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Del-Mar-Va Council New Unit Onboarding Workbook

Charter Org. _____

Address: _____

Phone: _____

Key Contact: _____

Phone: _____



Steps to Starting a New Unit

- ◇ Identify a representative from the institution who will be the liaison with the Boy Scouts.
- ◇ Select Unit Leadership (5 Adults)
- ◇ All leaders' complete "Before the First Meeting Training" and "Youth Protection Training" with documentation.
- ◇ Unit Committee prepares annual program calendar
- ◇ Unit Committee prepares annual program budget
- ◇ Recruit Membership Chair
- ◇ Unit must recruit and have at least 10 youth registered
- ◇ Unit and/or Charter Partner pay 100% of youth/adult membership and charter fees.
- ◇ Review criteria for Journey to Excellence Recognition Plan



Paperwork Needed

- ◇ Signed Charter Agreement



- ◇ New Unit Application



- ◇ Youth Applications for each youth signed by parent and Adult leader



- ◇ Adult applications for all adults w/ SS# and Signature of COR, CC, and Applicant.



- ◇ Youth Protection Certificates for all Adults



- ◇ Position Specific Training for all registered Adults

- ◇ Program Calendar for first 6 months

- ◇ Program Budget for first year

Selecting Leaders

Your organization has joined with the Boy Scouts of America to deliver a program of citizenship training, character development, and personal fitness to the young men of your community. Critical to the success of your Scouting program is the selection of quality leaders who represent the values of the Boy Scouts of America and your organization. The chartered organization has the responsibility for the selection of these individuals.

Qualities of a Good Scouting Leader

- Sets a positive example as a role model through appearance and consistent ethical behavior (fairness, honesty, trust, and respect for others).
- Advocates and enjoys seeing youth development and growth.
- Appreciates the outdoors and enjoys the natural environment.
- Has some experience in group activity leadership in club, lodge, or religious organizations.
- Wins the confidence of parents, youth, and the community.
- Is willing to invest a definite amount of time for training and unit leadership.

Position Descriptions

Every Pack or Troop belongs to a *chartered organization* with interests similar to those of the BSA. This organization might be a religious, civic, fraternal, educational, or other group that has applied for and received a charter from the BSA to operate a Scouting unit. The chartered organization provides a suitable meeting place, adult leadership, supervision, and opportunities for a healthy Scouting life for the Scouts under its care.

Chartered organization representative: A member of the organization who is the liaison between the chartered organization and the pack. Represents the organization on the local council level, and approves volunteer leaders.

Pack/Troop Committee: A group of qualified adults appointed by the chartered organization to administer the affairs of the Pack or Troop.

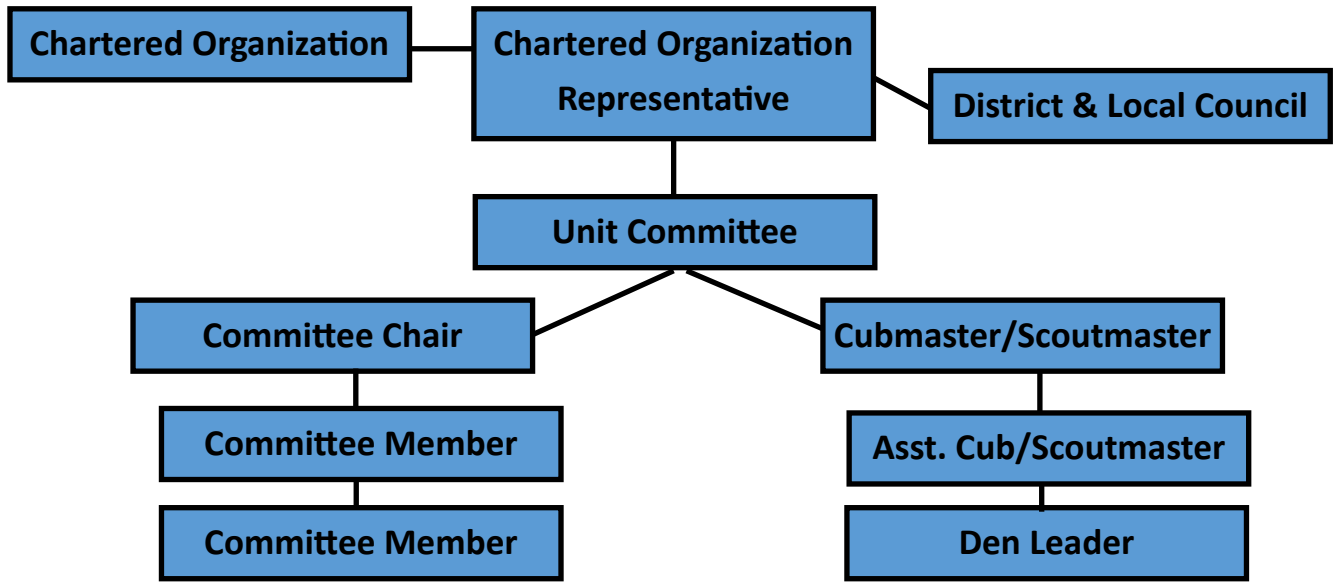
Cubmaster/Scoutmaster: A registered leader of the Pack or Troop, 21 or older. Cubmaster emceeds monthly pack meetings, aids Den Leaders by coordinating the monthly program, helps the Committee recruit new leaders as needed, and attends the monthly Pack leaders' meeting. Scoutmaster oversees Troop-level program in coordination with the Troop Committee, by guiding the youth leadership to develop and deliver effective Scouting programs.

