

# DISTRICT OPERATIONS HANDBOOK

ROLES AND RESPONSIBILITIES OF THE OPERATING COMMITTEE AND THE COMMISSIONER STAFF



BOY SCOUTS OF AMERICA®

# A Handbook for District Operations



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This manual provides you with details on the roles and responsibilities for each of the operating committees on the district committee and the commissioner staff. It also provides you with an outline for monthly work plans for each committee as you support the operations of your district.

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# **District Committee and Commissioner Staff: An Overview of Roles and Responsibilities**

# District Committee and Commissioner Staff

## *An Overview of Roles and Responsibilities*

### Thank You From America's Youth

Thank you for your help in making council and district operations available to expand Scouting for your community's youth. Most of America's youth will never know that you are behind their Scouting growth, but you and the leaders of the council will know!

As a member of the district Key 3, chair of one of the operating committees, a committee member, or a part of the commissioner staff, you will help make Scouting a dynamic success in your community. Many more youth will become involved and the Scouting units in your district will provide an even better program to the youth served.

### What Is a District?

A Scouting district is a geographical area of the local BSA council, determined by the council executive board. District leaders mobilize resources to ensure the growth and success of units within the district's territory. All districts are responsible for carrying out four standard functions: membership, fund development, program, and unit service.

- The membership function strives for growth through the organization of new Scouting units and growth through new members joining existing units.
- The fund development, function sees that the district provides its share of funds to the total council operating budget.
- The program function concentrates on helping Scouting units with camp promotion; special activities, including community service; training adult volunteers; and youth advancement and recognition.
- The unit service function provides direct coaching and consultation by district volunteers for unit adults to help ensure the success of every Scouting unit.

The membership, fund development, and program functions are carried out by members of the district committee. The unit service function is carried out by the district commissioner staff.

The district chair is a member of the council executive board. The district commissioner meets with the council commissioner and other district commissioners on a regular basis. The chair of each district operating committee may be a member of the corresponding council committee.

The district nominating committee has the responsibility (as specified by local council bylaws) to select a slate of competent officers and district members at large. Proper election procedures are followed according to the bylaws.

The nominating committee is also a resource for recruiting additional district committee personnel. Collectively, the committee should have knowledge about the district, have extensive contacts in the community, and know where to locate the best prospective district officers and committee members.

### The District Meeting

The entire district committee chaired by the district chair meets on a regularly scheduled date, usually monthly. The purpose of district meetings is to build momentum, provide group continuity, ensure good coordination, and make specific assignments to committee members. The district commissioner reports on the special needs of units and requests the help of operating committees to meet those needs.

To help coordinate efforts, many districts devote a major portion of district meeting time to simultaneous meetings of each of the operating committees (membership, fund development, camping and outdoor promotion, etc.). This is also a time-efficient meeting pattern for busy district volunteers. The district chair, district commissioner, and district executive sit in where needed.

All Scouters reassemble. Each operating committee chair reports on two items: (1) What was accomplished in the past month? (2) What plans do they have for accomplishing during the next month? To help build commitment, the district meeting also provides moments of fellowship and inspiration.

### The District Commissioner Staff Meeting

The commissioner staff meets monthly on a regularly scheduled date but not on the same date as the district meeting. This is a uniformed meeting to build enthusiasm for carrying out the district's unit service plans. **Helping units succeed is at the heart of everything that occurs at the meeting.** The two essential meeting events are the training topic and the assistant district commissioner breakout sessions to review unit needs.

Meetings include time for assistant district commissioners and their respective unit commissioners to review the health of each unit and plan who will help meet specific unit needs during the month ahead. Priority is given to unit trouble spots that could badly disrupt a unit, deciding who will provide help, and discussing how to help. Part of the meeting is devoted to a brief commissioner training topic. Each meeting is woven together with inspiration and fellowship.

## How Do You Get Started as a New District Volunteer?

The chair of each committee is appointed by the district chair, in consultation with the district executive and with the approval of the district committee. Committee members are selected by the committee chair, in consultation with the district chair and district executive and with the approval of the district committee. They are registered as district members at large.

A new Scouter may ask “What do I do first?”

A new **committee member** takes these first steps:

1. Meet and get to know the committee chair and your district executive. Discuss your committee responsibilities.
2. Review other materials as suggested by your chair and district executive.
3. If you are new to the district, go with your committee chair, your district executive, or an experienced member of the district committee to visit a Scouting activity and the council service center.
4. Make plans to work with an experienced Scouter on a district activity or project. The best way to learn is to get your feet wet and work with a person who knows how to do it.
5. Place important Scouting dates on your calendar, including meetings of the district committee and special events for your committee.

When organizing a committee, the **new chair** takes these first steps:

1. Meet and get to know your district executive and consult with him or her about your orientation. Establish a time for regular get-togethers with your professional counterpart. Find out how your district is doing in carrying out the specific responsibilities.
2. Seek your district executive’s advice on other essential material to review.

3. Meet and get acquainted with existing committee members. Discuss a few of the current committee projects and goals.
4. Your highest priority is to fill vacancies and replace inactive members of your committee. Work with the district executive to develop an action plan for this task.
5. Place key Scouting dates on your calendar, including meetings of the district committee and specific events for your committee.

## How Will You Know When You Have Done a Good Job?

You are successful when the district meets its goals because of your efforts and those of others on the operating committees. A district must attain a certain number of points in defined categories to achieve Journey to Excellence awards.

A Self-Evaluation Guide for Successful District Operation is a detailed look at the success of the district.

In today’s world, an outstanding district volunteer usually has these qualities:

- Is an enthusiastic leader of adults
- Is a ready recruiter; doesn’t try to do it all alone
- Inspires confidence and builds morale to a new high
- Places district Scouting responsibilities near the top of his or her community service activity
- Follows through on plans and responsibilities
- Believes in Scouting and its ideals
- Can secure increased financial support from the district
- Has the respect of the heads of chartered organizations, upon whom Scouting is dependent for effective operations
- Has a practical knowledge of Scouting or can obtain this knowledge
- Is assertive but gets along well with people
- Can convince other community leaders of the value of Scouting for their community and ask them for support
- Can locate and recruit other people to take part in support of Scouting
- Is always working to involve others in giving of their time, talents, and treasures
- Can enjoy every aspect of a volunteer’s efforts

## Where to Get More Help

### Other Scouters

People who can help you be successful include experienced members of the committee, the commissioner staff, and your district executive. If you are the committee chair, don't forget your important relationship with the district chair and the district commissioner. The council committee chair for your area of interest is an important resource, as well as other council staff members, including the Scout executive or other staff leaders, and the council commissioner.

Gatherings of district and council Scouters provide opportunities for learning, sharing, and solving problems. These include council and district events; key district meetings; national BSA seminars; local, regional, and national conferences; council commissioner cabinet meetings; and Philmont Training Center council and district operations and commissioner conferences.

### Literature

- A Self-Evaluation Guide for Successful District Operation, No. 34207
- *Administration of Commissioner Service*, No. 34501
- *Commissioner Fieldbook for Unit Service*, No. 33621
- *Commissioner Helps for Packs, Troops, and Crews*, No. 33618
- *Boy's Life Unit Commissioner Program Notebook*, No. 331-013
- *Selecting District People*, No. 34512
- *The District*, No. 33070

### Audiovisuals

- *Commissioner Service and District Operation Support*, AV-06DVD08, with sessions:
  - The District Nominating Committee
  - Unit Commissioner's Orientation: Helping Units Succeed
  - Unit Problem-Solving for Commissioners
  - District Key 3 Orientation
  - Highlights of District Operations for the 21st century
    - How a District Operates
    - Recruiting District Volunteers
- *Meetings of the District* DVD, AV-06DVD07
- *Commissioner Annual Orientation*, AV-04DVD03

## The District Key 3

The Key 3 consists of the district chair, the district commissioner, and the district executive. It is a leadership team whose members:

- Confer regularly.
- Coordinate and support each others' plans and projects.
- Conduct the annual district charter renewal.
- Face up to facts of the district together.
- Share successes and failures.
- Welcome each others' suggestions and constructive criticism.
- Strive for mutual helpfulness based on good teamwork, common courtesy, and mutual respect.
- Provide the liaison between the district committee and the commissioner staff.

