

# Journey to Excellence



## **JTE Guidebook for Sea Scout Ships A Tool to Help Your Ship and You Thrive 2020 Program Year**

*This guidebook was prepared as an assist to Sea Scout ship leaders and others in using Journey to Excellence tools to plan and deliver excellent Sea Scouting through their ships. More material is available on the National Council JTE Resources webpage.*

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# **JTE Guidebook for Sea Scout Ships-A Tool to Help your Ship and You Thrive**

## **How to use this Guidebook**

This guidebook was created with busy ship leadership in mind. It is intended to help the ship key 3, the committee chair, the Skipper and the chartered organization representative in using the **Journey to Excellence (JTE)** concept as a unit planning tool and year-round checklist of meaningful activities for the sea scouts. This guidebook was made from various publications and documents available from the National Council website and then instructions on how to use them. Journey to Excellence uses and blends many existing BSA programs, some of which the unit leadership may not be familiar with. The material in this guidebook should answer what these programs are. The information in the guidebook should enable the ship committee to conduct a ship planning session that prepares the ship for a very successful year of fun.

## **This Guidebook consists of (in order)**

- A summary sheet used to show responsible adult/mentors for each of the 9 JTE objectives
- The 2020 JTE Scorecard that show JTE measures and levels
- The 2020 JTE Spreadsheet to use as a planning checklist
- Text describing a suggested order of objectives to follow in building your ship calendar
  - Planning and budget-planning component
  - Activities
  - Leadership recruitment
  - Leadership (youth)
  - Advancement
  - Service
  - Trained leadership
- Ship Adult Leadership Position Trained Requirements chart
  - Building Sea Scouting
  - Planning and budget-budget component
  - Retention
- Progress Record Sheets for:
  - Sea Scout Adult Leader Training Award
  - Sea Scout Adult Leader Training Award - Skipper's Key
- Instruction sheet for Unit Leader Award of Merit
- Ship budgeting information
- Resources

## **Leader Training**

Leader training and recognition is extensively discussed in this guidebook and mentioned here. Providing leadership for Journey to Excellence objectives is an important part of earning adult recognitions. Please use the following summary sheet as a tool to guide the ship adults in helping the ship be the best ship it can be.

## Ship Journey to Excellence Planning 2020-Summary

Sheet Ship \_\_\_\_\_ District \_\_\_\_\_

### JTE Overall Goal

- Bronze
- Silver
- Gold

This table lists all 9 JTE objectives in the order presented in the guidebook. For each objective list the responsible adult, the date they started working on their Sea Scout Adult Training Award and circle the JTE goal the Scouter is helping the ship achieve

Ship Scoresheet Objective	#	Responsible Adult/Mentor	Sea Scout Adult Leader Training Award -Start date	Goal
Planning and budget (*planning)	1			B S G
Activities	4			B S G
Leadership recruitment	8			B S G
Leadership (youth)	5			B S G
Advancement	6			B S G
Service	7			B S G
Trained leadership	9			B S G
Building Sea Scouting	2			B S G
Planning and budget (*budget)	1			B S G
Retention	3			B S G

Reviewed by the Ship Committee on \_\_\_\_\_

\_\_\_\_\_  
Committee Chair

## **Journey to Excellence**

### **A Tool to Help Your Ship and You Thrive!**

#### **What is *Journey to Excellence*?**

Would you like a tool to help you figure out what activities your ship, your ship committee and you can do to give the best Sea Scouting experience to your registered youth?

If so, then reviewing and then using BSA's **Journey to Excellence** is just the tool for you! Journey to Excellence, abbreviated as **JTE**, is a roadmap or a guide or benchmark to show and indicate what a ship should and can do to have a strong sea scouting program. JTE can help answer questions like how many and what type of meetings and activities should the ship have? How trained should the adults be? What outdoor activities should the ship do? How does a ship budget?

#### **Read on and discover how JTE can HELP!**

First of all, any Sea Scout ship should have a regular **planning process**. There must be a way for your ship to make future plans for meetings, activities and fundraisers. There are many ways to do this. You can use a big calendar that you provide or download one from the National Council BSA Scouting.org website. You can use a big sheet of paper showing the entire program year or a single sheet per month. It is up to you. The important ship leadership adults must be involved, certainly the ship leadership key 3, the Skipper, the ship committee chair and the chartered organization representative. Also involved should be the ship treasurer as well as the parents and mentors responsible for advancement, membership, fund raising, activities, service projects and the others that provide time and resources for the ship. The youth leaders should be involved. It is up to you how to plan, however, every unit needs a way to do so. National Council BSA provides suggestions, they can be found on the Seascout.org or Scouting.org websites.

You should also involve your **unit commissioner**, an experienced Scouter dedicated to helping your ship succeed. Let the unit commissioner know when you are going to have your planning session and invite him or her to participate. Helping is their job! Every commissioner should be in contact with unit leadership and ask what they can do to help. Ask at the next roundtable (a district-wide monthly adult leader meeting) if you do not know who your unit commissioner is and get the correct contact information on where to send an invitation to attend the ship's annual planning session.

You will need a **My.Scouting.org** accounts to have full access to the information available to you as a ship leader and resource. Gaining access is simple. Most importantly you need your official National Scouting ID number. It can be found on your annual membership card or from your unit roster provided with your charter kit. Most information is available without an account however there are additional planning benefits if you do.

Some Scouters might have ended up with two or more ID numbers over time. Your district executive can help you combine your IDs if that is the case. Take a few moments, write down the numbers, if you know them, and provide them to your district executive or unit commissioner.

**Ship \_\_\_\_\_ of \_\_\_\_\_ District**  
**2020 Scouting's Journey to Excellence**  
**"The BSA method for annual planning and continuous improvement"**

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
<b>Planning and Budget</b>					<b>Total Points: 200</b>		
#1	<b>Planning and budget:</b> Have a program plan and budget that is regularly reviewed by the committee, following BSA policies relating to fundraising.	Have an annual program plan and budget adopted by the ship committee.	Achieve Bronze, plus ship conducts a planning meeting involving youth leaders for the following program year.	Achieve Silver, plus ship committee meets at least six times during the year to review program plans and finances.	50	100	200
<b>Membership</b>					<b>Total Points: 500</b>		
#2	<b>Building Sea Scouting:</b> Recruit new youth into the ship in order to grow membership.	Have a membership growth plan that includes a recruitment activity and register new members in the ship.	Achieve Bronze, and either increase youth members by 5% or have at least 10 members.	Achieve Silver, and either increase youth members by 10% or have at least 15 members with an increase over last year.	100	200	300
#3	<b>Retention:</b> Retain a significant percentage of youth members.	Reregister 50% of eligible members.	Reregister 60% of eligible members.	Reregister 75% of eligible members.	50	100	200
<b>Program</b>					<b>Total Points: 800</b>		
#4	<b>Activities:</b> Conduct regular activities including a super activity or long cruise.	Conduct at least four activities including a super activity or long cruise.	Conduct at least five activities and at least 50% of youth participate in super activity or long cruise.	Conduct at least six activities and at least 50% of youth participate in a super activity or long cruise.	50	100	200
#5	<b>Leadership:</b> Develop youth who will provide leadership to ship meetings and activities.	Have an elected boatswain, boatswain's mate, yeoman, and purser leading the ship.	Achieve Bronze, plus officers have Quarterdeck meetings at least six times. The ship conducts Quarterdeck training.	Achieve Silver, plus each ship activity has a youth leader.	50	100	200
#6	<b>Advancement:</b> Provide opportunities for advancement and personal development.	Ship members participate in advancement by earning the Apprentice Rank.	Achieve Bronze, plus ship has organized programs addressing fitness and citizenship.	Achieve Silver, plus the ship has members earning the Ordinary, Able or Quartermaster Ranks.	50	100	200
#7	<b>Service:</b> Participate in service projects, with at least one benefiting the chartered organization.	Participate in two service projects and enter the hours on the JTE website.	Participate in three service projects and enter the hours on the JTE website.	Participate in four service projects and enter the hours on the JTE website.	50	100	200
<b>Adult Volunteer Leadership</b>					<b>Total Points: 500</b>		
#8	<b>Leadership recruitment:</b> Have a proactive approach in recruiting sufficient leaders and communicating with parents.	Have a registered mate to assist the Skipper.	Achieve Bronze, plus the ship holds a meeting where plans are reviewed with parents.	Achieve Silver, plus adult leadership is identified prior to the start of the next program year.	50	100	200
#9	<b>Trained leadership:</b> Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.	Skipper or a mate has completed position-specific training.	Achieve Bronze, plus the skipper and all mates have completed position-specific training or, if new, will complete within three months of joining.	Achieve Silver, plus at least two committee members have completed committee training.	100	200	300

- ☐ **Bronze:** Earn at least 550 points by earning points in at least 6 objectives.
- ☐ **Silver:** Earn at least 800 points by earning points in at least 7 objectives.
- ☐ **Gold:** Earn at least 1,100 points by earning points in at least 7 objectives.