Den Leader: A registered leader of the Pack, at least 21 years old, who leads a Lion, Tiger Cub, Cub Scout, or Webelos Scout Den of five to eight youth at weekly Den meetings.

Assistant Scoutmaster: A registered leader of the Troop, 18 or older. Assistant Scoutmaster provides coaching and support to the Scouts as they develop and deliver the program.

Adult Partner: The Adult Partner is a parent or other adult who co-registers with a youth as part of a Lion or Tiger Cub Den. Each youth-adult partner team assumes the responsibility of hosting one or more months of den meetings with the den leader. The host team and the den leader plan the meeting program and the location.

Unit Organization



	Youth Protection Training	Position Specific Training
Chartered Organization Rep : _____	<input type="checkbox"/>	<input type="checkbox"/>
Committee Chair : _____	<input type="checkbox"/>	<input type="checkbox"/>
Committee Member : _____	<input type="checkbox"/>	<input type="checkbox"/>
Committee Member : _____	<input type="checkbox"/>	<input type="checkbox"/>
Cubmaster/Scoutmaster: _____	<input type="checkbox"/>	<input type="checkbox"/>
Den Leader/Assistant Scoutmaster: _____	<input type="checkbox"/>	<input type="checkbox"/>

Note: Above are the essential positions required to start a Scouting program. Other formal and informal volunteer leadership opportunities exist within the Scouting program, outside of those named above.

Training

Youth protection

- Youth Protection training is required for all BSA registered volunteers.
- Youth Protection training must be taken every two years. If a volunteer's Youth Protection training record is not current at the time of recharter, the volunteer will not be reregistered.


Youth Protection training is designed to help you keep our youth safe from abuse. You will learn the Boy Scouts of America's Youth Protection Guidelines, signs of abuse, and how to report suspected abuse. After each section of material, you will answer questions

Position Specific Training

Position Specific Training is the first step for any new volunteer and is to be taken immediately after a new leader registers and before he or she meets with any youth member. Position Specific Training provides immediate help for the new leader by providing information and examples for transitioning into their new role. This self-study training is available online and is offered in a series of modules.

How to take Youth Protection Training

1. Go to my.scouting.org
2. Create a new account with user name and password and log in
3. Click Menu button in the upper left corner
4. Click My Dashboard in the menu list.
5. Take the Youth Protection Course.
6. Print the Certificate to Certify Completion



The screenshot shows the 'My Training' section of the myScouting website. The user is logged in as 'Joe Scout'. The page is titled 'My Youth Protection Training' and includes a status indicator 'YPT Status: Never Taken'. Below this, there are three training options, each with a 'Take Course' button. A red arrow points to the 'Take Course' button for the first option, 'Youth Protection Training'.

