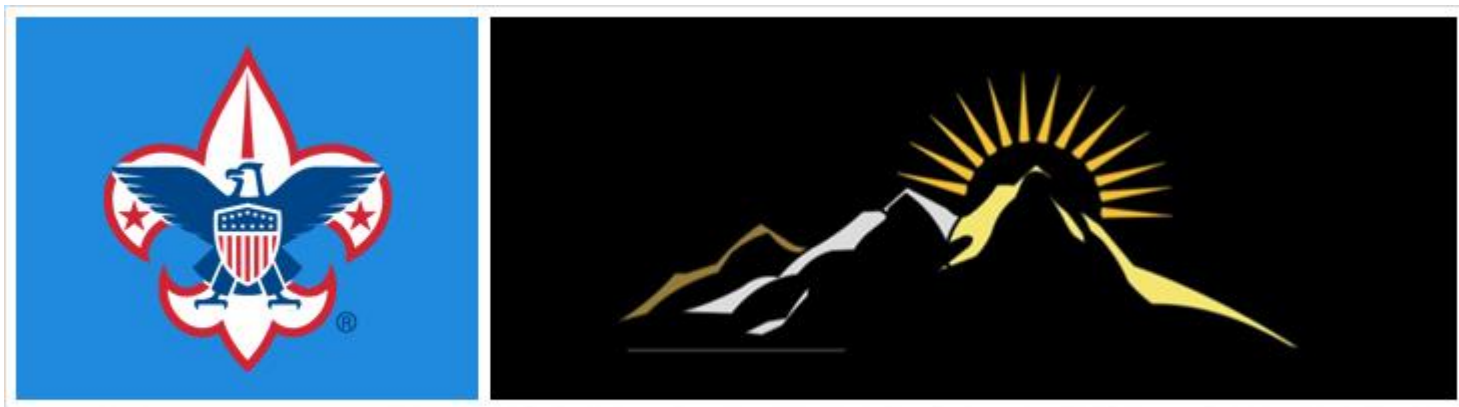


Journey to Excellence



JTE Guidebook for Scouts BSA Troops **A Tool to Help Your Troop and You Thrive** 2020 Program Year

This guidebook was prepared as an assist to Scouts BSA troop leaders and others in using Journey to Excellence tools to plan and deliver excellent Scouting through their troops. More material is available on the National Council JTE Resources webpage.

Strategic Development Office-National Council-Boy Scouts of America
Questions? Call Member Care Contact Center-972-580-2489
JTE@Scouting.org

Revised 1-25-2020

JTE Guidebook for Scouts BSA Troops-A Tool to Help your Troop and You Thrive

How to use this Guidebook

This guidebook was created with busy troop leadership in mind. It is intended to help the troop key 3, the committee chair, the Scoutmaster 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 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 troop committee to conduct a troop planning session that prepares the pack for a very successful year of fun.

This Guidebook consists of (in order)

- A summary sheet used to show responsible adults for each of the 11 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 troop calendar
 - Planning the program year
 - Patrol method
 - Campouts
 - Camp
 - Leadership and family engagement
 - Trained leadership
- Scouts BSA Troop Leader Position Trained Requirements-latest revision
 - Service projects
 - Membership
 - Webelos to Scouts
 - Budget
 - Advancement
 - Retention
- Progress Record Sheets for:
 - Scouter's Training Award for Scouts, BSA-latest revision
 - Scoutmaster's Key-latest revision
- Instructions for the Unit Leader Award of Merit
 - Troop budgeting information

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 troop adults in helping the troop be the best troop it can be.

Scouts BSA Troop Journey to Excellence Planning 2020-Summary

Sheet Troop _____ District _____

JTE Overall Goal

- Bronze
- Silver
- Gold

This table lists all 11 JTE objectives in the order presented in the guidebook. For each objective list the responsible adult, the date they started working on their **Scouter's Training Award for Scouts BSA** and circle the JTE goal the Scouter is helping the troop achieve

Troop Scoresheet Objective	#	Responsible Adult	Scouter's Training Award for Scouts BSA-Start date	Goal
Planning and budget (*planning)	1			B S G
Patrol method	9			B S G
Campouts	6			B S G
Camp	7			B S G
Leadership and family engagement	11			B S G
Trained leadership	10			B S G
Service projects	8			B S G
Membership	2			B S G
Webelos to Scouts	4			B S G
Planning and budget (*budget)	1			B S G
Advancement	5			B S G
Retention	3			B S G

Reviewed by the Troop Committee on _____

Committee Chair

Journey to Excellence

A Tool to Help Your Troop and You Thrive!

