

Paraprofessional/ Program Aide

Delivery System Manual For Council Employees



MULTICULTURAL MARKETS
BOY SCOUTS OF AMERICA.

Acknowledgments

This manual is based on publications from several councils across the United States, most notably the Crossroads of America Council, Indianapolis, Indiana. It has been adapted for use nationally.

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Program Delivery



MULTICULTURAL BOY SCOUTS OF AMERICA. MARKETS

As we set out to observe, analyze, and listen to local councils in order to provide tactical support for their program delivery for (Scoutreach)/ethnic populations, we discovered there are vast differences between the program delivered by councils to their units that are often regarded as Scoutreach. Understanding there will always be differences in delivery mechanisms, the goal is for the program to remain consistent. It is our intent to assist councils by sharing, streamlining, and providing options for delivery systems of the traditional Cub Scout program for councils who employ personnel such as paraprofessionals, neighborhood coordinators, or program aides.

Through the efforts of Scout executives, volunteers, unit-serving executives, and the Multicultural Markets Team, several delivery systems have been examined. The development of this one is to establish a minimum standard to provide the traditional Cub Scout program. The delivery systems analyzed to date all have a similar formula: concrete program content, valid metrics, and minimum standards that are uncomplicated to deliver and replicate. Rank advancement as outlined in the handbook was used to select the meeting content. We will continue to collect information from local councils to help us determine additional options/opportunities that exist, but the minimum standard of rank advancement has been our focus.

This manual should serve as a guideline to assist and support those councils that employ the above mentioned personnel to deliver the Scouting program. While the methods in this guide are strongly suggested, please customize to fit your specific needs. We are hopeful this will allow you to focus on the program instead of creating one.

Each council will determine the financial investment it's capable of making. Understanding there is a growing need to serve many ethnic populations, underserved, and hard-to-reach communities, this tool is designed to assist in that effort.

Resources for the Council

If your council has an area or areas where not enough parents or other volunteers are willing and available to lead unit meetings and activities, you need paraprofessional program aides. Program aides may be full-time, part-time, or stipend-paid leaders of a local council who take ownership and leadership of those Scouting units **without other volunteer leaders**. The program aide is the Scoutmaster or Cubmaster for the Scouting units he or she leads. At the same time, the program aide is an employee of the council. These adult leaders are good role models for youth, and work toward improving the communities they serve.

The first section of this manual contains resources to help the council get started with a program aide or aides. The second section shows program aides what they need to do and how to make it happen. The council staff member responsible for program aides should know that section thoroughly to maximize his or her ability to give program aides the help and information they need.

Position Description

Position: Program Aide/Paraprofessional

Commitment: Give leadership to the development and maintenance of quality Scouting programs located in underserved communities in accordance with the Boy Scouts of America's Mission Statement.

Specific Responsibilities

- Ensure the delivery of quality programs in all Scouting units.
 - Review and become familiar with program materials.
 - Follow the prescribed lesson plans, as outlined.
 - Supply uniforms, program materials, Scouting literature, and other support as needed by youth and adult members throughout the year.
 - Increase program quality through retention of youth and adults, advancement, and youth participation.
 - Complete Fast Start, Youth Protection, This is Scouting, leader-specific training, and other advanced training deemed necessary for their areas of responsibility.
- Recruit and support volunteers to help with meetings and activities.
- Provide a well-balanced variety of Scouting activities, including day camps, resident camps, pinewood derbies, camporees, etc.
 - Conduct field trips, campouts, cultural activities, and other horizon-broadening experiences for youth members and leaders.
 - Develop and maintain good working relationships with Scout leaders, Housing Authority management, Parks and Recreation departments, community associations, neighborhood churches, and other youth-serving nonprofit agencies.
 - Conduct Scouting awareness functions to increase public exposure, attract volunteers, and recruit youth.
 - Seek opportunities for program expansion and give direct leadership to organizing and staffing new Boy Scout troops, Cub Scout packs, and Venturing crews.
 - Participate in scheduled or called meetings.
 - Implement an annual incentive/recognition program for parents and volunteers who faithfully participate and provide consistent leadership. Serve as an ambassador of the Scouting program who is always striving to deliver the mission of the program.
 - Strive to ensure that every youth participant will have the opportunity to earn a minimum of one rank advancement during the program year.

Success Measurements

1. Number of youth members in a target area who participate
2. Number and quality of adults who volunteer with packs, troops, and crews
3. Number of youth earning rank advancements
4. Number of units achieving quality unit status
5. Partnerships with community organizations developed and strengthened

Accepted: _____
(Signature of paraprofessional)

Date: _____

Witnessed by: _____
(Signature of staff leader)

Date: _____

Sample Program Aide Contract Provisions

You will assume your duties with this council as a part-time employee beginning _____ (date) at a rate of \$ _____ per hour for approximately _____ hours per month. Your contract will be through June 30, 20_____. You will receive a gas stipend of \$ _____ per month. You will receive your pay on the 15th and the last day of each month. The gas stipend will be split and paid in equal portions in each paycheck. Time sheets will be required.

You will be provided with a *Program Aide Manual*. You will familiarize yourself with and follow the policies and procedures of the _____ Council and the Boy Scouts of America.

The council reserves the right to terminate your employment with two weeks' written notice if the council becomes dissatisfied with your performance or if staff needs or budgetary considerations warrant. Any decisions in this regard are final, and termination may only be reviewed under the open-door policy.

You also have the right to terminate your employment at any time with two weeks' written notice to the council. In all cases, termination will be less any outstanding amounts due to the council. These include all program supplies, Scouting literature, and uniforms provided to you for the conduct of your job unless returned before your *final workday*.

You will be provided with various materials and supplies for the performance of your duties. Your final paycheck will be held until all materials and unused supplies are returned to the council.

If you fail to comply or meet the job responsibilities and terms of employment outlined in the position description, you may be terminated from the program.

While being employed as a program aide, you may find it necessary to maintain employment other than with the Boy Scouts of America. This additional employment must not, in any way, affect your weekly unit meeting schedule or weekend unit activities as a program aide in this council.

It will be necessary for you to provide and maintain an automobile in the performance of your duties, and to carry automobile insurance that meets the minimum BSA local tour permit standards (at least \$50,000 public liability for each person, \$100,000 each accident, and \$50,000 property damage). You must furnish the council with a certificate of insurance indicating your compliance with the applicable state laws, and provide the council with a 10-day notice of any plans to change or cancel your coverage.

You must complete all assignments (including submission of all reports) on time to your staff leader.

The council will provide you with one complete adult leader uniform. You are required to wear the complete uniform to all unit meetings and council and district activities. Additional uniforms are available for purchase at a discounted price in the council Scout shop. A new uniform shirt will be provided for you every two years of your employment.

You will agree to attend program aide orientation training, staff meetings, supplemental training opportunities, and other meetings assigned by the staff leader.

Employment Checklist

For your program aide to be legally employed, the following employment paperwork must be completed and on file with the council office. This paperwork should have been completed prior to orientation.

- Employment application
- BSA adult volunteer application
- Employee's Withholding Allowance Certificate (W-4, federal)
- Employee's Withholding Allowance Certificate (state, if required)
- Form I-9, Employment Eligibility Verification (with verified documents)
- Copy of Social Security card
- Copy of driver's license or other photo ID
- Direct deposit form (if you are interested in direct check deposit)
- Proof of vehicle insurance
- Schedule and availability (each semester or program period)

Program Aide Orientation/Training and Awards

Training is critical in any occupation, and it holds especially true for Scouting. The required and supplemental courses are listed below. All required trainings are marked with an asterisk.

*Youth Protection training (prior to first meeting)

*This is Scouting (within first 30 days)

*Leader-specific training (within first 60 days)

University of Scouting or pow wow

Wood Badge

Cub Scouter Award

Boy Scout Leader's Training Award

First aid

Semiannual Program Aide Evaluation

Every program aide should be formally evaluated at least twice a year. Evaluation should not have a negative connotation. It is merely a way to provide feedback and recommendations for improving performance. The intent is to assist the program aide in doing his or her job better. Informal evaluations may occur at any time. Formal evaluations are one of the tools used to determine continued service as a program aide and eligibility for promotion and pay increases.

Parental Involvement

Number of registered parents: _____

Parents per unit (the figure from a ÷ number of units) = _____

Comments (parents taking training, your next steps to get more parents involved, etc.):

Uniforming

In full uniform for all Scouting events?

Yes

No

Staff meeting attendance: _____

Present at all staff meetings?

Yes

No

Opportunities to Improve the Unit Program Next Semester

1. _____

2. _____

3. _____

4. _____

5. _____

Signatures

Program aide:

Date

Staff leader:

Date

- Original to personnel file
- Copy to staff leader

The Dr. Frank “Tick” Coleman Service Award

As the Boy Scouts of America prepares to celebrate its 100th Anniversary, we must consider the enormous contributions that para-professional program aides have made over the years in local councils. Most of these dedicated men and women work in urban schools and community-based organizations—environments where recruiting enough parents to volunteer as pack or troop leaders is difficult.

To recognize their contributions, the organization introduced the Dr. Frank “Tick” Coleman National Service Award in 2005. A dedicated community leader and outstanding role model, Dr. Frank “Tick” Coleman earned the rank of Eagle Scout in 1927, becoming one of the first African Americans to earn Boy Scouting’s highest rank. He is admired by prominent celebrities, including comedian Bill Cosby and the late Ed Bradley of CBS’s *60 Minutes*.

As part of the 100th Anniversary communications model, five main areas of focus have been identified: Leadership, Achievement, Community Service, Character, and Outdoors. In the table on the following page, we show how the criteria for earning the Dr. Frank “Tick” Coleman National Service Award tie into the focus areas.

Areas of Focus and Key Messages	Recognition Criteria
<p>Leadership</p> <p>For 100 years, Scouting's purpose has been to prepare young people for a lifetime of leadership. That's what the next 100 years must be about as well.</p>	<p>Trained Unit Leaders Criteria</p> <p>Program aides must demonstrate an increase in the number of trained unit leaders. Only through trained leaders are program aides able to multiply their efforts to ensure that young people grow in responsible leadership.</p>
<p>Achievement</p> <p>The Scouting experience is learning valuable skills and achieving meaningful goals. A century of building confidence and character is worth celebrating.</p>	<p>Youth Rank Advancement Criteria</p> <p>Program aides must show an increase in the number of youth who advanced in rank each quarter. Scouting's rank advancement program enables urban youth to embrace active learning experiences that, in turn, make them better individuals.</p>
<p>Community Service</p> <p>Committed adults taking time to build a straight road for our youth to follow into the future: Leadership? Citizenship? Community? We also call it Scouting.</p>	<p>On-Time Charter Renewal Criteria</p> <p>Ninety-day rechartering plan is followed, along with the completion of the chartered partner agreement signed and submitted.</p>
<p>Character</p> <p>The essence of Scouting has been, and is, family: generations joining hands to build healthy relationships and strengthen communities.</p>	<p>Participation in Council Fund-Raiser</p> <p>Program aides must ensure that the majority of units participate in council fund-raising events. Youth who actively participate in selling Scouting show tickets, popcorn, or Scoutorama tickets learn good salesmanship, a skill essential in building tomorrow's leaders.</p>
<p>Outdoors</p> <p>Working, playing, and living outdoors, and learning to appreciate our world and our place in it, remain essential to the Scouting experience.</p>	<p>Youth Attendance at Summer Camp Criteria</p> <p>Program aides must ensure that the majority of youth in their service area attend summer camp. The summer camping experience gives Scouts a real appreciation for the great outdoors.</p>

Equipment Checkout Form

Program aide name: _____

Phone number: _____ E-mail address: _____

Checkout date and time: _____

Estimated return date: _____ Date and time returned: _____

Items Checked Out

Please count and examine all items before checking out.

	Item	Qty.	Item Description	Returned	Return Condition/Notes
1				<input type="checkbox"/>	
2				<input type="checkbox"/>	
3				<input type="checkbox"/>	
4				<input type="checkbox"/>	
5				<input type="checkbox"/>	
6				<input type="checkbox"/>	
7				<input type="checkbox"/>	
8				<input type="checkbox"/>	
9				<input type="checkbox"/>	
10				<input type="checkbox"/>	
11				<input type="checkbox"/>	
12				<input type="checkbox"/>	
13				<input type="checkbox"/>	
14				<input type="checkbox"/>	
15				<input type="checkbox"/>	

At Checkout

I attest that the above items were checked out in good condition from the _____ Council, BSA. I agree to protect all checked-out council property to the best of my ability, and agree to replace or incur repair costs to any damaged or destroyed items at the discretion of the council and its representatives. I will return all items in good condition, or in the condition noted at the time of checkout.

Program aide

Person responsible for checking out gear

At Check-In

I attest that the above items were returned and checked into the _____ Council, BSA. All items were in good condition, or in the condition noted at the time of check-in.

Program aide

Person responsible for checking out gear

Welcome, New Program Aide!

Your Employment

Before You Start

For you to be legally employed, the following employment paperwork must be completed and on file with the council office. This paperwork should have been completed prior to orientation. If anything is missed, notify your district executive/staff leader immediately.

- Employment application
- BSA adult volunteer application
- Employee's Withholding Allowance Certificate (W-4, federal)
- Employee's Withholding Allowance Certificate (state, if required)
- Form I-9, Employment Eligibility Verification (with verified documents)
- Copy of Social Security card
- Copy of driver's license or other photo ID
- Direct deposit form (if you are interested in direct pay deposit)
- Proof of vehicle insurance
- Schedule and availability (each semester or program period)

Your First Assignment

Your first assignment is to read this manual. If you do not understand any policy, procedure, or expectation, ask your district executive/staff leader to explain it. When you can truthfully say that you have read the manual and understand it, sign the Program Aide Statement of Understanding (in the appendix) and give the signed copy to your district executive/staff leader.

Your Training

You will not be alone when you're fulfilling the many functions and roles you must take on as a program aide. You'll have a crowd of professional and volunteer Scouters right behind you, giving you their support and the benefit of their experience. How can that be? Through training.

A trained leader is knowledgeable and confident in the role being performed. Trained leaders delivering a quality program have a positive influence on the lives of Scouts. So Scouting has Youth Protection Training as well as a continuum of training ready to help you be a confident, effective leader in every situation you may encounter.

Youth Protection Training

The Training Continuum

Training is available at four levels in Scouting.

Orientation/Fast Start Training

Fast Start training is designed to immediately orient leaders to their Scouting role before their first meeting with youth. Its purpose is to acquaint families, new leaders, and others with the program of the Boy Scouts of America and give specific information about the program. Fast Start training should motivate leaders to complete basic training. Fast Start should be presented within a few days of leaders registering.



Basic Training

Basic training courses are designed to give job-related information to all Scouting volunteers within a given program. Because of the time available, only a few topics can be covered in detail. Some skills are introduced in training sessions, but the skills themselves are developed by practice over a longer period of time. One of the aims of basic training is to encourage leaders toward continuous self-development.



This is Scouting is for all Cub Scout, Boy Scout, and Venturing volunteers. It covers the basics of the Scouting program, including values and methods.

Leader-specific training is designed to present in-depth information for a new leader in a specific leadership position such as den leader, Scoutmaster, etc. Once a leader has completed *This is Scouting* and leader-specific training, he or she is considered "trained" and eligible to wear the Trained Leader emblem shown.