**Total points earned:** \_\_\_\_\_

**No. of objectives with points:** \_\_\_\_\_

☐ *Our ship has completed online rechartering by the deadline in order to maintain continuity of our program.*

☐ *We certify that these requirements have been completed:*

Skipper \_\_\_\_\_ Date \_\_\_\_\_

Boatswain \_\_\_\_\_ Date \_\_\_\_\_

Commissioner \_\_\_\_\_ Date \_\_\_\_\_

*This form should be submitted to the Scout service center or your unit commissioner, as directed by your council.*

# **Scouting's Journey to Excellence**

## **2020 Ship Planning, Performance, and Recognition**

Journey to Excellence uses a balanced approach to measure performance. It guides program planning before the year begins, monitors activities for continuous improvement during the year, and recognizes performance at the end of the year. In planning your strategy, use actual numbers from the previous year to guide your performance improvement goal planning. The period for measuring performance will be the calendar year.

Planning and Budget Measures	
1	The ship has a program plan and budget that is reviewed at all ship committee meetings, and the ship follows BSA policies relating to fundraising and fiscal management as found on the Unit Money-Earning Application form and any other publication that the council has developed for fundraising and fiscal management. A meeting is held with youth leaders where they are involved in developing the plan for the next program year. The ship's program plan should be shared with the unit commissioner.
Membership Measures	
2	The ship has a growth plan to serve the diversity of our community and conducts a formal recruiting event. On December 31, 2020, the ship has an increase in the number of youth members as compared to the number registered on December 31, 2019. A membership growth plan template can be found at <a href="http://www.scouting.org/membership">www.scouting.org/membership</a> .
3	Number of youth members on the most recent charter renewal (A) divided by the number of youth registered at the end of the prior charter year (B) minus any age-outs (C). Total = (A) / (B-C). Age-outs are youth who are too old to reregister as Sea Scouts. If the ship has a December charter, use the one expiring on December 31, 2019; otherwise use the one expiring during 2020.
Program Measures	
4	The ship has regular activities (not including normal ship meetings). Number of youth participating in at least one super activity/long cruise, divided by the number of Sea Scouts registered in the ship on June 30, 2020.
5	The ship has elected youth leaders as boatswain, boatswain's mate, yeoman, and purser who are leading the activities of the ship. Officers hold regular Quarterdeck meetings and receive training. Each ship activity has a youth leader.
6	Ship members earn the Apprentice Rank shortly after joining. Meetings allow ship members to participate in fitness and citizenship activities. The ship encourages achievement through the advanced Sea Scout ranks.
7	The ship participates in at least two service projects during the year and enters them on the Service Hours website or through Scoutbook. The projects may be completed as joint projects with other organizations. At least one project must benefit the chartered organization.
Volunteer Leadership Measures	
8	The ship has Skipper, mate, and a committee of at least three members. Ideally, the chartered organization representative should not be dual registered as one of the committee members. The ship holds a meeting where program plans are shared with parents. Volunteer leaders are selected prior to the next program year.
9	Skipper and mates have had an orientation and have completed youth protection training. Skipper and mates (paid or multiple registration) have completed position-specific training or, if new, will complete within three months of joining. Two committee members have completed committee training.

**Scoring the ship's performance:** To determine the ship's performance level, you will use the above information to determine the points earned for each of the 9 criteria and then add those individual point scores to determine a composite score. Count only the highest point total achieved in any one criterion. Bronze level requires earning at least 550 points in at least 6 criteria, Silver level requires earning points in at least 7 criteria and 800 points, and Gold level requires earning points in at least 7 criteria and 1,100 points.

**For more resources including workbooks and planning guides: [www.Scouting.org/jte](http://www.Scouting.org/jte)**



JOURNEY TO EXCELLENCE

**2020 Journey to Excellence - Ship - District**

Item No.	Objective	Parameter	User Input	Calculated Values	Bronze Points	Silver Points	Gold Points
<b>Planning and Budget</b>							
1	<b>Planning and budget:</b> Have a program plan and budget that is regularly reviewed by the committee, and it follows BSA policies relating to fundraising.	Date: Ship committee adopted annual program plan & budget Date: Planning meeting involving youth leaders Date: Committee meeting #1 Date: Committee meeting #2 Date: Committee meeting #3 Date: Committee meeting #4 Date: Committee meeting #5 Date: Committee meeting #6 Count: Total number of committee meetings	_____ _____ _____ _____ _____ _____ _____	0			
<b>Membership</b>							
2	<b>Building Sea Scouting:</b> Recruit new youth into the ship in order to grow membership.	Date: Ship recruitment activity Count: Number of Sea Scouts registered on December 31, 2019 Less: Youth dropped at recharter Less: Transfers to other units during the year Plus: New members joining during the year Plus: Transfers from other units during the year Count: Current membership Percent: Growth over end of prior year	_____ _____ _____ _____ _____ _____ _____	0 0.0%			
3	<b>Retention:</b> Retain a significant percentage of youth members.	Count: Number of youth registered at end of charter (12/31/2019) Less: Youth 21 years or older by end of charter year (age-outs) Count: Youth eligible to reregister Count: Number of youth actually reregistered for next year Percent: Retention rate	_____ _____ _____ _____	0 0.0%			
<b>Program</b>							
4	<b>Activities:</b> Conduct regular activities including a super activity or long cruise.	Yes/No: Ship has conducted a super activity or long cruise Count: Current membership Count: Number of youth participating in a super activity or cruise Percent: Super activity/ long cruise participation rate Date: Activity #1 Date: Activity #2 Date: Activity #3 Date: Activity #4 Date: Activity #5 Date: Activity #6 Count: Total number of ship activities	<input type="checkbox"/> Yes _____ _____ _____ _____ _____ _____	0 0.0% 0			
5	<b>Leadership:</b> Develop youth who will provide leadership to ship meetings and activities.	Yes/No: Ship has a boatswain Yes/No: Ship has a boatswain's mate Yes/No: Ship has a yeoman Yes/No: Ship has a purser Date: Quarterdeck training Date: Quarterdeck meeting #1 Date: Quarterdeck meeting #2 Date: Quarterdeck meeting #3 Date: Quarterdeck meeting #4 Date: Quarterdeck meeting #5 Date: Quarterdeck meeting #6 Count: Total number of Quarterdeck meetings Count: Number of ship activities Count: Number of activities with youth leadership	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes _____ _____ _____ _____ _____ _____ _____ _____	0 0			