What is *Journey to Excellence*?

Would you like a tool to help you figure out what activities your troop, your troop committee and you can do to give the best 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 troop should and can do to have a strong scouting program. JTE can help answer questions like how many and what type of meetings should the troop have? How trained should the adults be? What outdoor activities should the troop do? How does a troop budget?

Read on and discover how JTE can HELP!

First of all, any scout unit should have a regular **planning process**. There must be a way for your troop 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 troop leadership adults must be involved, certainly the unit key 3, the Scoutmaster, the troop committee chair and the chartered organization representative. The troop treasurer as well as the parents responsible for advancement, membership, popcorn sales, summer camp, service projects and the others that provide time and resources for the troop and the youth leaders, the patrol leaders' council (PLC) should be involved. It is up to you how to do a yearly plan, however every unit needs a way to do so. National Council BSA provides many suggestions. They can be found on-line at *Troopleader.org*

You should also involve your **unit commissioner**, an experienced Scouter dedicated to helping your troop 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 troop's annual planning session.

You will need a **My.Scouting account** to have full access to the information available to you as a troop 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.

Troop _____ 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
Planning and Budget					Total Points:		200
#1	Planning and budget: Have a program plan and budget that is regularly reviewed by the committee, following BSA policies related to fundraising.	Have an annual program plan and budget adopted by the troop committee.	Achieve Bronze, plus troop conducts a planning meeting involving youth leaders for the following program year.	Achieve Silver, plus troop committee meets at least six times during the year to review program plans and finances.	50	100	200
Membership					Total Points:		500
#2	Building Scouting: Recruit new youth into the troop in order to grow membership.	Have a membership growth plan that includes a recruitment activity and register new members in the troop.	Achieve Bronze, and either increase youth members by 5% or have at least 25 members.	Achieve Silver, and either increase youth members by 10% or have at least 35 members.	50	100	200
#3	Retention: Retain a significant percentage of youth members.	Reregister 75% of eligible members.	Reregister 80% of eligible members.	Reregister 85% of eligible members.	50	100	200
#4	Webelos-to-Scout transition: Have an effective plan to recruit Webelos Scouts into the troop.	With a pack or Webelos den, hold two joint activities.	Achieve Bronze, plus recruit two Webelos Scouts.	Achieve Bronze, plus provide at least one den chief to a pack and recruit five Webelos Scouts.	25	50	100
Program					Total Points:		900
#5	Advancement: Achieve a high percentage of Scouts earning rank advancements.	40% of Scouts advance one rank during the year.	50% of Scouts advance one rank during the year.	60% of Scouts advance one rank during the year.	50	100	200
#6	Short-term camping: Conduct short-term or weekend campouts throughout the year.	Conduct four short-term overnight campouts.	Conduct seven short-term overnight campouts.	Conduct nine short-term overnight campouts.	50	100	200
#7	Long-term camping: Participate in a long-term camp with a majority of the troop in attendance.	The troop participates in a long-term camp.	60% of Scouts attend a long-term camp.	70% of Scouts attend a long-term camp.	50	100	200
#8	Service projects: Participate in service projects, with at least one benefiting the chartered organization.	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.	Participate in five service projects and enter the hours on the JTE website.	25	50	100
#9	Patrol method: Use the patrol method to develop youth leaders.	The troop has patrols, and each has a patrol leader. There is an SPL, if more than one patrol. The PLC meets at least four times a year.	Achieve Bronze, plus PLC meets at least six times. The troop conducts patrol leader training.	Achieve Silver, plus PLC meets at least ten times. At least one Scout has attended an advanced training course, such as NYLT or Order of the Arrow Conference.	50	100	200
Volunteer Leadership					Total Points:		400
#10	Leadership and family engagement: The troop is proactive in recruiting sufficient leaders and communicates regularly with parents.	Have at least one registered assistant Scoutmaster.	Achieve Bronze, plus the troop holds two courts of honor, where troop plans are reviewed with parents.	Achieve Bronze, plus the troop holds three courts of honor, where troop plans are reviewed with parents.	50	100	200
#11	Trained leadership: Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.	Scoutmaster or an assistant Scoutmaster has completed position-specific training.	Achieve Bronze, plus the Scoutmaster and 60% of assistants have completed position-specific training or, if new, will complete within three months of joining.	Achieve Silver, plus two-thirds of active committee members have completed position-specific training and at least one person has attended an advanced training course involving a total of at least five days.	50	100	200

☐ **Bronze:** Earn at least 525 points by earning points in at least 7 objectives.