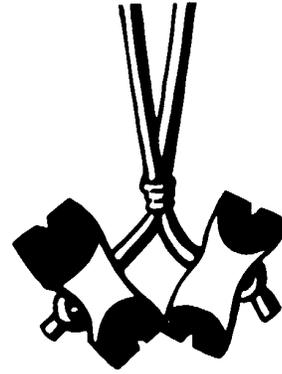
Introduction to Outdoor Leader Skills is designed to provide basic outdoor skills used by the Boy Scouts of America. It is a required element of basic training for Scoutmasters and assistant Scoutmasters to be trained leaders. It is recommended as supplemental training for Webelos leaders who will be camping with youth.

Supplemental Training

This includes a variety of courses or workshops designed to give additional information on specific areas of Scouting. Some of the methods touched upon in basic training are explained in greater depth in supplemental training courses. Some courses are held on a regular basis as a continuing source of information. Examples of supplemental training courses are Cub Scout leader pow wow and University of Scouting. Supplemental training is also offered in conferences at the Philmont Training Center. Youth Protection and Health and Safety training are also examples of supplemental training. Since supplemental training is intended to enrich the leaders' experience, there are no prerequisites.

Advanced Training

Leaders desiring a deeper, dedicated involvement in the program, and who are otherwise qualified, will find advanced training highly rewarding. The Wood Badge course serves as the advanced training program for Scouting. Successful completion of basic training for the current registered position is a prerequisite for advanced training.



Training Awards

Scout leaders are encouraged to continue their training. Successful completion earns the awardee a square knot to wear on his or her uniform.

There are several awards. Program aides are eligible for the following (progress records are found in the appendix):

Boy Scout Leader's Training Award

Training

1. Complete Boy Scout Leader Fast Start training.
2. Complete This is Scouting.
3. Complete leader-specific training for your position.
4. Complete Introduction to Outdoor Leader Skills (for Scoutmasters and assistants).
5. Complete Youth Protection training.



Tenure

Complete a total of two years as a registered adult Boy Scout leader.

Performance

Do any five of the following:

1. Participate in a support role for five overnight campouts.
2. Help with two annual unit and/or district Friends of Scouting presentations.
3. Participate actively in three troop parents' nights or courts of honor.
4. Help organize or reorganize a Boy Scout troop.
5. Help supervise or support a troop money-earning project.
6. Participate in a supplemental training course at either the council or national level.
7. Serve on the staff of a council or district training event.

8. Serve as a merit badge counselor for at least five Scouts.
9. Successfully complete Wood Badge training.
10. Fulfill requirements of a troop committee function from the *Troop Committee Guidebook*.
11. Assist actively with a Webelos den for six months.
12. Participate in six Boy Scout leader roundtables.

Cub Scouter Award

Tenure

Complete two years as a registered adult leader in Cub Scouting in a pack. (The dates of service used to earn this award cannot be used to earn another key or award.)



Training

1. Complete Fast Start training for your position.
2. Complete basic training for any Cub Scouting position.
3. Complete Youth Protection training.
4. During each year of tenure for this award, participate in a Cub Scout leader pow wow or University of Scouting, or attend at least four roundtables.

Performance

Do five of the following:

1. Assist in planning a pack program that results in advancement in rank by a minimum of 50 percent of pack members each year.
2. Serve as an adult leader related to a pack that earns the national centennial Quality Unit Award.
3. Serve as leader of a blue and gold banquet, pinewood derby, space derby, raingutter regatta, field day, picnic, or other Cub Scout activity.
4. Give leadership to a promotional effort that results in at least 60 percent of pack members subscribing to *Boys' Life* magazine.
5. Develop or update a Tiger Cub or Cub Scout den activity book listing places to go, things to do, costs, distances, etc., locally for the five Tiger Cub areas, or at least 12 Cub Scout themes.
6. Give leadership to planning and conducting a pack service project.
7. Organize a pack's participation in the Cub Scout Academics and Sports program.

8. Help with two annual unit Friends of Scouting campaigns.
9. Serve as a leader for members of your pack attending a Cub Scout day camp or resident camp.
10. Serve one year as a pack trainer during which 75 percent of registered pack and den leaders complete basic training for their positions.

Your Duties

As program aide, you have specific duties. Refer to this list frequently and you won't miss any of them. Below the list, you'll find some good advice on how you can fulfill these duties most effectively.

- Complete the training programs specifically designed for your area of responsibility. Training includes (but is not limited to):
 - Youth Protection training
 - Fast Start training
 - This is Scouting
 - Position- and/or leader-specific training (Cubmaster and/or Scoutmaster)
 - Cub Scout leader pow wow
 - University of Scouting
- Review existing weekly program-planning materials and outlines.
- Under the direction of your staff leader, carry out weekly programs for each site assigned to you as the primary adult leader, following the weekly program plans. (Your staff leader will determine sites and specific programs based on your availability and the desires of the chartered organization.)
- Provide a minimum of two field trips or outings each semester (August–December and January–May) for each Scouting unit that you serve. The BSA local council may provide activities each month of the year for your units to take part in.
- Promote the council's summer camp opportunities and encourage all Scouts to attend and participate.
- Increase parent volunteer involvement in each of your Scouting units. Strive to register at least two parents or other volunteers for each pack or troop you serve.
- Strive to eventually recruit enough volunteers to run the pack or troop with minimum support from staff.
- Participate in mandatory staff meetings and training sessions.
- Wear a full Scouting uniform at all meetings and activities involving youth. One uniform will be provided for you, and a new uniform shirt will be provided to you every two years of your employment.
- Attend Scouting events and activities as assigned by your staff leader.
- Carry out a quality program in each unit to ensure that every youth participant will earn a minimum of one rank advancement (excluding the Bobcat and Boy Scout badges) during the program year.
- Strive to achieve Centennial Quality Unit status for each of your assigned units.
- Complete the charter renewal paperwork on time for each of your units by working directly with your staff leader.
- Visit monthly with the institution head, chartered organization representative, or designee from each of your units to inform them of programs and activities conducted during the last month and those planned for the next month.
- Recruit and register youth members.
- Promote and participate in district and council fund-raising efforts with each of your units, which may include (but are not limited to) selling popcorn and raising money for Friends of Scouting.

Getting Members; Starting Units

The following recruiting methods have proven successful in many areas based on the experiences of program aides.

In Housing or Apartment Complexes

The council service center drafts a letter announcing Scouting in the housing community. Program aides distribute the letter to each housing community office and ask the office to distribute the letter to all residents in the complex, especially Scouting-age boys: 7–10 for Cub Scouts and 11–17 for Boy Scouts. This letter will alert them to the opportunities in the Scouting program, explain the registration requirements, and announce the first meeting time, date, and location.

This letter is the first form of communication alerting citizens that Scouting is in their area. It gives guardians a clear understanding of which program phase their son is eligible for—Cub Scouts or Boy Scouts—based on his age. The letter also informs parents about uniform assistance (if available), describes other outings besides meetings, and features campout dates (if available) and other fun activities (field trips, popcorn sales, pinewood derby, Cub Scout day camp, and Boy Scout summer camp).

Role of the Program Aide

Follow up with phone calls to the home. You will be amazed at the difference in attendance a reminder phone call will make. Even with all the fliers distributed for months, if you call the parents a week before the event, many of them will say: “I haven’t heard anything about it!” Call them.

Have a spectacular event with food and hands-on activities for the boys to do. They are not interested in meetings, lectures, talking, or reading. They want to **do** something—and something that they cannot typically do in school. The Scouting program provides an abundance of hands-on activities for you to have available for the boys to do.

At your first few meetings, be prepared to let parents know that this is for parents and boys only. Expect siblings (tagalongs), especially if you have food or snacks.

Remember to look for parents or guardians who may be potential adult volunteer leaders. Always have a few adult volunteer leader applications available at every meeting.

In School (Before, During, or After School)

Most schools have a parents’ night, or a program before or at the start of the new school year to introduce the staff, schedules, etc. If you are assigned to a school, find out when this night is scheduled.

Role of the Program Aide

This is a great time to set up a table in the hallway, introduce yourself to the parents and boys, and let them know about the fantastic program Scouting has to offer them. Share a highlights page (like the “Circuit of Fun” page in the appendix) with things we’ll be doing and the achievements the boys can earn.

Most importantly, communicate with the parents. Actually talk with them. Let the handouts be something they read at home. Engage the parents in conversation. If they trust you and like you, they will let their son sign up for Scouting. This can be a huge groundbreaker for letting the community know who you are and why you are at the school.

Have an attendance or visitor roster so people can write down their names and phone numbers. This gives you a way to follow up later in the fall with the boy who was initially interested but does not register by late September. *This roster or contact list will be important to you.*

Call the school the day before the first Scout meeting and ask for an announcement to be made reminding boys of the meeting. Ask for a reminder that the Cub Scouts (or Boy Scouts) will meet in the cafeteria (or whatever location) at whatever specific time you arrange.

Have a spectacular event with food and hands-on activities for the boys to do. They are not interested in meetings, lectures, talking, or reading. They want to do something—and something that they cannot typically do in school. The Scouting program provides the hands-on activities for the boys to do.

Remember to look for parents, guardians, or teachers who may be potential adult volunteer leaders. Always have a few adult volunteer leader applications available at every meeting.

If you have the time and day of the first two or three meetings, go to the classrooms of some boys before the meetings and give a quick reminder. Not every school will allow you to do so, but those that do will have better meeting attendance. Part of being able to gain access to classrooms comes by building a relationship with the school principal and secretary. Have a reputation for being seen in the school every week in uniform, and know the names of the boys in your pack or troop, know how many are registered Scouts in the school, and be prepared to talk about Scouting and upcoming activities.

Teachers will appreciate knowing how Scouting activities augment and support classroom education, such as the reading-related advancement requirements, learning American history, and practicing democracy and leadership. These things will help you gain the teachers' trust.



Other Recruiting Ideas

- Distribute a pack or troop information sheet.
- Schedule afternoon “Words to Live By” rallies ahead of time with the institution head.
- Distribute fliers to schools, housing sites, and apartment complexes.
- Ask current Scouts to wear their uniforms to school.
- Visit school classrooms or housing sites to talk about Scouting to a captive audience.
- Distribute stickers from the council service center announcing the date and time of the first meeting.
- Put up lawn signs promoting Scouting meetings at that location.
- Use picture boards or displays of Scouting activities.
- Go to a back-to-school night at local schools and announce Scouting in the area.
- Encourage Scouts to recruit their buddies to join with them—“My best friend is a Scout.”
- Place half-page fliers in church or school bulletins during September and October promoting Scouting in the area.
- Set up a booth at a school or neighborhood carnival.
- Ask for intercom announcements at schools.
- Put up signs on the school or community center marquee announcing a “Words to Live By” or similar event.
- Hang posters in local libraries with Scouting contact information.

New-Unit Organization

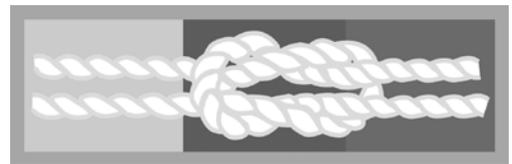
In many cases, it may be necessary to start a new Cub Scout pack or Boy Scout troop to serve underserved populations or particular areas where there are many boys wishing to participate. When starting a new pack or troop, you must exhaust all other possibilities before determining no adult leaders or parents are available and paraprofessionals program aides must run the entire program.

Role of the Program Aide

A program aide who has a good candidate for a new Cub Scout pack or Boy Scout troop should work with the district executive to plan and organize the new unit. The district executive will provide you with the resources and planning materials to start the unit.

William D. Boyce New-Unit Organizer Award

Program aides who work to start a new Cub Scout pack or Boy Scout troop have the opportunity to earn the William D. Boyce New-Unit Organizer Award. This award is given to those who meet the requirements and follow the procedures for organizing a new unit as set forth by the Boy Scouts of America. A list of requirements can be found in the appendix.



The 12 Steps to Starting a New Unit

The Steps		Who is Responsible
1.	Identify the prospect.	District executive, new-unit organizer, and membership committee members
2.	Approach the prospect.	New-unit organizer and influential Scouter
3.	Make the sales call (presentation).	New-unit organizer, district executive
4.	The organization adopts the program.	New-unit organizer and head of chartered organization (executive officer)
5.	The organizing committee meets.	New-unit organizer, trainer, unit commissioner, and chartered organization representative
6.	Help the organizing committee select and recruit unit leaders.	New-unit organizer and organizing committee
7.	Help train the leaders.	New-unit organizer and trainer (training team)
8.	Help the unit plan and organize programs.	New-unit organizer, trainer, unit commissioner, and unit committee members
9.	Recruit youth members and provide parent orientation.	New-unit organizer, unit commissioner, and unit committee members
10.	Complete the paperwork.	New-unit organizer, district executive, and unit committee members
11.	Attend the first unit meeting.	New-unit organizer and unit commissioner
12.	Present the charter.	New-unit organizer, unit commissioner, and chartered organization representative

Unit Transition—To Become Self-Sustaining

It is a shared goal for all units to become self-sustaining. There are challenges that many units face in reaching that objective, however, we should always work toward that end. Below are some key steps that will support such efforts.

Key Steps to Transitioning a Troop or Pack

1. Talk to parents! Send materials home to them each week, and invite them to come to your meetings.
2. Engage adult leaders to make an investment in the program—one person at a time.
3. Build a group of adult leaders who continually come and volunteer at your meetings.
4. Delegate troop or pack responsibilities to these leaders, in varying capacities as they are able.
5. Inform registered adult volunteer leaders of upcoming events, activities, and training sessions that are offered by the local council.

6. Send the volunteer leaders to training offered by the council.
7. Allow the volunteer leaders to work into more advanced roles within the troop or pack.
8. Work with the district executive to ask the volunteer leaders to transition the troop or pack to a self-sustaining unit.
9. Take your time! Do not rush this process. It will likely take more than one year to build a group of volunteers capable enough to transition a unit.

Routine Procedures

Transportation

Your transportation to and from unit locations is the responsibility of you, the program aide. You must maintain reliable transportation and insurance to meet state requirements (at least \$50,000 public liability for each person, \$100,000 each accident, and \$50,000 property damage).

Role of the Program Aide

Transportation to routine field trips must be coordinated by the program aide. This will generally require asking for help from parents or the chartered organization representative. Many chartered organizations have transportation of their own that they will provide to Scouting at no cost. You should take advantage of these opportunities whenever possible.

If you transport Scouts in your personal vehicle, remember the two-deep leadership policy that ideally requires two adults in the vehicle, but at a minimum requires two or more Scouts in the vehicle. *Avoid one-on-one situations.*

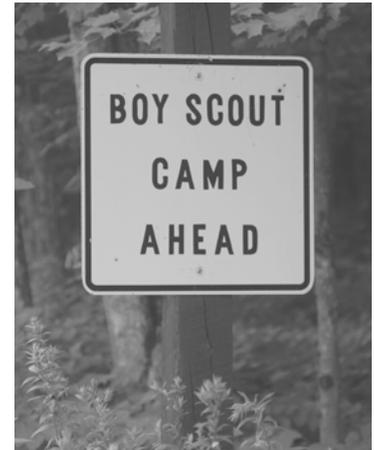
Transportation to Boy Scout summer camp may be provided by the council. Transportation to Cub Scout day camp is typically the responsibility of the individual parents.