A typical Key 3 meeting is an informal meeting to plan, strategize, and openly share needs and concerns of the district. One or more of these topics may be discussed:

- Balanced membership growth
- Promised help to units to achieve the Journey to Excellence Unit Award
- Training of unit and district personnel
- Camp promotion and outdoor program
- Advancement in packs, troops, and crews
- Unit problems
- Unit charter renewal
- Setting plans and reviewing the district plan book (on a regular basis)
- Friends of Scouting (fund development)
- Current activities
- Chartered organization relationships
- Personnel needs of the commissioner staff and district committee
- Planning the district meeting agenda
- Reviewing A Self-Evaluation Guide for Successful District Operation (annually)

The week before the district meeting, the Key 3 meeting might be expanded to include operating committee chairs and other officers to:

- Report on the current month's assignments and priorities.
- Set assignments and priorities for the next month.
- Make a final check on the district meeting agenda and promotion.

## Your District Chair

The district chair is the top volunteer Scouting leader of the district in a defined geographical area, whose job is to motivate a talented team of people. District chairs preside at district committee meetings and represent the district on the council executive board. They are responsible for the membership, program, and fund development functions of the district.

### Major Tasks of the District Chair

1. Identify and recruit enough of the right people as operating committee chairs.
2. Initiate plans and help committee chairs recruit an adequate number of members to carry out the functions of the district.
3. Plan (with the district executive) and preside at district committee meetings.
4. Work with the district commissioner and district executive to stimulate and coordinate the work of the district to ensure the success of the Scouting units.
5. In cooperation with the district executive, ensure the attainment of district goals.
6. Represent the district on the council executive board, once elected.
7. Recognize individuals, committees, and chartered organizations for their Scouting accomplishments.
8. Support local and national Scouting policy, procedures, and practices.
9. Help to secure support for Scouting from top community leaders throughout the district.
10. Track and help attain the standards set in the District Journey to Excellence Award and other annual goals.
11. Annually appoint a district nominating committee to select nominees for district officers and district members at large.

### Special Roles of the District Vice Chair (One or more as needed by the district to serve its needs)

- A “stand-in.” Like the vice president or vice chair of any organization, the district vice chair substitutes for the district chair when he or she is temporarily unable to serve (out of town, ill, etc.).
- A “copilot.” A good vice chair does more than wait for emergency action. A vice chair should share the weight of leadership as determined by the district chair. There are many ways in which the vice chair can help lead: by helping to recruit more district people, for example, or sitting in to help guide an operating committee.

On “special assignment.” The district chair may ask the vice chair to carry out a special, ongoing assignment:

- Recruiting personnel
- Championing Journey to Excellence
- Coordinating participation of chartered organization representatives
- Coordinating fund development support
- Coordinating outreach to low-income, urban areas

## What Is a Commissioner Staff?

The commissioner is the liaison between the local council and Scouting units. The commissioner’s mission is to keep units operating at maximum efficiency, maintain regular contact with unit leaders, coach leaders on where to find assistance, note weaknesses in programs, and suggest remedies. The commissioner is successful when units effectively deliver the ideals of Scouting to their members following the Journey to Excellence measurement performance recognition program for Bronze, Silver, and Gold Units.

They are a team of unit specialists and roundtable specialists charged with ensuring a quality program for the youth in all their assigned units. Commissioners help keep units alive and healthy. Working with the district executive, district commissioners recruit, train, guide, and evaluate the required commissioner personnel of the district. Assistant district commissioners help the district commissioner administer the entire commissioner staff. Unit commissioners conduct most of the direct contact with units. And, roundtable commissioners train leaders and provide unit program ideas on a monthly basis.

## What Is a District Commissioner?

A district commissioner is the quality control officer who recruits, trains, and leads a staff of commissioners who coach adult leaders of every unit to succeed. The district commissioner is responsible for the unit service function of the district. They are approved and appointed by the council executive board, with the concurrence of the Scout executive, on the recommendation of the district nominating committee.

As a new district commissioner or assistant district commissioner, you are one of the most important links in the chain that ensures quality Scouting throughout your district or area of service.

## What Is a Unit Commissioner?

Unit commissioners are the core volunteers of unit service and help units succeed with a good program that attracts and retains youth members. They are usually asked to support three units in one chartered organization with the full Scouting family, or three separate units. The unit commissioner-to-unit ratio is 1-to-3.

Perhaps no other members of the unit service team have a more important or demanding responsibility. As friends, coaches, and counselors of unit leaders, unit commissioners operate quietly, generally in the background. They are effective communicators who provide the resources of the district and council to the units they serve. They aid the chartered organizations that operate the units through charters from the Boy Scouts of America by working with the unit Key 3: the chartered organization representative, unit leader, and committee chair.

The outstanding commissioner:

- Is an enthusiastic leader of adults.
- Inspires confidence and builds morale in unit adults.
- Has practical knowledge of Scouting or, more important, is a fast-track learner.
- Is diplomatic and can handle difficult unit situations while maintaining good relations with unit adults.
- Strongly believes in Scouting and its ideals.
- Respects cultural and socioeconomic differences.
- Respects personality differences.
- Adapts well to changing unit circumstances.
- Is persistent, yet patient, with unit adults.
- Stays focused on specific unit needs, and helps each assigned unit become more effective with its program.

## Your District Executive

The district executive is your best Scouting friend and counselor—the full-time professional in the district. He or she is employed by the council and works under the direction of the council Scout executive. The district executive welcomes all suggestions and knows that you will need close cooperation to get the job done through volunteers.

You can expect your district executive to:

- Provide professional coaching
- Propose plans, usually “pencil drafts,” for your consideration
- Suggest action plans for recruiting additional members of the commissioner staff
- Give inspiration and encouragement
- Maintain regular contact with heads of chartered organizations
- Keep district records up-to-date
- Arrange for the council’s office services such as mailings, meeting notices, etc.

- Provide vital behind-the-scenes administrative skill
- Develop his or her own work schedule
- Work with and support volunteers

## ***District Fund Development Committee***

### **Major Tasks of the Fund Development Committee Chair and Members**

1. Report to the district chair for your district.
2. Ensure implementation of council finance policies.
3. Serve as a member of the council fund development committee, if so stated in the council bylaws.
4. Recruit and train a committee to support tasks provided by the council fund development committee.
5. Achieve the district’s share of council fund development campaigns.
6. Organize and carry out a successful Friends of Scouting annual campaign, and meet the goal by the targeted date.
7. Support the council “project selling” program.
8. Support the council endowment/major gifts development plan.
9. Support and cultivate a cooperative relationship with the local United Way.
10. Inform units of the unit fundraising policy and assist in the review and approval of unit requests.
11. Support district activities that involve income and expenses, ensuring proper policy and controls.
12. Provide recognition to donors, along with information on how their dollars helped serve youth.

Successful funding of the council is the direct result of successfully conducted fund development programs within each district. Each district within the council has funding goals. These goals are based upon a fair-share formula, based on the potential of the district and the needs of the council. The district fund development chair assists in determining and raising the goals.

## **Who Pays for Scouting?**

**Youth members**, including Cub Scouts, Boy Scouts, Varsity Scouts, Venturers, and their parents pay their share. Youth members pay for uniforms, handbooks, personal equipment, camp fees, and their Scouting unit’s dues.

