counseling.

### REFERENCES

*Boy Scout Requirements*  
*Advancement Committee Policies and Procedures*  
Pamphlet, *Merit Badge Counseling*  
Application for Merit Badge  
*Boy Scout Handbook*

### SCOUT BUDDY SYSTEM

A Scout must have a buddy with him at each meeting with a merit badge counselor. A Scout's buddy could be another Scout, or be a parent or guardian, brother or sister, relative or friend. The Scout obtains a signed Application for Merit Badge and the name of the appropriate merit badge counselor from his Scoutmaster. The Scout sets up his first appointment with the counselor. At this first meeting with the Scout and his buddy, the counselor should explain to the Scout what is expected to start meeting the requirements. When the Scout knows what is expected, he can start to learn and do the things required. The counselor will help the Scout learn the things he needs to know or do.

When the Scout is ready, he should call the counselor again and make an appointment for him and his buddy to meet with the counselor and begin to meet the requirements. He should take along with him the things he has made to meet the requirements. The counselor will ask him to do each requirement to make sure he knows his stuff and has done or can do the things required.

When the counselor is satisfied that the requirements have been met, he or she will sign the Application for Merit Badge, keeping the third section and returning the first two sections to the Scout. The Scout turns in both sections of the Application for Merit Badge to his Scoutmaster so the merit badge can be secured.

### STATEMENT

A Scout earns a merit badge by working with a council/district-approved and registered adult counselor, an expert in the chosen subject, who is on the list provided to his troop from the district. The Scout, along with a buddy, makes an appointment with the counselor and works on the merit badge with the counselor during one or more visits. When the counselor approves the Scout's application, the Scoutmaster submits it to the council service center and obtains the badge. As with rank awards, the Scout is awarded the merit badge at the next troop meeting, and later at the next court of honor.

Any registered Scout, regardless of rank, may work on any merit badge and receive the award when he earns it.

The merit badge program is one of Scouting's basic character-developing tools. Earning merit badges gives boys the kind of self-confidence that comes only from overcoming difficult obstacles to achieve a goal.

Through the merit badge program, boys learn career skills that might help them choose their lifework. Some merit badges help boys develop physical fitness and provide hobbies that give a lifetime of healthful recreation.

Working with a merit badge counselor gives Scouts contact with an adult with whom they might not be acquainted. This is a valuable experience. The Scouts could be shy and fearful in this new situation, so the counselor must see that the counseling session is relaxed, informal, and friendly.

Although at times two Scouts will be working as buddies on the same merit badge, each Scout is judged on his own performance of the requirements and should receive the maximum benefit from the knowledge, skill, character, and personal interest of the counselor. Group instruction and orientation are encouraged where special facilities and expert personnel make this most practical or when Scouts are dependent on a few counselors for assistance. However, this group experience should include individual attention to each candidate's projects and his ability to fulfill all requirements.

### READ AND DISCUSS

The pamphlet, *Merit Badge Counseling*

### DISCUSS THESE POINTS WITH THE MERIT BADGE COUNSELOR

1. Merit badge requirements in merit badge pamphlet
2. Merit badge pamphlets are available in each subject and
  - a. May be purchased by the Scout
  - b. May be available at a library
  - c. May be in the troop library



3. The Scout indicates his interest in a merit badge to his Scoutmaster, who gives him
  - a. An interview to determine interest, enthusiasm, preparedness
  - b. A signed Application for Merit Badge
  - c. The name and phone number of the council/district-approved counselor
  - d. Encouragement to wear the official uniform when he visits the counselor with a buddy
4. The Scout calls the merit badge counselor and makes an appointment.
5. The merit badge counselor sets the date and time for the Scout and his buddy and suggests the Scout bring the following:
  - a. Merit badge pamphlet
  - b. Merit badge application
  - c. Any projects he may have started
  - d. Any other indication of preparedness
6. At the first interview, the merit badge counselor and the Scout decide upon
  - a. Projects
  - b. Short-term and long-term goals with dates of completion in mind
  - c. Dates and times for future sessions
7. The number of counseling sessions depends on the difficulty of the subject and the preparation and ability of the Scout.
8. The Scout is counseled with a buddy present.
9. The Scout is always tested individually but with a buddy present, and as each requirement is completed the counselor marks it on the application.
10. The Scout is expected to meet the requirements as stated—no more and no less.
11. The merit badge counselor assists the Scout to meet the requirements and certifies when he has completed them.

#### COUNSELING TECHNIQUES

1. For the Scout to get the most benefit from the counseling session, he must feel welcome and relaxed. One way for the counselor to put him at ease is to ask a simple question. For example, "How long have you been in Scouting?" or "What got you interested in the Astronomy merit badge?"
2. Another way to put a Scout at ease is to show him something related to the merit badge subject. For example, a Coin Collecting merit badge counselor might show the Scout his coin collection. However, don't overwhelm the Scout. Remember, he is probably a beginner.
3. A third way to put a Scout at ease is to ask him to do a simple skill. For example, a Woodwork merit badge counselor might say, "Would you sand this piece of wood while I get some tools ready?"
4. At the first meeting with the Scout, the merit badge counselor should carefully review each requirement to be sure the Scout understands what he must do.

5. Before the merit badge counselor signs the Scout's Application for Merit Badge, he must insist that the Scout do exactly what the requirements call for. If it says, "show or demonstrate," that is what he must do. Just telling isn't enough. The same things hold true for words such as "make," "list," "in the field," and "collect, identify, and label."
6. On the other hand, you cannot require more of a Scout than stated. You must not, for example, say, "I want to be sure you really know your stuff, so instead of the 20 items you need for your collection, you must have 30 to get my signature."
7. It is, of course, acceptable for a Scout on his own initiative to do more than the requirement calls for.
8. When reviewing the requirements with a Scout or testing him, the merit badge counselor may find that the boy needs help in learning a particular skill. One of the responsibilities of a merit badge counselor is to teach the Scout the skills required.
9. The most effective way to teach a skill is to get the Scout to practice while learning.

#### A COUNSELOR

1. Interviews the Scout with a buddy present to determine
  - a. His preparedness
  - b. The amount of knowledge he already has in the subject
  - c. His interest in the subject
2. Encourages the Scout as he sets short-term and long-term goals
3. Follows up with the Scout on his goals—projects, collections, written work
4. Helps the Scout evaluate his progress
5. Encourages the Scout to ask for any help he needs to gain more knowledge or skill in the subject

#### A COACH

1. Teaches the Scout the skills required
2. Gives the Scout an opportunity to practice the skills under his or her guidance
3. Takes a genuine interest in the projects and encourages completion

#### REQUIREMENTS

Check over the requirements for the merit badge(s) each counselor will be using. (Have the counselors do this individually.) Merit badge requirements are available online at <http://www.scouting.org>.

#### MERIT BADGE LIBRARY

A listing of all merit badge pamphlets can be found on the inside back cover of the current *Boy Scout Requirements* or any merit badge pamphlet.

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# Boy Scout/Varsity Scout

## Uniform Inspection Sheet

### Uniform Inspection.

Conduct the uniform inspection with common sense; the basic rule is neatness.

#### Boy Scout Handbook

15 pts.  The *Boy Scout Handbook* is considered part of a Scout's uniform.



#### General Appearance. Allow 2 points for each:

- 10 pts.
- Good posture
  - Clean face and hands
  - Combed hair
  - Neatly dressed
  - Clean fingernails

Notes \_\_\_\_\_

#### Headgear. All troop members must wear the headgear chosen by vote of the troop/team.

5 pts. Notes \_\_\_\_\_

10 pts. **Shirt and Neckwear.** Official shirt or official long- or short-sleeve uniform shirt with green or blaze orange shoulder loops on epaulets. The troop/team may vote to wear a neckerchief, bolo tie, or no neckwear. In any case, the collar should be unbuttoned. The troop/team has the choice of wearing the neckerchief over the turned-under collar or under the open collar.

Notes \_\_\_\_\_

10 pts. **Pants/Shorts.** Official pants or official uniform pants or shorts; no cuffs. (Units have no option to change.)

Notes \_\_\_\_\_

5 pts. **Belt.** Official Boy Scout web with BSA insignia on buckle; or official leather with international-style buckle or buckle of your choice, worn only if voted by the troop/team. Members wear one of the belts chosen by vote of the troop/team.

Notes \_\_\_\_\_

5 pts. **Socks.** Official socks with official shorts or pants. (Long socks are optional with shorts.)

Notes \_\_\_\_\_

5 pts. **Shoes.** Leather or canvas, neat and clean.

Notes \_\_\_\_\_

5 pts. **Registration.** Current membership card or temporary certificate on person.

Notes \_\_\_\_\_

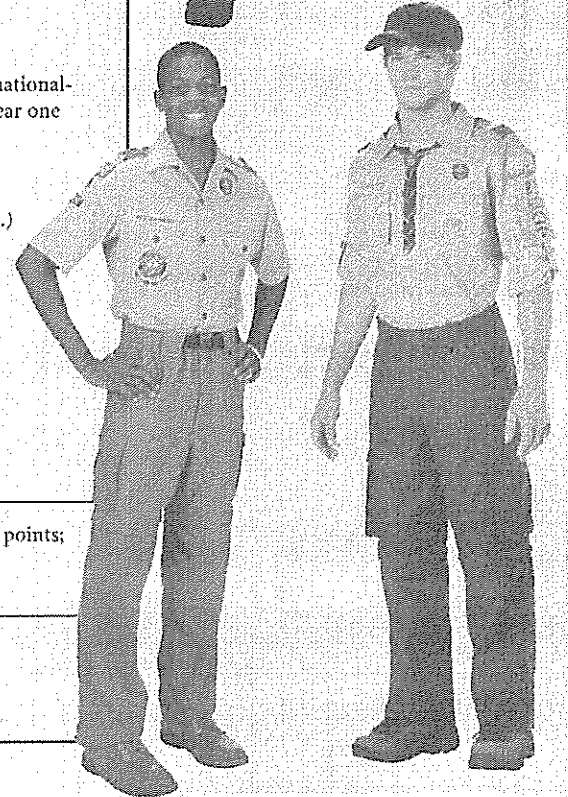
#### Uniform points. Total points from above (70 possible)

**Insignia.** Correct placement: left pocket, 5 points; right pocket, 5 points; left sleeve, 5 points; right sleeve, 5 points; merit badge sash, 5 points; shoulder epaulets, 5 points.  
*Insignia points from reverse (30 possible)*

#### Total Uniform Inspection Score

Uniform and insignia points combined.  
 A perfect score is 100 points.