# 2018 Journey to Excellence - Ship - District

Item No.	Objective	Parameter	User Input	Calculated Values	Bronze Points	Silver Points	Gold Points
6	<b>Advancement:</b> Provide opportunities for advancement and personal development.	Yes/No: Ship has conducted fitness programs Yes/No: Ship has conducted citizenship programs <i>Count:</i> Number of members earning Apprentice rank <i>Count:</i> Number earning Ordinary, Able or Quartermaster ranks	<input type="checkbox"/> Yes <input type="checkbox"/> Yes _____ _____				
7	<b>Service projects:</b> Participate in service projects, with at least one benefiting the chartered organization.	Yes/No: Ship records service projects and hours on JTE website Yes/No: At least one project benefits the chartered organization <i>Date:</i> Service project #1 <i>Date:</i> Service project #2 <i>Date:</i> Service project #3 <i>Date:</i> Service project #4 <i>Count:</i> Total number of service projects	<input type="checkbox"/> Yes <input type="checkbox"/> Yes _____ _____ _____ _____ _____	0			
<b>Volunteer Leadership</b>							
8	<b>Leadership recruitment:</b> Have a proactive approach in recruiting sufficient leaders and communicating with parents.	Yes/No: Registered skipper Yes/No: Adult leadership identified for next year <i>Count:</i> Number of mates <i>Count:</i> Number of committee members <i>Date:</i> Meeting with parents	<input type="checkbox"/> Yes <input type="checkbox"/> Yes _____ _____ _____				
9	<b>Trained leadership:</b> Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.	Yes/No: Skipper has completed position-specific training <i>Count:</i> Number of mates <i>Count:</i> Number with position-specific training <i>Percent:</i> Mates completing training <i>Count:</i> Number of committee members <i>Count:</i> Number with position-specific training <i>Percent:</i> Committee members completing training	<input type="checkbox"/> Yes _____ _____ _____ _____ _____	0 0.0% 0 0.0%			

**Bronze:** Earn at least 550 points by earning points in at least 6 objectives.

**Silver:** Earn at least 800 points by earning points in at least 7 objectives.

**Gold:** Earn at least 1,100 points by earning points in at least 7 objectives.

**Total points earned:** 0

**No. of objectives with points:** 0



## Planning Guidance from JTE

With just a few minutes of reading you can learn about the planning assistance JTE can provide. However, first you need the appropriate **JTE Scorecard**. There is one for every program, Cub Scout **packs**, Scout, BSA, **troops**, Varsity Scout **teams**, Venturing **crews** and Sea Scout **ships**. You will find all the scorecards on the Journey to Excellence Resources web page which you can access from My.Scouting.org (*Menu-Legacy Web Tools-Journey to Excellence Resources*). On this final page is a section titled “**Scorecards**” and then several years listed. Select the appropriate year, **2019** or beyond, and a list of available scorecards will appear. Select the one you want, the **Ship Scorecard**. The scorecard will appear and can be downloaded as a PDF. The correct scorecard is pages 3 and 4 of this guidebook. You should be able to get additional copies from your unit commissioner, pick one up at roundtable, at the council office or from your district executive. One is included in the unit recharter package. The ship will need one long before recharter time if it is going to be used to help create the ship annual plan.

To begin preparing for the ship planning session review the **JTE Ship Scorecard** included in this guidebook. It is two sided and page one lists 9 areas, called **objectives**, where three measurement levels, **Bronze**, **Silver** and **Gold**, are identified. These three levels can assist you and the ship in determining the importance of each individual objective to your ship. Your ship might find that the activities associated with a particular objective are more important than others to you, your chartered organization and your ship’s youth and so you will make plans accordingly. Ultimately, as the unit grows, you will be able to make plans to accomplish a level in all 9 objectives. Points are assigned for each level obtained and unit point totals provide an overall unit measure of **Bronze**, **Silver** or **Gold**. Every ship should strive to be **Gold**.

Each objective is explained in a short summary on the first page and further information is on the back side or second page. There are objectives for youth membership, advancement, outdoor activities, adult leaders, number of meetings, service projects and unit activities and are further explained in this guidebook.

Read through all the objectives and get a feel for the intent and the difference between the three levels where **Bronze** means a unit is *effective*, **Silver** means *excellent* and **Gold** is the standard for an *exceptional* unit. Please note that each objective has a high-end ceiling or target instead of a more traditional yearly goal consisting of a percentage improvement regardless of the measure. This allows for being at the top, **Gold**, and not needing to improve every year to stay **Gold**. This way you can focus on working on other objectives. There is also a minimum standard a ship must meet to be **Bronze**. The fixed **Bronze**, **Silver** and **Gold** criteria are known as **determined standards**. Additionally, yearly improvement of a fixed percentage (generally 2%) of an objective not yet Gold and being above the **Bronze** or **Silver** measure qualifies the ship at the next level, the **Silver** or **Gold** measure. This improvement method establishes the **performance standard**. None of these 9 objectives will surprise any Scouter with any experience. All the objectives are woven into the operation and program of a scout ship.

### Before the Planning Session Starts

There are a few items to know, collect or do before the ship planning session. Know where the ship is going to meet, obtain school vacation schedules, know the federal and state holiday schedule, find the council, district and regional sea scouting schedules, discuss with the ship key 3 who to invite, peruse the ScoutSource web page for useful documents (some listed in this guidebook), determine how the ship schedule is going to be shown while it is being planned and have a room big enough for the session itself.

## Where to Start? With a Plan of course—Objective # 1

A written plan is an excellent tool to create to have an active and fun ship. **Objective # 1, Planning and budget: Have a program plan and budget that is regularly reviewed by the committee, and it follows BSA policies relating to fundraising** provides a road map on what to do. Let's do the program plan first and then the budget once the full plan is put together.

Many planning resources exist on the various National Council website they and should be reviewed as suggested above. These tools are well thought out and will greatly assist the program plan. Having an annual program plan (and budget) adopted by the ship committee is required for the **Bronze** measure. **Silver** is the measure if the ship committee involves youth leaders in the yearly planning meeting and if the ship committee meets at least six times during the year and reviews program plans (and the budget) the ship qualifies as **Gold**. Start filling in the ship planning calendar by scheduling and showing these six committee meetings. Put the date of the planning meeting(s) on the planning calendar.

**Next continue with activities that must be scheduled and planned**

## Activities—Objective # 4

An important ship planning calendar need is to consider **Objective # 4, Activities: Conduct regular activities including a super activity or long cruise**. If the ship participates in four activities where one is a super activity or long cruise it qualifies as **Bronze** level. If the ship does five activities and 50% of the youth participate in the super activity or long cruise it qualifies at the **Silver** level. If the ship does six activities and 50% of the youth participate in the super activity or long cruise it qualifies as **Gold**.

Place the date(s) of these activities on the planning calendar.

Have a ship committee member be responsible for the ship's activity program and encourage that Scouter to earn the **Sea Scout Adult Leader Training Award** for accepting responsibility for this important JTE objective.

## Leadership Recruitment—Objective # 8

A ship must have adult leadership and the unit should look to the parents or guardians of youth members for those leaders. Look at **Objective # 8, Leadership recruitment: Have a proactive approach in recruiting sufficient leaders and communicating with parents**. A ship having a mate to help the Skipper is the **Bronze** level. It is recommended that committee members be trained as shown in the chart in the next section. Having a ship meeting where ship plans (objective # 1) are reviewed with parents is **Silver** and if adult leadership for next year is identified by the start of the next program year it qualifies as **Gold**.

Place the dates for the parents meeting and start of the next program year (leaders identified for next year) on the planning calendar.

## Get the Ship Adult Leaders Trained-Objective # 9 - Trained Leadership

The ship needs what **Objective # 9, Trained leadership: Have trained and engaged leaders at all levels** describes. What is the ship committee and what do they do? The answer lies in training. A significant amount of ship leader and ship committee training can be accomplished on-line using courses found on Seascout.org or My.Scouting.org. However, first and extremely important is that all adults interacting with the youth of your ship must have **Venture Youth Protection training or YPT, code Y02**. This is a must and a rock-solid requirement and **non-negotiable**. This can be done on My.Scouting.org and must be the first training done by any adult registered and associated with the ship.

Having the Skipper **or** a mate complete leader position-specific training and mandatory youth protection is required for the **Bronze level**. Having that Skipper **and all** mates complete leader position-specific training within three months of joining, if new, qualifies as the **Silver level**. Having at least two ship committee members complete ship committee training is the **Gold level**.