Purchase of Supplies

Materials for crafts and other program supplies are provided by the council. The council can purchase materials in bulk and with a tax-exempt status, thus saving money. **Individual program aides should not purchase program supplies nor expect reimbursement unless the purchase was previously approved by the district executive/staff leader.**

Tickets for field trips or special events are generally provided by the venue or event location, or are purchased by the council.

Chartered organizations often will provide snacks and refreshments for occasional meetings as long as you ask well in advance and do not abuse their generosity. Consider asking for refreshments for pack meetings and courts of honor when parents will be attending.



Attendance Reports

Attendance reports must be completed at every weekly meeting and at every field trip or campout. See the attendance report form in the appendix. On the top, write in the date, pack or troop number, your name, and the chartered organization location.

You or the Scout may print legibly his first and last name in the first box. The Scout must sign his own name and write in his phone number. Have a representative of the chartered organization (school secretary, housing site manager, etc.) print his or her name and sign the bottom of the form to acknowledge your attendance at the meeting or event.

Role of the Program Aide

Attendance reports are due in the council service center before 5 P.M. on the first and 16th of every month with your time sheet. If the first or 16th falls on a weekend or a holiday, attendance reports and time sheets are due the next working day. Attendance reports for *all* locations *must* accompany each time sheet. A copy of the time sheet is in the appendix.

Attendance Summary Sheet

Additionally, each program aide will have an attendance summary sheet for each pack or troop. This summary must be completed by the program aide (not the Scouts). It lists the names of all the Scouts down the left-hand side, and the weekly meetings across the top. The program aide makes an X or a checkmark next to each Scout's name for each week he attends. This gives the program aide a ready reference for how often a Scout attends and, more importantly, will help with accurate information for completing advancement reports. The attendance summary sheet is not submitted with the time sheets and attendance reports each month; it is retained by the program aide. A copy of this sheet can be found in the appendix.

Time Sheets

Time sheets are due in the council service center before 5 P.M. on the first and 16th of every month. If the first or 16th falls on a weekend or a holiday, time sheets are due the next working day. Attendance reports for all meetings listed must accompany each time sheet. Please be courteous and organize the attendance reports in date order by location (for example: Pack 1—Oct. 3, Oct. 10; Pack 75—Oct. 4, Oct. 11; Pack 99—Oct. 5, Oct. 12).

The form is two-sided. Fill out both sides completely. List the unit numbers and chartered organizations of all the packs and troops you serve. Track the number of hours you work at each meeting, event, or training. Hours are recorded in the following categories: pack and troop meetings; staff meetings or training; and field trips, outings, or campouts. Use decimals to track your hours; i.e., 2 hours, 15 minutes is written 2.25 (not 2.15). Fill in all columns as appropriate with the date, pack or troop number, how much time you spent preparing for the event, how much time you spent at the event, how many Scouts attended, and a *brief* description of what you did.

Also, list the names of any parents or other adults (not registered with the pack or troop) who visited or helped at the meeting or activity. This gives you a place to track who is a potential volunteer to help you.

Next, complete an advancement report for all advancement earned by the Scouts in the packs and troops you serve. List the advancement reports on the time sheet and attach the reports to the time sheet.

Finally, add up all the hours in each category and write that total at the top right of the time sheet. Be sure to sign the time sheet on the back. Time sheets not received on time, or received without attendance reports, will be processed for the next regularly scheduled pay date.

Youth Applications

Every Cub Scout or Boy Scout must have a completed application to be registered in Scouting and be eligible to participate in Scouting activities. The application must be completed *in full*. Be sure to include the proper pack or troop number in the top right corner. Lack of a unit number could prevent a boy from being registered on time and prevent him from earning advancement. The boy's date of birth, including the year, and his grade must be filled in. The application must have *original signatures* of a parent or guardian and you, the program aide, as Cubmaster or Scoutmaster.

Boys are registered in Scouting according to their grade (Cub Scouts) or age (Boy Scouts).

- Tiger Cubs—For boys in the first grade
- Cub Scouts—For boys who have completed first or second grade
- Webelos Scouts—For boys who have completed third or fourth grade
- Boy Scouts—For boys who have earned the Arrow of Light Award in Cub Scouting, or who have completed the fifth grade, or are 11 through 17 years old

Strive to register every Scout. Fees, however, should never prevent a Scout from taking part in the program. Registration assistance may be available from the council, and should be used only if needed. Offer to let boys pay on a payment plan of a dollar a week. Keep it simple, as you will have to keep track of their payments. A sample registration assistance request can be found in the appendix.

Adult Volunteer Applications

Every adult (except for Tiger Cub adult partners) who wishes to volunteer with Cub Scouts or Boy Scouts must have a completed application to be registered in Scouting and be eligible to participate in Scouting activities. The application must be completed in full. This includes the applicant's Social Security number.

Social Security Numbers

The safety of the thousands of youth we work with and come into contact with cannot be taken for granted. *Every* adult volunteer will have a criminal background check done, as explained on the front of the adult volunteer application.

The Social Security number is kept confidential. The results of the criminal background check are made known to only one person in the council to maintain confidentiality. Be prepared to explain this policy to adult volunteers who are reluctant to provide their Social Security number.

If an adult claims not to have a Social Security number, provide the incomplete adult application form (with a brief explanation) to the district executive/staff leader, who will resolve the matter according to BSA guidelines.

Be sure to include the proper pack or troop number at the top of the form. The applicant's date of birth, including the year, must be filled in. Write in the position the new volunteer will fill within the pack or troop. If you forget the positions, see the list of unit position codes in the application, or contact the district executive/staff leader.

If applicants answer "yes" to any of the questions in section 6, they must write a brief explanation in the lines that follow.

The application must have *original signatures* of (1) the applicant, (2) the unit committee chairperson, and (3) the chartered organization representative. If the unit committee chairperson and the chartered organization representative are the same person, he or she must sign the form twice.

A copy of the adult volunteer application is in the appendix.

Registration Assistance

The council may pay the portion of the national registration fee that low-income youth or adults cannot afford to pay. The dollar amount requested is the difference between national fees and what the youth or adult can afford. To help ensure that there are always sufficient funds to help low-income youth enjoy the benefits of Scouting, the unit commits to participating in the annual popcorn sale or other fund-raising activity.

The intent of a registration assistance program is not to allow boys or adults to participate in Scouting for free; they should pay as much of the fee as they can afford. If they cannot afford the full fee, registration assistance may cover the *remainder* of the fee.

The request form (a sample form is in the appendix) must have the unit type (pack or troop) and number written on it. It must also have the *original signature* of either the institution head/executive officer or the chartered organization representative.

A registration assistance request form must accompany a unit's youth and adult applications submitted to the district executive/staff leader if assistance is requested for any of them. The form would not be required for each application, but for each group of applications that includes even one request for assistance.

Uniform Assistance

One of the methods of Scouting is the uniform. The Scout uniform makes Scouting visible in the community, signifies the Scout's commitment to Scouting's ideals, and serves as an economic equalizer for all boys. The BSA local council may have funds available to support a uniform assistance program for Scouts who would not otherwise be able to purchase a uniform.

A sample uniform assistance request form is in the appendix. *Strive to have all of your Scouts in uniform at meetings and activities within two weeks of joining.*

It is strongly suggested that local councils, where resources are available, develop a uniform assistance policy. Earning a uniform could be a highlight for a new Scout. Uniforms could include a shirt or both shirt and pants. The discretion is left up to each local council.

Permission Slips/Consent Forms

Anytime a pack or troop takes a field trip away from the normal meeting location, you should have a permission slip signed by a parent or guardian for each Scout. This covers you in the unlikely event something happens. It also provides you with emergency contact information for the parent or guardian. An informed consent agreement/permission slip is in the appendix.

Tour Permits

Anytime a pack or troop takes a field trip away from the normal meeting location, you must have a Local Tour Permit approved by the council (or for longer trips, a National Tour Permit approved by the council and the region). See Online Resources for more information on this form.



Program Aide Meetings

Program aide meetings are typically held twice a month from August through May. They are generally held at the local council service center.

At a program aide meeting, the program schedule may be reviewed, program supplies distributed, and leftover supplies collected. Subject-matter experts may teach program aides the skills and knowledge needed for the next month's program.

Unit Meetings: Role of the Program Aide

Program aide meetings are important preparation. The primary meetings attended by a program aide, however, are those that are actually led and supervised by the program aide. This is where the magic and excitement of Scouting happen—in the pack or troop meeting setting.

Program aides are assigned pack or troop meetings, generally on Monday through Thursday, and generally between 3 P.M. and 6 P.M. Some chartered organizations may request meetings at other times of the day, including early morning (before school) and over the lunch hour. Locations are scheduled and assigned to program aides based on the meeting schedule wishes of the chartered organization, program aide availability and experience, and other factors.

Every program aide will receive information on each pack or troop he or she will lead, including the location, day and time of the meeting, and primary contact person and phone number. Meetings typically follow the local public school schedule; Scouting units that meet in housing communities may follow the same schedule. Anytime classes are canceled in the local public schools, meetings of Scouting units may be canceled as well. Check with your district executive/staff leader.

Activities, Events, and Camps

Each pack or troop is expected to take two field trips (campouts for Boy Scouts) each semester. Any other such activities a program aide wishes to conduct must be pre-authorized by the district executive/staff leader, and may be authorized as the budget allows. For every campout or Scout outing, program aides must submit to the district executive/staff leader a completed field trip planning form, which can be found in the appendix.

Cub Scout day camp and Boy Scout summer camp are typically conducted in June or July. Program aides are needed to supervise Scouts at camp in the ratio of one adult per five Scouts. That's not a high ratio, so parental involvement is critical. Fortunately, we have nine months to develop relationships, trust, and the involvement of parents.

Without adult supervision, fewer Scouts could attend camp—and that would be a shame.



Advancement Tracking

Program aides turn in all attendance reports (for all units) with their time sheets. Attendance for each Scout will be recorded electronically, and advancement progress will be tracked at the same time. Program aides are responsible for tracking boys' advancement manually as well, and will be given the tools to do so. Electronic tracking will be done, but it should not be depended on as the official record. Manual recordkeeping by each program aide is expected. Progress reports periodically will be provided to program aides on each Scout so that advancement reports can be completed and boys recognized for their achievements.



Submit advancement reports at the twice-monthly program aide meeting and receive advancement awards back at the next meeting. Plan accordingly for parents' nights and courts of honor.



Emergency Procedures

Youth Protection Reporting Procedures

Detailed Youth Protection reporting requirements are in the appendix.

Fire

Move the Scouts to a safe location. Call 911. Do not put yourself or the Scouts in danger by attempting to put out the fire. **Notify the district executive/staff leader as soon as possible** so that any media questions may be handled by the appropriate personnel.

Illness or Injury

The proper care of the injured or ailing Scout is of utmost importance. Provide immediate first aid while avoiding contact with bodily fluids. In cases involving lack of breathing or shortness of breath, severe bleeding, internal poisoning, or heart attack, call 911. A qualified first-aid provider should act to control or assist the immediate recovery process. **Notify the district executive/staff leader as soon as possible** so that any media questions may be handled by the appropriate personnel.

Fighting

Prevent fights before they begin. Use the den or patrol rules discussed in the “Working With Boys” chapter. Display all the rules on a poster board at every meeting, and enforce the rules. One system that works well is “Three strikes and you’re out.”

- The first time a boy breaks a rule, he gets a warning.
- The second time, the boy spends five minutes in timeout. (Timeout is an interruption of a child’s unacceptable behavior, by removing him from the scene of the action.) A chair off to the side, out of the activity of the den meeting, can serve as the timeout area. After five minutes, the boy is asked if he is ready to return to the group. If a boy doesn’t control himself in timeout, he moves to his third strike.
- When a Scout commits his third infraction of the code of conduct, he is excused from the meeting and must call a parent to come get him. Have a conference with the boy and at least one parent before allowing him to return to the next den meeting. Be sure to explain the code of conduct (developed by the boys) and the consequences of breaking the rules to the parents of your Scouts. **Notify the district executive/staff leader** as soon as possible so that any media questions may be handled by the appropriate personnel.

Death or Serious Injury

The proper care of the injured Scout is of utmost importance. Provide immediate first aid while avoiding contact with bodily fluids. Keep onlookers away in cases of fatalities. In cases involving lack of breathing or shortness of breath, severe bleeding, internal poisoning, or heart attack, call 911. A qualified first-aid provider should act to control or assist the immediate recovery process. **Notify the district executive/staff leader** as soon as possible so that any media questions may be handled by the appropriate personnel.

Working With Boys

Boys will be noisy, active, and full of energy. Appropriate behavior is a must for all boys to get the most out of the Scouting program. Make sure group activities remain fun and challenging. Plan enough to do and have enough physical and human resources on hand to keep the group going for the entire meeting.

Encourage positive behavior by using these tools:

1. Use the Cub Scout sign or the Scout sign to get attention quietly and quickly. Do not shout or yell for attention.
2. Express to the boy and his family clear expectations of good behavior. Reinforce this with a written and displayed code of conduct. Strive to avoid using the words no or don’t. When you forbid behavior, you focus the boys’ attention on that behavior. Instead, phrase expectations positively:
 - “Listen when others are speaking” instead of “Don’t interrupt; don’t talk back.”
 - “Be polite and friendly” instead of “No nasty jokes; no cussing; no talking ugly about people.”
 - “Respect others” instead of “No punching or kicking; no spitting.”
 - “Use your indoor voice” instead of “No yelling.”
 - “Use your indoor manners” instead of “No running in the house.”



Boy Scout sign

Cub Scout sign

Here is a sample code of conduct. Use it as a discussion guide to help the boys come up with their own rules. Rules work better if the boys agree and believe they had the idea!

Den “Code of Conduct”

(How we’ll treat each other)

Respect others in the den—fellow Cub Scouts, leaders, and guests.

Stay in control of yourself/Keep your self-control:

- Listen when someone else is speaking.
- Raise your hand when you want to say something. Wait to be recognized before you speak.
- Respect the space of others.

The Cub Scout sign means: Everyone be quiet now.

- When you see the sign go up, just be quiet and put the Cub Scout sign up.

Keep the meeting room clean.

- Keep the room clean during the meeting and after the meeting.
- Everyone helps leave the meeting room better than we found it.

Everyone has a job every week. Do your job.

Help others, be kind, and give “goodwill”—to fellow Cub Scouts, leaders, parents, and guests.

At your second meeting, sit down with the boys and discuss what a meeting will be like and what you hope to accomplish. You’ll be surprised; the boys will be harder on themselves than you would be. They’ll be delighted when you decide to establish a rule or two, and you ask for their suggestions. Write the rules on a poster board and display them at every meeting. You might find you need to add something later. You may also wish to review them from time to time. Once you have rules established, you need to find a (positive) system to enforce them that will work for you.

1. Have two-deep leadership, especially on trips and outings.
2. Use positive recognition or reinforcement aids such as the “Spirit of Scouting candle” (good-conduct candle), “marble jars,” stickers, or beads.
 - Spirit of Scouting candle—After the opening ceremony, a candle (8 to 10 inches tall or a tall pillar candle) is lit. If the boys’ behavior is appropriate throughout the meeting, the candle remains lit until it is extinguished as part of the closing ceremony. When the candle has burned down completely, the boys are rewarded with a special treat or field trip.
 - Marble jars—At the beginning of the meeting, each boy is given a quantity of marbles (six to eight). If a youth displays inappropriate behavior, the leader asks for one marble from that youth. At the end of the meeting, all the remaining marbles are put into a large jar. Marbles forfeited by misbehaving boys do not go into the large jar. When the jar is full, the boys get a special treat or field trip.
 - Stickers—Stars are great! If a youth exhibits appropriate behavior, he gets a star next to his name on a display chart. After all the members of the unit have accumulated a specific number of stars, they get a special treat or field trip.
 - Beads—These could be part of the unit doodle (a totemlike decoration) and work the same as stickers. For appropriate behavior, a bead is added to a string hanging from the youth’s name. Again, a special treat or field trip is provided after specific requirements have been met.
3. Know the likes and dislikes of each boy.