\*For more information about insignia, see the *Insignia Guide*, No. 3206.



## Total Uniform Inspection Score ▶

Name \_\_\_\_\_ Troop/Team No. \_\_\_\_\_

Patrol/Squad \_\_\_\_\_

Our unit inspection  
 will be held on

Bring this form with you.

# Boy Scout/Varsity Scout Uniform Inspection Sheet

## Official Placement of Insignia

Conduct the uniform inspection with common sense; the basic rule is neatness.

### Merit Badge Sash

- 5 pts.
- If worn, merit badges are attached to front (and back, if needed) of sash.
  - Venture/Varsity letter is attached at bottom front corner.
  - Temporary insignia may be worn on back.
- Notes \_\_\_\_\_

### Shoulder Epaulets

- 5 pts.
- Green shoulder loops identify Boy Scouting (all members of a troop).
  - Blaze (orange) loops identify Varsity Scouting.
- Notes \_\_\_\_\_

### Right Sleeve

- 5 pts.
- U.S. flag emblem centered directly below shoulder seam. Only the most recently earned Journey to Excellence recognition may be worn below patrol emblem or below the National Honor Patrol star.
  - Musician badge, if in band or drum corps, is worn 1/2 inch below patrol emblem.
- Notes \_\_\_\_\_

### Left Sleeve

- 5 pts.
- Council shoulder emblem, unit numeral, and veteran unit bar are worn as shown snug up, and touching each other.
  - On the official shirt, the badge of office is centered on the pocket, as shown. On the official uniform shirt, the badge of office is centered and touching the unit numeral, or centered 4 inches below the shoulder seam.
  - On the shirt, the Trained Leader emblem is centered as shown at the top of the pocket flap. On the official uniform shirt the veteran unit bar (25, 50, 55, 60, 65, 70, 75, or 80 years) is positioned above and touching troop numeral and in turn touching council emblem.
  - Den chief cord is worn over the left shoulder, under epaulet.
- Notes \_\_\_\_\_

### Right Pocket

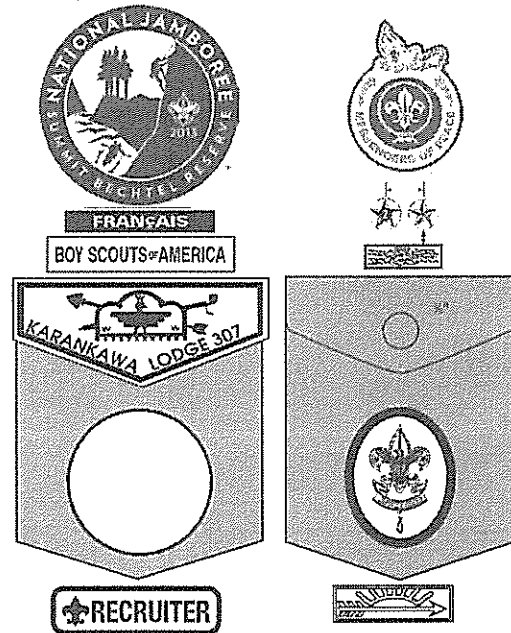
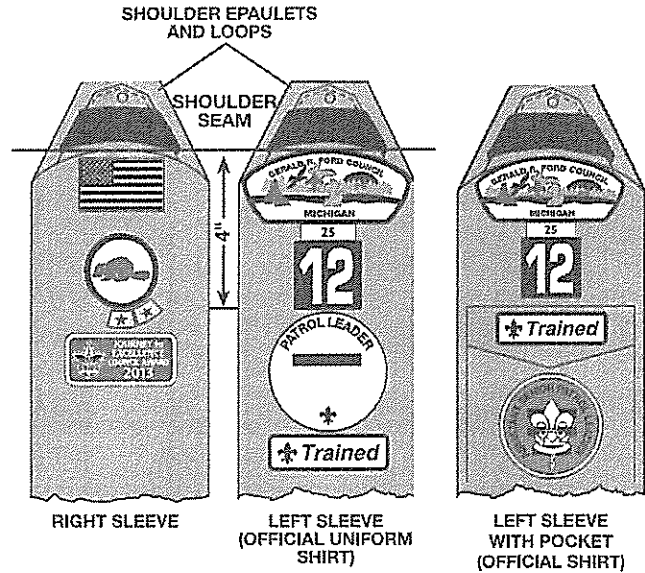
- 5 pts.
- Jamboree insignia (only one) worn above BSA or interpreter strip.
  - Order of the Arrow lodge insignia worn on pocket flap.
  - Temporary insignia worn centered on the pocket or hung from the button.
  - The Varsity or Venture strip is worn above the BSA strip or above the interpreter strip.
  - Nameplate, if worn, is centered above the BSA strip, interpreter strip, and Venture or Varsity strip.
- Notes \_\_\_\_\_


### Left Pocket

- 5 pts.
- Service stars are centered above the pocket, 3/8 inch from top point to top point and 1/8 inch from either the pocket or embroidered knots.
  - Embroidered square knots are worn centered above the pocket in rows of three.
  - Not more than five medals may be worn, pinned centered immediately above the pocket (extending over knots if both are worn).
  - The order of wearing knots and medals is at the wearer's discretion; typically the medal or knot the wearer deems most important is worn to the wearer's right.
  - Badges of rank are worn centered on the pocket above the Arrow of Light Award, as shown.
  - The World Crest emblem and Messengers of Peace ring are worn centered horizontally over the left pocket and vertically between the left shoulder seam and the top of the pocket.
- Notes \_\_\_\_\_

### Total Insignia Score (transfer to other side)

30 pts.



  
 BOY SCOUTS OF AMERICA  
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SKU 618365



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34283 2013 Printing

# Scout Leader

## Uniform Inspection Sheet

### Uniform Inspection.

Conduct the uniform inspection with common sense; the basic rule is neatness.

**Attendance.** Presence at inspection merits 15 points.

15 pts. Notes \_\_\_\_\_

**Headgear.** Headgear is optional.

- 5 pts.  Boy Scout leaders wear the olive visor cap, campaign hat, or troop-approved headgear.  
 Varsity Scout leaders wear the blaze visor cap.  
 Cub Scout pack leaders wear the olive visor cap.  
 Den leaders wear the same visored cap as the youth they serve.

Notes \_\_\_\_\_

**Shirt/Blouse and Neckwear.** New long or short sleeves, or official long or short sleeves with appropriate loops on epaulets. Neckwear is optional but must be worn according to specifications in the *Insignia Guide*.

- 20 pts.  Male Cub Scout and Boy Scout leaders wear the long- or short-sleeve uniform or official shirt.  
 Female Cub Scout leaders wear either the official long- or short-sleeve yellow blouse, official long- or short-sleeve shirt, or the official long- or short-sleeve uniform blouse.  
 Female Boy Scout leaders wear the official shirt or official long- or short-sleeve uniform blouse.

Notes \_\_\_\_\_

**Pants/Shorts.** Units have no option to change.

- 20 pts.  Male Cub Scout and Boy Scout leaders wear the official pants or the official uniform shorts or pants with no cuffs.  
 Female Cub Scout leaders wear the pants or the official navy blue shorts, skirt, or pants with the yellow blouse, or the official pants or official uniform shorts or pants with the official shirt or blouse.

Notes \_\_\_\_\_

### Belt

- 5 pts.  Male leaders wear the official web belt or official leather belt with the buckle of their choice.  
 Female leaders wear the official navy blue Cub Scout or Webelos Scout buckle with navy blue pants, or the official web belt or official leather belt with the buckle of their choice with official pants or official uniform shorts or pants.

Notes \_\_\_\_\_

### Socks

- 5 pts.  Male Cub Scout and Boy Scout leaders wear olive socks with official pants or official uniform shorts or pants.  
 Female leaders wear the blue socks with the blue shorts or pants, or the olive socks with official pants or official uniform shorts or pants.

### Shoes

- 5 pts.  Must be neat and clean.

Notes \_\_\_\_\_

◀ **Uniform points. Total points from above (75 possible)**

◀ **Insignia.\*** Correct epaulets, 5 points. Correct placement on left sleeve, 5 points; right sleeve, 5 points; left pocket, 5 points; right pocket, 5 points. Use the checklist on the reverse of this form to help determine score.

*Insignia points from reverse (25 possible)*

◀ **Total Uniform Inspection Score**

Uniform and insignia points combined. A perfect score is 100 points.

\*For more information about Insignia, see the *Insignia Guide*, No. 33604.



## Total Uniform Inspection Score ▶

Name \_\_\_\_\_ Unit No. \_\_\_\_\_

Address \_\_\_\_\_ District \_\_\_\_\_

Office or position in unit \_\_\_\_\_

Our unit inspection  
will be held on

Bring this form with you.