**Chartered organizations** provide meeting places and recruitment of volunteer leaders to work with their youth members. Unit money-earning projects help meet expenses for supplies and activities in the Scouting units. (The Boy Scouts of America grants unit charters to community organizations to use the Scouting program.)

**Local councils** are funded through a Friends of Scouting campaign, the United Way, endowment fund income, product sales, project sales, foundations, special events, capital campaigns, and bequests. Local councils use Scouting dollars to provide professional field service, volunteer training, councilwide activities, outdoor facilities, and a council service center.

The national organization is funded by membership registration fees, national service fees, and support of the Supply Group. National Scouting dollars are used for program development, training programs, personnel administration, field service to councils, insurance, and benefit costs in support of local councils.

### **Friends of Scouting Campaign**

The annual Friends of Scouting campaign is the most important finance responsibility of the district. Use the Friends of Scouting Resource Manual as a comprehensive resource for planning and carrying out a successful campaign. The manual provides tools for councils to insert their data for local use. It includes timetables, campaign personnel structures, giving levels, job descriptions, meeting agendas, sample brochures, and prospect cultivation tools.

This plan is based on the successful experiences of local councils. It includes the following time-proven fundraising principles:

- People can give only what they have, so a district must search for people with the ability to give.
- People give more when they are involved, so look for people with an interest in Scouting.
- Although some people give to organizations, most people give more if the right person asks them.

### **Literature**

- *District Fund Development Committee Guidebook*, No. 33779
- Friends of Scouting Resource Guide, which is available on the national Finance Impact Department website at [Scouting.org/FinanceImpact](http://Scouting.org/FinanceImpact) (Council Fund Development>FOS Planning Kit), or by contacting the department at 972-580-2220 for a CD.

### **Audiovisual**

- *Funding Your Scouting Program* (available from the Finance Impact Department)

## **District Membership Committee**

The district membership committee gathers information on prospective chartered organizations, helps organize new units, reorganizes dropped units and units not meeting, and recruits new members in a systematic way. It establishes and maintains mutually beneficial relationships with major community organizations and strategic alliances, both those with and without Scouting units. These include religious, educational, civic, fraternal, and veteran organizations and associations; labor unions; business and industry; professional societies; and other organizations with objectives compatible with the Boy Scouts of America.

### **Major Tasks of the Membership Committee Chair and Members**

1. Report to the district chair for your district.
2. Recruit enough of the right kind of people to support all functions of the committee.
3. Serve on the council membership/relationships committee.
4. Establish a year-round plan for unit and membership growth.
5. Recruit and train new-unit organizers.
6. Work with district training teams to provide new units with trained personnel.
7. Plan and conduct youth and chartered organization surveys.
8. Cultivate relationships with potential chartered organizations and community groups.
9. Share with other district leaders how to work effectively with various types of organizations.
10. Organize new packs, troops, teams, and crews to meet the needs of serving youth in your district.
11. Analyze district membership figures for all program levels.
12. Be sure a new unit is under the care of a commissioner before the organizer leaves.
13. Conduct membership events in the district: (a) roundup plans, (b) Together Plan, (c) relationships conferences.
14. Track and attain membership growth objectives annually as defined through the council's strategic plan.

A district membership committee does the following to ensure a district's steady, balanced membership growth:

**1. Gather information:**

- Work with the district executive to establish a plan for new-unit and membership growth in the district.
- Plan and conduct boy-fact surveys to find out how many boys there are of Cub Scout and Boy Scout age.
- Analyze district membership figures on the number of Cub Scouts, Boy Scouts, Varsity Scouts, and Venturers for the past several years.
- Find out where units of each age level are located to help decide how many units of each type will be needed and where.
- Track membership growth throughout the current year.
- Develop a list of all potential chartered organizations in the district.
- Gather information about various types of community organizations, as well as individual organizations within each type.

**2. Cultivate relationships with community organizations:**

- Encourage community organizations to use the Scouting program.
- Conduct district relationships conferences for heads of chartered organizations and chartered organization representatives.
- Share information with other district leaders about how to work more effectively with various types of organizations.
- Promote the religious emblems program.
- Act in close liaison with council leadership to maintain or regain Scouting access to schools.

**3. Organize units:**

- Recruit and train organizers for new units as well as those needing reorganization.
- Organize new packs, troops, teams, and crews.
- Conduct a together plan to bring Scouting to a number of organizations.
- Reorganize units that need a new start.
- Make sure that new or reorganized units are under the care of a member of the commissioner staff before the organizer leaves.
- Promote the whole Scouting family in the same chartered organization (pack, troop, team, and crew).

**4. Help youth join existing units:**

- Plan and carry out district roundups and other youth recruiting campaigns.
- Help existing units develop a plan of year-round recruiting and a willingness to look for new members.
- Keep a list of all Scouting units that have not added new members during the past six months. District Scouters help coach units that show no growth in members.

**Five Sources of Membership Growth**

1. Growth from new units
2. Growth from youth recruitment/additional enrollments
3. Growth from program transition (Tiger Cub to Cub Scout, Cub Scout to Webelos Scout, Webelos to Boy Scout, Boy Scout to Venturer.)
4. Growth from stopping dropped units
5. Growth from increasing tenure/more youth reregistered at unit charter renewal

Measurable indications of success are when:

- The percentage of youth served increases for the district.
- New units are organized in parts of the district where units were not easily available to youth.
- Units are reorganized that would otherwise have dropped or had their charters lapse.
- More community organizations have their own Scouting units.

**Scouting: A Special Relationship**

You are the district's advocate of a very special characteristic of the Boy Scouts of America. The Boy Scouts of America does not operate Cub Scout packs, Boy Scout troops, Varsity teams, or Venturing crews. Rather, the BSA issues charters to community organizations to use the Scouting program as a resource for children, youth, and families.

A charter is issued to a community organization to operate a Scouting unit under adult leadership that the organization has approved. The organization also agrees to provide adequate meeting facilities and to adhere to the principles and policies of Scouting. The local BSA council agrees to help organize units, train leaders, provide outdoor program resources, counsel with leaders, and provide other Scouting services for the chartered organization and its units.

The district membership committee helps Scouting become an integral part of the chartered organization's service to the community. The membership committee interprets Scouting as a program based on Scouting values to help community organizations meet their needs and goals for children and youth of the community.

### Literature

- Community Organizational Survey Worksheet, No. 522-222 (online only at [Scouting.org/filestore/membership/pdf/522-222WB.pdf](https://www.scouting.org/filestore/membership/pdf/522-222WB.pdf))
- *The Together Plan*, No. 32990 (available online at [Scouting.org/filestore/commissioner/pdf/32990.pdf](https://www.scouting.org/filestore/commissioner/pdf/32990.pdf))
- *Membership Committee Guide*, No. 33080
- *A Road Worth Traveling: The Big Picture of How to Start a New Scout Unit*, AV-07V014

## District Activities and Civic Service Committee

The district activities and civic service committee's job is to provide mountaintop experiences that dramatically capture the attention of the whole Scouting community: a Scout color guard at a city hall ceremony, or presentation of the Award of Merit to leaders at a district recognition dinner. Your efforts help make these great events happen in the lives of Cub Scouts, Boy Scouts, Varsity Scouts, Venturers, and leaders.

### Major Tasks of the Activities and Civic Service Committee Chair and Members

1. Report to the district chair for your district.
2. Develop and implement a plan for activities and civic service projects in the district.
3. Ensure that activities remain in accordance with national policy.
4. Recruit and orient enough of the right kind of people for the committee functions.
5. Support and strengthen units by assuring program visibility and a well-balanced schedule of activities.
6. Promote and conduct displays and skill events:  
(a) booth shows, (b) camporees, (c) first-aid contests, (d) swim meets, (e) window displays, and (f) shopping mall shows.
7. Encourage service project ideas through units' participation in community projects and civic service activities.
8. Plan, promote, and conduct special Scouting Anniversary Week activities.
9. Coordinate activities at the district annual meeting and Scouters' recognition dinner.
10. Implement council activities and civic service program.
11. Conduct an annual poll of unit leaders to determine unit needs and wishes for district activities.
12. Oversee the district's Journey to Excellence service projects.