4. Treat each boy fairly. If you make a promise, keep it; avoid indefinites like “maybe.”
5. Encourage the youth to tell how he feels and resist the temptation to tell him how he should feel.
6. Avoid criticizing a boy in front of others. Take the youth aside but remain in view of other adults.
7. Use positive statements. Children need positive encouragement to build their self-esteem. When words of praise come from someone important, like the Scout leader, they mean a lot to a boy. For every negative comment—“No,” “Stop,” “Don’t,” or “Quiet!”—use at least four positive statements like these:

I like you!	I can tell you really worked on this.
Way to go!	I’m glad you’re here today!
Sensational!	I’m glad you’re in my den!
That’s right!	That was the best ever!
Super!	You’re an important part of this den.
Great!	You must have been practicing.
Nice job!	You figured that out fast.
Fantastic!	I knew you could do it!
Outstanding!	Now you have the hang of it.
I’m proud of you!	You’re really sharp today!
Good thinking!	I like the way you did that.
WOW!	Thank you for helping.
I think you’re neat!	I’m glad you thought of that.
You are a good listener.	You’re on the right track now.

Remember that dangerous, intentionally hurtful, or offensive behaviors are not acceptable. Share concerns about this type of behavior with the boy’s parent or guardian and ask for their help in keeping such behavior from reoccurring. As a last resort, the boy’s continued membership in Scouting may be denied. No youth or leader should tolerate this type of behavior.

Why Boys Misbehave

Some common reasons	Some common solutions
They are not sure what is expected of them.	Use a code of conduct. Make sure each boy and his parents are aware of the rules. Wearing uniforms and emphasizing the Boy Scout/Cub Scout mottos, Cub Scout Promise, and Scout Law all help.
They test limits.	Be consistent and fair. Expect to be tested at every meeting. Be good-natured about enforcing the rules. Use incentives like the good-conduct candle or marble jar.
They are bored.	Activities should be active. Meetings should be well planned, with many short, fun-filled items. If something isn't working, switch to Plan B. Keep it simple, make it fun.
They want attention.	Give them attention. Use many positive statements during every meeting. Make sure each boy gets his chance to shine. Know and use each boy's name. Have several assistants (parents) so each boy gets a lot of attention.
They try to dominate.	Give them opportunities to control things. Boys should have lots of input into the den code of conduct, the skits they put on at pack meetings, and other activities. Rotate the denner/assistant denner and patrol leader/assistant patrol leader duties.
They are lonely.	Watch out for cliques and little sets that exclude boys. Keep den/patrol size small so that a quiet, shy Scout doesn't get overlooked. Use positive statements and encourage boys to give goodwill to each other.
They need acceptance.	Use ceremonies to build each boy's self-image. Use den cheers and patrol yells, den doodles, high fives, etc., to recognize achievement and to build team spirit in the den/patrol. Write each boy's name on the den or patrol flag.
They want to lead.	Give every boy the chance to lead, and support him when he does. Use the offices of denner/assistant denner (Cub Scouts), and patrol leader/assistant patrol leader (Boy Scouts), to have boys lead ceremonies, games, and other activities.
They seek revenge.	Abused or hurt children may lash out—not at their abusers, but at someone they see as vulnerable. You need outside help in this case.

Tips for Leaders

The following were provided by experienced adult leaders from across the country as “things I wish I knew when I first became a Scout leader.”

Hints and Tips for New Cub Scout Leaders

1. Plan your meetings far enough ahead to allow time to gather the materials needed. You might find it valuable to plan next week's meeting after just completing a meeting. Set goals that you want to accomplish during the year. Outline your program for the year and plan ahead to involve as many people as possible.
2. Always have a Plan B. Each group will be different; activities that thrilled one den may bore another, and when boys get bored, they get rowdy. If they are showing signs of boredom, drop the activity, go to Plan B, and you will rarely have discipline problems.
3. If you plan an outdoor activity, always have an indoor alternate planned.
4. Transitions from one activity to the next are easiest if the meeting is planned so that the next activity is always preferred to the current one. For example: Begin with opening ceremonies that reinforce the values of Scouting, then go to advancement activities (fun, but not as much fun as the games that come next), then after games go to snack time (boys are always willing to stop what they are doing for a snack!). Save announcements and reminders for the end. That's when the boys' parents are beginning to show up, and it doesn't hurt that parents also hear the announcements and reminders. It also helps to keep impatient parents from grabbing their Cub Scout and leaving; they intuitively understand that they should not take their child away during announcements.
5. Don't try to carry the entire load by yourself. The family unit is central to the forming of the Cub Scout, and activities revolve around the family unit. Get parents involved. Help them realize that it is their program, and then depend on them to lend expertise to aspects of the program. Invite parents to attend and participate by determining their interests and appealing to those interests.
6. Leadership is developed and learned. You can become an effective Cub Scout leader if you will prepare yourself and take the time to learn. Remember to be flexible in your planning. There are no set answers for handling boys. Don't be afraid to experiment.
7. Get trained! Begin with the *Cub Scout Leader Fast Start* video. It is short and enjoyable to watch. After you get settled in, attend the Cub Scout Leader Basic Training offered through your district. It is the best place to go to learn your Cub Scouting fundamentals.
8. Understand the Cub Scout program so you can help the boys grow throughout the program phases. There are many resources available to help you. One of your best resources is the monthly district Cub Scouting roundtable, where you can exchange ideas with other Cub Scout leaders.
9. Do your best, and above all, have fun!



Suggestions for New Scoutmasters



1. Inspire the boys. Always have something prepared as a Scoutmaster (a "Scoutmaster's Minute") to share with them to promote their desire to succeed. Make sure meetings are planned (by the boys). If a Scoutmaster or assistant Scoutmaster is doing some part of the activity, be very prepared. The boys see right through a Scoutmaster who is not ready.
2. Get the Scouts moving on their advancement. They will stay involved if they earn ranks and awards.
3. Don't be afraid to discipline to maintain order. However, discipline correctly. Do not abuse in any way. Try to use the boy leaders of the troop to keep order.
4. Get the boys out of the classroom. They love to hike, tour, swim, explore, etc. The faster you can get them to First Class rank, the more they will enjoy Scouting, because they are able to be active in the more advanced activities.
5. Uniforms are a must. Set the example.
6. Watch the *Fast Start* training videos.
7. Follow the counsel of the *Scoutmaster's Handbook*.
8. Regularly attend the monthly roundtable.
9. Hold courts of honor every two to three months.
10. Get help. Do not do this on your own. Whether you are a new, seasoned, assistant, or main Scoutmaster, be sure to delegate as needed. Give the boys responsibility; that is the purpose of Boy Scouting.

MAKE SURE THE BOYS MEET FREQUENTLY TO PLAN MEETINGS AND ACTIVITIES. THEY NEED TO MATURE AND GROW INTO THE POSITIONS AND PULL THEIR WEIGHT.

11. Campouts are awesome for growth.
12. The more prepared (interesting that the Scout motto applies to leaders, too) we are, the more we will enjoy it. If the boys are properly trained and guided, the Scoutmasters can really enjoy the time. The stress decreases and we become more comfortable.

BSA Basics



Mission of the Boy Scouts of America

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

How Scouting Came to America: The Story of a Good Turn

One day in 1909 in London, England, an American businessman, William D. Boyce, lost his way in a dense fog. He stopped under a street lamp and tried to figure out where he was. A boy approached him and asked if he could be of help.

"You certainly can," said Boyce. He told the boy that he wanted to find a certain business office in the center of the city.

"I'll take you there," said the boy.

When they got to the destination, Mr. Boyce reached into his pocket for a tip, but the boy stopped him.

"No thank you, sir. I am a Scout. I won't take anything for helping."

"A Scout? And what might that be?" asked Boyce.

The boy told the American about himself and his brother Scouts. Boyce became very interested. After finishing his errand, he had the boy take him to the British Scouting office.

At the office, Boyce met Lord Robert Baden-Powell, the famous British general who had founded the Scouting movement in Great Britain. Boyce was so impressed with what he learned that he decided to bring Scouting home with him.

On February 8, 1910, Boyce and a group of outstanding leaders founded the Boy Scouts of America. From that day forth, Scouts have celebrated February 8 as the birthday of Scouting in the United States.

What happened to the boy who helped Mr. Boyce find his way in the fog? No one knows. He had neither asked for money nor given his name, but he will never be forgotten. His "Good Turn" helped bring the Scouting movement to the United States.

In the British Scout Training Center at Gilwell Park, England, Scouts from the United States erected a statue of an American buffalo in honor of this unknown Scout. *One* Good Turn to *one* man became a Good Turn to millions of American boys. Such is the power of a Good Turn and why "Do a Good Turn Daily" is the Scout slogan.



The "Unknown Scout's" Good Turn



Lord Robert Baden-Powell

The Aims and Methods of Scouting

Aims are goals or objectives we aspire to attain. Methods are the ways and the manner in which we achieve the following three aims.

Aims of Scouting

These are the three goals we wish to achieve with each and every Cub Scout and Scout in our program:

- **Character Development.** This aim is to build self-reliance, self-discipline, self-confidence, and self-respect. The Scout understands and improves himself: his personal qualities, his values, and his outlook on life.
- **Citizenship Training.** This aim is to nurture respect of, participation in, and caring for community, nation, and world while fostering a commitment of service to others and an understanding of local, state, and national government. Citizenship refers to the Scout's relationship to others—his obligations to other people, to the society he lives in, and to the government of his society.
- **Personal Fitness.** This aim is to develop lifelong physical, mental, emotional, and moral fitness. Fitness includes a healthy, strong body, a mind able to imagine and reason, and a spirit of courage, caring, and self-control.

Methods of Scouting

These are the eight methods we use in Scouting to achieve our aims:

1. Ideals

The ideals of Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, the Scout slogan, the Cub Scout Promise, and the Law of the Pack. The Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them, he has some control over what and who he becomes.

2. Patrol Method

The patrol method gives Boy Scouts an experience in group living and participating citizenship. It places responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to interact in small groups where members can easily relate to each other. These small groups determine troop activities through elected representatives. (The den in a Cub Scout pack is akin to the patrol in a Boy Scout troop.)

3. Outdoors

Boy Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. In the outdoors, the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Scouts gain an appreciation for the beauty of the world around us. The outdoors is the laboratory in which Scouts learn ecology and practice conservation of nature's resources.

4. Advancement

Boy Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Boy Scout plans his advancement and progresses at his own pace as he meets each challenge. The Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a Scout grow in self-reliance and in the ability to help others.

5. Association with Adults

Boys learn a great deal by watching how adults conduct themselves. Scouting leaders can be positive role models for the members of the troop or pack. In many cases, a Scoutmaster or Cubmaster who is willing to listen to boys, encourage them, and take a sincere interest in them can make a profound difference in their lives.

6. Personal Growth

As Boy Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Boy Scouting. Boys grow as they participate in community service projects and do Good Turns for others. Probably no device is as successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program also is a large part of the personal growth method. Frequent personal conferences with his Scoutmaster help each Boy Scout to determine his growth toward Scouting's aims.

7. Leadership Development

Boy Scouting encourages boys to learn and practice leadership skills. Every Boy Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership role of others and guides him toward the citizenship aim of Scouting.

8. Uniform

The uniform makes the Boy Scout troop or Cub Scout pack visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for Scout activities and provides a way for Boy Scouts and Cub Scouts to wear the badges that show what they have accomplished.

Uniforms

Youth

Cub Scout and Boy Scout uniforms are explained in their respective sections of this manual.

Adult Leader

Every program aide is provided with one complete adult-leader uniform to wear to all pack or troop meetings and council or district activities. The uniform should be worn at program aide meetings, when appropriate.

You will be provided with (one of each item):

- Short-sleeve tan shirt
- Council shoulder patch
- World Crest emblem
- Pair of shoulder loops (red—Boy Scouting; blue—Cub Scouting)
- Pair of Switchbacks™ pants (can zip off and become shorts)
- Scout web belt with buckle
- Pair of Boy Scout crew socks

Additional uniforms, Scouting T-shirts, or uniform shorts are available for purchase (at a discount) in the council service center Scout shop.



Adult Leader Patch Placement

Scout Leader Uniform Inspection Sheet

Official Placement of Insignia

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

Shoulder Epaulets

5 pts.

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

Notes _____

Right Sleeve

5 pts.

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

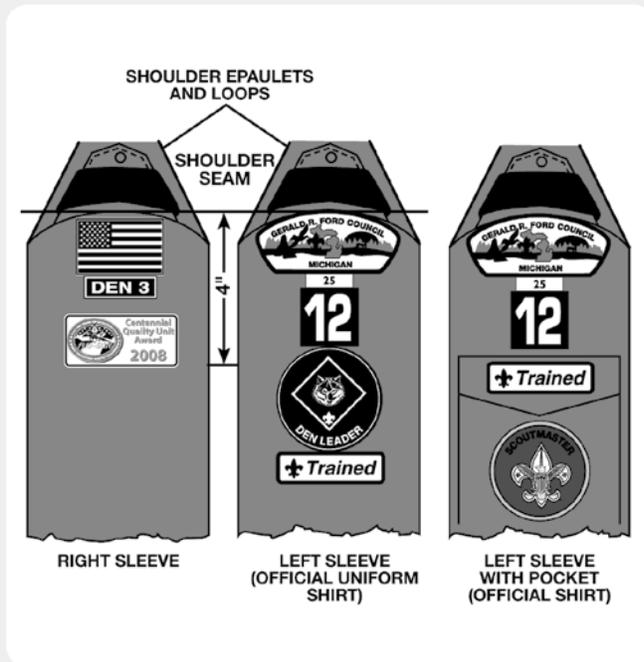
Notes _____

Left Sleeve

5 pts.

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

Notes _____



Right Pocket

5 pts.

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

Notes _____

Left Pocket

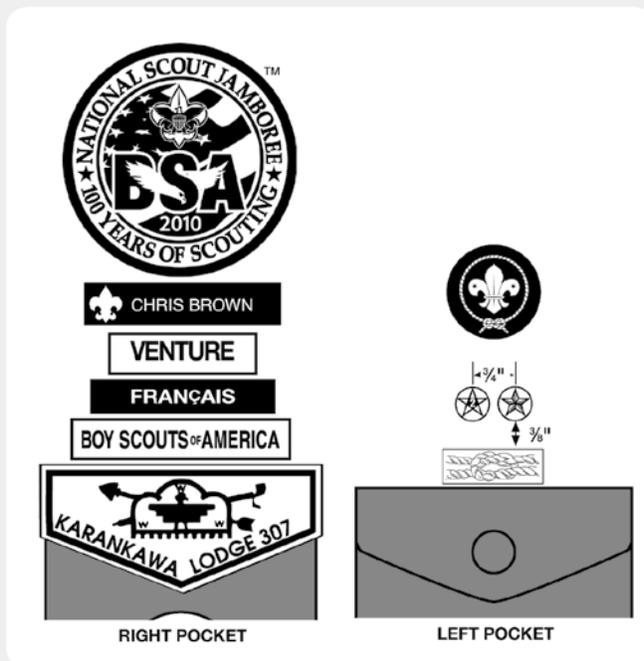
5 pts.