The following is a table of ship leader position-specific training required to be considered JTE qualified and trained to the basic level. There are two options to obtain training to the basic level, a classroom course, P44, conducted by Scouting training resources and an equivalent on-line training program found at Scouting U.

Ship Adult Leader Position and Code	Leader Position-Specific Training Course Title and Number
(SK) – Skipper	Sea Scout Adult Leader Basic Training- (P44 or equivalent on-line courses at Scouting U)- <b>For Bronze or Silver</b>
(MT) – Mate	Sea Scout Adult Leader Basic Training- (P44 or equivalent on-line courses at Scouting U)- <b>For Bronze or Silver</b>
(CC) –Ship Committee Chairman	Sea Scout Adult Leader Basic Training- (P44 or equivalent on-line courses at Scouting U)– <b>For Gold</b>
(MC) – Ship Committee Member	Sea Scout Adult Leader Basic Training- (P44 or equivalent on-line courses at Scouting U)– <b>For Gold</b>

Put the dates on the planning calendar when any new leaders need to complete their training. All new leaders registered in September must complete their training by the end of December. Find the dates of training events and place them on the ship calendar.

Ship adult leadership choosing to use the on-line training method, will have to access **Scouting U** through My.Scouting.org. Go to *My Dashboard*, then *My Training*, then *Training Center* and select *Sea Scouts*. This gives access to Scouting U and carefully follow the instructions provided to establish a set of on-line modules to create a “*My Learning*” plan. Note there are **two** sets of modules shown, titled “**Basic Training**” and “**Optional Training**”. Completing *Basic Training* and being current in YPT is the minimum criteria to be considered “**Trained**”. However please note that the *Optional Training* is highly recommended.

Review the attached *Sea Scouting Adult Leader Position Trained Requirements* table for more information.



# SEA SCOUTING POSITION TRAINED REQUIREMENTS

ADULT LEADER			
BASIC TRAINING			
SCO_600	SEA SCOUT GETTING STARTED	11:56	
SCO_601	STARTING & REORGANIZING YOUR SHIP	9:25	
SCO_602	PLANNING YOUR SHIPS PROGRAM	9:13	
SCO_603	SEA SCOUT YOUTH LEADERSHIP DEVELOPMENT	7:41	
SCO_604	SEA SCOUT RESOURCES	11:22	
SCO_605	SEA SCOUT ADVANCEMENT	6:24	
SCO_606	SEA SCOUT UNIFORMS	8:55	
SCO_800	HAZARDOUS WEATHER TRAINING	31:00	
		TOTAL TIME: 1 HOUR 5 MIN	
OPTIONAL TRAINING			
SCO_620	PLANNING A LONG CRUISE	13:39	
SCO_621	EXECUTING A LONG CRUISE	19:28	
		TOTAL TIME: 34 MIN	

CLASSROOM  
OPTION

THE ONLINE TRAINING PLAN LISTED ABOVE IS ALSO AVAILABLE IN A CLASSROOM FORMAT:

Skipper: P44 Sea Scout Adult Leader Basic Training  
Mate: P44 Sea Scout Adult Leader Basic Training  
Ship Committee Chairman: P44 Sea Scout Adult Leader Basic Training  
Ship Committee: P44 Sea Scout Adult Leader Basic Training

## Continued Training-Adult Recognitions

Encourage the ship leadership, those in the positions in the chart above, to continue their individual training. Recruit an adult to be the ship training coordinator. Schedule the dates of the monthly district roundtable on the ship planning calendar. Find the dates for district, council and regional sea scouting training events and place them on the schedule as well. University of Scouting, a source of excellent advanced training usually occurs in January. Other advanced leader position-specific training occurs year-round. Encourage the ship trainer to get involved with the district training team.

Encourage the Skipper, mate, the committee chair, ship trainer and all committee members to work on and earn their **Sea Scout Adult Leader Training Award** (green square knot on tan background). This award requires, among other items, giving primary leadership in meeting one ship JTE objective area. The JTE objective goals are established in the ship planning session and the adult provides the mentoring and leadership to achieve the goal. Assign these objectives to ship committee members and ask them to work towards training awards. These objectives are further explained further in this guidebook and the information will help those providing leadership for advancement, membership, service projects, outdoor activities, a ship budget and the recharter process. Put on the planning calendar any training dates that apply and show their assigned responsibilities on the calendar next to the items.

The Skipper can continue in service and training and be recognized. At 3 years of service there is the **Skipper's Key** (green and white square knot on tan). This award requires, among other things, three years of tenure, conducting a ship planning session for each year and having the ship qualify as a JTE Silver ship for 2 of the 3 years of tenure.

### **Be sure and have a ship plan that will have the ship earn at least the JTE Silver JTE Award.**

Progress records for each of these awards are attached at the back of this unit guide.

Seabadge continues Sea Scouting adult leader training. Check regional or national Sea Scouting sites for information and place the dates of the next Seabadge course on the ship calendar.

You now have a plan for fun ship activities and for getting the adult ship leaders trained. What next? Consider the growth opportunities for the youth ship members, the Sea Scouts.

## **Leadership-Youth—Objective # 5**

Learning leadership skills while having fun is the Scouting way. **Objective # 5, Leadership: Develop youth who will provide leadership to ship meetings and activities** helps a ship achieve this goal. Having an elected boatswain, boatswain's mate, yeoman and purser leading the ship qualifies as **Bronze**. Have at least six quarterdeck meetings a year and conduct quarterdeck training qualifies as **Silver** and having a youth leader for each ship activity is the **Gold** measure.

Place the dates of the quarterdeck meetings and the quarterdeck training session on the planning calendar and recruit an adult leader to facilitate this objective while working on their **Sea Scout Adult Leader Training Award**.

## Advancement—Objective #6

Developing life skills is a central aim of Scouting. **Objective # 6—Advancement: Provide opportunities for achievement and personal development** is the guide to use. Achievement is measured by ship member advancements. Having ship members earn the Apprentice rank qualifies as **Bronze**. Having organized programs addressing fitness and citizenship is required for **Silver** and **Gold** is achieved by having ship members earn the Ordinary, Able or Quartermaster Ranks.

Place known dates of any organized programs addressing fitness and citizenship on the ship schedule. Recruit a ship committee member to lead the sessions and work towards the **Sea Scout Adult Leader Training Award**.

## Service--Objective # 7

Then look at **Objective # 7, Service: Participate in service projects with at least one benefitting the chartered organization**. Plan the dates for service projects during the planning session. Participate in Scouting for food, a Veteran's Day parade or a flag ceremony. The possibilities are nearly endless. Before the planning meeting contact your chartered organization and ask about service projects. If that is not possible, plan the date when a ship committee member will contact the chartered organization and coordinate the project. All projects must be entered into the service hour reporting web site accessible from My.Scouting.org (*Menu-Legacy Web Tools-Service Hour Reporting*). The ship needs to create a service hour account with a password. Just 2 service projects qualifies as **Bronze**, 3 as **Silver** and 4 as **Gold**.

Appoint a ship committee member to coordinate ship service projects. That person should have the responsibility to enter the project data into the JTE service project webpage and that adult can be working on their **Sea Scout Adult Leader Training Award** while achieving this ship JTE objective.

Service projects can be any activity that benefits another individual, the ship's chartered organization, scouting or any cause of choice. Suggestions include:

Scouting for food	Book and magazine drives
Assist with council and district activities	Assist the elderly
Remember others during the holidays	Pet shelters
Litter cleanup and beautification	Serving food
Safety related projects	
Assist (not participation) local youth sports groups	
Repair and maintenance of homes, buildings and offices of worthy causes including Scouting	
Assisting medical information distribution and drives (such as blood donations)	

## Recruiting New Sea Scouts—Objective # 2

What other dates need to be on the planning calendar? Some very important dates are associated with recruiting new youth. Your ship should have a series of recruiting events, activities like school nights, a signup table at events at your chartered partner's location (if applicable) or a community recruiting roundup. Place these dates on your planning calendar. One of the ship committee members should be the ship membership chair and, while working on their **Sea Scout Adult Leader Training Award** provides leadership and mentoring for membership. Look at **Objective # 2, Building Sea Scouting: Have an increase in Sea Scouting membership or maintain a larger than average ship size** provides membership goals to consider. Preparing a membership growth plan that includes a recruiting activity and gaining new members qualifies as **Bronze level**. Having a membership increase of 5% or a ship size of 10 members is the **Silver level** and a gain of 10% or a ship size of 15 members and an increase over last year is **Gold**. Your ship membership plan should list where and how recruiting is to be done and who is responsible. The membership plan needs to address the number of new Sea Scouts expected so the unit is prepared.