### Types of Activities

A district activities committee best helps units by planning a few multi-unit events each year that supplement but do not take the place of the unit program. A balanced plan might include several categories:

**Competitive skill events.** These activities are designed to capitalize on youth's drive to win. They include such events as a district rally, bike rodeo, first aid contest, Klondike derby, advancement hike, field day, swim meet, district pinewood derby®, or whatever else you can think of that meets the aims and purposes of Scouting.

**Civic service activities.** Community service projects often involve more than one unit. One of their important objectives is to foster the spirit of citizenship through service to others. Community service projects might include service to children or disabled senior citizens; safety; conservation; emergency service; hospitals; neighborhood improvement; community celebrations; emphasizing historical, patriotic, ethnic, or international heritage; and food drives for the hungry. **The committee is literally the conscience of the district for practical citizenship training projects for youth members.**

**Display events.** They show what Scouts do and help youth develop poise before an audience. Scouting skills become polished for such demonstrations. These events interpret the Scouting program for the community. For example: a booth show, where the public attends; an arena show, where Scouts perform before a seated audience; a Scout parade, which develops a theme or story as the parade passes; and a shopping mall show.

**Scouting Anniversary Week.** It marks the birth of the Boy Scouts of America, capitalizing on any national publicity during February. You might have rededication ceremonies, parades, community leadership day, Uniform Day, a Scouting show, a winter campout, a rally, pilgrimages, shopping center demonstrations, Scout "courtesy" recognitions, report-to-the-community ceremonies, religious service attendance in uniform, speakers at service clubs, etc.

**Recognition events.** These may include such activities as an annual district recognition dinner for adult Scouters and their families, or a Scout of the month radio or television appearance.

**Webelos-ree.** An overnight camping experience for Webelos Scout dens with leaders present. The council sets the Webelos Scout–adult ratio for the event. This camporee-style event is intended for Webelos Scouts, with events and activities planned for their ability. Boy Scouts should participate in a leadership and support capacity only.

**Camporee.** A weekend encampment planned for all troops of the district. Troops camp and cook, using the patrol method, and the program involves a variety of exciting activities for all participants.

### Literature

- *Activities and Civic Service Committee Guide*, No. 33082, is a comprehensive resource of ideas.
- *Camporee Guide* (available online at MyBSA>Resources>Boy Scout Program)
- *Staging Recognition Meetings* (available online at MyBSA>Resources>Mission Impact>Organizational Solutions>District Resources)

## **District Advancement and Recognition Committee**

The district advancement committee implements procedures that help achieve BSA advancement procedures. The committee helps Cub Scout packs, Boy Scout troops, Varsity teams, and Venturing crews succeed. Units help youth members advance in rank. If they advance, they will have a good experience and will grow in their Scouting adventure.

### **Major Tasks of the Advancement and Recognition Committee Chair and Members**

1. Report to the district chair for your district.
2. Stimulate advancement and recognition of Cub Scouts, Boy Scouts, Varsity Scouts, and Venturers.
3. Ensure units establish and maintain proper advancement procedures in accordance with national policies.
4. Recruit and orient enough of the right kind of people for all aspects of the committee function.
5. Establish district advancement goals, develop a plan to achieve them, and track their attainment.
6. Assist packs, troops, teams, and crews and evaluate their progress as needed.
7. Monitor rank advancements throughout the year and provide assistance to units with little or no advancement.
8. Coach troop, team and crew leaders in methods for conducting boards of review and courts of honor.

9. Recruit and train an adequate group of merit badge counselors for the district.
10. Publish and maintain a current list of merit badge counselors.
11. Recommend youth members and unit and district Scouters for special awards and recognition (lifesaving awards, Silver Beaver, etc.).
12. Implement council advancement and recognition programs.
13. Review and approve Eagle Scout service project plans submitted by Eagle Scout candidates.
14. Participate in troop/crew boards of review or conduct district-level Eagle Scout candidate boards of review. (If an Eagle Scout board of review is held at the unit level, at least one district/council advancement committee member must serve on the board.) Promote crew review boards led by the crew president for Gold/Silver awards.
15. Review Eagle Scout candidate appeals if a unit denies their application or turns them down at the board of review.
16. Educate unit committees, district committee members, and commissioners about recognition programs. Promote nominations for district, council, and national awards and recognitions.
17. Provide physical facilities and experts in advancement fields that are difficult for units to secure.

### **What Is Advancement?**

Advancement is the process by which youth members progress from rank to rank. Ranks are simply a means to an end, not an end in themselves. Everything youth do to advance, from the day they join until they leave Scouting, should be designed to help them have an exciting and meaningful experience. Education and fun are important functions of the Scouting movement, and they must be the basis of Scout advancement. A fundamental principle of advancement is that youth members will progress as a result of participation in the unit. In a unit with a good program, youth will advance naturally as a result of unit activities, and by taking advantage of the available advancement opportunities.

There are four parts to advancement:

1. The Scout learns in meetings, in activities, and on his own.
2. The Scout passes badge requirements by demonstrating knowledge.
3. The Scout is reviewed to discover whether the experience he has had is in line with what the requirements set forth. (There is no review in Cub Scouting.)
4. The Scout receives the badge to show his achievement.

The council service center is responsible for maintaining adequate advancement records and having advancement-related badges and literature available for purchase.

### Other Scouters

Eagle Scout board of review members are a fantastic means of recruiting new district-level Scouters. Almost everyone understands what being an Eagle Scout means. Most would agree to be members of a district Eagle board of review. This could include college presidents, investment firm brokers, bankers, top business leaders, etc. They do not have to be registered in Scouting. There are many instances where prominent citizens have become involved by becoming a member of an Eagle Scout Board of review and then have become more involved on the district and council levels.

The National Eagle Scout Association consists of many of those who have earned the Eagle Scout Award. A master roster of NESA members is maintained at the National Council and printouts of local members are sent to local councils semi-annually. NESA members can be of great assistance in helping your district's youth members advance in rank. Recruit NESA members to serve as unit Scouters, merit badge counselors, and members of your committee.

### Literature

- *Guide to Advancement*, No. 33088, is a comprehensive and descriptive index of all the resources you will need to plan and carry out a good advancement program in your district.
- *Cub Scout Leader Book*, No. 33221; chapter 11 on advancement.
- *The Scoutmaster Handbook*, No. 33009; chapter 10 on advancement.
- *Venturing Leader Manual*, No. 34655; chapter 11 on Venturing awards.

## District Camping and Outdoor Program Committee

The district camp promotion and outdoor committee provides outdoor programs that most units are unable to provide on their own, and outdoor programs are often the main reason youth join a Scout unit. From Cub Scout day camp to high-adventure programs, this committee helps make exciting outdoor programs available for Cub Scouts, Boy Scouts, and Venturers.

## Major Tasks of the Camping and Outdoor Program Committee Chair and Members

1. Report to the district program chair for your district.
2. Recruit and orient enough of the right kind of people for the district camping committee.
3. Understand each unit's camping and outdoor record.
4. Implement the council's outdoor promotion plan in the district.
5. Work with commissioners to help packs, troops, teams, and crews plan a year-round schedule of camping and outdoor program events.
6. Promote use of camperships.
7. Give guidance on health and safety concerns.
8. Promote unit participation in council camping opportunities (Boy Scout resident camp, Cub Scout day camp, Cub Scout resident camp, family camps, teenage camps, and Venturing and Sea Scout outdoor activities). In cooperation with unit commissioners and Order of the Arrow chapter members, visit unit parent meetings to tell the summer camp story and help unit leaders plan for camps.
9. Assist the council committee with maintaining and developing quality outdoor program facilities.
10. Promote units earning the National Summertime Pack Award and the National Outdoor Challenge award.
11. Supervise use of off-council campsites by permits and inspections.
12. Track and attain camping and outdoor objectives.
13. Implement the planned council camping and outdoor programs.
14. Guide the Order of the Arrow, through the chapter officers and adviser, to help promote camping in the district.