# Scout Leader Uniform Inspection Sheet

## Official Placement of Insignia

Conduct the uniform inspection with common sense; the basic rule is neatness.

### Shoulder Epaulets

5 pts

- Scouters wear the color shoulder loop of the program in which they are serving: blue, Cub Scouting; green, Boy Scouting; blaze (orange) Varsity Scouting; green, Venturing; silver, council and district; gold, regional and national.

Notes \_\_\_\_\_

### Right Sleeve

5 pts

- U.S. flag emblem centered directly below shoulder seam
- Den or emblem numeral, if applicable, below and touching the flag
- Centennial Quality Unit Award (most recent only), if applicable, 4 inches below the shoulder seam

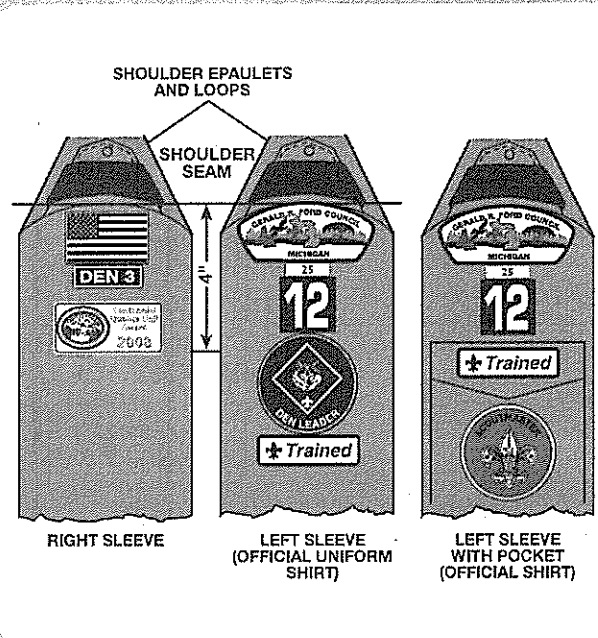
Notes \_\_\_\_\_

### Left Sleeve

5 pts

- Council shoulder patch is directly below the shoulder seam.
- Veteran unit bar, if worn, is centered and touching the council shoulder patch (above) and unit numeral (below).
- Unit numeral, if worn, is centered directly underneath and touching the council patch or veteran unit bar.
- On the official shirt, the badge of office is centered on the pocket, as shown. On the official uniform shirt, the badge of office is centered and touching the unit numeral, or centered 4 inches below the shoulder seam.
- When earned, the Trained leader strip is centered at the top of the pocket flap on the official shirt. On the official uniform shirt, it is centered as shown, touching the badge of office.

Notes \_\_\_\_\_



### Right Pocket

5 pts

- Boy Scouts of America strip is centered above the pocket.
- Order of the Arrow lodge insignia is worn on the pocket flap.
- Current national Scout jamboree insignia is centered above the BSA strip and any other items above the pocket.
- Optional insignia, if worn, is placed in the following order, from the BSA strip upward: *interpreter strip, Venture or Varsity strip, name plate.* The name plate may be worn on the pocket flap if no lodge insignia is worn.
- Temporary insignia, including one current world Scout jamboree patch, centered on pocket. Only one temporary insignia may be worn at a time, and they are not required for correct uniforming. *Cub Scout leaders and female leaders* wearing the official uniform shirt or blouse may wear one temporary insignia centered above the Boy Scouts of America strip.

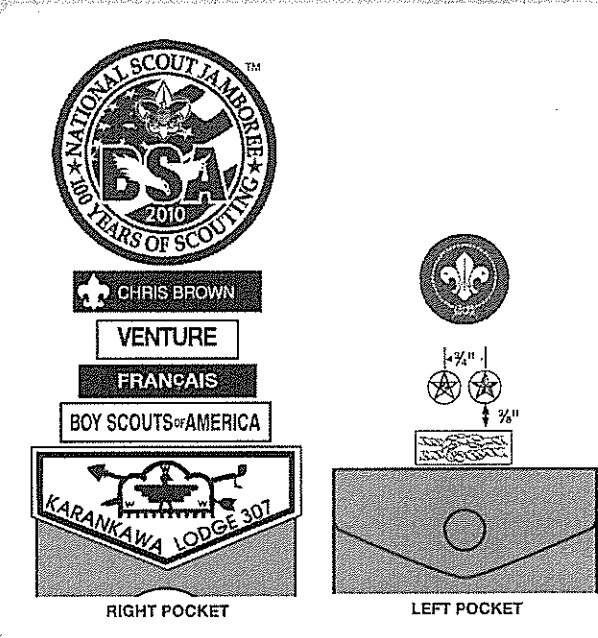
Notes \_\_\_\_\_

### Left Pocket

5 pts

- World Crest emblem is centered between the left shoulder seam and the top of the left pocket.
- Embroidered square knots are centered above the pocket in rows of three.
- Service stars are centered above the pocket, 1/4 inch from top point to top point and 1/4 inch from either the pocket or embroidered knots.

Notes \_\_\_\_\_



◀ Total insignia score (transfer to other side)

25 pts



BOY SCOUTS OF AMERICA  
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Irving, Texas 75015-2079  
<http://www.scouting.org>

SKU 34048



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34048 2010 Printing



(Program feature)

## TROOP MEETING PLAN

Date \_\_\_\_\_ Week \_\_\_\_\_

Activity	Description	Run by	Time
<b>Preopening</b> ____ minutes			
<b>Opening Ceremony</b> ____ minutes			
<b>Skills Instruction</b> ____ minutes	<ul style="list-style-type: none"><li>• New Scouts</li><li>• Experienced Scouts</li><li>• Older Scouts</li></ul>		
<b>Patrol Meetings</b> ____ minutes			
<b>Interpatrol Activity</b> ____ minutes			
<b>Closing</b> ____ minutes Total ninety minutes of meeting	Scoutmaster's Minute	SM	
<b>After the Meeting</b>			

# THE CAMPFIRE PROGRAM PLANNER

How to use this sheet: Be sure that every feature of this campfire program upholds Scouting's highest traditions.

1. In a campfire planning meeting, fill in the top of the Campfire Program sheet (over).
2. On the Campfire Program Planner (below), list all units and individuals who will participate in the program.
3. Write down the name, description, and type of song, stunt, or story they have planned.
4. The MC organizes songs, stunts, and stories in a good sequence considering timing, variety, smoothness, and showmanship.
5. The master-of-the-campfire makes out the Campfire Program sheet (over).
6. Copies of the program are given to all participants.

Cheer Planner	Spot

Song Planner	Spot

Campfire Program Planner			
Group or Individual	Description	Type	Spot
Opening	Main event		
Closing			
Headliner			
Song leader			
Cheerleader			

#33696A



# CAMPFIRE PROGRAM

Place \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Camp director's approval: \_\_\_\_\_

Campers notified _____	Area set up by _____
Campfire planning meeting _____	_____
M. C. _____	Campfire built by _____
Song leader _____	Fire put out by _____
Cheerleader _____	Cleanup by _____

Spot	Title of Stunt, Song, or Story	By _____	Time
1	Opening—and firelighting		
2	Greeting—introduction	M.C.	
3	Sing—                      Yell—		
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22	Closing		



# TROOP RESOURCE SURVEY

Boy Scouting is for adults as well as boys. We invite you to share your skills and interests so the best possible program can be developed for the Boy Scouts in this troop. In making this survey, the committee wishes to find ways you can enjoy using your talents to help our Scouts. Your cooperation is greatly appreciated.

Welcome to the Scout family of Troop No. \_\_\_\_\_ in the \_\_\_\_\_ Council.

Please return this survey to \_\_\_\_\_

Are you currently registered with the Boy Scouts of America? Yes  No

(Please print.)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Street address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile phone \_\_\_\_\_

Business phone \_\_\_\_\_ Email address \_\_\_\_\_

1. What is your favorite hobby? \_\_\_\_\_ Occupation \_\_\_\_\_

2. In what sports do you take an active part? \_\_\_\_\_

3. Would you be willing to assist the troop leaders and committee members occasionally? \_\_\_\_\_

4. Please check the areas in which you would be willing to help:

### General Activities

- Campouts
- Hikes
- Outdoor activities
- Troop meetings
- Swimming supervision
- Accounting
- Web management/design
- Drawing/art
- Transportation of Scouts
- Transportation of equipment
- Other \_\_\_\_\_ (please print)

### Special Program Assistance

- I can participate in boards of review.
- I have a minivan or \_\_\_\_\_ truck.
- I have a workshop.
- I have family camping gear.
- I have access to camping property.
- I can make contacts for special trips and activities.
- I can help with troop equipment.
- Other \_\_\_\_\_ (please print)

5. Please check any Scouting skills you would be willing to teach:

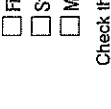
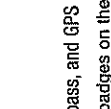
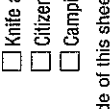
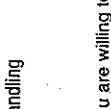
- Ropework (knots and lashings)
- Outdoor cooking
- First aid
- Star study
- Map, compass, and GPS use
- Conservation
- Aquatics
- Knife and ax handling
- Citizenship
- Camping

Check the merit badges on the other side of this sheet that you are willing to help Boy Scouts earn.

## MERIT BADGES

Check the merit badges that you can help Boy Scouts earn.