- World Crest emblem is centered between the left shoulder seam and the top of the left pocket.
- Embroidered square knots are centered above the pocket in rows of three.
- Service stars are centered above the pocket, 3/4 inch from top point to top point and 3/8 inch from either the pocket or embroidered knots.

Notes _____

Total insignia score (transfer to other side)

25 pts.



Why We Have Program Aides

Scouting is a community-run organization. Scouting groups, called units, are typically operated by community organizations such as churches and schools that are chartered by the BSA local council. Scouting units are typically led by parents of Scouts, church members, school leaders, or other volunteers. In many instances, not enough parents or other volunteers are willing and available to lead the meetings and activities. Program aides may be full-time, part-time, or stipend-paid leaders of a local council who take ownership and leadership of those Scouting units without other volunteer leaders. The program aide is the Scoutmaster or Cubmaster for the Scouting units he or she leads. These adult leaders are good role models for youth and work toward improving the communities in which they serve.

Multicultural Markets “Scoutreach”

Scouting, by emphasizing ethics and moral values, addresses many of the social concerns of parents and youth in our country. Scouting prepares urban and rural youth to be leaders, to accept responsibility, and to care about principles and causes beyond their own self-interest. Our biggest asset in urban and rural neighborhoods is a well-defined program based on values, learning by doing, fun, and positive role models. Judge Carl Stewart, federal appellate judge in Shreveport, Louisiana, said: “Scoutreach is not a program, it’s a delivery system. Our challenge is to deliver a traditional Scouting program in nontraditional circumstances.”

Multicultural Markets Purpose

In support of the BSA mission and vision, the purpose of the Multicultural Markets Team is to provide relevant insights and tactical expertise to local councils, with the goal of increasing their capacity to grow and sustain their membership in ethnically and geographically diverse communities.

Multicultural Markets Values

- Respect for the Community—Treating all people with respect and dignity through honesty and openness to the needs of the community
- Commitment—Dedicating ourselves to the mission of the BSA and the Scout Oath and Law
- Excellence—Putting forth our very best effort in support of Scouting in our service to the youth, families, and communities of America

Multicultural Markets Strategies

- Create awareness of Multicultural Markets.
- Develop strategic support to ensure that the emphasis is funded and pursued in the long term.
- Develop strategic relationships with potential chartered organizations in the community.
- Develop stable units.
- Increase the number of youth participating in the traditional Scouting program.
- Quantify results.

Youth Protection

The Boy Scouts of America has adopted a number of policies aimed at eliminating opportunities for abuse within the Scouting program. These policies focus on leadership selection and on placing barriers to abuse within the program.

Leadership

The Boy Scouts of America takes great pride in the quality of our adult leaders. Being a leader in the BSA is a privilege, not a right. The quality of the program and the safety of our youth members call for high-quality adult leaders. We work closely with our chartered organizations to help recruit the best possible leaders for their units.

The adult application requests background information that should be checked by the unit committee or the chartered organization before accepting an applicant for unit leadership. While no current screening techniques exist that can identify every potential child predator, we can reduce the risk of accepting a child predator by learning all we can about an applicant for a leadership position—his or her experience with children, why he or she wants to be a Scout leader, and what discipline techniques he or she would use. As of April 1, 2004, every adult who submits an application is submitting to a criminal background check made of local public records. This information is accessible by only one person in the council to maintain confidentiality.

The Three R's of Youth Protection

The three R's of Youth Protection convey a simple message that the BSA wants each youth member to learn:

- Recognize situations that place him at risk of being molested, how child molesters operate, and that anyone could be a molester.
- Resist unwanted and inappropriate attention. Resistance will stop most attempts at molestation.
- Report attempted or actual molestation to a parent or other trusted adult. This prevents further abuse of himself and helps to protect other children. Let the Scout know he will not be blamed for what occurred.

Role of the Program Aide

The role of the program aide is to attend Youth Protection training and to ensure that the three R's are followed. The program aide has a responsibility to protect other people's confidentiality by safeguarding the youth and adult applications.

Maintaining Barriers

The BSA has adopted the following policies to provide additional security for our members. These policies are primarily for the protection of our youth members; however, they also serve to protect our adult leaders from false accusations of abuse.

Note: Bold type denotes rules and policies.

- **Two-deep leadership. Two registered adult leaders or one registered leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.**
- **No one-on-one contact. One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, such as a Scoutmaster conference, the meeting is to be conducted in view of other adults and youths.**
- **Respect of privacy. Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.**
- **Separate accommodations. When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian. Councils are strongly encouraged to have separate shower and latrine facilities for females. When separate facilities are not available, separate times for male and female use should be scheduled and posted for showers.**
- **Proper preparation for activities. Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, supervision, and safety measures.**
- **No secret organizations. The Boy Scouts of America does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.**
- **Appropriate attire. Proper clothing for activities is required. For example, skinny-dipping is not appropriate as part of Scouting.**
- **Constructive discipline. Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.**
- **Hazing prohibited. Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.**
- **Junior leader training and supervision. Adult leaders must monitor and guide the leadership techniques used by junior leaders and ensure that BSA policies are followed.**

Additional Leadership Requirements for Trips and Outings

1. **Two-deep leadership:**

Two registered adult leaders, or one registered adult and a parent of a participating Scout, one of whom must be at least 21 years of age or older, are required for all trips or outings. There are a few instances, such as patrol activities, when no adult leadership is required. Coed overnight activities require male and female adult leaders, both of whom must be 21 years of age or older, and one of whom must be a registered member of the BSA.

2. During transportation to and from planned Scout outings,

a. Meet for departure at a designated area.

b. Prearrange a schedule for periodic checkpoint stops as a group.

c. Plan a daily destination point.

d. A common departure site and a daily destination point are a must. If you cannot provide two adults for each vehicle, the minimum required is one adult and two or more youth members—never one-on-one.

3. **Safety rule of four:**

No fewer than four individuals (always with the minimum of two adults) go on any backcountry expedition or campout. If an accident occurs, one person stays with the injured, and two go for help. Additional adult leadership requirements must reflect an awareness of such factors as size and skill level of the group, anticipated environmental conditions, and overall degree of challenge.

4. **Male and female leaders must have separate sleeping facilities.** Married couples may share the same quarters if appropriate facilities are available.

5. **Male and female youth participants will not share the same sleeping facility.**

6. **Single-room or dormitory-type accommodations for Scouting units: Adults and youth of the same gender may occupy dormitory or single-room accommodations, provided there is a minimum of two adults and four youth. A minimum of one of the adults is required to be Youth Protection-trained. Adults must establish separation barriers or privacy zones such as temporary blanket or sheet walls in order to keep their sleeping area and dressing area separated from the youth area.**

7. **When staying in tents, no youth will stay in the tent of an adult other than his or her parent or guardian.**

8. If separate shower and latrine facilities are not available, separate times for male and female use should be scheduled and posted for showers. The buddy system should be used for latrines by having one person wait outside the entrance, or provide “occupied” and “unoccupied” signs and/or inside door latches.

Reporting Procedures

What should I do if a child tells me that he has been sexually abused?

Do not panic. How an adult responds to a child when he tries to disclose abuse can influence the outcome of the child's victimization. By maintaining an apparent calm, the adult can help reassure the child that everything is going to be OK. By not criticizing the child, we counteract any statements the molester made to the victim about the child getting into trouble. Reassure the child that you are concerned about what happened to him and that you would like to get him some help.

Allegations by a Scout concerning abuse must be reported to the council Scout executive. Since these reports are required, the child should be told that you have to tell the proper authorities but that you will not tell anyone else. *It is important that you not tell anyone other than the Scout executive or the child protective services agency* about allegations of abuse. Detailed reporting procedures for the council are in the appendix.

Scouting Program Phases

Cub Scouting

Cub Scouting is for boys who are in the first grade through the fifth grade (or are 7 through 10 years old). Groups of six to eight boys make up a den. Dens hold meetings or activities once a week. All of the dens, along with their families, meet together every other month at the pack meeting. This meeting provides an opportunity for recognition of the boys' advancement.

The Cub Scout program provides boys an effective educational program designed to build desirable qualities of moral strength and character, to develop fitness, and to train in the responsibilities of active citizenship.



Grade	Program
1	Tiger Cubs
2	Wolf Cub Scouts
3	Bear Cub Scouts
4	Webelos Scouts I
5	Webelos Scouts II

There are three grade-based (or age-based) phases of Cub Scouting within a Cub Scout pack, and boys in each phase are organized into small groups called dens. Each den is under the leadership of an adult den leader. Tiger Cub dens are made up of boys in the first grade (or age 7) and their adult partners. Wolf and Bear Cub Scout dens are for boys who are in the second and third grades (or ages 8 and 9). Webelos dens are for fourth- and fifth-grade (or 10-year-old) boys. Dens hold meetings or activities once a week.

All of the dens, along with the boys' families, meet together every other month at the pack meeting. The pack meeting provides an opportunity for each Cub Scout to showcase what he has been doing and to be recognized for his advancement.

Ideals of Cub Scouting

Apart from the fun and excitement of Cub Scouting activities, there are certain ideals each Cub Scout must learn soon after joining the Cub Scout adventure. The ideals teach good citizenship and contribute to a boy's sense of belonging.

Cub Scout Promise

*I, (name), promise to do my best
To do my duty to God and my country,
To help other people, and
To obey the Law of the Pack.*

Law of the Pack

*The Cub Scout follows Akela.
The Cub Scout helps the pack go.
The pack helps the Cub Scout grow.
The Cub Scout gives goodwill.*



Cub Scout Motto

Do Your Best.

Cub Scout Sign

Make the Cub Scout sign with the right hand. The first two fingers form a V shape. The right arm is held straight up in the air. The two fingers stand for two parts of the Cub Scout Promise—"to help other people" and "to obey." Make this sign when saying the Promise or the Law of the Pack.



Cub Scout Salute

Make the Cub Scout salute with the right hand. Hold your fingers as you do for the Cub Scout sign but keep the first two fingers together. Touch the tips of your fingers to your cap. If you are not wearing a cap, touch your right eyebrow.



Cub Scout Handshake

The Cub Scout handshake is made with the right hand, like an ordinary handshake. However, extend the first two fingers, as in making the Cub Scout sign, along the inside of the other Scout's wrist.



Meaning of Webelos

Webelos (pronounced WE-buh-lows) means *We'll Be Loyal Scouts*.

Cub Scout Uniforms

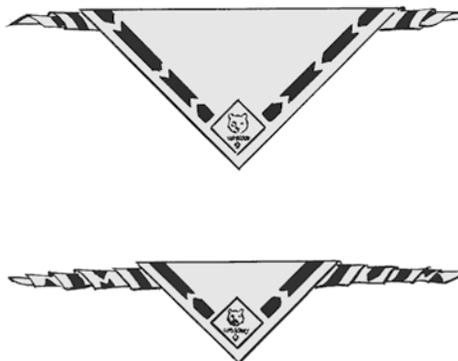
Uniforms are another method of Scouting. They keep every Scout on a level playing field. They also provide a way to display an individual Scout's unit, rank, and other accomplishments. The uniform must always be worn correctly. A proper uniform shows pride in self and pride in representing the Boy Scouts of America.

The Cub Scout uniform is blue. The exception is for Webelos Scouts, who can and should wear the tan and olive uniform of the Boy Scouts. This will help the Webelos Scout with his transition from a pack to a troop. Shoulder loops for Webelos Scouts are blue.

Program phase	Neckerchief color
Tiger Cubs	Orange
Wolf Cub Scouts	Yellow
Bear Cub Scouts	Blue
Webelos Scouts	Plaid

How to Wear the Neckerchief

1. Fold the long edge over several small flat folds to about 6 inches from the tip of the neckerchief. A tight fold prevents gathering around the neck and is more efficient than rolling or twirling.
2. Place around the neck over the turned-under collar of the uniform shirt. Or, wear under the shirt collar if desired.
3. Draw the neckerchief slide over the ends and adjust to fit snugly. Let the neckerchief ends hang loose.
4. The portion of the neckerchief showing below the back of the neck should measure no more than 6 inches.



Cub Scout Uniform Patch Placement

Tiger Cub, Wolf Cub Scout, and Bear Cub Scout Uniform Inspection Sheet

Official Placement of Insignia

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

Right Sleeve

- 5 pts. Wear the U.S. flag, den numeral, and Centennial Quality Unit Award (if earned) as shown. Only the most recently earned Centennial Quality Unit Award may be worn.
Notes _____

Left Sleeve

- 5 pts. Wear the council shoulder emblem and pack numeral as shown.
 The veteran unit insignia bar (25, 50, 55, or 60 years), if worn, is centered and touching the council shoulder emblem (above) and unit numeral (below).
 Denner cord or assistant denner cord is worn over left shoulder.
Notes _____

Right Pocket

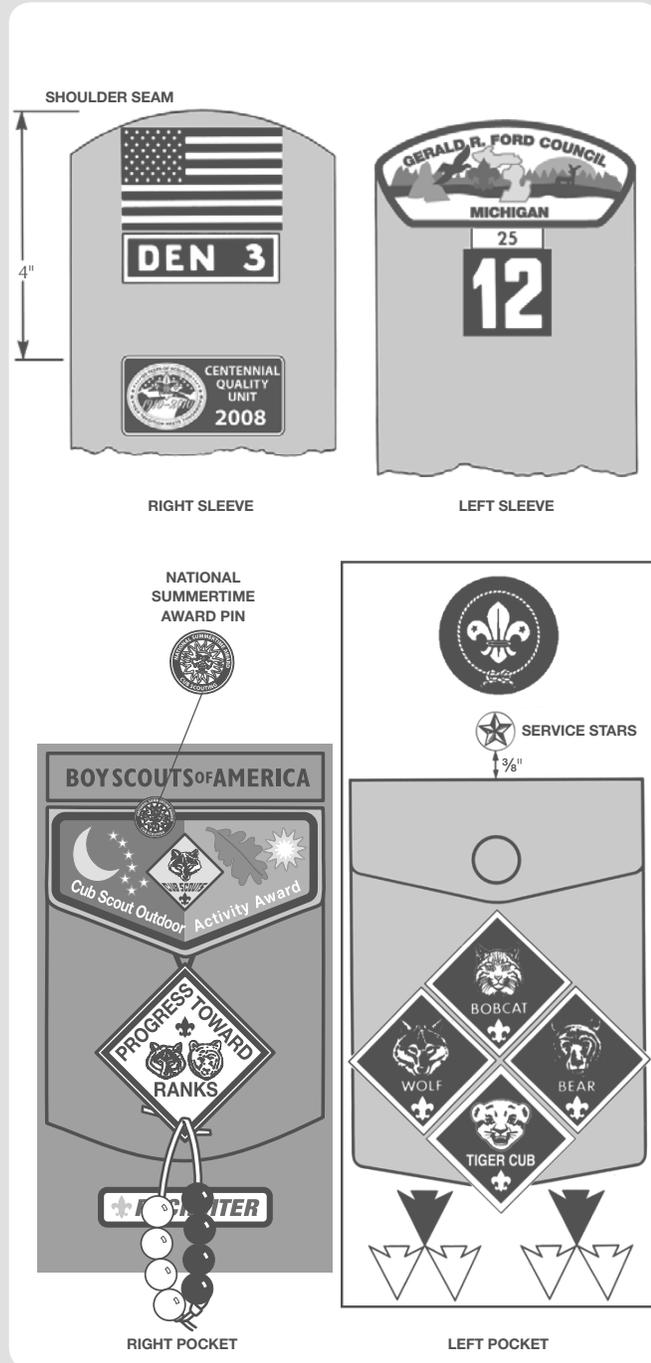
- 5 pts. Temporary insignia are not necessary in uniform inspection, but if worn, must be centered on the pocket, or hung from the button.
 Progress Toward Ranks (with thong and beads) is fastened to the button under the right pocket flap with the flap rebuttoned.
 The National Summertime Award is pinned centered on the right pocket flap.
 The Cub Scout Outdoor Activity Award is worn on the right pocket flap. Each successive time the award is earned, a wolf track pin may be added to the flap.
Notes _____

Left Pocket

- 5 pts. Cub Scouts wear badges of rank as shown: Bobcat, Tiger Cub, Wolf, and Bear.
 Gold Arrow Points are worn beneath the pocket and below the badge for which they were earned.
 Silver Arrow Points are worn below the Gold Arrow Points in double rows.
 Wear medals just above the pocket seam, and service stars centered just above medals or knots, or $\frac{3}{8}$ inch above seam if no medals are worn.
 Gold background disks are worn with service stars for Cub Scouting service, including Tiger Cub service.
 Not more than five medals may be worn.
 Wearing sequence for medals or knots is at the wearer's discretion.
 The only knots worn by Cub Scouts are the religious emblem knot and a lifesaving or meritorious award knot.
 The World Crest is worn centered between the left shoulder seam and the top of the left pocket.
Notes _____

Total Insignia Score (transfer to other side)

20 pts.