## Outdoor Programs of the Boy Scouts of America

### Tiger Cub, Cub Scout, and Webelos Scout Outdoor Programs

**Cub Scout day camp.** Day camp is an organized one-to five-day program for Cub Scouts, conducted by the council under certified leadership at an approved site during daylight or early evening hours. Day camps do not include any overnight activities. The day camp is "the camp that comes to the boy"; therefore, a council should arrange site locations convenient for maximum participation by all Tiger Cubs and adult partners, Wolf and Bear Cub Scouts, Webelos Scouts, and supervising adults. Refer to *Day Camp Administration Guide*, No. 430-338, and *Cub Scout Day Camp*

National Standards for Local Council Precamp and Operational Accreditation of Cub Scout/Webelos Scout Day Camp, No. 430-109, for more specific information.

### Sample Cub Scout Activities

Field trips	Ceremonies
Day hiking	Nature and conservation experiences
Picnics	Service projects
Field/game days	Camping opportunities
Pack day adventures	Resident camp
Swimming	Special Webelos weekend events at resident camp
Campfire programs	
Outdoor cooking	

**Cub Scout/Webelos Scout resident camp.** Cub Scout and Webelos Scout resident camping is a council-organized, theme-oriented overnight camping program. It operates for at least two consecutive nights and is conducted under certified leadership at a camp approved by the council. Councils are advised to rotate program themes on a cycle of at least four years to assure that returning campers will always have a new adventure every year. Refer to *Resident Camping for Cub Scouting*, No. 13-33814, and to National Standards for Cub Scout/Boy Scout/Venturing Resident Camps, No. 430-111.

**Webelos den overnight camping.** The Webelos den overnight camp event is held at a council-approved location with Webelos accompanied by a parent or guardian and at the direction of the Webelos den leader, who is trained using *Outdoor Leader Skills for Webelos Leaders*, No. 511-336. Webelos dens are also encouraged to participate in joint overnight campouts with a Boy Scout troop of their choice (with coordination between the Webelos den leader and the troop leaders), but they may not participate in Boy Scout activities such as backpacking or climbing.

**Webelos-ree.** The Webelos-ree is a district-or council-sanctioned overnight camping experience for Webelos with parents and den leaders. This is a camporee-style event with program activities planned for the ability level of Webelos Scouts at a council-approved location. Key staff members should be trained using *Outdoor Leader Skills for Webelos Leaders*, No. 511-336, and *Basic Adult Leader Outdoor Orientation (BALOO)*, No. 34162. Boy Scouts should participate only in a leadership and support capacity. A program guide, *Conducting a Webelos-Ree*, is available online at the local council.

**Park overnigheters.** These are pack-organized overnight camping events at a council-sanctioned location involving more than one family from a single pack. Outdoor activities are family-based within the ability groups of siblings as well as Cub Scouts. Refer to Pack Overnigheter Site Approval Form, No. 13-508. Each youth is the responsibility of a parent or guardian and BSA health and safety and Youth Protection guidelines apply. At least one of the on-site adult participants giving leadership to a pack overnigheter must have completed Basic Adult Leader Outdoor Orientation (BALOO), No. 34162. Permits for overnigheters will be issued and tour and activity plans will be required according to council policies.

**Council-organized family camp.** Council-organized family camps are overnight camping activities involving more than one Cub Scout pack.

**Portable Outdoor Program.** Cub Scout outdoor and camping activities may best serve more boys and families when delivered on a mobile basis to selected geographic and/or demographic locations. A creative approach called Portable Outdoor Programming (POP) may provide an alternative for increasing youth participation. The POP concept makes outdoor events available to a greater number of Cub Scouts by taking a superb mobile program to several locations. Taking outdoor program events to the boys versus youth and parents traveling to central locations to attend the events may increase participation, recruiting, and retention.

### Boy Scout Outdoor Programs

A boy enjoys learning skills that allow him to take care of himself and test his developing self-reliance. Outdoor and physical fitness skills provide fun and adventure but also prepare a boy to help himself and others in time of need.

**Day hikes.** Reasonably short hikes (three to 10 miles) in terrain without a lot of gain or loss.

**Service projects.** Daylong projects that may be related to conservation, food collection, building shelter, or healthy living activities. These are part of the Good Turn for America initiative, and the results should be entered at [www.goodturnforamerica.org](http://www.goodturnforamerica.org).

**Patrol activities.** A Boy Scout patrol or Varsity Scout squad may hike or camp with other patrols or squads in the unit or, with the permission of their Scoutmaster and parents or guardians may, with adult leadership as required in BSA guidelines, hike or camp on their own.

**Weekend overnights.** Troops that plan and carry out outings once a month attract and retain boys at a much higher level than those that have fewer outings during the year.

**Summer camp.** It is what many Scouts enjoy. Camp programs provide opportunities for Scouts to earn merit badges along their advancement trail. Resident Scout camping includes at least five nights and six days of outdoor activities.

**Camporees.** Councils and districts plan camporees and other outings during the year that give Scouts an opportunity to test their knowledge and skills in competitive events with other troops and patrols.

**Council resident camps.** A council-operated facility that offers age-appropriate programs that serve the needs of first-year campers as well as older returning Scouts. A high-adventure component is especially important to retain the interest of older Scouts. Scheduling program areas and equipment must be designed to foster a quality experience throughout all stages of Boy Scouting.

When developing a year-round schedule for a resident camp, the council could consider:

- Plans and programs to affect maximum utilization of the camp during school breaks and holidays
- Offering some sessions of different lengths, including Sunday through Saturday, Monday through Saturday, longer sessions (10 days, for example), and weekend special-event sessions
- Adding special programs, including outdoor adventure experiences, the addition of non-typical merit badge counselors to some sessions, or additional Eagle-required merit badges
- Adding provisional leadership to some sessions that make it possible for Scouts to attend camp who would not otherwise attend with their units.

**Jamborees.** Every four years, the Boy Scouts of America hosts a national Scout jamboree. More than 40,000 Scouts and leaders from across the country participate in this 10-day event filled with the most popular and highest quality outdoor activities Scouts enjoy. To participate, a Scout must be at least 12 years of age by the first day of the jamboree, or 11 with the completion of the sixth grade, but must not have reached his 18th birthday by the last day of the jamboree. He must also be at least a First Class Scout. Venturers must have graduated the eighth grade or be at least 14 years of age by the first day of the jamboree, but have not reached their 21st birthday by the last day of the jamboree.

**Council high adventure.** A high-adventure experience includes at least five nights and six days of trekking in wilderness and other rugged, remote locations. Trekking may include backpacking,

canoeing, ski touring, rafting, kayaking, or a host of other outdoor adventures. Participants must be 13 years old by January 1 of the year in which they participate.

Councils should consider the advantages of making available specialized equipment needed for high-adventure activities (canoes, backpacking stoves, water purification equipment, backpacks, climbing equipment, etc.) on a loan or rental basis to individuals who may not have all the equipment needed for a successful high-adventure activity.

**National high adventure.** The BSA operates national high-adventure bases and programs. With two locations in the Florida Keys, the Florida National High Adventure Sea Base offers a variety of aquatic and boating programs. The Northern Tier National High Adventure Program, based in northern Minnesota with two satellite bases in Canada, provides a variety of canoe treks and programs. Philmont Scout Ranch in the mountains of New Mexico provides excellent backpacking treks. The Summit Bechtel Family National Scout Reserve in south-central West Virginia provides backpacking, rock climbing, whitewater rafting, and national jamboree experiences starting in 2013. Age requirements for these programs vary, but most programs are rugged and designed for older Scouts.