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> American Business            | <input type="checkbox"/> Digital Technology           | <input type="checkbox"/> Royalty                   | <input type="checkbox"/> Rifle Shooting              |
| <input type="checkbox"/> American Cultures            | <input type="checkbox"/> Disabilities Awareness       | <input type="checkbox"/> Landscape Architecture    | <input type="checkbox"/> Robotics                    |
| <input type="checkbox"/> American Heritage            | <input type="checkbox"/> Dog Care                     | <input type="checkbox"/> Law                       | <input type="checkbox"/> Rowing                      |
| <input type="checkbox"/> American Labor               | <input type="checkbox"/> Drafting                     | <input type="checkbox"/> Leatherwork               | <input type="checkbox"/> Safety                      |
| <input type="checkbox"/> Animal Science               | <input type="checkbox"/> Electricity                  | <input type="checkbox"/> Lutesaving                | <input type="checkbox"/> Scouting Heritage           |
| <input type="checkbox"/> Archery                      | <input type="checkbox"/> Electronics                  | <input type="checkbox"/> Mammal Study              | <input type="checkbox"/> Scholarship                 |
| <input type="checkbox"/> Archery                      | <input type="checkbox"/> Emergency Preparedness       | <input type="checkbox"/> Medicine                  | <input type="checkbox"/> Scouting Heritage           |
| <input type="checkbox"/> Architecture                 | <input type="checkbox"/> Energy                       | <input type="checkbox"/> Metalwork                 | <input type="checkbox"/> Scuba Diving                |
| <input type="checkbox"/> Art                          | <input type="checkbox"/> Engineering                  | <input type="checkbox"/> Mining in Society         | <input type="checkbox"/> Sculpture                   |
| <input type="checkbox"/> Astronomy                    | <input type="checkbox"/> Entrepreneurship             | <input type="checkbox"/> Model Design and Building | <input type="checkbox"/> Search and Rescue           |
| <input type="checkbox"/> Athletics                    | <input type="checkbox"/> Environmental Science        | <input type="checkbox"/> Motorboating              | <input type="checkbox"/> Shotgun Shooting            |
| <input type="checkbox"/> Automotive Maintenance       | <input type="checkbox"/> Family Life                  | <input type="checkbox"/> Motorboating              | <input type="checkbox"/> Skating                     |
| <input type="checkbox"/> Aviation                     | <input type="checkbox"/> Farm Mechanics               | <input type="checkbox"/> Music                     | <input type="checkbox"/> Small-Boat Sailing          |
| <input type="checkbox"/> Backpacking                  | <input type="checkbox"/> Fingerprinting               | <input type="checkbox"/> Nature                    | <input type="checkbox"/> Snow Sports                 |
| <input type="checkbox"/> Basketry                     | <input type="checkbox"/> Fire Safety                  | <input type="checkbox"/> Nuclear Science           | <input type="checkbox"/> Soil and Water Conservation |
| <input type="checkbox"/> Bird Study                   | <input type="checkbox"/> First Aid                    | <input type="checkbox"/> Oceanography              | <input type="checkbox"/> Space Exploration           |
| <input type="checkbox"/> Bugling                      | <input type="checkbox"/> Fish and Wildlife Management | <input type="checkbox"/> Orienteering              | <input type="checkbox"/> Sports                      |
| <input type="checkbox"/> Camping                      | <input type="checkbox"/> Fishing                      | <input type="checkbox"/> Painting                  | <input type="checkbox"/> Stamp Collecting            |
| <input type="checkbox"/> Canoeing                     | <input type="checkbox"/> Fly-Fishing                  | <input type="checkbox"/> Personal Fitness          | <input type="checkbox"/> Surveying                   |
| <input type="checkbox"/> Chemistry                    | <input type="checkbox"/> Forestry                     | <input type="checkbox"/> Personal Management       | <input type="checkbox"/> Sustainability              |
| <input type="checkbox"/> Chess                        | <input type="checkbox"/> Game Design                  | <input type="checkbox"/> Pets                      | <input type="checkbox"/> Swimming                    |
| <input type="checkbox"/> Citizenship in the Community | <input type="checkbox"/> Gardening                    | <input type="checkbox"/> Photography               | <input type="checkbox"/> Textile                     |
| <input type="checkbox"/> Citizenship in the Nation    | <input type="checkbox"/> Genealogy                    | <input type="checkbox"/> Pioneering                | <input type="checkbox"/> Theater                     |
| <input type="checkbox"/> Citizenship in the World     | <input type="checkbox"/> Geocaching                   | <input type="checkbox"/> Plant Science             | <input type="checkbox"/> Traffic Safety              |
| <input type="checkbox"/> Climbing                     | <input type="checkbox"/> Geology                      | <input type="checkbox"/> Plumbing                  | <input type="checkbox"/> Truck Transportation        |
| <input type="checkbox"/> Coin Collecting              | <input type="checkbox"/> Golf                         | <input type="checkbox"/> Pottery                   | <input type="checkbox"/> Veterinary Medicine         |
| <input type="checkbox"/> Collections                  | <input type="checkbox"/> Graphic Arts                 | <input type="checkbox"/> Programming               | <input type="checkbox"/> Water Sports                |
| <input type="checkbox"/> Communication                | <input type="checkbox"/> Hiking                       | <input type="checkbox"/> Public Health             | <input type="checkbox"/> Weather                     |
| <input type="checkbox"/> Composite Materials          | <input type="checkbox"/> Home Repairs                 | <input type="checkbox"/> Public Speaking           | <input type="checkbox"/> Welding                     |
| <input type="checkbox"/> Computers                    | <input type="checkbox"/> Horsemanship                 | <input type="checkbox"/> Pulp and Paper            | <input type="checkbox"/> Whitewater                  |
| <input type="checkbox"/> Cooking                      | <input type="checkbox"/> Indian Lore                  | <input type="checkbox"/> Radio                     | <input type="checkbox"/> Wilderness Survival         |
| <input type="checkbox"/> Crime Prevention             | <input type="checkbox"/> Inventing                    | <input type="checkbox"/> Railroad                  | <input type="checkbox"/> Wood Carving                |
| <input type="checkbox"/> Cycling                      | <input type="checkbox"/> Journalism                   | <input type="checkbox"/> Reading                   | <input type="checkbox"/> Woodwork                    |
| <input type="checkbox"/> Dentistry                    | <input type="checkbox"/> Reptile and Amphibian Study  | <input type="checkbox"/> Rappelling                | <input type="checkbox"/> Survival                    |
| <input type="checkbox"/> Backpacking                  | <input type="checkbox"/> Freestyle Biking             | <input type="checkbox"/> Sailing                   | <input type="checkbox"/> Swimming                    |
| <input type="checkbox"/> Basketball                   | <input type="checkbox"/> Golf                         | <input type="checkbox"/> Scuba Diving              | <input type="checkbox"/> Tennis                      |
| <input type="checkbox"/> Bowling                      | <input type="checkbox"/> Hockey                       | <input type="checkbox"/> Shooting Sports           | <input type="checkbox"/> Videophotography            |
| <input type="checkbox"/> Business                     | <input type="checkbox"/> Kayaking                     | <input type="checkbox"/> Slow-pitch softball       | <input type="checkbox"/> Volleyball                  |
| <input type="checkbox"/> Cross-country Skiing         | <input type="checkbox"/> Mechanics                    | <input type="checkbox"/> Snow camping              | <input type="checkbox"/> Whitewater canoeing         |
| <input type="checkbox"/> Cycling                      | <input type="checkbox"/> Mountain Man                 | <input type="checkbox"/> Soccer                    | <input type="checkbox"/> Windcutting                 |
| <input type="checkbox"/> Downhill Skiing              | <input type="checkbox"/> Orienteering                 | <input type="checkbox"/> Spunking                  |  |
| <input type="checkbox"/> Fishing                      | <input type="checkbox"/> Hurling                      |  |  |





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## BOY SCOUT TROOP 1776

### Volunteer Opportunities, Position Descriptions and Information

**WE NEED YOUR HELP!!** A Boy Scout Troop is only as good as the time, commitment and effort put into it by the Scouts and the **ADULT / PARENT** Volunteers and Helpers. It takes a village to raise a Scout (someone once said). We need as many parents and adult volunteers as we can to step up and be involved (and hopefully stay involved) to make the Troop 1776 experience the best that it can be, and to help each and every one of our Scouts and future leaders reach the Boy Scout Goal of the First Class Rank. And then watch as many of them make their way to **EAGLE**.

The Troop does not have a minimum attendance or participation requirement, either for Scouts or Parents / Adult Volunteers, but given the times, the size of the Troop, and the proven fact that family participation has a direct and positive beneficial impact on a Scout, we are respectfully requesting participation from all families in some sort of way.

The Troop is led by the Scouts, but it is run and supported by a variety of areas including the Scoutmaster and Assistant Scoutmasters, the Troop Committee and its many and varied responsibilities, the Chartered Organization, the District and Council paid staff and volunteers, e.g. District Executives and our Unit Commissioner, and Merit Badge Counselors. Merit Badge Counselors in many cases are also adult members of the Troop, but a Merit Badge Counselor is really a District volunteer position.

There are **NEVER** too many helpers and with your help and interest we can find a spot or a role for everyone. For example, with 2 Patrols (currently), and our Trail to First Class Program for new Scouts, we could use at least 9 Assistant Scoutmasters – a lead Assistant Scoutmaster for each Patrol and for the Trail to First Class Program, his / her assistant, and an Assistant Scoutmaster in training.

A Boy Scout Troop is like a business. We have an Operations side and an Administrative side. At the Adult Helper level, think of the Scoutmasters and Assistant Scoutmasters as the Operations side and the Troop Committee as the Administrative side. And it takes both sides working together to be successful. Taking it to the Scout level, pretty much every position at the Scout level has a corresponding position at the Adult Helper level; and vice versa, pretty much every position at the Adult Helper level has a corresponding position at the Scout level.