Training Option	Action
Youth Protection Training	Take Course >
Venturing Youth Protection Training	Take Course >
Exploring Youth Protection Training	Take Course >

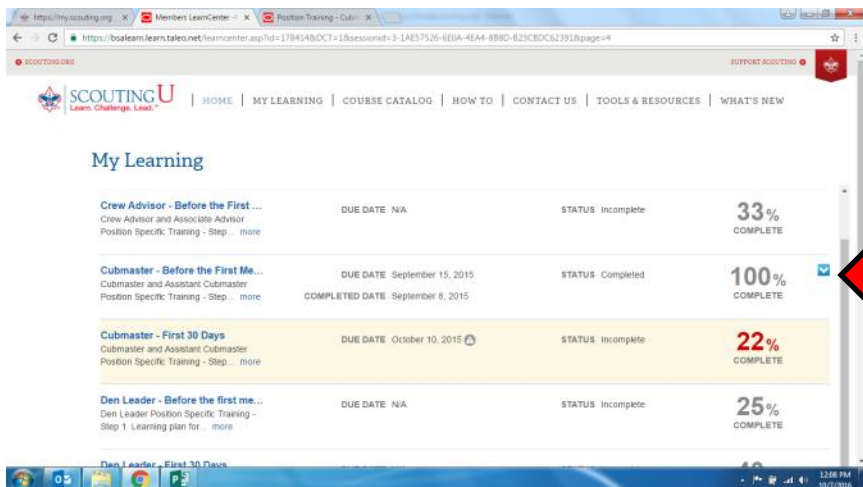
Position Specific Training

1. Go to my.scouting.org
2. Create a new account with user name and password and log in
3. Click Menu button in the upper left corner,
4. Click My Dashboard in the menu list.
5. Click “Training Center”
6. Click the Cub Scout or Scouts BSA Tab
7. Click “Take Course” next to Leadership position you will hold in the unit. (You may need to disable Pop-up Blocker)
8. You may need to enter in My Scouting Login Credentials again (You may not Be able to Log in Immediately)
9. Scroll down and click the Cub Scouting or Scouts BSA Icon
10. Click the “Select a Training Program” Drop down Menu and choose the Leadership position you will hold
11. Hover over the Name of the course you want to take and Click on the Green plus sign to the right of the Course Name
12. Click the Plus sign to the left of your Position Specific training
13. Scroll to the top and Click My Learning
14. Click on the Name of the course you would like to take
15. Click the name of the Short Module you would like to take A new window may open
16. On the right Side click open course. Or in a new window click Launch
17. Take all Modules in the Class

You may need to close the window and reopen My.Scouting.org after the Training Module is done.

To Print Certificate:

Follow the above procedure to Step 8

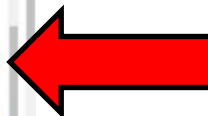


The screenshot shows the 'My Learning' page on the my.scouting.org website. The page displays a table of training courses with the following data:

Course Name	Due Date	Status	Completion Percentage
Crew Advisor - Before the First ... Crew Advisor and Associate Advisor Position Specific Training - Step ... more	N/A	Incomplete	33% COMPLETE
Cubmaster - Before the First Me... Cubmaster and Assistant Cubmaster Position Specific Training - Step ... more	September 15, 2015 COMPLETED DATE September 8, 2015	Completed	100% COMPLETE
Cubmaster - First 30 Days Cubmaster and Assistant Cubmaster Position Specific Training - Step ... more	October 10, 2015	Incomplete	22% COMPLETE
Den Leader - Before the first me... Den Leader Position Specific Training - Step 1 Learning plan for ... more	N/A	Incomplete	25% COMPLETE

Click “My Learning”

Click the Blue Drop down arrow and click Print Certificate



Calendar

Pack/Troop will Meet Weekly on _____ at _____ AM/PM

Starting on ____/____/____

Creating the Pack or Troop Calendar

Gather the following information:

- ⇒ Key school dates
- ⇒ Community event dates
- ⇒ Your chartered organization's dates
- ⇒ Personal dates that may affect your pack's activities (Cubmaster/Scoutmaster's anniversary)
- ⇒ District and council dates

Example Program Calendar---Pack 106

October 1 – Example Pack Meeting

Introduce Bobcat: Cub Scout Sign, Promise and Law of the Pack

October 8 – First Pack Meeting

Continue with Bobcat: Sign, Oath & Law, Introduce Salute, Handshake

October 15 – Second Pack Meeting

Bobcat Badge

October 22 – Third Pack Meeting

Bobcat Badge

Halloween Themed Art Project

Saturday October 25 – Cub Activity Day

Pouch Scout Camp, Staten Island, NY—10am-2pm

October 29 – **Halloween Party**

Come in Costume

November 5 – **No Meeting Church Flea Market**

November 8—**Pack Committee Meeting**

November 12 – Fifth Pack Meeting

Thanksgiving Themed Art Project

November 19 – First PACK NIGHT

Awards Ceremony, Youth Recognition, Refreshments, Parents, Families, Church Members should all be invited.