Cub Scout Advancement

Bobcat. All first- through fifth-grade boys earn this badge after completing the joining requirements.

Tiger Cub. Boys in the first grade (or 7 years old) work toward Tiger Cub rank.

Wolf. Boys who have completed the first grade (or are 8 years old) work toward Wolf rank.

Bear. Boys who have completed the second grade (or are 9 years old) work toward Bear rank.

Webelos. Boys who have completed the third grade (or are 10 years old) work toward the Webelos badge.

Arrow of Light Award. This highest award in Cub Scouting can be earned by Webelos Scouts who have completed the fourth grade (or are 10 years old).

Webelos colors. Webelos colors, which are optional, are three ribbons to which Webelos Scout activity badges may be pinned.

Activity badges. Activity badges are earned for specific skills, and are required to earn the Webelos badge or Arrow of Light Award. Activity badges are divided into five groups: physical skills, mental skills, community, technology, and outdoors. A complete list can be found in the *Webelos Handbook*.



Role of the Program Aide

Cub Scouting is planned and led by adults. The boys are generally too young and inexperienced to plan their own activities. Program planning and leadership is not an easy task to do by yourself. As the program aide, you need to help facilitate parental involvement. You can also get some assistance from your youth helpers, who are known as the *denner* and the *assistant denner*.

Youth Leaders

The denner and assistant denner are Cub Scouts in the den who help the adult leaders with meeting setup, cleanup, and other simple tasks. As the adult leader, you need to determine what the denner does, keeping in mind that you should assign something that calls for some leadership and responsibility. Use the denner and his assistant to make your job easier. Here are some suggestions:

- The denner and assistant denner arrive early.
- They make sure everyone signs in.
- They hand out and take up supplies during the meeting.
- They conduct the flag ceremony.
- They help clean up after the meeting.

Balance the tasks that the boys always want to do (the flag ceremony; handing out supplies) with the ones they do not like to do (cleaning up; putting away supplies).

Be sure each boy gets his turn as the denner. Assign denner and assistant denner duties to the boys on a rotating basis. This gives everyone who attends regularly a turn to do this job, and makes sure no one is left out. Avoid denner “elections” because they become popularity contests. Everyone should get the chance to do this. Rotate duties every two weeks, so that every Cub Scout in the den or pack has two meetings as assistant denner and two as denner. If someone misses a den meeting, assign the next Cub Scout in the rotation and move the missing boy to the end.

Because these are leadership positions, the denner and his assistant wear special shoulder cords during their time in office. The denner has two cords; the assistant denner has one cord. These are worn over the left shoulder and are pinned to the Cub Scout’s shirt. Present the shoulder cords in a denner shoulder cord simple ceremony. Have the outgoing officeholders pin the cords on the new officeholders.



Denner shoulder cord



Assistant denner shoulder cord

Den Chief

A den chief is a Boy Scout or a Venturer who helps direct the activities of a Cub Scout den. If you have a Cub Scout pack at a location that also has a Boy Scout troop, consider selecting a Boy Scout to assist you in working with the pack. Look for a mature Scout who has the patience and enthusiasm to work with younger boys. The position of den chief counts as a leadership position for the Boy Scout ranks of Star, Life, and Eagle Scout. A den chief who helps in a Cub Scout pack must be active and registered in a Boy Scout troop (or a Venturing crew) and should never be registered as a Cub Scout.

Field Trips

Scouting is about outings. Scouting is not about classrooms and lectures. The program has been developed to take the Cub Scouts on at least two field trips each semester. The difficulty will be transporting boys. To the greatest extent possible, arrange for parents to transport the Cub Scouts to and from the event locations. Field trips should be planned to help with rank advancement and to be fun! A sample schedule of planned events is in the appendix.

Program aides planning separate field trips, other than those such as “Circuit of Fun” and summer camp activities that are planned by the district or council, must complete and submit to the district executive/staff leader a field trip planning form, which can be found in the appendix.

Cub Scout Day Camp

Day camp is an organized, multiple-day, theme-oriented program for Tiger Cubs, Cub Scouts, and Webelos Scouts. Day camp is conducted by the council under trained leadership at the council Scout camp during daylight or early evening hours.

Program sessions, times, schedules, and activities are geared specifically for Cub Scout-age boys. All day camps shall be conducted in accordance with established standards as given in *National Standards for Local Council Accreditation of Cub Scout/Webelos Scout Day Camps*.



Boy Scouting

Ideals of Boy Scouting

Boy Scouting, one of the core programs of the BSA, is available to boys who have earned the Arrow of Light Award and are at least 10 years old or have completed the fifth grade and are at least 10, or who are 11, but not yet 18 years old. Boys are organized into groups of six to eight called patrols. One or more patrols make up a troop. Troops meet weekly. The program achieves the BSA's objectives of developing character, citizenship, and personal fitness qualities among youth by focusing on a vigorous program of outdoor activities.

Scout Oath or Promise

*On my honor I will do my best
To do my duty to God and my country
and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong,
mentally awake, and morally straight.*



Scout Law

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

Scout Motto

Be Prepared.

Scout Slogan

Do a Good Turn Daily.

Boy Scout Sign

Make the Boy Scout sign with the right hand. Cover the nail of your little finger with your thumb. Then raise your right arm bent in a 90-degree angle, and hold the three middle fingers of your hand upward. Make this sign when saying the Scout Oath or Law. This sign is also used to gain Scouts' attention and can be used by any leader.

When the Scout sign is made, tradition holds that all Scouts are quiet and listen to the leader.



Boy Scout Salute

The Scout salute shows respect. Use it to salute the U.S. flag. Give the Scout salute by forming the Scout sign with your right hand, then bringing that hand upward until your forefinger touches the brim of your hat or the arch of your right eyebrow. The palm of your hand should not show.



Boy Scout Handshake

The Scout handshake is made with the left hand as a token of friendship and to show that you are a Scout.



Boy Scout Uniforms

Uniforms are another method of Scouting. They keep every Scout on a level playing field. They also provide a way to display an individual Scout's unit, rank, badge of office, and other accomplishments. The uniform must always be worn correctly. A proper uniform shows pride in self and pride in representing the Boy Scouts of America. The Boy Scout uniform is olive and tan. Boy Scouts wear shoulder loops on their epaulets.

Boy Scout Patch Placement

Boy Scout/Varsity Scout Uniform Inspection Sheet

Official Placement of Insignia

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

Merit Badge Sash

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

Shoulder Epaulets

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

Right Sleeve

- 5 pts. **U.S. flag emblem** centered directly below shoulder seam. Only the most recently earned **Centennial Quality Unit Award** may be worn below patrol emblem or below the National Honor Patrol star.
- Musician badge**, if in band or drum corps, is worn ½ inch below patrol emblem.
- Notes _____

Left Sleeve

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

Right Pocket

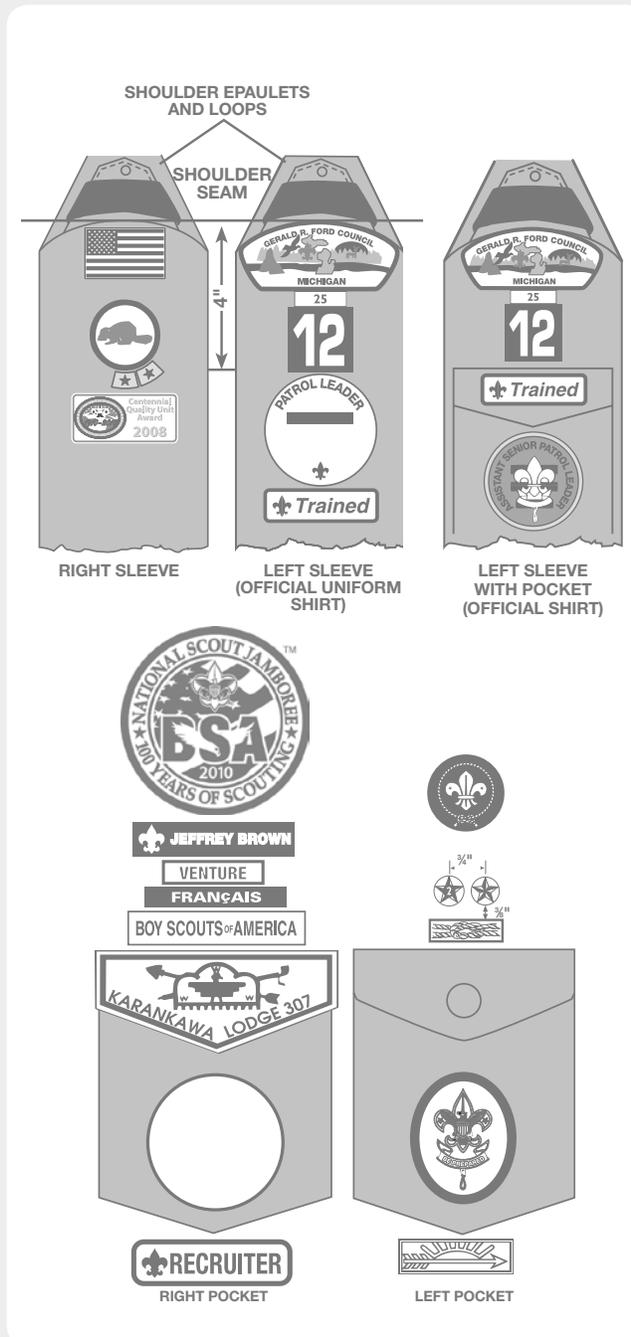
- 5 pts. **Jamboree insignia** (only one) worn above BSA or interpreter strip.
- Order of the Arrow lodge insignia** worn on pocket flap.
- Temporary insignia** worn centered on the pocket or hung from the button.
- The **Varsity or Venture strip** is worn above the BSA strip or above the interpreter strip.
- Nameplate**, if worn, is centered above the BSA strip, interpreter strip, and Venture or Varsity strip. If no Order of the Arrow lodge emblem is worn, the name plate is centered on the pocket flap.
- Notes _____

Left Pocket

- 5 pts. **Service stars** are centered above the pocket, ¾ inch from top point to top point and ¾ inch from either the pocket or embroidered knots.
- Embroidered square knots** are worn centered above the pocket in rows of three.
- Not more than five medals may be worn, pinned centered immediately above the pocket (extending over knots if both are worn).
- The wearing sequence for knots or medals is at the wearer's discretion and lead color is to the wearer's right.
- Badges of rank** are worn centered on the pocket above the Arrow of Light Award, as shown.
- The **World Crest emblem** is worn centered horizontally over the left pocket and vertically between the left shoulder seam and the top of the pocket.
- Notes _____

Total Insignia Score (transfer to other side)

30 pts.



Boy Scout Advancement

One of the methods of Scouting is advancement. Advancement can take the form of ranks or merit badges. Boys who have met the requirements for any of the Boy Scout ranks, merit badges, or other awards are recognized at a ceremony called a court of honor. A court of honor is a public recognition ceremony. It is important that Scouts receive recognition for their achievements.



Ranks

Boy Scout. Initial joining requirements for all new Boy Scouts.

Tenderfoot. Basic Scouting skills to assist the new Scout in his future adventures in Scouting.

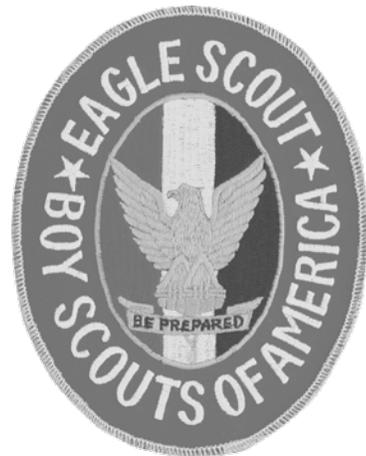
Second Class. Additional outdoor, camping, swimming, and first-aid skills.

First Class. Prepares a Scout to be a leader in his troop and community.

Star. Requires filling a leadership position in the troop. Begins focusing on merit badges.

Life. Requires filling a leadership position. Additional focus on merit badges.

Eagle Scout. The highest rank in Scouting. Only 4 percent to 5 percent of all Scouts ever earn this award. Requirements include filling a leadership position, a total of 21 merit badges, and a community service project planned and led by the Scout.



Merit Badges

The merit badge program provides opportunities for Boy Scouts to explore more than 100 fields of skill and knowledge (such as aviation, public speaking, swimming, and first aid). The program plays a key role in the education of young men.

Boy Scouts may begin earning merit badges immediately upon registration in a troop. A Scout acquires the kind of self-confidence that comes only from overcoming obstacles to achieve a goal. Each merit badge subject is explained in a pamphlet that contains short introductory information written by recognized authorities.

People knowledgeable about the various merit badge subjects serve as merit badge counselors. For example, a dentist might be asked to serve as a counselor for the Dentistry merit badge. A counselor must also be a registered adult with the BSA.

When a Scout has an interest in earning a particular merit badge, he obtains his Scoutmaster's approval. A merit badge counselor reviews the badge requirements with the Scout. After the counselor has certified that a Scout has qualified for the merit badge, it is presented at a court of honor and may be applied toward rank advancement.



Badges for Eagle Scout Rank

To qualify for the Eagle Scout Award, Boy Scouting's highest rank, a Scout must—besides meeting other requirements—earn 21 merit badges, including First Aid, Citizenship in the Community, Citizenship in the Nation, Citizenship in the World, Communications, Personal Fitness, Emergency Preparedness OR Lifesaving, Environmental Science, Personal Management, Camping, Hiking OR Cycling OR Swimming, and Family Life.