In terms of supporting rank advancement within the Scouting program, at each of the 7 ranks of Boy Scouting (Scout, Tenderfoot, Second Class, First Class, Star, Life and Eagle), the Scoutmaster (or an Assistant Scoutmaster) does a “Scoutmaster Conference” with the Scout to ensure that the Scout has met his requirements for advancement. After doing his Scoutmaster Conference, the Scout then meets with the Troop Committee for a “Board of Review.” Successful passing of both the Scoutmaster Conference and the Board of Review

entails a Scout to advance in rank. It is important to note that neither the Scoutmaster Conference nor the Board of Review is a re-test of the Scout. The concept of the Scoutmaster Conference is to ensure that the requirements have been met, i.e., the program has been delivered. And the concept of the Board of Review is not a review of the Scout, but a review of the program to make sure that the program is being delivered effectively.

On the Troop Committee side we have many roles to fill. And, when it comes to event and activity participation, with the right notice and planning, all adults are more than welcome to join in the fun. Don't feel like you're ready to take the lead on something? That's OK. You can be an assistant, be a co-coordinator, or just be a parent helper.

Every Scouting organization, be it a unit (Pack, Troop, Crew, Ship, etc.), a District (Timberline in Troop 1776's case), a Council (Denver Area), Region (Western), and even at the National level; operates under what is called a "Key Three" structure. Similar to our United States form of government where we have the Executive, Legislative and Judicial branches to maintain a check and balance system, the Key Three philosophy works in the same way.

In the Troop's case, the Troop is owned by a Chartered Organization sponsor. Our wonderful sponsor is the Rotary Club of Mountain Foothills. Two representatives from the Rotary Club of Mountain Foothills belong to our Troop, the current President of the Rotary being the Chartered Organization Head, and a second member of the Rotary being the Troop's Chartered Organization Representative. The Chartered Organization (the Rotary) represents the first 1/3<sup>rd</sup> of the Key Three. The Chartered Organization, by Scouting's organization, structure and bylaws, owns the Troop and all of its assets, including all Troop equipment, trailers, camping gear, etc.

The Scoutmaster, on behalf of the Operations side, represents the second 1/3<sup>rd</sup> of the Key Three. The Scoutmaster serves at the approval / discretion of the Chartered Organization and the Troop Committee Chair (representing the Troop Committee).

The Troop Committee Chair, on behalf of the administrative side, represents the final 1/3<sup>rd</sup> of the Key Three. The Troop Committee Chair serves at the approval / discretion of the Chartered Organization and the Troop Committee.

The Chartered Organization has the right to remove the Scoutmaster and/or the Troop Committee; and for that matter any adult registered in the Troop if circumstances were to dictate such a removal. Yes, a volunteer can be "fired." It is rare and the circumstances have to support it, but with our fiduciary responsibility to protect and support Scouts and the Scouting program, it can happen. Adults are taking on that fiduciary responsibility when they register to be a "Scouter," which is why there is a background and reference check as part of registering to be a Scouting volunteer.

Working out any issues or differences within the Troop is the preferred way to deal with things, but if that process needs assistance, the Key Three philosophy is there to help you. The Key Three philosophy that exists at all levels in the Scouting Program structure provides a reporting avenue outside of the unit (the Troop). It also provides an appeal process to ensure fair treatment. And through the utilization of the District Executives and Unit Commissioner, it provides an outside process where your views can be heard and

considered, so please keep in mind the support and avenues that are available to assist you and your family at all levels.

Retention and succession planning are very important. It is said that every time a volunteer takes a position he or she should be planning for and thinking about their successor. A Boy Scout Troop is a big machine that takes a lot of hard work, a lot of mental and physical muscle, and a lot of sweat and effort, but we provide great training, great OTJ (on the job) opportunities, great fun; and what comes out of the machine – our future leaders – makes it all worthwhile.

Two questions that are often asked, 1. Are women / female leaders welcome in the Boy Scouts? 2. Can Troop Committee members go on outings, such as camping, backpacking, having fun? The answer to both questions. Yes, you better believe it. We look forward to having you on our Troop 1776 Team.

Therefore, again, **WE NEED YOU, WE WANT YOU, YOUR SCOUTS WANT YOU TO BE INVOLVED** (even though they may have a funny way of saying it or demonstrating it sometimes), so using either the full form itself, or the summary of positions on the next to last page, please check a minimum of 1-2 activities that interest you, include your name and contact information, and return the form to Mike Coff, Troop Committee Chair.

## OPERATIONS

### SCOUTMASTER / ASSISTANT SCOUTMASTER OPPORTUNITIES:

Note: Training requirements for Scoutmasters and Assistant Scoutmasters include Youth Protection Training (YPT), Scoutmaster / Assistant Scoutmaster Leader Specific Training (SMASMLST), f/k/a Boy Scout Leader Specific Training, and Introduction to Outdoor Leaders Skills (ITOLS or IOLS). Many supplemental trainings, e.g. Troop Committee Challenge, This is Scouting, Hazardous Weather, etc. are available on-line and are highly encouraged. Further, the Troop highly encourages all adults to attend Scouting Safety Begins with Leadership; and for Merit Badge Counselors, Merit Badge Counselor Training.

Keep in mind as you look through the following list that even currently filled positions can use assistants, so if you have an interest, please let us know (Thank you).

And since a Scout is supposed to be Trustworthy and all of those other things, we are required to divulge that every position includes “other duties as assigned,” so be ready and willing for that (and again, Thank you).

**▣ SCOUTMASTER:** Adult Helper responsible for the image and program of the Troop. The Scoutmaster’s main job is to train the Senior Patrol Leader (SPL) so that the SPL can lead the Troop. The Scoutmaster’s (supported by the Assistant Scoutmasters) main role is to effectively deliver the program, including, but not limited to, supporting the Boy Led philosophy. The Scoutmaster can be male or female, must be at least 21 years of age, and his/her position is at the approval of the Chartered Organization and the Troop Committee. As referenced above, the Scoutmaster is part of the Troop’s “Key Three.” Must have a big heart, a considerate personality, and maybe even a big truck. Approximate time commitment: 60 to 80 hours per month (attendance at most of the Troop meetings and events). **CORRESPONDING SCOUT POSITION: SENIOR PATROL LEADER (SPL). WORKS ALSO WITH ASSISTANT**

**SENIOR PATROL LEADER (ASPL), PATROL LEADERS, JUNIOR ASSISTANT SCOUTMASTER, AND DEN CHIEFS.**

**▣ ASSISTANT SCOUTMASTER (PATROL):** In addition to supporting the Scoutmaster as described above, the Assistant Scoutmaster's main role is to work with a specific Patrol and support that Patrol's goals and efforts. An Assistant Scoutmaster can be male or female, must be at least 18 years of age, and his/her position is at the approval of the Scoutmaster, the Chartered Organization and the Troop Committee. Must also have a big heart, a considerate personality, and maybe even a bigger truck. Approximate time commitment: 40 to 60 hours per month (attendance at most of the Troop meetings and events). **CORRESPONDING SCOUT POSITIONS: PATROL LEADERS. WORKS ALSO WITH SPL, ASPL, TROOP GUIDES, INSTRUCTORS, AND DEN CHIEFS.**

**▣ ASSISTANT SCOUTMASTER (TRAIL TO FIRST CLASS):** Similar to an Assistant Scoutmaster supporting a Patrol, the Assistant Scoutmaster for the Trail to First Class program works with all Scouts below the First Class Rank supporting their efforts to reach the Rank of First Class Scout, which is really the goal of Boy Scouting. This is a critical position for the Troop to ensure that no Scout is left behind their peers. Approximate time commitment: 40 to 60 hours per month (attendance at most of the Troop meetings and events). **CORRESPONDING SCOUT POSITION: PATROL LEADERS. WORKS ALSO WITH ASSISTANT PATROL LEADERS, TROOP GUIDES, AND INSTRUCTORS.**

**▣ ASSISTANT SCOUTMASTER IN TRAINING:** Similar description to the Assistant Scoutmaster positions above, but at a learning level. Approximate time commitment: 20 hours per month (attendance at some Troop meetings and events). **CORRESPONDING SCOUT POSITION: ASSISTANT PATROL LEADERS.**

**▣ ASSISTANT SCOUTMASTER or TROOP COMMITTEE MEMBER – ADULT QUARTERMASTER:** The Adult Quartermaster can be an Assistant Scoutmaster or a Troop Committee member. This person supports the Patrol Quartermasters in managing the Troop equipment, seeing that it is kept in good repair and meets safety requirements, makes suggestions for new equipment as needed through the Treasurer and Troop Committee, helps keep the Troop supply shed (the "Scout Hut") clean and organized, and works as needed with the Scout-in-Charge for upcoming activities to insure that necessary equipment and supplies are ready to go. Approximate time commitment is 10 to 15 hours per month. **CORRESPONDING SCOUT POSITIONS: THE "SCOUT-IN-CHARGE" FOR AN ACTIVITY, TROOP QUARTERMASTER, AND PATROL QUARTERMASTERS AND GRUBMASTERS.**

**▣ ASSISTANT SCOUTMASTER (ADULT ORDER OF THE ARROW REPRESENTATIVE):** The "Order of the Arrow" chapter for the Timberline District is the Running Antelope Chapter of Tahosa Lodge 383. Similar to an Assistant Scoutmaster supporting a Patrol, the Adult Order of the Arrow Representative encourages the Troop to support the Order of the Arrow program, works with the Order of the Arrow District / Chapter representatives, help coordinate the annual Order of the Arrow election, and assist with volunteer opportunities within the Order. The Representative is most likely a member of the Order of the Arrow, but doesn't have to be, and can be male or female. Approximate time commitment above and beyond the normal Assistant Scoutmaster role is 6 hours per month, plus usually entails attending the Order of the Arrow "Cony" parties where Order of the Arrow membership is sealed and advancement within the Order takes place. **CORRESPONDING SCOUT POSITION: YOUTH ORDER OF THE ARROW REPRESENTATIVE.**