November 26 – **No meeting Thanksgiving Weekend**

A research project done by Eli Lilly in Indianapolis, Indiana, showed that a common element of strong packs is they all have a good annual pack program planned a year in advance that is then shared with all families in the form of a calendar. The important result of a shared annual program calendar is that your pack will attract more families, and Cub Scouts will stay for a long time.

Cub Scout Pack/Scouts BSA Troop No. _____

2018-2019 Calendar

SEPT 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September 2017

Date

Date

MAR 2019						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 2017

OCT 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2017

APR 2019						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2017

NOV 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

January 2018

MAY 2019						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018

DEC 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March 2018

JUNE 2019						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 2018

JAN 2019						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 2018

JULY 2019						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2018

FEB 2019						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

July 2018

AUG 2019						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2018

Program

Most successful Scouting Programs have weekly meetings and monthly outings. At the Cub Scout level, each month is based around a theme. Weekly meetings are where scouts learn skills and work on advancement.

Recognition is important to Scouts of all ages. The Scouting advancement plan provides fun for the Scouts, gives them a sense of personal achievement as they earn badges, and strengthens family understanding as adult family members work with youth on advancement projects.

Pack Meeting

The Pack Meeting is monthly or bimonthly and brings together Scouts from every den, their leaders, and their families, to participate in a large-scale event that serves as a showcase for everything the Scouts have learned and done in their individual den meetings. Pack meetings can center around holidays or themes and can contain skits, games, or displays. Each pack meeting should have an awards ceremony where the adventure loops and pins earned in the previous month(s) can be awarded.

Troop Meeting

The Troop Meeting is a weekly meeting of the Scouts in the Troop, led by the Scouts themselves and overseen by the Scoutmaster and Assistant Scoutmasters. Older Scouts design and deliver program to help the younger Scouts advance in rank, learn new skills, and prepare for upcoming outdoor experiences and trips.

District/Council Event

The District and Council Activities Committee organizes events which your Pack or Troop can participate in. Some of those include:



PINEWOOD DERBY

Cub Scouts race cars they made from a block of wood against scouts from all over Delmarva. Win or lose, Scouts take pride in having done their best. When Scouts race they learn craft skills, the rules of fair play, and good sportsmanship—things they will remember all their lives



SCOUTING FOR FOOD

Each November we celebrate "Scouting for Food Month", mobilizing thousands of Scouts and volunteers raise awareness & foodstuffs for those in need to help restock pantries & soup kitchens.



CAMPING OPPORTUNITIES

Throughout the year, our Scouts have the opportunity to spend a day, a weekend, or an entire week at one of our three incredible facilities—Rodney Scout Reservation, Akridge Scout Reservation, or Henson Scout Reservation.

Parts of the Den Meeting (For Cub Scout Packs)

Preparation and Materials Needed. Before the Cub Scouts arrive, leaders gather to make preparations and handle last-minute details.

Gathering. 10 minutes As the Cub Scouts begin to arrive, they join in an informal activity or game, often conducted by the den chief to keep the Scouts interested and active until the entire group arrives.

Opening. 5 minutes The Opening is the official start of the den meeting. It usually consists of a formal ceremony, such as a flag ceremony, a prayer or song, or a group recital of the Cub Scout Promise.

Talk Time. 10 minutes This is where the business items of the den take place. Business items can include dues, recording advancement, notification of upcoming events, introducing a new adventure, and other items. Talk Time should be brief so the den can get right to the fun of the meeting.

Activities. 30 minutes The Activities part of the meeting will vary by the age of the boys (see below), and may be broken into two or more parts. Generally, most of the meeting consists of craft projects, games, and activities that are all based on the current adventure.

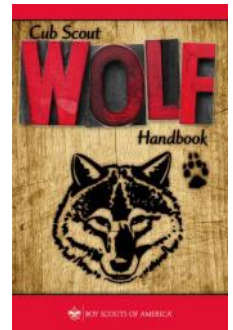
Closing. 5 minutes The Closing draws the meeting to an end. It's usually serious and quiet. Den leaders could present a thought for the day or give reminders about coming events.

After the Meeting. The leaders review the events of the meeting, finalize plans for the next den meeting, and review their progress toward the upcoming pack meeting



Resources

There are many resources with meeting plans and step by step guides to help leaders develop and deliver the Scouting program to the members of their unit.