**Unit high adventure.** The highest level of challenge for a troop, team, Venturing crew, or Sea Scout ship is to plan and carry out its own high-adventure experience. These activities for more experienced Scouts are planned and implemented by youth members with coaching from their adult leaders.

Councils may consider making a resident camp available as a base camp for a unit high-adventure activity. Units preparing to depart on a high-adventure trek could arrive at the resident camp on a departure day for a standard resident camp session, draw food and other supplies, check out equipment, complete medical recheck, etc., and depart on their trek before the campers for the next resident session arrive. For units that do not have adult leadership with sufficient experience to conduct a high-adventure trek, the resident camp could provide an adult BSA National Camping School high adventure-trained leader to accompany the unit. All BSA high-adventure guidelines apply.

### **Varsity Scout Camping and Outdoor Activities**

Varsity Scouting is an exciting BSA program for members ages 14 through 17, with emphasis on advancement, high adventure, personal development, service and special programs and events. Varsity teams may focus on a sport(s) that require(s) preparation for competition as well as high-adventure activities.

The program is designed to challenge the spirit and talents of teenage young men in the planning, preparation, and participation (the three p's) for older youth experiences, including:

- **High adventure.** Challenging, exciting outdoor and camping activities
- **Advancement.** Pursuit of Scouting ranks of Eagle and Eagle Palms, as well as the Varsity letter and other group and individual awards
- **Service.** Quality service to others in the community, school, church, and neighborhood
- **Personal development.** Experiential learning that leads to ethical and character development
- **Special events.** Youth-planned and youth-deployed activities that are exciting, challenging, and character building

Outdoor experiences might include a local council Varsity Scout camp, winter rendezvous, military base exploration, weekend mini-high adventure, etc., as well as activities outside the district and council that are appealing as high adventures for youth of this age. All are designed to encourage character development, citizenship, and personal fitness based on the principles of the Scout Oath and Scout Law. To obtain maximum use of resident camp(s) during the peak periods when the camp is open each year (summer periods when schools and colleges are not in session, other school vacation periods and weekends, etc.), a council might consider adding Varsity Scout sessions to the summer resident calendar. Varsity Scout sessions might include specialized weekend, half-week, or full-week programs with activities specifically selected for Varsity-age youth. Varsity Scouts could attend resident camp during their own sessions, and/or could also be scheduled during regular Boy Scout resident sessions, provided there are sufficient program opportunities for the older young men in the Varsity Scouting program.

### **Venturing Outdoor Programs**

**Outdoor program** is one of the program areas in Venturing, the coed program for high school-age youth. Venturing crew outdoor programs may include such activities as camping, swimming, skiing, sailing, ecological projects, survival skills, and outdoor sports. The district camping committee should be prepared to assist crews in developing outdoor programs.

**Superactivities.** The highlight of a Venturing crew's program year is a superactivity, which is a major project or trip requiring extensive planning and preparation. The superactivity serves as a long-range goal to retain members' interest and generate publicity and interest in the crew.

**BSA facilities.** The camping and outdoor program committee should help Venturing crews learn how to use local council camps and training centers, as well as national high-adventure bases.

Also, help crews review and understand BSA health and safety policies. Don't assume crew members and leaders have camping or health and safety know-how.

### **Outstanding district camping committee members have the following qualities:**

- Have outdoor program skills.
- Can interpret to others how camping and outdoor programs help build character, citizenship, and personal fitness in youth.
- Work well with other people.
- Follow through on details.
- Inspire confidence and build morale.
- Can lead a team of people working on a variety of activities.
- Are ready recruiters; don't try to do it all alone.

### **Literature**

- *Camping and Outdoor Program Committee Guide*, No. 34786

## ***District Training Committee***

The district training committee's job is to get adult leaders trained. One of the keys to the success of the Scouting program is trained volunteer leadership. Second only to the selection of the right person for each responsibility is his or her training in the purposes of Scouting, the methods through which these purposes are achieved, and the techniques of their individual job.

As chair of the district training committee, a committee member, or as a trainer, you help volunteers find the answers to the two basic questions, "What is my role?" and "How do I do it?" The Boy Scouts of America's leadership training program is designed to meet the needs of each volunteer position. It is varied and flexible enough to reach all leaders through group training experiences, personal coaching, self-study, or on-the-job training. And you will help make this program a dynamic success in your district.

## Major Tasks of the Training Committee Chair and Members

1. Report to the district program chair for your district.
2. Establish district training objectives to train leaders, not just run training courses.
3. Participate in council meetings dealing with training policies, program, and procedures.
4. Recruit and orient enough of the right kind of people for the training committee and course instructors.
5. Prepare an inventory of all leaders who need training.
6. Plan, schedule, and coordinate an annual district training program based on your training inventory, which includes implementation of council training programs.
7. Evaluate and report on training progress.
8. Maintain unit and district training records, and coordinate them with the council registrar.
9. Offer training opportunities to every adult volunteer.
10. Promote attendance at all training courses to ensure maximum attendance and participation.
11. Give special assistance to untrained unit leaders.
12. Approve applications for district training recognitions.
13. Give special attention to training new units and leaders in existing units, especially direct contact leaders.
14. Track and attain training objectives.

**You are successful when all of your district's unit Scouters have completed appropriate training.** The Journey to Excellence Unit Award includes a direct contact unit leader training element.

**The responsibility of district training committees is training leaders.** Seeing that 100 percent of all **DIRECT CONTACT LEADERS**—den leaders, Webelos den leaders, Scoutmasters, Varsity Scout Coaches, Venturing Advisors, and their assistant leaders—are trained is the true measure of success. Many leaders will learn through training courses you conduct. Some will learn in other ways. Your monthly measure of success, however, is how many unit leaders, including new leaders, have completed basic training and Youth Protection Training.

### Resources

- Your district executives and the council service center will be your best resources for training statistics, trained and untrained leader information, and training materials.
- The BSA's training website, available at [www.scouting.org/training](http://www.scouting.org/training), includes the latest information, materials, and forms for district trainers. The site includes links to many of the training syllabi, quarterly training updates, and the BSA's e-learning site. *Guide to Leader Training*, No. 511-028, is available on the Adult page (on the left navigation menu) and at [http://www.scouting.org/filestore/pdf/511-028\\_WEB.pdf](http://www.scouting.org/filestore/pdf/511-028_WEB.pdf).



# **Guidelines for District Committee and Operating Committee Meetings:**

## **Work Plan Sample Agendas**

# The District Committee Meeting

## Planning the Meeting

Preparation for the district meeting calls for advance planning by the district chair, district commissioner, and district executive; and most important of all, a conference between the district executive and the chair of each of the district operating committees to check on progress and develop a work plan for the coming month.

Following are some ideas to choose from in planning meetings. Obviously, time will not permit all of them to be used in any one meeting.

**Special guests.** A great deal of fine relationship work can be done by inviting people to come as honored guests to a meeting of the district committee. This may include heads of chartered organizations, Scouting officials, public officials, and community leaders.

**Opening ceremony.** This should be brief but inspirational. It may be a prayer, the Scout Oath, the Pledge of Allegiance, a new ceremony, an inspirational poem, or a good Scouting story.

Any volunteer movement such as Scouting is peculiarly dependent on emotional motivation. It is important to every district meeting to add fuel to the fires of interest and enthusiasm, and to strengthen people's will to carry on this cooperative venture in serving youth.

**Introduction of guests.** Have someone introduce the guests (be sure the names are pronounced correctly and clearly.)

**Introduction of new members.** Any new members should be introduced with a simple ceremony. Tell who they are, express the welcome of the group, shake their hands, and pin a Scouter button on each of them.