**▣ ASSISTANT SCOUTMASTER (LEAVE NO TRACE TRAINER):** Similar to an Assistant Scoutmaster supporting a Patrol, the Adult Leave No Trace Trainer encourages the Troop to support the Leave No Trace philosophy, work with Leave No Trace representatives from the District and Council, and assist with volunteer opportunities that support the Leave No Trace philosophy. Approximate time commitment above and beyond the normal Assistant Scoutmaster role is 6 hours per month, plus this person is encouraged to seek out training opportunities supporting the Leave No Trace program. **CORRESPONDING SCOUT POSITION: YOUTH LEAVE NO TRACE TRAINER.**

## ADMINISTRATION

### TROOP COMMITTEE OPPORTUNITIES:

**Note:** Training requirements for Troop Committee positions include Youth Protection Training (YPT) and Troop Committee Challenge; however, the Troop highly encourages all parents / adult volunteers to take the on-line Troop Committee Challenge to understand the role of the Troop Committee. Further the Troop highly encourages all parents / adult volunteer to attend Scoutmaster / Assistant Scoutmaster Leader Specific Training (SMASMLST), f/k/a Boy Scout Leader Specific Training, and Introduction to Outdoor Leaders Skills (ITOLS or IOLS). Many supplemental trainings, e.g. This is Scouting, Hazardous Weather, etc. are available on-line and are also highly encouraged. Further, the Troop highly encourages all adults to attend Scouting Safety Begins with Leadership; and for Merit Badge Counselors, Merit Badge Counselor Training.

Keep in mind as you look through the following list that even currently filled positions can use assistants, so if you have an interest, please let us know (Thank you).

And since a Scout is supposed to be Trustworthy and all of those other things, we are required to divulge that every position includes "other duties as assigned," so be ready and willing for that (and again, Thank you).

**▣ TROOP COMMITTEE CHAIR:** If the Troop Committee is the Board of Directors for the Troop, the Troop Committee Chair is the Chairperson of the Board. Whereas the Operations side has the responsibility to deliver the program, the Troop Committee Chair and his/her board has the responsibility to ensure that the program is being delivered effectively. Serves with the Scoutmaster and the Chartered Organization on the "Key Three." Responsible for the annual re-charter process, organizing regular committee meetings (usually monthly), reviewing applications, reviewing advancement, meeting the goals of the Council's annual Journey to Excellence program, supporting the Council through supporting the Council's fund raising efforts, i.e., popcorn and Scout Show cards, ensuring that the Troop participates in the District / Council's annual Investment in Character (IIC) fund raising program, organizing Troop Courts of Honor, ensuring that the Troop has a regular place to meet, supporting and encouraging the Outdoor program for the Troop, and as further defined as follows, supporting the many efforts needed to run an effective Scouting program. Approximate time commitment: 30 to 40 hours per month. **CORRESPONDING SCOUT POSITION: ASSISTANT SENIOR PATROL LEADER (ASPL) AND SENIOR PATROL LEADER (SPL).**

**▣ TREASURER:** Responsible for maintaining the financial activities of the Troop. Collects the annual dues and assists in the re-charter process. Manages the Troop's finances. Manages the Troop checking / banking accounts. Manages the Troop's budget, balance sheet and income

statement. Manages the financial side of the Troop's fundraising efforts, including the management of "Scout accounts." Works with the activity planners on events and the costs associated therewith. Works with the Summer Camp coordinator. Acts in a fiduciary and agent role on behalf of the Troop. Reports any financial irregularities or discrepancies. Reports to the Troop Committee Chair and has a fiduciary responsibility to the Chartered Organization. If so requested by the Chartered Organization, must be "bondable." Approximate time commitment: 10 to 15 hours per month. **CORRESPONDING SCOUT POSITION: YOUTH TREASURER.**

**▣ SCRIBE:** Responsible for taking Troop Committee meeting minutes / notes, and transcribing the notes for the committee. Approximate time commitment: 5 hours per month. **CORRESPONDING SCOUT POSITION: TROOP SCRIBE.**

**▣ MEDICAL FORMS COORDINATOR:** Volunteer(s) needed to coordinate the receipt and storage of the medical forms and permission slips needed for Troop events in compliance with HIPAA regulations. And, then coordinate with the adult-in-charge for events that require medical forms / permission slips to make sure that a complete set of copies of the forms for those attending an event is ready to go before the event, including reviewing any medical or other special situations applicable to an attendee on the event. Approximate time commitment: Varies based on the number of events and the circumstances of each event. **CORRESPONDING SCOUT POSITIONS: SCOUT-IN-CHARGE FOR AN ACTIVITY, SPL, ASPL, PATROL LEADERS.**

**▣ TRAINING RECORDS COORDINATOR:** Registered Adult Helpers have training requirements based on the respective position. The Adult Helper Training Coordinator is responsible for maintaining training records of the Troop's Adult Helpers, promoting training such that all registered Adult Helpers are "trained" for their position, and coordinating with the Timberline District on the maintenance of the Troop's training records as applicable. Also, working with the Scoutmaster and Assistant Scoutmasters, encourage and promote youth leadership training. The current program for youth leadership training within the unit is called Introduction to Leadership Skills for Troops (ILST), and all Scouts should take this class. For a Scout to attend the National Advanced Youth Leadership Experience, known as NAYLE nationwide, and known as "Big Horn" within the Denver Area Council, a Scout must have completed ILST within his Troop. Also, promote and support the earning of training awards / knots by Adult Helpers in the Troop and assist in the application for and awarding of the awards / knots. Approximate time commitment: 10 to 15 hours per month. **CORRESPONDING SCOUT POSITIONS: SPL, ASPL, PATROL LEADERS, TROOP GUIDES, INSTRUCTORS.**

**▣ ACTIVITIES AND PLANNING / TOUR PERMITS COORDINATOR:** Working with the Scouts and the Operations side, responsible for supporting events and activities requiring Scout tour permits; outside permits, e.g. hiking or camping permits; ensuring that there are enough drivers for an activity; collecting insurance information on drivers as needed; ensuring that an activity or event has the proper adult helper training authorizations in place; and associated responsibilities. Approximate time commitment: 8 to 10 hours per month. **CORRESPONDING SCOUT POSITIONS: SCOUT-IN-CHARGE FOR AN ACTIVITY, SPL, ASPL, PATROL LEADERS.**

**▣ SUMMER CAMP COORDINATOR:** Working within the Troop's annual planning process, coordinate the steps for the Troop's annual Summer Camp event. This includes, but is not

limited to, advance planning, making reservations, paying deposits, interim payments and final payments, organizing who is going, coordinating permission slips / medical forms, distributing camp information, arranging transportation, working with the Tour Permits Coordinator, and other associated responsibilities. Approximate time commitment: 20 hours per month in the 3 months leading up to the event, 5 hours per month the rest of the year. **CORRESPONDING SCOUT POSITIONS: SCOUT-IN-CHARGE FOR AN ACTIVITY, SPL, ASPL, PATROL LEADERS.**

**▣ ASSISTANT SCOUTMASTER or TROOP COMMITTEE MEMBER – ADULT**

**QUARTERMASTER:** The Adult Quartermaster can be an Assistant Scoutmaster or a Troop Committee member. This person supports the Patrol Quartermasters in managing the Troop equipment, seeing that it is kept in good repair and meets safety requirements, makes suggestions for new equipment as needed through the Treasurer and Troop Committee, helps keep the Troop supply shed (the “Scout Hut”) clean and organized, and works as needed with the Scout-in-Charge for upcoming activities to insure that necessary equipment and supplies are ready to go. Approximate time commitment is 10 to 15 hours per month. **CORRESPONDING SCOUT POSITIONS: THE “SCOUT-IN-CHARGE” FOR AN ACTIVITY, TROOP QUARTERMASTER, AND PATROL QUARTERMASTERS AND GRUBMASTERS.**

**▣ ADVANCEMENT COORDINATOR:** Responsible for supporting the Troop’s program by encouraging Scouts to advance in rank, tracking advancement and Merit Badges for each Scout, ensuring that Scouts are awarded their rank and/or Merit Badges on a timely basis, coordinating with the Merit Badge Counselor Coordinator, ensuring that earned advancements and Merit Badges are properly reported to the Council office, working with the Scoutmaster and the Board of Review Coordinator to ensure that Boards of Review are timely held, and make a report to the Troop Committee on a regular basis of earned advancements and Merit Badges. This position is normally part of the Troop Committee but can be held by an Assistant Scoutmaster based on the size of the Troop. Approximate time commitment: 15 to 20 hours per month.

**CORRESPONDING SCOUT POSITIONS: SPL, ASPL, PATROL LEADERS, TROOP GUIDES, INSTRUCTORS.**

**▣ MERIT BADGE COORDINATOR AND MERIT BADGE COUNSELOR**

**COORDINATOR:** Volunteer(s) needed to solicit and collect adult Merit Badge Counselor applications, submit to Timberline District Council for approval, and update the Troop’s Counselor list. Working with the Advancement Coordinator, this position is also responsible for the tracking and purchase of the merit badges earned by Scouts. Approximate time commitment: 2 to 4 hours per month. **CORRESPONDING SCOUT POSITIONS: SPL, ASPL, PATROL LEADERS, TROOP GUIDES, INSTRUCTORS.**

**▣ BOARD OF REVIEW COORDINATOR:** Working with the Scoutmaster / Assistant Scoutmasters and the Advancement Coordinator, ensure that Boards of Review are held on a timely basis, including, but not limited to, coordinating a sufficient number of Adult Helpers from the Troop Committee to be present at a Troop meeting when Boards of Review are expected to be held. Approximate time commitment: 2 to 4 hours per month.