Den Meeting Sparklers

Tiger Handbook

Wolf Handbook

Bear Handbook

Webelos Handbook

Cub Leader Book

Ceremonies for Den and Pack

Leader How to Book

Insignia Guide

Pack Record Book

Budget

- Each Unit NEEDS to Keep an Organized Budget
- A Bank Account Should Be Created to Hold Unit Funds (Having a Bank Account Always Leaves a Paper Trail!)
- Bank Accounts Can Use Chartered Organizations Tax ID Number
- OR Unit Can Apply for Tax ID Number Over The Internet

<http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>

Dues are necessary so there is enough money to cover the expected costs of providing a QUALITY program. Pack/Troop dues cover monthly program costs, patches and advancement awards, belt loops, supplies for Den activities and Pack/Troop activities for the Scout.

Sample Budget		
<u>Expenses</u>		
Registration Fees		
10 youth @ \$33.00 =		\$ 330.00
5 adults @ \$33.00 =		\$ 165.00
Unit Recharter @ \$40.00 =		\$ 40.00
Insurance for 15 members @ \$3.00		\$ 45.00
<u>Boys' Life for ALL Youth</u>		
10 youth @ \$12.00 =		\$ 120.00
Awards for Youth (i.e. ranks, achievements, etc.)		
10 youth @ \$10.00 =		\$ 100.00
Uniforms (Shirts and Patches)		
Parents will purchase @ \$35.00		\$ 0.00
Program Materials for Youth:		
10 Scout Handbooks @ \$12.99 =		\$ 129.99
Meeting Supplies (i.e. crafts, Snacks etc.) 10 boys @ \$20.00 =		\$ 200.00
Special Activities and Events:		
Camp: 10 youth @ \$35 =		\$ 350.00
District Pinewood derby : 10 youth @ \$12.00=		\$ 120.00
Annual Blue and Gold Dinner 10 youth @ \$20.00 =		\$ 200.00
Total Expenses		\$ 1799.99

Income:

Dues:	\$ 10.00/month x 10 youth =	\$1000.00
Popcorn net income (35% of sales):		<u>\$800.00</u>
	Total Income	\$1800.00

Budget Worksheet

Opening Costs

Cost	Price	# of Youth	Total= (Price) × (# of Youth)
Registration Fees	\$33		\$
Boys Life Magazine	\$12		\$
Handbooks	\$12		\$
Uniforms	\$ 29		\$
Insurance	\$3		\$
Charter Fee	\$40		\$ <u>40</u>
Total Opening Costs			\$

Total Opening Costs \$ _____ / # of Youth _____ = Joining Cost \$

Ongoing Costs

Cost	Price	# of Youth	Total= (Price)×(# of Youth)
Recognition/Awards (7 belt loops + 2Rank Patches)	\$		\$
Snacks/Supplies (\$ _____ Per Mtg.) * (_____ Meetings) =	\$		\$
Pinewood Derby Car Kit/Klondike Derby Supplies	\$		\$
Pack/Troop Supplies (ex Flags)	\$		\$
Activity: (Ex: Year End Dinner)	\$		\$
Activity: (Ex: District Pinewood Derby)	\$		\$
Activity: (Ex: Camping Trip)	\$		\$
Activity:	\$		\$
Activity:	\$		\$ _____
Total Ongoing Costs			\$

Joining Costs + Ongoing Costs : _____

Net Cost of Scouting Year : _____

Unit Fundraising Goal : — _____

Number Of Scouts: ÷ _____

Net Cost of Scouting Year =

Annual Dues :

Fundraising

A unit's money-earning methods should reflect Scouting's basic values. All money except for council-sponsored product sales, all other money-earning projects require the submission of the Unit Money-Earning Application, No. 34427, to the local council. To ensure conformity with all Scouting standards on money earning, leaders should be familiar with the eight Guides to Money-Earning Projects listed on the back of the application, listed below, and in the financial record books.

Popcorn Sale

- Units earn up to 50% commission
- Awesome prize program with 14 different levels and over 50 different prizes!
- Scouts can earn a limited edition patch for participating in the sale!
- Scouts will learn self-confidence, how to approach adults, salesmanship, public speaking and many other life long skills.

Send Popcorn to our Troops.
Check the \$40 Gold Donation Level or the \$25 Silver Donation Level to send popcorn treats to our military and their families.