Scoutmaster Conferences

The Scoutmaster conference is conducted between the Scoutmaster and the Scout for all ranks, Boy Scout through Eagle Scout. This is an opportunity to review the Scout's individual progress and set goals for his future in Scouting and in life. This is an opportunity for the Scout to reflect on what he has accomplished and to see the bigger picture of the exciting challenges that lie ahead of him.

Boards of Review

The purpose of the board of review, required for all Boy Scout ranks from Tenderfoot through Eagle Scout, is to give the Scout the opportunity to talk about the requirements he has completed and how the experience has prepared him for his future. The board of review is typically conducted by three to four members of the troop committee.

Boy Scout Youth Leaders

Unlike Cub Scouting, which is led primarily by adults, Boy Scouting is designed to be boy-led and adult-guided. Your role as a leader of a Boy Scout troop is to empower the boys to think, plan, make decisions, and have fun while learning. Think of your role as a coach. The Scouts will make mistakes and rely on you for guidance and direction. It's not easy allowing them to stumble—but it is important. Additional suggestions are available in the *Scoutmaster Handbook*. This hands-on experience is the heart of how boys learn and the heart of the patrol method.

The Patrol Method

The patrol is a group of Scouts who belong to a troop and who are probably similar in age, development, and interests. The patrol method allows Scouts to interact in a small group working together as a team and sharing the responsibility of making their patrol a success. A patrol takes pride in its identity, and the members strive to make their patrol the best it can be. Patrols will sometimes join with other patrols to learn skills and complete advancement requirements. At other times, they will compete against those same patrols in Scout skills and athletic competitions.

Role of the Program Aide

The role of the program aide is to divide the youth into patrols, assign patrols, and have the youth elect their own patrol leader. The members of each patrol elect one of their own to serve as patrol leader. The troop determines the requirements for patrol leaders, such as rank and age. To give more youths the opportunity to lead, most troops elect patrol leaders twice a year. The patrol selects its own name, develops a patrol yell, and creates a patrol flag to show its identity to others. (As the adult leader, make sure the patrol name, yell, and flag maintain the traditional standards of the Boy Scouts of America and could not be construed as vulgar or offensive in nature.)

Patrol size depends on a troop's enrollment and the needs of its members, though an ideal patrol size is eight Scouts. Patrols with fewer than eight Scouts should try to recruit new members to get their patrol size up to the ideal number.

Campouts

A boy joins a troop because he saw or heard that Scouting provides the excitement and adventure of camping in the great outdoors. The Boy Scout program is based on many outdoor skills. By learning and using these skills, Boy Scouts prepare to become responsible adults.

Weekend or overnight campouts are opportunities to learn and practice these outdoor skills on a short-term basis. Basic outdoor skills, such as pitching a tent, cooking over a fire or propane stove, and sleeping in the outdoors, are the skills practiced on a campout. These skills are preparation for attending weeklong summer camp. Each troop will conduct three to four weekend or overnight campouts throughout the school year. A sample schedule of campouts can be found in the appendix.



Role of the Program Aide

For every campout or Scout outing, program aides need to submit to the district executive/staff leader a completed field trip planning form, found in the appendix.

Summer Camp

Resident summer camp—seven days and six nights, usually in June—is the highlight of the troop’s year-round program. In camp, boys live Scouting’s ideals, participate in a patrol, make strides in their personal growth, and have opportunities for advancement. Scouts have the chance to experience and try new activities they have never done before or do not have the resources to do at home.

With a trained staff, the resident camp experience strengthens the troop by providing a goal toward which the troop can strive to prepare throughout the year. All Scout leaders must promote and encourage attendance at Boy Scout summer camp, not only by the Scouts, but by their parents as well.



Role of the Program Aide

Program aides should work to encourage parents to attend summer camp with their sons, even for just a few days.

Resources for the Program Aide

Online Resources

The latest official versions of the following forms and support materials (and many other resources) are available for download at www.scouting.org/Media/forms.

Adult Application. Before they may participate in BSA activities as a volunteer leader, all adults must complete an adult application (available in English and in Spanish) in full, including unit number, date of birth, and social security number; the application must be signed by the applicant, the committee chair, and the chartered organization head and be turned in to the district executive/staff leader. By signing the form, the applicant agrees to a required criminal background check. (This is to protect all youth in the Scouting program.) Adult applications may be turned in to the district executive/staff leader at any time, whenever they are completed and signed as outlined above.

Once the application is accepted by the BSA, the applicant is a registered member of the Boy Scouts of America.

Youth Application. Every boy or young adult taking part in the Scouting program must complete an application in full, including unit number, full date of birth, and grade; the application must carry the *original* signatures of a parent/guardian and you (the unit leader). Strive to collect at least \$10 for registration from each Scout. Some can pay—let them. Others cannot afford even \$3; ask them to pay what they can. Offer to let them pay on a payment plan of a dollar a week. Keep it simple, as you will have to keep track of their payments.

The official Youth Application is used for all age groups. Youth applications can be turned in to the district executive/staff leader whenever completed; once the application is accepted by the Boy Scouts of America, the applicant becomes an officially registered member of the organization.

Local Tour Permit Application. A local tour permit must be submitted to the council for trips (including field trips) of less than 500 miles or travel to a council-owned camp. The council must receive the application at least two weeks in advance of the activity. Councils may require additional time for special activities, and unit leaders completing this application should plan accordingly.

National Tour Permit Application. A national tour permit is required for trips in excess of 500 miles one way or for any trips outside the United States of America.

Informed Consent Agreement/Permission Slip. Before a Scout may participate in a field trip, campout, or other off-site activity, he must have his parent or guardian complete and sign this form.

Uniform Inspection Sheets. Uniform inspection sheets provide a quick and handy guide to proper uniforming and insignia placement on the uniforms.

Unit Advancement Report. An advancement report is turned in to the district executive/staff leader whenever a Cub Scout or a Boy Scout completes the requirements to earn a rank or merit badge. Program aides should fill out advancement reports completely to be sure the Scouts get the badges they earn. (NOTE: Avoid nicknames such as “Billy,” “Tommy,” or “Bobby.” Use the Scout’s full name as he was registered.) Advancement badges will be provided to the program aides at the next scheduled program aide meeting.

Unit Money-Earning Permit Application. Because the local council is responsible for upholding the charter and by-laws and the rules and regulations of the BSA, all unit fund-raisers must have written approval from the local council no less than 14 days before the fund-raising activity begins.

Progress records for the Tiger Cub Den Leader Award, Cub Scout Den Leader Award, Webelos Den Leader Award, Cubmaster Award, Cub Scouter Award, Boy Scout Leader’s Training Award, and Scoutmaster’s Key.

Resources in This Manual

This section of the manual includes a variety of useful forms and support materials customized for use by the program aide and suitable for photocopying.

Forms

Meeting and Event Attendance Report. Attendance reports are due for each meeting or event a program aide holds. Reports are turned in to the district executive/staff leader on the first and 16th of every month. It is important that the program week be written clearly on each attendance form. This allows for proper tracking of boys' advancement. Meetings listed on time sheets with no attendance roster provided will not be paid for.

Field Trip Planning Form. This handy form will help you gather all the information you need when planning a trip for your unit: contact information for the boys and the leaders, projected costs and expenses, a trip itinerary, and more.

Registration Fee Assistance Request. The registration assistance request form may be turned in to the district executive/staff leader with any youth or adult applications when a youth or adult is unable to pay the entire \$10 registration fee.

Uniform Assistance Request. The uniform assistance request form may be turned in to the local council Scout shop for Scouts who are unable to pay the full price for uniforms. Eligible Scouts typically pay a reduced price, or provide proof that they have earned the uniform through selling popcorn or by another fund-raising means.

Individual Attendance Summary Sheet. Program aides use the attendance summary sheet to track attendance in each of their Scouting units. The form is to be handed in at the end of each semester or program period, and allows each program aide to track individual attendance.

Program Aide Time Sheet. The program aide time sheet is turned in to the district executive/staff leader on the first and 16th of every month. This form records the number of hours each program aide works over a two-week period.

Good Turn for America Record Sheet. This form helps to track the community service hours performed by your units. It should be turned in to the district executive each time service hours are completed.

Support Materials

Sample School Calendar. To aid in program planning, your staff leader may provide you with the schedule for your local schools; most school districts also make a calendar of events available on their Web sites. In the event that your staff leader does not offer you such a schedule, you can build your own using the sample calendar in this appendix as a template.

Sample "Circuit of Fun" and Program Schedule for Units. A program schedule outlining a year of Scouting activities is a valuable tool, not only for organizing and planning upcoming events and meetings, but also for getting prospective Scouts excited about joining the program. Use this example of a program schedule to put one together for your own group.

Youth Protection Reporting Procedures. Any adult involved in Scouting has a solemn responsibility to keep the boys in his or her charge safe; this is never more important than in dealing with suspected abuse or neglect. Following these reporting procedures ensures that both the child and the organization are protected—make sure you are familiar with them!

William D. Boyce New-Unit Organizer Award Requirements. This page sets forth the requirements that must be met to qualify for the award, which is presented to a volunteer who organizes a new Scouting unit.

Sample Pay Schedule. This schedule will give you an idea of what to expect in terms of time-sheet due dates and pay dates in a typical year.

Why I Am a Leader. Of all the support materials you'll need as a program aide, this essay may be the most useful. It takes the feeling of commitment and community spirit common to Scouting leaders and sets it down in words for your inspiration.

Program Aide Statement of Understanding. Complete and sign this statement and turn it in to your staff leader.

Meeting and Event Attendance Report



Date: _____ Program week no. _____

Program aide: _____

Pack No.: _____ OR Troop No.: _____

Meeting location: _____



PRINTED first and last name of Cub Scout or Boy Scout	Cub Scout or Scout's signature	Phone number	Rank
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Name of chartered organization representative

Signature of chartered organization representative

Remember to turn in your attendance report **with your time sheet** on the **1st** and **16th** of each month.

Field Trip Planning Form

Troop/Pack No.: _____ Chartered organization: _____

Date local tour permit submitted to council: _____

Date approved local tour permit received from council: _____

Trip Information

Date(s) of trip: _____ Destination(s): _____

Number of days: _____ Number of nights: _____

Times (example: 5 P.M. Friday–noon Sunday): _____

Estimated number of program aide hours: _____

Adult Leader Information

(Required: At least two leaders for up to 10 Scouts, plus one additional leader for every five additional Scouts attending.) Please attach completed adult applications for any adult leaders not yet registered with the BSA.

Leader's Name	Phone Number	Age	Activity Standards (see next page)
1.			
2.			
3.			
4.			
5.			

Scout Information

A permission slip (informed consent agreement) must be attached for all Scouts.

Scout's Name	Emergency Contact Phone	Parent/Guardian Name	Permission Slip
1.			<input type="checkbox"/>
2.			<input type="checkbox"/>
3.			<input type="checkbox"/>
4.			<input type="checkbox"/>
5.			<input type="checkbox"/>
6.			<input type="checkbox"/>
7.			<input type="checkbox"/>
8.			<input type="checkbox"/>
9.			<input type="checkbox"/>
10.			<input type="checkbox"/>
11.			<input type="checkbox"/>
12.			<input type="checkbox"/>
13.			<input type="checkbox"/>
14.			<input type="checkbox"/>

Estimated Costs and Expenses

Expense	Description	Total costs
Food	Estimated food cost for _____ people	\$____.____
Transportation	Estimated costs for transportation	\$____.____
Lodging	Campsite, cabins, or other lodging fees	\$____.____
Wages for program aide	Estimated number of hours for trip _____ x number of program aides = _____ x \$10	\$____.____
Gear	Program gear rentals or purchases (canoes, firewood, etc.)	\$____.____
Miscellaneous expenses	Other expenses (please describe):	\$____.____
Total	Total of all expenses listed above	\$____.____

Trip Itinerary

Please provide as much detail as possible. Attach additional sheets, if needed. _____

Activity Standards

- At least one adult leader on your trip must have completed **Youth Protection** training.
- Where swimming or boating will be included in the trip, **Safe Swim Defense** and **Safety Afloat** procedures must be followed. If climbing or rappelling will be included, **Climb On Safely** procedures must be followed. At least one adult leader must be trained for the unit to do these activities.
- For a Cub Scout overnight event, at least one adult leader must be trained in **Basic Adult Leader Outdoor Orientation (BALOO)**.
- Under "Adult Leader Information" on the first page of this form, please indicate who will fulfill these standards next to the name of the appropriately trained adult leader.

Signatures

_____	_____
Program aide	Date
_____	_____
District executive	Date

Registration Fee Assistance Request



_____ Council
Boy Scouts of America

The council is committed to making Scouting available to all children. Therefore, the council will pay the portion of the national registration fee that youth or adults cannot afford. Likewise, the council will pay the portion of the chartered organization fee that an organization cannot afford. The dollar amount requested is the difference between national fees and what the youth/adult/chartered organization can afford. To help ensure there are always sufficient funds to help low-income youth enjoy the benefits of Scouting, this unit commits to participating in the annual popcorn sale or other fund-raising effort.

District: _____ Chartered organization: _____

Unit type: _____ Unit No.: _____ Total No. youth: _____ Total No. adults: _____

Youth fees:	No. youth: _____	Amount needed:	\$ _____
Adult fees:	No. adults: _____	Amount needed:	\$ _____
Accident insurance:	No. youth/adults: _____	Amount needed:	\$ _____
Charter fee:		Amount needed:	\$ _____
		Fee already paid:	\$ _____
		TOTAL DUE:	\$ _____

Certifications

The youth, adults, and/or chartered organization applying for funds would not be able to enjoy Scouting without this help. They have paid as much of the fee as they can afford. The Scouting unit is pledged to participate in the annual popcorn sale or other fund-raising effort.

For the Chartered Organization

(Executive officer or chartered organization representative):

Printed name: _____

Signature: _____ Date: _____

For the District

I have reviewed the attendance records and agree that the applications are for valid members.

District executive: _____ Date: _____

For the Council

I have reviewed this request to verify the funds being requested are appropriate and needed.

Field director: _____ Date: _____

I have reviewed this request to verify established council policies for registration assistance have been followed.

Director of field service: _____ Date: _____

Office Use Only

	Current Year		Past Year	
Popcorn participation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other fund-raising activity	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Uniform Assistance Request

Scout's name: _____ Grade: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____ Parent's name: _____

District: _____ Pack No.: _____ Troop No.: _____



Scout's Certification

Qualifications

1a. Active in Scouting for at least one month, from _____ to _____

OR

1b. Earned a rank. Which rank? _____ Date earned _____

Payment Method

2a. Attached is my \$20

OR

2b. I will pay the \$20 by _____ (date) through participating in:

Popcorn sale

Other (identify) _____

Scout's signature _____ Date _____

Shirt size (circle one): **Youth** **S (6-8)** **M (10-12)** **L (14-16)** **XL (18-20)** **XXL (22)**

Adult **S** **M** **L** **XL** **2XL** **3XL** **4XL**

Parent's and Scout Leader's Certification

This Scout has met the requirements.

Parent's signature: _____ Date: _____

Scout leader's signature: _____ Date: _____

Take this completed application to a participating local council service center or Scout shop to pick up your uniform.