An important ship committee position is the membership chair. That person leads the recruiting activities for the ship while working on their **Sea Scout Adult Leader Training Award**.

## The Ship Budget—Objective # 1

**Objective # 1, Planning and budget: Have a program plan and budget that is regularly reviewed by the committee and it follows BSA policies relating to fundraising.** Information about how to prepare a ship budget and a sample budget are attached at the end of this guidebook.

Having a written budget that follows BSA policies and is adopted by the committee is **Bronze level**. Having a planning meeting involving youth leaders for the following year is **Silver level** and having the ship committee meet 6 times to review (program plans) and budget is **Gold level**. Put the committee meetings and planning session dates on the ship calendar.

The schedule you have prepared will help determine your budget. How much money will you spend per scout? Read and fill in the ship budget material based on your expenses and fund raising activities.

## A Measure of How Well the Unit is Doing—Objective # 3

The best measure of how well the ship is doing is how many Sea Scouts come back for another year. This is shown by **Objective # 3, Retention: Retain a significant percentage of youth members**. This item measures the percentage of youth who were age eligible and reregistered for the next year. Retention does not count youth who age out. If 50 % of the youth reregister the unit is at the **Bronze Level**, 60 % it is at the **Silver level** and at 75 % it is at the **Gold level**. Retention is a measure of many things, the fun of ship activities and excitement of learning leadership skills. A solid year long schedule with well planned and put on events will build strong units and the scouts will keep coming back because it is fun.

## **Resources Found on SeaScout.Org**

Sample Code of Conduct

Ship Meeting Plan

Sample Activities

Sample Activity Plan

Quarterdeck Meeting Plan

How to Organize a New Ship

Sea Scout Sail Training Plan

Passport to Adventure Long Cruise Guide



Superactivities and Superactivity Planning

Introduction for Leadership for Skills for Ships (ILSS)-Syllabus-Publication 420-010

Kodiak Challenge Guide's Handbook-Publication- 511-014



## SEA SCOUT ADULT TRAINING AWARD

<b>Training</b>	<ol style="list-style-type: none"> <li>1. Complete <i>Venturing Leader Youth Protection</i>.</li> <li>2. Complete <i>Sea Scout Adult Leader Basic Training</i>.</li> <li>3. Complete a boating safety course offered by the U.S. Coast Guard Auxiliary, U.S. Power Squadrons, or NASBLA approved boater safety course.</li> </ol>	 
<b>Tenure</b>	Complete two years of registered tenure in any adult capacity in Sea Scouts.	
<b>Performance</b>	<ol style="list-style-type: none"> <li>1. Participate in ILSS training or the quarterdeck training for the ship in each year.</li> <li>2. Serve as an adult leader in a ship that achieves at least Bronze level of Journey to Excellence in each year.</li> <li>3. Give primary leadership in meeting at least one ship Journey to Excellence objective in each year.</li> <li>4. Participate in at least one additional supplemental or advanced training event at the council, area, region, or national level during the two years.</li> <li>5. Perform to the satisfaction of the Skipper your assigned leadership duties.</li> </ol>	
<b>Certification</b>	The Skipper and Commissioner must approve all applications.	

## SEA SCOUT ADULT TRAINING AWARD APPLICATION

NAME (LIST AS WANTED ON CERTIFICATE):

\_\_\_\_\_

MAILING ADDRESS:

\_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

POSITION IN SEA SCOUTING: \_\_\_\_\_ SHIP NO. \_\_\_\_\_

COUNCIL: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

### SEA SCOUT ADULT TRAINING:

1. \_\_\_\_\_ Complete *Venturing Leader Youth Protection*.
2. \_\_\_\_\_ Complete *Sea Scout Adult Leader Basic Training*.
3. \_\_\_\_\_ Complete a boating safety course offered by the U.S. Coast Guard Auxiliary, U.S. Power Squadrons, or NASBLA approved boater safety course.

### TENURE:

Complete two years of registered tenure as an adult leader in a Sea Scout ship.

YEARS SERVED AS ADULT LEADER: \_\_\_\_\_

### PERFORMANCE:

Perform to the satisfaction of the Skipper your assigned leadership duties.

### CERTIFICATION:

Skipper Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Commissioner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adult Leader training recognition awards applications should be turned in at Roundtables. Appropriate signatures should be acquired at that time. Unit Training Awards go to the District/Council Training Chair for approval. The properly signed forms are then submitted to Council Program Secretary for records and procurement of certificates and recognition items. (Councils differ in their procedures--follow what your council/district requires.)

# Unit Leader Award of Merit

## Background

Quality unit leadership is the key to a quality unit program—and it leads to better Scout retention. Statistics show that if young people stay engaged in the program for at least five years, the BSA's influence likely will stay with them for the rest of their lives. A quality Scouting experience will help keep Scouts in the program, and the Boy Scouts of America created the Unit Leader Award of Merit to recognize the quality unit leaders who make that happen.

The Unit Leader Award of Merit replaces the Scoutmaster and Venturing Crew Advisor award of merit programs. This new recognition has revised requirements, and Cubmasters and Skippers are also eligible for this recognition.

## Requirements

The nominee must

1. Be a currently registered Cubmaster, Scoutmaster, Advisor, or Skipper who has served in that position at least 18 continuous months.
2. Meet the training requirements for the registered position.
3. Distribute a printed or electronic annual unit program plan and calendar to each family in the unit.
4. Have a leader succession plan in place.
5. Effectively use the advancement method so that at least 60 percent of the unit's youth have advanced at least once during the last 12 months.
6. Cultivate a positive relationship with the chartered organization.
7. Project a positive image of Scouting in the community.

## Nomination Procedure

1. The unit committee chair completes the Unit Leader Award of Merit Nomination Form on behalf of the unit committee. For Boy Scout troops, Venturing crews, and Sea Scout ships, the nomination must include endorsement by the senior patrol leader, crew president, or ship's boatswain, respectively.
2. The unit or district commissioner certifies that the form is complete.
3. The unit submits the nomination form to the council for approval by the Scout executive and council commissioner or president. **The council is responsible for processing the award.**

## The Award

Upon receipt of the approved nomination form, the council may present the Unit Leader Award of Merit, which includes a certificate, square knot with the appropriate device, and a special unit leader emblem. Recognition of this achievement may be presented at appropriate district or council events, such as district or council leader recognition dinners, training events, and board meetings.

The award may be presented to the unit leader for each program, Cub Scouts, Boy Scouts, Venturers, and Sea Scouts, if the individual meets the requirements in each program. Only one knot is worn with the devices of each program that the award was earned in.

Unit Leader Award of Merit certificate, No. 512004

Cubmaster emblem, No. 610094

Unit Leader Award of Merit square knot, No. 610091

Venturing Advisor emblem, No. 610095

Scoutmaster emblem, No. 610093

Skipper emblem, No. 635892



# Unit Leader Award of Merit Nomination Form

Submit to your local council service center.

Nominee's name as it is to appear on the certificate: \_\_\_\_\_

Address \_\_\_\_\_

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

## Select one:

<input type="checkbox"/> Cubmaster	Pack No. _____	Chartered organization _____
<input type="checkbox"/> Scoutmaster	Troop No. _____	Chartered organization _____
<input type="checkbox"/> Advisor	Crew No. _____	Chartered organization _____
<input type="checkbox"/> Skipper	Ship No. _____	Chartered organization _____

## Service

Inclusive dates for the service in the above-selected position (include month and year; must be at least 18 continuous months of service in this position).