**CORRESPONDING SCOUT POSITIONS: SPL, ASPL, PATROL LEADERS, TROOP GUIDES, INSTRUCTORS.**

**▣ TROOP COURTS OF HONOR COORDINATOR:** Volunteers needed to plan and execute the Spring (Late April / Early May) and Fall (Late October / Early November) Troop Courts of Honor. This position can support Eagle Courts of Honor, but the main responsibility for Eagle

Courts of Honor is with the Eagle Candidate's family. Approximate time commitment: 8 to 10 hours, twice a year. **CORRESPONDING SCOUT POSITIONS: SPL, ASPL, PATROL LEADERS, TROOP GUIDES, INSTRUCTORS.**

▣ **WEB MASTER:** Adult Helper to oversee the Troop's web site, and work with the Troop Web Master on the maintenance of the site. A main responsibility is to ensure that information that is being posted is appropriate and does not violate any privacy concerns for any member. Also responsible for keeping the site account up to date with current information by working with the Troop Communications Coordinator, and ensuring that Troop members are made aware of any changes to the site. Approximate time commitment: 5 hours per month. **CORRESPONDING SCOUT POSITION: TROOP WEB MASTER.**

▣ **TROOP COMMUNICATIONS COORDINATOR:** Adult Helper(s) to oversee the Troop's communications regarding events, activities, meeting information, etc. A main responsibility is to ensure that information that is being communicated is appropriate and does not violate any privacy concerns for any member. It should be noted that an Adult Helper should never communicate directly, for any reason, with an individual Scout without copying another adult on the communication. This position is also responsible for maintaining the Troop's list of current e-mail addresses. And, working with the Advancement Coordinator, participate in the maintenance of Scout advancement / Merit Badge records. Approximate time commitment: 8 to 10 hours per month. **CORRESPONDING SCOUT POSITIONS: SPL, ASPL, PATROL LEADERS, TROOP WEB MASTER.**

▣ **CHAPLAIN:** Scouting is not a structured religious organization, but it is a "faith based" organization and as such has a long history of being associated with all faiths. The Troop Chaplain's role is to provide a spiritual tone for the Troop at Troop meetings and activities, give guidance to the youth Chaplain's Aide, promote regular participation of members in the activities of the religious organization of their choice, provide good and welfare when called upon, provide a spiritual counseling service when requested, and encourage members to earn the appropriate religious emblems awards. Approximate time commitment: 5 hours per month. **CORRESPONDING SCOUT POSITION: CHAPLAIN'S AIDE.**

▣ **MEMBERSHIP AND RECRUITMENT COORDINATOR:** Adult Helper(s) to act as a Liaison with Cub Scout Packs in the vicinity and promote and encourage the Troop to support Cub Scouting / Webelos activities. Tomorrow's Boy Scouts are today's Cub Scouts. Also, promote and encourage youth of all ages to see what the Scouting experience is all about, even those not currently involved in Scouting. Coordinate and plan the Troop's annual Webelos Welcome Night (usually held in October), but also coordinate other activities throughout the year that support and promote the Scouting Program. Working with the Scoutmaster and the Troop Committee, encourage the Troop to have an active Den Chief program, and support training opportunities for Den Chiefs. Approximate time commitment: 5 hours per month. **CORRESPONDING SCOUT POSITIONS: DEN CHIEFS, SPL, ASPL, PATROL LEADERS, TROOP GUIDES, INSTRUCTORS.**

▣ **ROUNDTABLE REPRESENTATIVE:** Adult Helper (or better, Helpers), from the Troop (Scoutmasters, Assistant Scoutmasters, Troop Committee members and/or just interested adults) to attend, collect information from, and report on, the Timberline District's monthly "Roundtable" usually held on the first Thursday of each month from August to June. The current location for the monthly "Roundtable" is the Dartmouth LDS Complex in Lakewood. On the same evening as Roundtable, the Order of the Arrow chapter for the Timberline District (our

chapter is the Running Antelope Chapter of Tahosa Lodge 383) holds its monthly meeting, so working with the Adult and Youth Order of the Arrow Representatives, the Roundtable Representative would also promote and support Order of the Arrow events and activities. Approximate time commitment: 5 hours per month. **CORRESPONDING SCOUT POSITIONS: SPL, ASPL, YOUTH ORDER OF THE ARROW REPRESENTATIVE.**

▣ **UNIFORM COORDINATOR:** Uniform Coordinator to ensure that Scouts are properly equipped and dressed for ceremonies, e.g. Courts of Honor, Flag Ceremonies, etc.). Where needed, work with the Troop Committee to provide financial assistance to families regarding uniform needs. Approximate time commitment: 3 hours per month. **CORRESPONDING SCOUT POSITIONS: SPL, ASPL, PATROL LEADERS.**

▣ **ADULT HISTORIAN AND TROOP HISTORY COORDINATOR:** Working with the Troop Historian and Librarian, and coordinating with the Adult Helpers responsible for promoting and recording Troop Community Service, Troop Community Events, Courts of Honor (Eagle and Troop), Eagle projects, Conservation projects, and good and welfare events; keep an historical record of Troop accomplishments and published articles. Approximate time commitment: 3 hours per month. **CORRESPONDING SCOUT POSITIONS: HISTORIAN AND LIBRARIAN.**

▣ **FUNDRAISING COORDINATOR:** Volunteer(s) needed to coordinate Troop fundraisers agreed upon by the Troop Committee, including District and Council level fundraisers that promote and support Scouting and the District and Council. Current / recent fundraisers include the King Soopers and Safeway card programs, yard work, popcorn sales and Scout Show card sales. Approximate time commitment: 5 hours per month. **CORRESPONDING SCOUT POSITIONS: SPL, ASPL, PATROL LEADERS, YOUTH TREASURER.**

▣ **COMMUNITY SERVICE COORDINATOR:** Volunteer(s) needed to coordinate Troop community service activities agreed upon by the Troop Committee. Working with the Advancement Coordinator, assist in the tracking of Scout community service hours (required for some rank advancements). Approximate time commitment: varies. **CORRESPONDING SCOUT POSITIONS: SPL, ASPL, PATROL LEADERS, TROOP GUIDES, INSTRUCTORS, EAGLE CANDIDATES.**

▣ **COMMUNITY EVENTS PUBLIC RELATIONS COORDINATOR:** Volunteer(s) needed for Troop "Public Relations" position – responsible for writing short articles / announcements about Troop activities, events and highlights for newspapers and area publications, electronic and otherwise. Approximate time commitment: 8 to 10 hours per year. **CORRESPONDING SCOUT POSITIONS: SPL, ASPL, PATROL LEADERS, TROOP GUIDES, INSTRUCTORS, EAGLE CANDIDATES.**

▣ **CONSERVATION PROJECT COORDINATOR:** Volunteer(s) needed to work with Boy Scouts on conservation projects. Approximate time commitment: varies. **CORRESPONDING SCOUT POSITIONS: SPL, ASPL, PATROL LEADERS, TROOP GUIDES, INSTRUCTORS, EAGLE CANDIDATES.**

## **OTHER POSITIONS:**

▣ **MERIT BADGE COUNSELOR:** Volunteers needed to teach, assist and coach Scouts through the individual merit badges and sign off / approve the Scout's completion of Merit Badge requirements. Since a Merit Badge Counselor is actually a District Volunteer position, it requires the completion and submission of an adult application specific to this role even if you have already submitted an application for a Troop position. Also requires that you are current on Youth Protection Training. And once you are a Merit Badge Counselor there is an annual re-submission of a Merit Badge Counselor Information Form indicating which Merit Badges the Counselor is approved to counsel. The taking of Merit Badge Counselor Training is also highly encouraged. Approximate time commitment: Varies. **CORRESPONDING SCOUT POSITIONS: ALL OF THEM.**

▣ **CAMPOUT ADULT:** This is how a lot of us got started. Volunteers needed to drive and supervise Scouts on Troop 1776 Camping trips. Requires completion of an adult application and Youth Protection Training. Approximate time commitment: Varies based on the numbers of camping trips.

▣ **UNIT COMMISSIONER:** The "Key Three" philosophy was discussed above. Units (Packs, Troops, Crews, Ships, etc.) are supported by a Unit Commissioner who is a District level volunteer. While the Unit Commissioner is not an official member of the Key Three at the unit level, the Unit Commissioner is an adviser to the Troop (including the annual re-charter process), a liaison with the District / Council, and usually attends Troop Committee meetings and other events like Troop Courts of Honor. This is a great way to help above and beyond, and learn about Scouting and everywhere and everyone the Scouting program supports and benefits. Since a Unit Commissioner is actually a District Volunteer position, it requires the completion and submission of an adult application specific to this role even if you have already submitted an application for a Troop position. Approximate time commitment: Varies.

*And last, but not least:*

▣ **TROOP "SEER", "RESEARCHER", "THINKER", "SWAMI", "ORACLE", "PROPHET", "VISIONARY":** Volunteers needed for thinking ahead, keeping up, finding out about new things, bringing forth new opportunities, making sure we don't get stale, making sure we do support our advocacy role, making sure we do the right thing, making sure we don't do the wrong thing, making sure the Troop Adult Helpers are doing their jobs, making sure the Scout is properly supported in the right way, and every other cliché, adjective or adverb that goes along with this huge responsibility. Approximate time commitment: 24/7 \* 365.25.

**CORRESPONDING SCOUT POSITIONS: ALL OF THEM.**

Thank you for your time, commitment and contribution to Boy Scouts and Troop 1776.