Uniform Assistance Program (Sample)

<p>Concept:</p>	<p>Wearing a uniform is one of Scouting's methods of youth development. The Scout uniform makes Scouting visible as a force for good, signifies the Scout's commitment to Scouting ideals, and serves as an economic equalizer of all boys.</p>
<p>Background:</p>	<p>Recognizing the essential role of the uniform in Scouting, the council may make funds available to support a uniform assistance program for Scouts who would not otherwise be able to purchase a uniform.</p>
<p>How the program works:</p>	<ol style="list-style-type: none"> 1. The unit leader certifies that the Scout has qualified by: <ol style="list-style-type: none"> A. Being active in the unit for one month; or B. Earning one rank advancement (excluding the Bobcat rank and Boy Scout badge). 2. The Scout presents the completed application, with signatures, and his payment of a discounted amount (or his pledge to pay the discounted amount) to the council service center. 3. When the Scout ends his Scouting participation, he may return his shirt, scarf, and slide to the council service center, which may refund to him a portion (typically \$5) of the price paid.
<p>What uniform parts may be included:</p>	<ul style="list-style-type: none"> • Short-sleeve shirt (appropriate to program) • Neckerchief (appropriate to program) • Neckerchief slide (appropriate to program) • Merit badge sash (Boy Scouts only) • Council shoulder patch • Pack or troop numbers • World Crest emblem • Patrol medallion or den number • Webelos colors (if applicable) • Shoulder loops (if applicable)



Individual Attendance Summary Sheet



Program aide: _____
 Pack No.: _____ Troop No.: _____ Location: _____

		Week																			
	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
12																					
13																					
14																					
15																					
16																					
17																					
18																					
19																					
20																					

Instructions: Write each Cub Scout or Scout's name in the block on the left. Check off each weekly program he attends.

Individual Attendance Summary Sheet

		Week																		
	Name	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				

Program Aide Time Sheet

(Print all information.)

Name: _____

Unit Type and Number	Meeting Location

Month/Year: _____

Period: 1–15 16–30

Date turned in: _____

Total hours this period: _____

Office use: _____

This time sheet must be turned in by the first and 16th of each month. Time sheets not received on time will be processed for the next regularly scheduled pay date. Attendance reports must accompany this form. The council understands that some months will require more time and some less, depending on the number of unit outings scheduled. Program aides must manage their time to ensure a quality Scouting program is provided to all assigned units. List all times in 15-minute increments (i.e., 15 minutes = .25 hour, 30 minutes = .50 hour, 45 minutes = .75 hour, 60 minutes = 1.0 hour).

Pack and Troop Meetings

	Date (month/day)	Pack/Troop No. (P## or T##)	Prep. Time	Meeting Time	No. Youth Attending	Activity Description
EX.	3/17	T987	.25	1.5	23	Packing a backpack and explaining equipment uses
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
		Total Hours				

Staff Meetings or Training

	Date (month/day)	Staff Meeting or Training	Prep. Time	Activity Time	Activity Description
EX	3/19	Training	0.0	2.0	District roundtable
1.					
2.					
3.					
4.					
5.					
Total Hours					

Field Trips, Outings, or Campouts

	Date (month/day)	Pack/Troop No. (P## or T##)	Prep. Time	Activity Time	No. Scouts Attending	Activity Description
EX.	3/18	P123	.25	3	17	Children's Museum
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
Total Hours						

Parental Support (List by name parents who participated in meetings or activities.)

	Meeting Date	Unit	Parent's Name	Phone Number	Parent's Name	Phone Number
EX.	3/16	P 100	Beth Smith	555-555-1234	Emily Green	555-555-9876
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

Advancement Advancement reports are attached for the following units:

Pack/Troop No.	Location
P 999	Main Street Elementary School

Program Aide Signature

Scoutreach Director Signature

Good Turn for America Record Sheet

Good Turn for America is a national call to service by the Boy Scouts of America to address the issues of hunger, homelessness, and poor health in our nation.

In this effort, the BSA is joining with some of the nation's most respected service organizations, including the Salvation Army, Habitat for Humanity, and the American Red Cross. These organizations, and thousands of others, will work to provide opportunities for youth and volunteers to fight hunger and homelessness, and teach the habits of healthy living.

Youth and volunteers are looking for ways to serve their communities. At the same time, service organizations need dedicated volunteer help. By working together, we can improve our young people, our communities, and the nation.

On the form below, record all hours spent, type of project, and number of people helping you on the project. Submit the form to the district executive/staff leader and receive the Good Turn for America patch for your Scouts. Each Scout may earn only one patch; however, the primary intent is to instill in youth the spirit of service to others.



Pack No.: _____ Troop No.: _____

Unit leader: _____ Date of service: _____

Brief description of service project: _____

Organization for whom project was done: _____

No. of boys participating: _____ No. of adults participating: _____

No. of unit-hours spent on the project (10 people x 2 hours = 20 hours): _____

Sample School Calendar

Day	Start Date	End Date
School begins	Wednesday, Aug. 15	
Labor Day holiday (school closed)	Monday, Sept. 3	Monday, Sept. 3
Mandatory statewide testing	Monday, Sept. 17	Friday, Sept. 28
Fall break (school closed)	Thursday, Oct. 18	Friday, Oct. 19
Parents' day (school closed)	Wednesday, Oct. 24	Wednesday, Oct. 24
Thanksgiving vacation (school closed)	Thursday, Nov. 22	Friday, Nov. 23
Winter break (school closed)	Friday, Dec. 21	Monday, Jan. 7
Dr. Martin Luther King Jr. Day holiday	Monday, Jan. 21	Monday, Jan. 21
Presidents' Day holiday	Monday, Feb. 18	Monday, Feb. 18
Spring break	Friday, March 28	Monday, April 7
Extra day/snow makeup day	Friday, May 23	Friday, May 23
Memorial Day holiday	Monday, May 26	Monday, May 26
Last day of school	Wednesday, May 28	Wednesday, May 28
Summer school	Monday, June 30	Thursday, July 31

Sample “Circuit of Fun” and Program Schedule for Units

Month	Cub Scout Events	Boy Scout Events
Sept	<ul style="list-style-type: none"> • TBD—Family Arcade Day 	<ul style="list-style-type: none"> • Overnight campouts (various dates and locations)
Oct.	<ul style="list-style-type: none"> • 10/6—Cub Scout Fun Day • Popcorn sales (all month) 	<ul style="list-style-type: none"> • 10/13—Scoutreach troop junior leader training workshop • 10/27–28—City hike and campout • Overnight campouts (various dates and locations) • Popcorn sales (all month)
Nov	<ul style="list-style-type: none"> • Week of 11/5—Awards ceremony • 11/17—Children’s Museum • Popcorn sales (all month) 	<ul style="list-style-type: none"> • 11/10—Merit badge workshop • 11/17—Caving day trip • Popcorn sales (all month)
Dec	<ul style="list-style-type: none"> • TBD—Professional hockey game • Week of 12/17—Awards ceremony 	<ul style="list-style-type: none"> • TBD—Professional hockey game • Week of 12/10—Court of Honor
Jan	<ul style="list-style-type: none"> • 1/19—Monster Jam® show 	<ul style="list-style-type: none"> • 1/12—Swimming instruction • 1/19—Monster Jam® show
Feb	<ul style="list-style-type: none"> • TBD—Professional basketball game • Week of 2/25—Awards ceremony 	<ul style="list-style-type: none"> • TBD—Professional basketball game
Mar	<ul style="list-style-type: none"> • 3/1—Shrine Circus • 3/8—Pinewood derby 	<ul style="list-style-type: none"> • TBD—Professional basketball game • 3/15—Swimming instruction • 3/21–23—Cabin campout • Week of 3/3—Court of Honor
Apr	<ul style="list-style-type: none"> • 4/26—Family Day at camp • TBD—National Hot Rod Association (NHRA) race • Week of 4/28—Awards ceremony 	<ul style="list-style-type: none"> • TBD—National Hot Rod Association (NHRA) race • 4/12—Swimming instruction • 4/18–20—Boating trip
May	<ul style="list-style-type: none"> • TBD—Minor league baseball game 	<ul style="list-style-type: none"> • TBD—Minor league baseball game • 5/17—Scoutreach swim • Week of 5/19—Court of Honor
June	<ul style="list-style-type: none"> • 6/16–20—Cub Scout day camp • 6/25–28—Webelos Scout adventure camp 	<ul style="list-style-type: none"> • 6/8–14—Summer camp • 6/22–28—Summer camp

Dates are subject to change. Additional information on each program will be provided as it becomes available.

Youth Protection Reporting Procedures

Basic Procedures for Reporting Child Abuse or Neglect

You are a staff member or a volunteer Scout leader who has reason to believe (see Item 9) that a child is a victim of abuse or neglect. What should you do? (Items 1 and 2 apply to all situations, not just Scouting activities.)

1. Assure that the child is now in a safe environment. Call 911 for police intervention in an emergency.
2. You must make an immediate oral report to the local child protection service or law enforcement agency. Most law enforcement agencies now respond to 911. The local child protection service is listed in the telephone book. The call can be made anonymously. Be prepared with as many details as possible. Be sure to ask about the kind of response to expect, and what further action you should take, if you think there is an emergency.
3. You must also make an immediate oral report to the council Scout executive. He or she will confirm that you have already made an oral report to the local child protection service or law enforcement agency. The Scout executive then also becomes responsible for making a report.
4. If you are unable to reach the Scout executive, you must then contact either the assistant Scout executive or the director of field service.
5. If you are unable to reach any of the above, contact one of the council field directors.
6. If you are at a Scouting function where professional Scouters are present, such as a camporee or summer camp, the professional Scouter will assist you in carrying out your obligations.
7. If you are unable to immediately contact a member of management, you must keep trying. Make your immediate report to the local child protective service or law enforcement agency first.
8. You must also prepare a written report, with as many details as possible, and submit this report to the Scout executive as soon as possible. The information in this report will be made available to the agency responding to your oral report of child abuse or neglect. Do not conduct an investigation; just write down what you know about the situation. The Scout executive will assist you with the preparation of this report, if needed. This information will also be used by the Scout executive to make a proper report to the national Registration Service of the Boy Scouts of America.
9. "Reason to believe" means evidence, which, if presented to individuals of similar background and training, would cause those individuals to believe that a child was abused or neglected. Under no circumstances are you to conduct an investigation, or ask others to look into it. Confidentiality is a must as well as immediate reporting. When in doubt, report.
10. If the child reports to you that he has been a victim of child abuse or neglect, you must make an immediate oral report. If you have reason to believe that a child is a victim of abuse or neglect, you must make an immediate oral report. When in doubt, report.
11. If you think a child may be a victim of child abuse or neglect, but you are not sure if you have "reason to believe" that a child is a victim of abuse or neglect, you may wish to discuss the matter with the Scout executive (or assistant Scout executive or field director) before making a report. When in doubt, report.
12. A child is anyone under age 18. The perpetrator (abuser) may be a child or an adult of any age.
13. A person, other than a person accused of child abuse or neglect, who makes a report of a child who may be a victim of child

abuse or neglect, is immune from any civil actions. However, immunity does not attach for any person who has acted maliciously or in bad faith. A person making a report that a child may be a victim of abuse or neglect or assisting in any requirement of this chapter (of the law) is presumed to have acted in good faith.

Following is a list of telephone numbers you may need:

Name	Work Number	Cell Number	Home Number
Scout executive			
Assistant Scout executive			
Director of field service			
Field director			

William D. Boyce New-Unit Organizer Award Requirements

In a heavy London fog in 1909, American businessman William D. Boyce became lost. He was approached by a youth who took Mr. Boyce to his destination. When offered a tip by Boyce, this unknown Scout refused to accept it, saying that he could not accept money for a good turn. This “Good Turn” gave birth to the Scouting movement in America. William D. Boyce was one of those organizing individuals who could see thousands of American youth exhibiting similar values.

As Scouting approaches its centennial celebration, and to support efforts to have Scouting in every community in America, the Boy Scouts of America proudly introduces the William D. Boyce New-Unit Organizer Award. This award will be presented to volunteers who exemplify Boyce’s organizing spirit.

The award is earned by organizing one new (pack, troop, crew) unit. The award consists of a square knot against a background of gold, green, and red, the three colors representing the three traditional programs of the Boy Scouts of America. A device for each type of traditional unit organized can be worn with the square knot.

Description

The William D. Boyce New-Unit Organizer Award is presented to recognize volunteers who organize one or more traditional Scouting units.

The award may be worn on the adult uniform. The award is a square knot placed over the three colors representing the three phases of our program—Cub Scouting, Boy Scouting, and Venturing.

A volunteer can earn the knot by organizing one traditional unit, and a program device can be earned for up to three additional units organized.

The award recognizes volunteers for organizing traditional units after March 1, 2005.

The award is administered by the Relationships Division and will be presented by the local council.

Requirements

1. With the approval of the district committee chair, the volunteer serves as the organizer and completes the successful organization of one new traditional unit (Cub Scout pack, Boy Scout troop, Varsity team, or Venturing crew).
2. The volunteer organizes the unit by following all procedures as published in the “New Unit Organization Process” (No. 34196), particularly ensuring that new-unit leadership is trained, a program for the new unit is organized and in operation, the new-unit committee is functioning, a unit commissioner is assigned, all paperwork for the new unit is completed and processed, and the unit charter is presented to the chartered organization.
3. The Boy Scouts of America realizes that quite often, several individuals help to organize a new unit. However, for this award, only one volunteer can be recognized as the organizer for a new unit.
4. To further recognize the volunteer’s effort for organizing additional new units, a program device can be earned and worn on the new-unit organizer knot. The program device represents the type of unit organized (a Cub Scout pack, Boy Scout troop, Varsity team, or Venturing crew.) The knot and up to three program devices may be worn in recognition for organizing up to four new traditional units. Multiple program devices for organizing units in the same program may be earned and worn.
5. The new-unit organization award recognizes volunteers for organizing traditional units after March 1, 2005.

Recognition Items

- New-Unit Organizer Award Certificate
- New-Unit Organizer Award Uniform Insignia Square Knot
- Program devices to recognize additional new units organized
- Organizer lapel pin for civilian wear

Why I Am a Leader

I am not a Scouting leader for the easy hours, high pay, parents' gratitude, power, or prestige.

I am a leader because I want the world for your child and mine—a world they can share and help shape; a world of love and laughter, where they can show compassion.

I want them to look at the stars, a sunrise, a sunset, the world of a man—and feel its beauty inside of them.

I want to help them learn to finish anything they start and do it well, and to guide them to know their worth with a deeper understanding of themselves.

I want to help shape adults who have strength of character and are sensitive to the needs of others.

I want them to be the best they can be.

I'm giving of myself and my time. I reap rewards far beyond what I can give. I receive for my children, your children, and future children—a better world.

How much is a Scout leader paid, I hear you ask? My wage consists of smiles and laughter, observing a child's growing self-confidence and the look of personal triumph on the face of a child who has achieved more than he thought he could.

Anyone who can teach me or show me a better way to do this job, anyone who gives of their time to help me become a better leader, and anyone who by action or deed makes the Scouting program come alive will forever have my undying gratitude.

I am a Scouting leader because I care.

—Author unknown

Program Aide Statement of Understanding

I have read and understand all policies, procedures, and expectations contained in the *Program Aide Manual*.

I agree to comply with all policies, procedures, and expectations contained herein.

Signature

Printed Name

Date

Notes

Notes

Many Cultures—One Mission...

.... The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout oath and law.



BOY SCOUTS OF AMERICA®

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