From \_\_\_\_\_ to \_\_\_\_\_ Number months of service \_\_\_\_\_

## Training

Date nominee completed training requirements for this position (month and year) \_\_\_\_\_

## Unit Program Plan

☐ Yes, this nominee's unit has an annual unit program plan and calendar, and it is shared with all families in the unit.

Unit committee chair initial \_\_\_\_\_

## Succession Plan

☐ Yes, the unit has a replacement recruited and committed to take over the nominee's position as unit leader if necessary.

Replacement's name \_\_\_\_\_ Unit committee chair initial \_\_\_\_\_

## Advancement

☐ Yes, at least 60 percent of the members of the nominee's unit have advanced at least once during the past 12 months.

Unit committee chair initial \_\_\_\_\_

## Chartered Organization Relationship

☐ Yes, this nominee has a good relationship with the chartered organization.

Unit committee chair initial \_\_\_\_\_

## Community Image

☐ Yes, this nominee has a positive image in our community.

Unit committee chair initial \_\_\_\_\_

Please attach a statement by the unit committee chair on behalf of the unit committee attesting to the nominee's performance as unit leader. For Scoutmaster nominations, also attach a statement by the troop's senior patrol leader. For crew Advisor nominations, also attach a statement by the crew president. For Skipper nominations, also attach a statement by the ship's boatswain.

Nominated by \_\_\_\_\_ Certified by \_\_\_\_\_  
Unit committee chair Unit or district commissioner

Date of nomination \_\_\_\_\_


Approved by \_\_\_\_\_ Date \_\_\_\_\_ and \_\_\_\_\_ Date \_\_\_\_\_  
Scout executive Council commissioner or president



BOY SCOUTS OF AMERICA®

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2018 Printing

## SKIPPER'S KEY

<b>Training</b>	<ol style="list-style-type: none"> <li>1. Complete <i>Venturing Leader Youth Protection</i>.</li> <li>2. Complete <i>Sea Scout Adult Leader Basic Training</i>.</li> <li>3. Complete a boating safety course offered by the U.S. Coast Guard Auxiliary, U.S. Power Squadrons, or NASBLA approved boater safety course.</li> </ol>	
<b>Tenure</b>	Complete three years of registered tenure as a Skipper within a five-year period. (Time can include tenure used to earn the Scouters' Training Award.)	
<b>Performance</b>	<ol style="list-style-type: none"> <li>1. Achieve at least the Silver level of Journey to Excellence at least two years.</li> <li>2. Conduct annual quarterdeck training and have a published meeting/activity schedule for the ship in each year.</li> <li>3. Participate in at least one additional supplemental or advanced training event at the council, area, region, or national level.</li> </ol>	
<b>Certification</b>	The Ship Committee Chair and Commissioner must approve the Skipper's application for a Skipper's Key.	

## SKIPPER'S KEY APPLICATION

NAME (LIST AS WANTED ON CERTIFICATE): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

POSITION IN SEA SCOUTING: \_\_\_\_\_ SHIP NO. \_\_\_\_\_

COUNCIL: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

### SKIPPER'S KEY TRAINING:

1. \_\_\_\_\_ Complete *Venturing Leader Youth Protection*.
2. \_\_\_\_\_ Complete *Sea Scout Adult Leader Basic Training*.
3. \_\_\_\_\_ Complete a boating safety course offered by the U.S. Coast Guard Auxiliary, U.S. Power Squadrons, or NASBLA approved boater safety course.

### TENURE:

Complete three years of registered tenure as a Skipper within a five-year period. (Time can include tenure used to earn the Scouters' Training Award.)

YEARS SERVED AS SKIPPER: \_\_\_\_\_

### PERFORMANCE:

At least twice during the 3-year period serve as the Skipper of a ship earning the Journey to Excellence Award.

### CERTIFICATION:

Ship Committee Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Commissioner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COMPLETE FORM AND RETURN ALONG WITH CHECK MADE OUT TO BSA FOR \$10.00 TO:

Sea Scouts, BSA

ATTN: Keith Christopher

PO BOX 152079

Irving, TX 75015-2079

Account Number 79003-3030

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# Superactivities and Superactivity Planning

## Superactivities

Nearly every teenager, and certainly every Sea Scout, dreams of taking a cruise. For that matter, most young people who join Sea Scouts do so to make their dreams of a cruise come true. It is, therefore, not merely a good idea, but a solemn responsibility that the ship's youth officers plan at least one long cruise each year.

Cruises are just one of the many superactivities available to Sea Scouts. There are many and varied high-adventure opportunities, tours and visits, as well as special at-home features available to ships. Scan the sections below to see what you can do.

## Cruising Opportunities

**THE LONG CRUISE.** A cruise of several days or weeks, on chartered waters or on large inland lakes, on a powerboat or sailboat. This may be carried out in a boat owned by the ship or in a chartered boat, or you may even be lucky enough to be the guests of the owner. (See "Long Cruise Badge Requirements" in the advancement section of the *Sea Scout Manual*.)

**FISHING TRIP.** When the season opens and the moon is right, plan to spend several days "going after the big ones." You can camp or stay in a fishing lodge. This activity calls for careful planning. You need equipment and knowledge to catch fish.

**SWAMP EXPEDITIONS.** There are some big swamps in the United States that automatically ensure high-adventure fun. Plan your expedition by canoe, boat, or outboard motorboat and get a real thrill by penetrating such great swamps as the Everglades and the Okefenokee. But don't enter a big swamp without an expert guide. Follow their advice on both equipment and techniques.

**INFLATABLE RAFT TRIP.** Launch your inflatable rafts on a stream with enough current to provide motive power and enough white water to provide thrills. Camp and fish as you go, and don't overlook interesting side trips.

**NAVY OR COAST GUARD CRUISES.** Taking cruises as guests aboard Navy or Coast Guard vessels, you pay minimum rates for a topflight experience. Contact your nearest Naval or Coast Guard district headquarters for information on what is available.

## High-Adventure Programs

**FLORIDA NATIONAL HIGH ADVENTURE SEA BASE.** Located in the Florida Keys, this aquatic base offers flexible programs in sailing, scuba diving, canoeing, and marine science, and trips to nearby islands, reefs, and the Bahamas—a real home away from home for Sea Scouts. For more information, contact Florida National High Adventure Sea Base, P.O. Box 1906, Islamorada, FL 33036; 305-664-4173.

**PHILMONT SCOUT RANCH.** Towering peaks two miles high present a mighty challenge. This challenge means rugged adventure in the tradition of the mountain men. Could you backpack into the towering Sangre de Cristo Mountains and survive on your outdoor skills? It means doing more and going farther than you ever thought you could. Discover yourself in the high country. Philmont Scout Ranch, Four Miles South, Cimarron, NM 87714; 505-376-2281.



**NORTHERN TIER NATIONAL HIGH-ADVENTURE PROGRAMS.** High-adventure canoeing in the world's largest wilderness canoe country. Experience canoeing, fishing, and camping in Bissett, Canada; northern Minnesota and Wisconsin; and at a satellite base in Manitoba. Travel the routes where the voyageurs once carried the goods of the fur trade to open the great Northwest. Northern Tier High Adventure Programs, P.O. Box 509, Ely, MN 55731; 218-365-4811.

### **Tours and Visits**

**KNOW-YOUR-STATE TOUR.** Circle your state on a carefully chosen route; visit scenic and historic sites, industries, farms, museums, the capitol and other government buildings, and other points of interest. Visit Sea Scout ships along the way.

**KNOW-YOUR-COUNTY TOUR.** Learn about your county in a tour like the state tour above. If the county is not large or too densely settled, try to visit every community, Sea Scout ship, military installation, and yacht club in the area.

**HISTORIC TREK.** Make a trip along a historic trail or to a historic site and improve or mark the trail or site in cooperation with those in charge of it. Arrange to take part in a ceremony or observance at the place. For example, a natural experience for Sea Scouts is a visit to historic Annapolis, Maryland, the sailing capital of the United States and home to the U.S. Naval Academy.