SUMMARY OF POSITIONS:

- SCOUTMASTER:**
- ASSISTANT SCOUTMASTER (PATROL):**
- ASSISTANT SCOUTMASTER (TRAIL TO FIRST CLASS):**
- ASSISTANT SCOUTMASTER IN TRAINING:**
- ASSISTANT SCOUTMASTER or TROOP COMMITTEE MEMBER – ADULT QUARTERMASTER:**
- ASSISTANT SCOUTMASTER (ADULT ORDER OF THE ARROW REPRESENTATIVE):**
- ASSISTANT SCOUTMASTER (LEAVE NO TRACE TRAINER):**

- TROOP COMMITTEE CHAIR:**
- TREASURER:**
- SCRIBE:**
- MEDICAL FORMS COORDINATOR:**
- TRAINING RECORDS COORDINATOR:**
- ACTIVITIES AND PLANNING / TOUR PERMITS COORDINATOR:**
- SUMMER CAMP COORDINATOR:**
- ASSISTANT SCOUTMASTER or TROOP COMMITTEE MEMBER – ADULT QUARTERMASTER:**
- ADVANCEMENT COORDINATOR:**
- MERIT BADGE COORDINATOR AND MERIT BADGE COUNSELOR COORDINATOR:**
- BOARD OF REVIEW COORDINATOR:**
- TROOP COURTS OF HONOR COORDINATOR:**
- WEB MASTER:**
- TROOP COMMUNICATIONS COORDINATOR:**
- CHAPLAIN:**
- MEMBERSHIP AND RECRUITMENT COORDINATOR:**
- ROUNDTABLE REPRESENTATIVE:**
- UNIFORM COORDINATOR:**
- ADULT HISTORIAN AND TROOP HISTORY COORDINATOR:**
- FUNDRAISING COORDINATOR:**
- COMMUNITY SERVICE COORDINATOR:**
- COMMUNITY EVENTS PUBLIC RELATIONS COORDINATOR:**
- CONSERVATION PROJECT COORDINATOR:**

- MERIT BADGE COUNSELOR:**
- CAMPOUT ADULT:**
- UNIT COMMISSIONER:**
- TROOP “SEER”, “RESEARCHER”, “THINKER”, “SWAMI”, “ORACLE”, “PROPHET”, “VISIONARY”:**

- OTHER:** \_\_\_\_\_
- OTHER:** \_\_\_\_\_
- OTHER:** \_\_\_\_\_
- OTHER:** \_\_\_\_\_

Using either the full form itself, or the summary of positions above, please complete and return this form to Mike Coff, Troop 1776 Committee Chair. If you have any questions regarding these positions, please contact Mike at [snoopmo2@gmail.com](mailto:snoopmo2@gmail.com) or (720) 838-8810.

Adult Helper 1 Name: \_\_\_\_\_

Adult Helper 2 Name: \_\_\_\_\_

Adult Helper 3 Name: \_\_\_\_\_

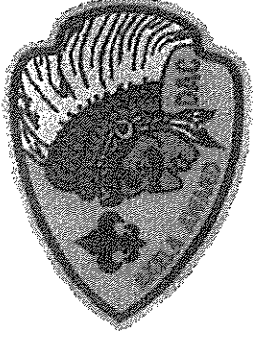
Scout(s) Name(s)/

1. \_\_\_\_\_ / \_\_\_\_\_ 2. \_\_\_\_\_ / \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_





**Akela Award**

The Akela Award is a program of the Denver Area Council to assist Webelos Scouts in becoming Boy Scouts. It is an optional program and is not required for any rank. It is to be used at the discretion of the Unit Leader to help a Webelos Scout stay in the Scouting program.

**Requirements:**

1. As a Webelos Scout, earn three activity badges in addition to those earned for the Arrow of Light (for a total of eleven activity badges).
2. As a Webelos Scout, attend one Boy Scout Court of Honor.
3. As a Webelos Scout, do three hours of cumulative service in the home. Parents and boy agree on projects before started. Service projects cannot be applied to any other awards or recognition, nor can any other service projects be applied to the Akela Award when used for other awards or recognitions. Webelos Leader must approve service projects.
4. As a Boy Scout, be active in your troop and patrol for six months.
5. As a Boy Scout, within six months from time of registration, attend three outings with your Boy Scout troop.
6. As a Boy Scout, within six months from time of registration, earn the Tenderfoot rank.

Name of Applicant: \_\_\_\_\_

**AKELA AWARD WORKSHEET**

<b>A: Cub Scout Requirements:</b> As a registered Webelos Scout:	<b>Certified by:</b>	<b>Date</b>
1. Earn three (3) additional activity badge beyond Arrow of Light requirements (1.1 total).		
2. Attend a Boy Scout Court of Honor.		
3. Three (3) hours service in the home:		
<input type="checkbox"/> Parent/guardian agreement <input type="checkbox"/> Separate service from other projects <input type="checkbox"/> Service time not applied to other projects <input type="checkbox"/> Webelos Leader approval		
<b>Section A</b> should be certified by the Webelos Leader. Upon completion, the Webelos Leader should forward this worksheet to the Scoutmaster of the troop joined by the Webelos Scout.		
<b>B: Boy Scout Requirements:</b> As a registered Boy Scout:	<b>Certified by:</b>	<b>Date</b>
1. Be active in your patrol and troop for six (6) months.		
2. Within six (6) months from time of registration, attend three (3) outings.		
3. Within six (6) months from time of registration, earn the Tenderfoot rank.		
<b>Section B</b> should be completed by the Scoutmaster. Upon completion, the Scoutmaster or troop Advancement Chairman should turn in this completed form to the Council Service Center.		
Troop Representative: _____		Troop # _____

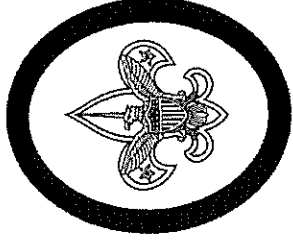
### **As a Webelos Scout:**

1. Each Webelos Leader maintains an Akela Award worksheet for Webelos Scouts who have earned their Webelos rank. All signing is done by the appropriate leaders on this worksheet.
2. As a Webelos Scout, requirements 1 and 2 are signed by the Webelos Leader, requirement 3 is signed by the Webelos Leader upon approval from the parent(s) or guardian(s).
3. The Webelos Leader certifies that the Webelos Scout has completed all the requirements for the Webelos portion of the Akela Award. This is done on the worksheet.
4. At all times, the Webelos Leader is in possession of the Akela award worksheet and upon completion of a requirement, certifies its completion.
5. The Webelos Leader develops a program to assist the Webelos Scout in earning the award. Program can be developed on a den basis.
6. At all times, it must be understood that the Akela Award is a voluntary award and is not required for any other Scouting awards. It is strictly an optional award.



### **As a Boy Scout:**

1. When a Webelos Scout joins a Boy Scout troop, his Webelos Leader send his Akela Award worksheet to the troop Scoutmaster.
2. The Akela Award requirements for a Scout are designed to be a natural part of Boy Scouting. The requirements are not designed to be activities over and above regular Scouting programs. Upon completion, all requirements are certified by the Scoutmaster.
3. Scoutmaster, Scouters and parents should at all times offer directions and encouragement in earning the Akela Award as there is a six-month time limit while a Boy Scout.
4. At all times, it must be understood that the Akela Award is optional and is not required for any other advancement. The Boy Scouting portion of the requirements are almost automatic and should create not real problem for implementation.



### **General Implementations:**

1. Once the worksheet has been completed, it should be turned into the Council Service Center by the troop Advancement Chairman. Upon receipt of the certification, the troop is authorized to purchase the award.
2. The presentation of the award should be made at the Scout's Cub Scout Pack meeting by the Cubmaster and the Scoutmaster. It is an option for the award to also be presented at a Troop Court of Honor.
3. The Akela Award can only be worn centered on the right pocket of the Boy Scout uniform.



## *A Great Adventure in Winter Camping Polar Bear Patch Requirements*

This patch is available to any Scout, Explorer or Scouter who:

1. Camps out with the patrol or troop, at least one night when the temperature drops to at least  $-1^{\circ}\text{F}$ . Camping must be under canvas or a natural shelter such as a quinzee or snow cave.
2. Temperature is to be verified by local authorities, registered members of the Order of the Arrow, or a signed letter from the adult leader. "Wind chill" factor will not be considered.
3. If not verified by local authorities, two large thermometers should be used. The reading on the thermometers should be no more than 2 increments (a crude thermometer is not permitted).
4. Cook at least 2 meals in the outdoors using charcoal or gas stoves. (Low impact cooking recommended – ground fires are not low impact!)
5. The time, place, names of individuals who qualify for the patch will be submitted to the Council Service Center at the time patches are purchased.
6. A bronze star may be awarded for each additional time qualified for the Polar Bear Patch.

Please list names on back.

Unit #: \_\_\_\_\_ District: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Individual Names:

Scout: \_\_\_\_\_ Adult: \_\_\_\_\_

Scout: \_\_\_\_\_ Adult: \_\_\_\_\_

Scout: \_\_\_\_\_ Adult: \_\_\_\_\_

Scout: \_\_\_\_\_ Adult: \_\_\_\_\_

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Scout: \_\_\_\_\_ Adult: \_\_\_\_\_

Scout: \_\_\_\_\_ Adult: \_\_\_\_\_

Scout: \_\_\_\_\_ Adult: \_\_\_\_\_

Unit Leader Signature: \_\_\_\_\_

Date Submitted to Council: \_\_\_\_\_

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

(Local authorities, Order of the Arrow Member, Letter from adult leader)