☐ **Silver:** Earn at least 750 points by earning points in at least 8 objectives.

☐ **Gold:** Earn at least 1,000 points by earning points in at least 8 objective and at least Bronze in #6 or #7.

Total points earned: _____

No. of objectives with points: _____

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

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

Scoutmaster _____ Date _____

Committee chair _____ 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 Troop 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 troop has a program plan and budget that is reviewed at all troop committee meetings, and the troop 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 troop's program plan should be shared with the unit commissioner. Separate troops for males and females under the same chartered organization may have a shared unit committee.
Membership Measures	
2	The troop has a growth plan to serve the diversity of our community and conducts a formal recruiting event. On December 31, 2020, the troop 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 www.scouting.org/membership . The troop has an up-to-date pin on the "Be a Scout" website.
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 Scouts. If the troop has a December charter, use the one expiring on December 31, 2019; otherwise use the one expiring during 2020.
4	Hold at least two activities with a pack or Webelos den, and recruit new Webelos Scouts into the troop. Den chiefs are provided to one or more Cub Scout dens.
Program Measures	
5	Total number of Scouts advancing at least one rank (Scout, Tenderfoot, Second Class, First Class, Star, Life, Eagle) during the calendar year (A), divided by the number of youth registered at the end of the year (B). Advancement = $(A) / (B)$. The troop is encouraged to use Scoutbook to track each individual's advancements.
6	Conduct short-term (at least one overnight) campouts throughout the year.
7	Number of Scouts who attend any in-council or out-of-council long-term summer camp (of at least five nights), high-adventure experience, or jamboree, or serve on camp staff within the past year, divided by the Scout membership on June 30, 2020. Youth attending long-term specialty camps such as NYLT or STEM are also counted.
8	The troop participates in 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.
9	The troop is separated into patrols and each patrol has an elected patrol leader. If the troop has more than one patrol, there is an elected senior patrol leader. If the troop has more than one patrol, the PLC meets at least four times each year. The troop holds patrol leader training each year, and youth have the opportunity to participate in advanced training.
Volunteer Leadership Measures	
10	The troop has a Scoutmaster, an assistant, and a committee of at least three members. Ideally, the chartered organization representative should not be dual registered as one of the committee members. Separate troops for males and females under the same chartered organization may have a shared unit committee. The troop conducts courts of honor where youth are recognized and program plans are shared with parents.
11	All leaders have completed youth protection training. Scoutmaster and 60% of the assistants have completed position-specific training or, if new, will complete within three months of joining. Two-thirds of active committee members (including chartered organization representative) have completed position-specific training. For Gold, one leader must have attended an advanced training course involving a total of 5 days or more, such as Wood Badge, Summit or Philmont Training Center, at some point in their Scouting tenure.

Scoring the troop's performance: To determine the troop's performance level, you will use the above information to determine the points earned for each of the 11 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 525 points in at least 7 criteria, Silver level requires earning points in at least 8 criteria and 750 points, and Gold level requires earning points in at least 8 criteria, meeting at least bronze standards in either short-term or long-term camping, and earning at least 1,000 total points.