**Training.** Every gathering of Scouters is an opportunity to add something to the individual's understanding of Scouting, and of the job and how to do it. Brief discussions, videos, demonstrations, charts, and literature displays are some of the tools that can be used.

**District commissioner's report.** Before the operating committees meet, the district commissioner will request operating committee assistance for specific unit situations.

**Operating committee meetings. This is the bread-and-butter part of a good district meeting.** Each committee must have an agenda worked out by the district executive and operating committee chair. The agenda includes specific plans, assignments, and follow-up on assignments. The major purpose of these meetings is to make assignments and to follow up on assignments previously accepted.

**Report of the operating committee chair.** Report on two things: (1) What was accomplished in the past month? (2) What plans do they have for accomplishing during the next month?

**Reports of chartered organization representatives.** Chartered organization representatives may be called on occasionally.

**Other business.** Any items of district business that have not been fully covered in reports of the operating committees should be covered here.

**Open forum.** The principal reason for holding the forum nearer the end of the meeting is that it permits keeping the earlier parts of the meeting on schedule. If questions or problems are brought up in the earlier parts of the meeting, instead of stalling the meeting at that point, the chair notes them for discussion during the open forum.

**Executive's remarks.** A short period at the close of the meeting should be reserved for the district executive. This is an opportunity to sum up, recognize progress, point the way ahead, bring news from the council and the Scouting world, and perhaps end on a note of inspiration and challenge. The district executive may use charts to show the standing of the districts in relation to others or to the council as a whole.

**Announcements, closing.**



## Meeting Results

It is up to the Key 3 to see that each meeting has the following results:

- The principal outcomes of each meeting should be the quality operation of units, the organization of new units, and the fund development efforts of the council.
- Notes related to the work plan of the district should be kept by each operating committee chair and copies shared with the district Key 3.
- Significant outcomes of the meeting can be reported in the local news media, informing the public and further committing committee members to carry out announced plans.
- The district chair and the district executive should be in frequent contact with operating committee chairs over details of committee member assignments, encouraging, helping, checking on progress, and promoting the steady flow of district work until it is time for another meeting.
- The district commissioner takes details of the meeting back to the commissioner staff.

## Training Committee

Use the DVD *Meetings of the District*, AV-06DVD07, to train the district Key 3 and operating committee chairs in how to have productive district meetings that achieve the objectives of the district.

Annually, you should conduct the district committee training workshop, using the *District Committee Training Workshop* manual, No. 34160, as a guide. This can be conducted on a council or district basis. This workshop has individual sessions for each operating committee to provide them with support of their job responsibilities.

# Work Plans

District \_\_\_\_\_

Council \_\_\_\_\_

## District Committee Meeting

Work Plan (Sample Agenda)

Time \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

District Chair \_\_\_\_\_

**Note:** Attach and give work plans for all committees to the district chair, district commissioner, district executive, and operating committee chairs.

1. **Call to order.**
2. **Opening ceremony and/or invocation.** Keep this short and simple.
3. **Welcome, introductions, and recognitions.** Ask committee chairs to introduce the new members of their committees.
4. **Training feature of the month.** No longer than 20 minutes.
5. **Highlights of the job that needs to be planned and executed tonight** (district chair).
  - A. Touch on the highlights of this month's work plan for each committee.
  - B. Announce time allowed for the operating committee meetings.
  - C. As each item is discussed, be sure an assignment is made, accepted, and recorded on the work plan in each committee meeting.
6. **Unit service.** Unit conditions and roundtables (district commissioner)  
  
Specific unit needs requiring operating committee assistance.
7. **Operating committee meetings.** These will occupy the major portion of the evening (especially related to achievement of the Journey to Excellence Unit Award). The Key 3 can have a quick huddle then disperse, each to assist or sit in on one of the committee meetings.

**8. Reports and plans of operating committee meetings.** (Obtain completed plans from each chair.)

A. What was accomplished in the past month?

B. What plans have been made to accomplish during the next month?

\_\_\_\_\_Fund Development Committee

\_\_\_\_\_Membership Committee

\_\_\_\_\_Activities and Civic Service Committee

\_\_\_\_\_Advancement and Recognition Committee

\_\_\_\_\_Camping and Outdoor Promotion Committee

\_\_\_\_\_Training Committee

**9. Reports of special committees and selected chartered organization representatives.**

**10. District executive's report.**

11. Other business. Hold an open forum if time permits.

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Announce the next meeting: Time \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

**12. Closing ceremony.**

**13. Adjournment.** Have refreshments and fellowship.

District \_\_\_\_\_

Council \_\_\_\_\_

### Membership Committee

Work Plan (Sample Agenda)

Time \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

Chair \_\_\_\_\_

**1. Attendance record.** List names—check those in attendance.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

**2. Review work plan for assignments not completed.** Jobs not completed are carried forward.

**3. Present membership.**

	New Units	Total Units	Total Youth
One year ago	_____	_____	_____
Goal this report	_____	_____	_____
Actual this report	_____	_____	_____
December 31 goal	_____	_____	_____
Needed to reach goal	_____	_____	_____

**4. New-unit organization.** Review District New-Unit Chart, No. 522-904, for each unit currently being organized.

Chartered Organization	Key Contact	Phone Number	Situation	Next Step	Assignment Accepted By
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Discuss assignment of organizers, trainers, and commissioners.

**5. Potential new chartered organizations.**

Organization	Type of Unit	Assignment Accepted By
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**6. Units to be reorganized.**

<b>Chartered Organization</b>	<b>Key Contact</b>	<b>Phone Number</b>	<b>Situation</b>	<b>Next Step</b>	<b>Assignment Accepted By</b>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**7. Membership management.**

A. These units have not reported any new youth in the past six months.

<b>Unit Number</b>	<b>Leader</b>	<b>Phone Number</b>	<b>Assignment Accepted By</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. Roundup: Follow up with these units to get unit commitments and encourage achievement of their goals:

<b>Unit Number</b>	<b>Leader</b>	<b>Phone Number</b>	<b>Need Goals Set</b>	<b>Encourage Goal Achievement</b>	<b>Assignment Accepted By</b>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

C. Recruitment plan details such as methods used, kickoff, supplies, report meetings, etc.

**8. Boy-fact surveys.**

<b>School</b>	<b>Assignment Accepted By</b>
_____	_____
_____	_____
_____	_____
_____	_____

**9. Other business.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Announce the next meeting: Time \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

**10. Adjournment.**

District \_\_\_\_\_

Council \_\_\_\_\_

### Fund Development Committee Work Plan (Sample Agenda)

Time \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

Chair \_\_\_\_\_

**1. Attendance record.** List names—check those in attendance.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

**2. Review assignments accepted at last meeting.** Jobs not completed are carried forward.

**3. Friends of Scouting.**

	<b>By Date</b>	<b>Goal</b>	<b>Have</b>	<b>Assignment Accepted By</b>
Prospects	_____	_____	_____	_____
Workers	_____	_____	_____	_____
Supplies	_____	_____	_____	_____
Kickoff	_____	_____	_____	_____
Report meetings	_____	_____	_____	_____
Victory celebration	_____	_____	_____	_____

<b>Dollars raised.</b>	<b>Date</b>	<b>Goal</b>	<b>Actual</b>	<b>Percent</b>
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

**4. Project sales.**

<b>Projects</b>	<b>Prospect</b>	<b>Assignment Accepted By</b>
_____	_____	_____
_____	_____	_____

Dollars raised \_\_\_\_\_ Goals \_\_\_\_\_

**5. Popcorn or other product sales.**

**Product**

**Assignment Accepted By**

_____	_____
_____	_____

**6. Approved unit money-earning projects.**

**Unit Number**

**Project**

**Approval**

_____	_____	_____
_____	_____	_____
_____	_____	_____

**7. United Way relationships.**

(For districts that have a United Way relationship.) Progress:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. Other business.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Announce the next meeting: Time \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

**9. Adjournment.**

District \_\_\_\_\_

Council \_\_\_\_\_

## Camping and Outdoor Promotion Committee

Work Plan (Sample Agenda)

Time \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

Chair \_\_\_\_\_

**1. Attendance record.** List names—check those in attendance.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

**2. Review work plan assignments not completed.** Jobs not completed are carried forward.

**3. Troops that have not registered for summer camp.** Contact each troop and have a camp promotion meeting for parents and Scouts.