**VISIT ANOTHER COUNTRY.** Be ambassadors of friendship in a shrinking world; meet Sea Scout friends in other lands; bike or hike when you get there; take advantage of economy rates and hostels. For suggestions, write the Boy Scouts of America, International Division, P.O. Box 152079, 1325 West Walnut Hill Lane, Irving, TX 75015-2079.

**COUNTRY-CITY EXCHANGE.** Invite members of another ship to live in your homes for a few days, meet your friends and neighbors, learn how you work and play, see the sights, go to a party, and attend your ship meeting. Then exchange visits, with the guests becoming your hosts.

### **Special At-Home Features**

#### **DISTRICT AND COUNCIL ACTIVITIES.**

**SPORTS TOURNAMENT.** Conduct a competition in a sport or related sports, such as field sports, on a team and individual basis; invite nearby ships or crews; use a round-robin schedule so competition is continuous for everyone during the course of a day or two.

**VISIT FROM ANOTHER COUNTRY.** Entertain several Sea Scouts from another country. Living in your home and exchanging Sea Scout know-how sends them home as ambassadors for America. Get names from Boy Scouts of America, International Division, P.O. Box 152079, 1325 West Walnut Hill Lane, Irving, TX 75015-2079.

**SAILING FOR THE HANDICAPPED.** Conduct a sailing program suitable for your guests. Guests may be handicapped children, orphans, hospitalized war veterans, or people in homes for the elderly.

**BRIDGE OF HONOR AND BALL.** Hold an annual formal dinner-dance and bridge of honor for your ship. Make it a big affair with a special menu, music, and entertainment. Invite ship alumni and special friends as honored guests.

## ***Planning a Superactivity***

A big production, a superactivity requires special planning and preparation. The ship's youth officers must be sure that the members really want the activity and that the decision is made far enough in advance to allow time for thorough preparations.

Detailed plans are usually made months ahead. Then, as the youth officers meet for each monthly planning session, some portion of the preparations for the superactivity is included in their planning. In this way, essential preparations are made for the coming high-adventure experience.

### **Get Everyone's Support**

A cruise or other superactivity must be the choice of the majority of the ship members. Unless they approve strongly of the event, they will not give it their wholehearted support. Therefore, involve as many members as possible from the very beginning to ensure success.

Many Sea Scout ships have assured the success of a cruise far in advance by involving the parents of all members in a special cruise "sales meeting." Once parents understand the nature of the cruise, its recreational and educational benefits, and meet the leaders responsible, they will give it their full support. To overlook this promotional phase is to go to bat with one strike against you.

If you want to go to bat with two strikes, ignore your ship committee. In the first place, superactivities must receive the approval of the committee and, second, once you get their approval, you have a fine team of adults willing to help you succeed. Secure their help in getting equipment, consultants, and leadership—and then be sure to give them credit.

### **Set Up a Special Committee**

A superactivity calls for a special committee of adults and ship members. The main ingredient needed to make this committee flourish is enthusiasm. If each member of the committee is looking forward to the activity with high anticipation, you can be sure that it will happen in a big way.

### **Consultants Are Helpful**

A consultant can play a vital role in any superactivity. An adult who is an expert in the central interest of your activity should have knowledge of what is necessary for a successful experience.

The consultant should be able to help you find inexpensive sources for the equipment and materials needed. They can assist you in deciding whether those things should be rented, borrowed, or purchased. If you are planning to have a consultant accompany you, be sure they have the necessary personality and stamina.

### **Check Your Equipment**

The storekeeper has the responsibility for maintaining a record of equipment with the help of the ship members. Well in advance of any cruise or superactivity, all equipment, such as boats, camp gear, and trailers, should be carefully checked and put in good condition. All secondary equipment should be secured and readied for use.

## **Training**

A certain amount of training is necessary before almost every superactivity. Sometimes it involves the handling of a boat, other times a knowledge of the history and terrain of the area you are visiting. Well in advance of a cruise or superactivity, decide what training must be conducted. This kind of preparation makes an activity safer, more exciting, and much more meaningful.

## **Finance in Advance**

Although most cruises or superactivities are somewhat costly, early planning permits Sea Scouts to earn and save their share of the expenses. It is the policy of the Boy Scouts of America to have the Sea Scouts pay their own way. Those who do get the most pride and the greatest value from their experience.

Ship members who have paid dues and helped to earn the money in the ship treasury are not always available to go on cruises or superactivities. It seems unfair that their share of the ship treasury should be used for giving the rest of their shipmates a big time.

One way to avoid this is to have only those who take part in a cruise or superactivity finance it. This can be done by setting up a special account handled by the purser as part of the ship treasury. Those participating put their individual savings or the proceeds from special superactivity money-earning projects in this account. A fair method of handling expenses in relation to participation will go a long way toward high morale among the ship members.

When plans for a cruise or superactivity involve extensive travel, investigate the possible use of military facilities along the way. Travel stopovers at Air Force, Army, or Navy bases make meals and accommodations available at very reasonable rates. For complete information, read *Tours and Expeditions*, which is available at your local Boy Scout office.

## **Be Safety-Minded**

For the protection of the Sea Scouts, every precaution should be taken to conduct cruises and superactivities safely. Safety must not be secondary. It must be a prime consideration from the very beginning of the superactivity planning experience.

A ship must go prepared with the right skills and equipment. Leaders, at all times, must avoid unnecessary risks, even though their decisions may make them unpopular. Each Sea Scout must be mature enough to take care of themselves and to realize they are also responsible for the safety of the entire ship.

Cruises and superactivities are usually rugged experiences. Everyone must be in good health before starting out. Use the Personal Health and Medical Record—Class 3 to check each person in advance. Emphasize good health habits with those who are fit to go. Especially important to the health of the ship's company is good sanitation as it relates to cooking, drinking water, sleeping arrangements, and toilet facilities. The ship should check with a local insurance agent on the advisability of carrying health and accident insurance.

## **Ship Discipline**

Discipline is necessary in any group. Remember also, as a ship travels, it is in the public eye. Its conduct is a reflection of its sponsor and the Boy Scouts of America.

Safety at sea is based on the assumption that each person will obey the leader as directed without murmur or complaint—especially in times of emergency. One person's wishes,

demands, and hopes cannot be fulfilled at the expense of the group. The law of the sea makes leaders responsible for the safety of their ship and everyone aboard. Leaders must be fair and conscientious in the use of their authority.

### ***Courtesy***

Tour courtesy does not necessarily come naturally. A cruise sometimes makes young people feel light-headed, as well as lighthearted. In the excitement of being on their own, courtesy has a tendency to slip a little. This may not seem important at the time, but it really is, not only to you but to other Sea Scout ships.

The public will remember you and will treat the next group of Sea Scouts accordingly.

### ***Tour (Cruise) Permit***

All cruises, tours, and trips require a tour permit from your local BSA council. At least two weeks in advance, submit the Local Tour Permit Application, No. 34426, for a tour that is less than 500 miles away. Submit the National Tour Permit Application, No. 4419, at least one month before you leave for a tour or cruise more than 500 miles. Complete details concerning the tour permit and its advantages, both to you and to your council, are found in the BSA publication *Tours and Expeditions*, No. 33737.

### ***Cruising Information***

Cruising—whether by sailing, motor boating, or pulling a boat on a river, lake or ocean—is the reason that 99 out of 100 of your shipmates joined. This calls for training and interesting activities based on reliable information.

### ***Sample Plan—Long Cruise***

Because cruising is a fundamental activity of Sea Scouts, it is used as an example here to show how a big production of this type requires advanced preparation and planning.

Although the example used here is a cruise, the general idea applies to any other superactivity. The techniques that ensure an enjoyable and meaningful experience are basically the same.

#### **OCTOBER**

- + Select a long cruise that meets the desires of the majority of the ship members.
- + Get ship committee approval and support.
- + Skipper selects cruise chair and together they select a committee.
- + Determine adult leadership for the cruise.