70 YEARS TO SERVE SCOUTING

NAME: _____ STREET ADDRESS (No P.O. Box): _____ PHONE or E-MAIL: _____

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

MAKE CHECKS PAYABLE TO: _____

PRIZE CHOSEN: _____

TOTAL CONTAINERS: _____

TOTAL DOLLARS: _____

Please direct popcorn payment to your Pack, Troop or Council.

Fill & Up winners: Turn in your completed order form to your Unit Leader.

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Recruitment

The unit must have 10 registered youth to be chartered by the council.

Membership Chair : _____

Where can we recruit youth members?

In the organization.

Local Schools: _____

Religious Ed. Programs: _____



Flyer Contact information :



Where : _____

When: _____

Who: _____

Phone: _____

Email: _____

Journey To Excellence

Journey to Excellence (JTE) uses a balanced approach to measure performance. Below is an example of the Pack JTE scorecard, to help you understand the criteria and exactly what data will be used to determine the three levels of performance. In planning your strategy, use actual numbers from the previous year to guide your performance improvement goal planning. The Pack or Troop may qualify by meeting a specific standard or by showing improvement.

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
Planning and Budget					Total Points: 200		
#1	Planning and Budget: Have a program plan and budget that is regularly reviewed by the pack committee, and it follows BSA policies relating to fundraising.	Have an annual program plan and budget adopted by the pack committee.	Achieve Bronze, plus pack conducts a planning meeting involving den leaders for the following program year.	Achieve Silver, plus pack committee meets at least six times during the year to review program plans and finances.	50	100	200
Membership					Total Points: 500		
#2	Building Cub Scouting: Recruit new youth into the pack in order to grow membership.	Conduct a formal recruitment program by October 31 and register new members in the pack.	Achieve Bronze, and either increase youth members by 5% or have at least 40 members.	Achieve Silver, and either increase youth members by 10% or have at least 60 members.	50	100	200
#3	Retention: Retain a significant percentage of youth members.	Reregister 60% of eligible members.	Reregister 65% of eligible members.	Reregister 75% of eligible members.	50	100	200
#4	Webelos-to-Scout transition: Have an effective plan to graduate Webelos Scouts into troops.	With a troop, hold two joint activities or 75% of second year Webelos have completed "The Scouting Adventure."	60% of eligible Webelos register with a troop.	80% of eligible Webelos register with a troop.	25	50	100
Program					Total Points: 900		
#5	Advancement: Achieve a high percentage of Cub Scouts earning rank advancements.	50% of Cub Scouts advance one rank during the year.	60% of Cub Scouts advance one rank during the year.	75% of Cub Scouts advance one rank during the year.	100	200	300
#6	Outdoor activities: Conduct outdoor activities and field trips.	Each den has the opportunity to participate in three outdoor activities or field trips during the year.	Each den has the opportunity to participate in four outdoor activities or field trips during the year.	Each den has the opportunity to participate in five outdoor activities or field trips during the year.	50	100	200
#7	Day/resident/family camp: Cub Scouts attend day camp, family camp, and/or resident camp.	33% of Cub Scouts participate in a camping experience or have improvement over the prior year.	50%, or 33% and have improvement over the prior year.	75%, or 50% and have improvement over the prior year.	50	100	200
#8	Service projects: Participate in service projects.	Participate in two service projects and enter the hours on the JTE website.	Participate in three service projects and enter the hours on the JTE website.	Achieve Silver, plus at least one of the service projects is conservation-oriented.	25	50	100
#9	Pack and den meetings and activities: Dens and the pack have regular meetings and activities.	Hold eight pack meetings a year. Den or pack meetings have started by October 31.	Achieve Bronze, plus dens meet at least twice a month during the school year.	Achieve Silver, plus earn the Summertime Pack Award.	25	50	100
Volunteer Leadership					Total Points: 400		
#10	Leadership recruitment: The pack is proactive in recruiting sufficient leaders.	Have a registered assistant Cubmaster.	Achieve Bronze, and prior to recruiting event, the committee identifies pack and den leadership for the next year.	Achieve Silver, plus every den has a registered leader by October 31.	50	100	200
#11	Trained leadership: Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.	Cubmaster or an assistant Cubmaster or pack trainer has completed position-specific training.	Achieve Bronze, plus the Cubmaster and den leaders have completed position-specific training or, if new, will complete within three months of joining.	Achieve Silver, plus two-thirds of committee members have completed position-specific training.	50	100	200



Prepared. For Life.™

www.BeAScout.org

www.delmarvacouncil.org

Scouting Main Office 302-622-3300