<b>Troop Number</b>	<b>Scoutmaster</b>	<b>Phone Number</b>	<b>Assignment Accepted By</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

<b>Current Status</b>	<b>Goal</b>	<b>Actual</b>
Number of troops registered for long-term camp	_____	_____
Number of Boy Scouts registered for long-term camp	_____	_____

**4. Packs that have not registered for resident, day camp, or family camp.**

<b>Pack Number</b>	<b>Person to be Contacted</b>	<b>Phone Number</b>	<b>Assignment Accepted By</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Current Status**

**Goal**

**Actual**

Number of packs registered for camp \_\_\_\_\_

Number of Cub Scouts registered for camp \_\_\_\_\_

**5. Year-round camping.** These units need assistance with their year-round camping.

<b>Troop Number</b>	<b>Leader</b>	<b>Phone Number</b>	<b>Committee Chair</b>	<b>Phone Number</b>	<b>Assignment Accepted By</b>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**6. Troops that need assistance with their high-adventure program.**

<b>Troop Number</b>	<b>Leader</b>	<b>Phone Number</b>	<b>Committee Chair</b>	<b>Phone Number</b>	<b>Assignment Accepted By</b>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**7. Crews that need assistance with plans for high-adventure program.**

<b>Crew Number</b>	<b>Crew Advisor</b>	<b>Phone Number</b>	<b>Assignment Accepted By</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**8. Outdoor training and other outdoor programs.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9. Other business.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Announce the next meeting: Time \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

**10. Adjournment.**

District \_\_\_\_\_

Council \_\_\_\_\_

## Activities and Civic Service Committee

Work Plan (Sample Agenda)

Time \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

Chair \_\_\_\_\_

**1. Attendance record.** List names—check those in attendance.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

**2. Review assignments accepted at last meeting.** Activities currently being planned.

**3. Civic service plans and promotion, including service projects.** Check service assignments:

Project	Assignment Accepted By
_____	_____
_____	_____
_____	_____
_____	_____

**4. Cub Scout activity**

These units need to be contacted:

Pack Number	Cubmaster	Assignment Accepted By
_____	_____	_____
_____	_____	_____
_____	_____	_____

**5. Boy Scout activity**

These units need to be contacted:

Troop Number	Scoutmaster	Assignment Accepted By
_____	_____	_____
_____	_____	_____
_____	_____	_____

**6. Venturing activity**

These units need to be contacted:

<b>Crew</b>	<b>Advisor</b>	<b>Assignment Accepted By</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**7. Activity awards.** The following units need to be recognized.

<b>Unit Number</b>	<b>For</b>	<b>Assigned To</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**8. Future district activities.** Activities for which planning has yet to begin.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9. Other business.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Announce the next meeting: Time \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

**9. Adjournment.**

**Advancement and Recognition Committee**  
Work Plan (Sample Agenda)

Time \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

Chair \_\_\_\_\_

**1. Attendance record.** List names—check those in attendance.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

**2. Review work assignments not completed.** Jobs not completed are carried forward.

**3. Packs that have not reported any advancement in the last six months:**

<b>Pack Number</b>	<b>Cubmaster</b>	<b>Phone Number</b>	<b>Assignment Accepted By</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**4. Troops that have not reported any advancement in the last six months:**

<b>Troop Number</b>	<b>Scoutmaster</b>	<b>Phone Number</b>	<b>Assignment Accepted By</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**5. Troops that need help with board of review:**

<b>Troop Number</b>	<b>Troop Chair</b>	<b>Phone Number</b>	<b>Assignment Accepted By</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**6. Merit badge counselors needed:**

**Merit Badge Subjects**

**Person Assigned to Secure Counselors**

_____	_____
_____	_____
_____	_____

**7. Persons assigned to complete district merit badge booklet.**

**8. Crews that have not reported any advancement in the last six months:**

**Crew**

**Number**

**Advisor**

**Phone Number**

**Assignment Accepted By**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**9. Advancement report.**

**Goal**

**Actual**

Cub Scout advancements

\_\_\_\_\_

\_\_\_\_\_

Boy Scout advancements

\_\_\_\_\_

\_\_\_\_\_

Venturer advancements

\_\_\_\_\_

\_\_\_\_\_

Total advancements

\_\_\_\_\_

\_\_\_\_\_

**10. Recognitions** (Council and district awards and lifesaving and meritorious action awards)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**11. Other business.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Announce the next meeting: Time \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

**12. Adjournment.**

District \_\_\_\_\_

Council \_\_\_\_\_

### Training Committee

Work Plan (Sample Agenda)

Time \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

Chair \_\_\_\_\_

**1. Attendance record.** List names—check those in attendance.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

**2. Review work assignments not completed.** Jobs not completed are carried forward.

**3. Current situation.**

<b>Unit Leaders</b>	<b>Number We Now Have</b>	<b>Number of Leaders Trained</b>	<b>Leaders Needing Training</b>
Cubmasters and assistants	_____	_____	_____
Den leaders/Webelos leaders and assistants	_____	_____	_____
Scoutmasters and assistants	_____	_____	_____
Coaches and assistants	_____	_____	_____
Venturing Advisors and associates	_____	_____	_____

**4. Packs that have leaders needing Cub Scout leader training and packs needing to fill the position of pack trainer.** Contact leaders and secure a commitment to schedule training and/or recruit a unit pack trainer.

<b>Pack Number</b>	<b>Committee Chair</b>	<b>Phone Number</b>	<b>Assignment Accepted By</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**5. Troops that need Boy Scout leader training.** Contact leaders and set date to conduct training.

<b>Troop Number</b>	<b>Committee Chair</b>	<b>Phone Number</b>	<b>Assignment Accepted By</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. **Teams that need Varsity Scout leader training.** Contact leader and set date to conduct training.

Team Number	Committee Chair	Phone Number	Assignment Accepted By
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. **Crews that need Venturing training.** Contact leaders and set date to conduct training.

Crew Number	Committee Chair	Phone Number	Assignment Accepted By
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. **Adult basic training courses.** Show time, date, and place.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. **Supplemental and advanced training courses.** Show time, date, and place.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. **Other business.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Announce the next meeting: Time \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

11. **Adjournment.**

## District Committee Meeting Work Schedule

Job Step to Be Done	Days Before						
Secure district meeting place (or check if already arranged for entire year).	-45						
Arrange for food and/or beverages for district meeting (if available).	-30						
Prepare work plan (pencil draft) for all operating committees.	-18						
Review work plans with staff leader.	-18						
District meeting notice prepared and sent to council office (to be mailed on -10).	-18						
Review work plan with each operating committee chair.	-13						
Prepare work plan (draft with running script) for district chair.	-11						
Review work plan with staff leader.	-11						
Review pencil draft work plan with the district chair.	-10						
Work plans typed in final form.	-9						
District committee plan typed (original and two copies). Attach committee work plans—set for district chair, commissioner, and self.	-9						
Review work plans typed in final form.	-9						
Final district meeting phone check up on each chair and committee.	-2						
Complete district meeting arrangements and food or beverages.	-2						
Final preparation for district meeting: Organize work plans and materials, charts, etc.	-1						
Set up room for district committee meeting.	0						
<b>District Committee Meeting</b>	0						
District committee meeting—record and publish attendance, file work plans, follow up plan, personal follow-up with each chair.	+1						

## Notes

## Notes

## Notes

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