#### **NOVEMBER**

- + Plan cruise in detail.
- + Determine method of financing and, if necessary, select money-earning projects.
- + Select and then secure consultants, if needed.
- + If cruise is to be aboard a vessel not owned or operated by the ship, make necessary arrangements.

#### **JANUARY**

- + Conduct money-earning project.
- + Secure or repair cruise equipment.
- + Gather information and then discuss historic background, wildlife, maps and charts, etc., related to the cruise.

## FEBRUARY

- ♦ Plan and conduct a meeting of the parents to ensure their understanding and wholehearted support of the cruise.

## MARCH

- ♦ Conduct special training, if necessary.
- ♦ Chart detailed cruise plans and, if advisable, make special arrangements regarding campsites, docking, supplies, etc.
- ♦ Apply for a local tour permit or national tour permit, as required, through your local council service center.

## MAY

- ♦ Put vessel(s) in shape and conduct a shakedown cruise.
- ♦ Make a final check of plans, equipment, supplies, and reservations.
- ♦ Firm up adult leadership.

## JULY

- ♦ Cast off—have a good time—keep an accurate log—and remember, travel courtesy pays off.

## BUDGET

The finances of adventures that require special equipment or involve long-distance travel should be planned with care. In addition to calling travel agencies to learn about transportation costs, you might want to go to several grocery stores to compare food prices. Carefully estimate *all* the expenses of your trip. Develop a budget that includes not only transportation, lodging, and meals, but also training expenses, permits, fees, insurance, etc. It is a good idea to include a five percent contingency fee to cover unexpected expenses such as a delay en route or replacement of damaged equipment.

Once you have determined all possible expenses including a contingency fee, the group can decide how to pay for them. To determine each person's share, add up the costs and divide the total by the number of participants in your group. Can you each afford your share? If not, you might need to alter your plans, although for exciting, extended opportunities such as the opportunities offered by high-adventure programs, you can organize weekend and summer work projects to earn the funds you need.

You may want to sponsor several fund-raising events to help reduce the cost to each participant. Ship fund-raising endeavors can soften the impact on family budgets and involve youth in earning their way. Paying your way is an aspect of character development—one of the aims of the Boy Scouts of America. Youth members can feel a sense of satisfaction when they are involved in these endeavors. Pancake suppers, collections for recycling, and popcorn and ticket sales are just a few of the countless possibilities for unit fund-raising.

You will also need to develop a schedule of fee payments if the total payment is not collected at one time. Consider under what circumstances you will refund monies paid if someone has to drop out. Inform parents of the requirements so that no one is surprised.

Funds for all anticipated expenses should be on hand before the trip begins and earned by means in accordance with the policies of the Boy Scouts of America. Each unit fund-raising activity should be approved by your local council. Use the Unit Money-Earning Application for your money-earning projects (form in the appendix).

Determine in advance whether money left over at the end of the trip will be refunded or applied toward the next trip. This should be determined before fees are paid for the current long cruise so that participants, parents, and leaders know the plan in advance.

<b>Sample Budget</b> <i>Item</i>	<i>Total Cost</i>	<i>Per Person Cost</i>
<b>Transportation</b> This may or may not include meals. Check insurance coverage on packs and luggage if traveling by commercial carrier.		
<b>Lodging</b> Include cost of overnight stops to and from your long cruise.		
<b>Meals</b> Each individual can pay for his or her own meals en route, or meal expenses can be pooled. Include tips and snacks.		
<b>Training</b> Determine costs for pre-sail training such as SCUBA, First Aid, or USPS and USCGAux courses		
<b>Use or Participation Fees</b> Include marina costs and fuel.		
<b>Insurance</b> Include vehicle insurance and accident and sickness insurance if not already covered.		
<b>Equipment Purchase or Rental</b> Include the cost of charts, charter, SCUBA gear rentals, etc.		
<b>Side Trips and Tours</b> Include costs of any special side trips or activities that are planned.		
<b>Promotion</b> Include items such as costs of mailings, postage, thank you mementos, special hats, or ship t-shirts.		
<b>Contingency</b> Allow for the unexpected, such as a vehicle breakdown necessitating an additional overnight stay. Refund if not used.		
<b>Total</b>		

BOY SCOUTS OF AMERICA      DATE \_\_\_\_\_

Received in council service center \_\_\_\_\_  
(Date)

## UNIT MONEY-EARNING APPLICATION

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

(Local council stamp)

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

☐ Pack

☐ Troop

No. \_\_\_\_\_ Chartered Organization \_\_\_\_\_

☐ Team

☐ Crew

Community \_\_\_\_\_ District \_\_\_\_\_

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

What is your unit's money-earning plan? \_\_\_\_\_

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

Does your chartered organization give full approval for this plan? \_\_\_\_\_

What are the proposed dates? \_\_\_\_\_

Are tickets or a product to be sold? Please specify. \_\_\_\_\_

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

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

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

Are any contracts to be signed? \_\_\_\_\_ If so, by whom? \_\_\_\_\_

Give details. \_\_\_\_\_

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

How much does your unit have in its treasury? \_\_\_\_\_

Signed \_\_\_\_\_ Signed \_\_\_\_\_

(Chartered Organization Representative)

(Unit Leader)

Signed \_\_\_\_\_

(Chairman, Unit Committee)

(Address of Chairman)

**FOR USE OF DISTRICT OR COUNCIL FINANCE COMMITTEE:** Telephone \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_



## GUIDES TO UNIT MONEY-EARNING PROJECTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#34427



**Sea Scout Eligibility for Venturing Awards and Information on Other Awards**

The BSA National Board, on February 10, 2016, adopted a resolution “...to make Sea Scouts a separate program with the same status of other programs.”

**What are the changes in Sea Scout eligibility for awards and recognitions as a result of the Sea Scout program status change?**

As with past changes in BSA programs, changes to eligibility for awards and recognition are being phased in over time. In the past, Sea Scouts were considered to be a subset of Venturing and were eligible for a variety of Venturing awards including: Venturing, Discovery, Pathfinder, and Summit; Quest, TRUST, and Ranger; and the Venturing Leadership Award (VLA). With the change in the Sea Scout program status, this eligibility has been reviewed at the National Office and the following changes have been adopted.

Sea Scouts, who are working on any of the Venturing awards and recognitions, will be “grandfathered” to complete those awards and recognitions through December 31, 2016. After that date, eligibility for Venturing awards and recognitions will be limited to registered Venturers. Any Sea Scout may dual-register in a Venturing Crew to maintain eligibility for Venturing awards. Likewise, any Sea Scout Ship (unit) may dual register as a Venturing Crew.

A new Sea Scout Leadership Award has been approved for use beginning in 2017. Insignia for the Sea Scout Leadership Award will include the existing VLA knot, with Sea Scout miniature device, and neck ribbons with a Sea Scout pendant, similar to the existing VLA. (For 2016, Sea Scouts and Sea Scout leaders are eligible for the Venturing Leadership Award.)

**What about eligibility for other advancement, awards, and recognitions?**

The Sea Scout Resolution didn’t change the eligibility for other advancement, awards, and recognition programs. For example, the Eagle Scout rank will continue to be available to Sea Scouts who achieved First Class rank in a Boy Scout Troop or Varsity Scout Team. General BSA awards, such as Religious Emblems, Nova Awards, BSA Lifeguard, etc., will continue to be available to Sea Scouts.

**Will there be a "Unit Leader Award of Merit" for Sea Scout Skippers?**

Yes, the application form for the Unit Leader Award of Merit is being updated to specifically include Sea Scout Skippers. The existing Unit Leader Award of Merit knot, with Sea Scout miniature device, will be used to recognize these outstanding Skippers. A new Sea Scout Skipper of Merit badge-of-office is also being developed; it will be similar to the existing badges for Cubmaster of Merit, Scoutmaster of Merit, Team Coach of Merit, and Venturing Advisor of Merit.