For more resources including workbooks and planning guides: www.Scouting.org/jte



JOURNEY TO EXCELLENCE

2020 Journey to Excellence - Troop - District

Item No.	Objective	Parameter	User Input	Calculated Values	Bronze Points	Silver Points	Gold Points
Planning and Budget							
1	Planning and Budget: Have a program plan and budget that is regularly reviewed by the troop committee, and it follows BSA policies relating to fundraising.	<i>Date:</i> Troop committee adopted annual program plan & budget <i>Date:</i> Planning meeting involving youth leaders <i>Date:</i> Committee meeting #1 <i>Date:</i> Committee meeting #2 <i>Date:</i> Committee meeting #3 <i>Date:</i> Committee meeting #4 <i>Date:</i> Committee meeting #5 <i>Date:</i> Committee meeting #6 <i>Count:</i> Total number of committee meetings	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ 0			
Membership							
2	Building Boy Scouting: Recruit new youth into the troop in order to grow membership.	<i>Date:</i> Troop recruitment activity <i>Count:</i> Number of Scouts registered on December 31, 2019 <i>Less:</i> Youth dropped at recharter <i>Less:</i> Transfers to other units during the year <i>Plus:</i> New Scouts joining during the year (not Webelos) <i>Plus:</i> Webelos transfers from packs during the year <i>Plus:</i> Transfers from other units during the year <i>Count:</i> Current membership <i>Percent:</i> Growth over end of prior year	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ 0 0.0%			
3	Retention: Retain a significant percentage of youth members.	<i>Count:</i> Number of Scouts registered at end of charter (12/31/2019) <i>Less:</i> Youth 18 years or older by end of charter year (age-outs) <i>Count:</i> Youth eligible to reregister <i>Count:</i> Number of youth actually reregistered for next year <i>Percent:</i> Retention rate	_____ _____ _____ _____	_____ _____ 0 0.0%			
4	Webelos-to-Scout transition: Have an effective plan to recruit Webelos into the troop.	<i>Date:</i> Joint activity with a pack or Webelos den #1 <i>Date:</i> Joint activity with a pack or Webelos den #2 <i>Count:</i> Webelos joining the troop during the year <i>Count:</i> Number of Scouts from the troop serving as den chiefs	_____ _____ _____ _____	_____ _____ 0 _____			
Program							
5	Advancement: Achieve a high percentage of Boy Scouts earning ranks.	<i>Count:</i> Current membership <i>Count:</i> Boys advancing one or more ranks during the year <i>Percent:</i> Advancement rate	_____ _____ _____	_____ _____ 0 0.0%			
6	Short-term camping: Conduct short-term or weekend campouts throughout the year.	<i>Date:</i> Overnight campout #1 <i>Date:</i> Overnight campout #2 <i>Date:</i> Overnight campout #3 <i>Date:</i> Overnight campout #4 <i>Date:</i> Overnight campout #5 <i>Date:</i> Overnight campout #6 <i>Date:</i> Overnight campout #7 <i>Date:</i> Overnight campout #8 <i>Date:</i> Overnight campout #9 <i>Count:</i> Total number of overnight campouts	_____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ 0			
7	Long-term camping: Majority participate in a long-term camp.	<i>Count:</i> Number of Boy Scouts registered on June 30 <i>Count:</i> Number of Boy Scouts attending any long-term camp <i>Percent:</i> Camping rate	_____ _____ _____	_____ _____ 0.0%			

2020 Journey to Excellence - Troop - District

Item No.	Objective	Parameter	User Input	Calculated Values	Bronze Points	Silver Points	Gold Points
8	Service projects: Participate in service projects, with at least one benefiting the chartered organization.	<i>Yes/No:</i> Troop records service projects and hours on JTE website <i>Yes/No:</i> 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>Date:</i> Service project #5 <i>Count:</i> Total number of service projects	<input type="checkbox"/> Yes <input type="checkbox"/> Yes 	0			
9	Patrol method: Use the patrol method to develop youth leaders.	<i>Yes/No:</i> Troop has a senior patrol leader <i>Yes/No:</i> Troop conducts patrol leader training <i>Yes/No:</i> At least 1 Scout attended an advanced training course <i>Count:</i> Number of patrols <i>Count:</i> Number of patrols with patrol leaders <i>Date:</i> Patrol leaders' council meeting #1 <i>Date:</i> Patrol leaders' council meeting #2 <i>Date:</i> Patrol leaders' council meeting #3 <i>Date:</i> Patrol leaders' council meeting #4 <i>Date:</i> Patrol leaders' council meeting #5 <i>Date:</i> Patrol leaders' council meeting #6 <i>Date:</i> Patrol leaders' council meeting #7 <i>Date:</i> Patrol leaders' council meeting #8 <i>Date:</i> Patrol leaders' council meeting #9 <i>Date:</i> Patrol leaders' council meeting #10 <i>Count:</i> Total number of patrol leaders' council meetings	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes 	0			
VoulnTeer Leadership							
10	Leadership and family engagement: The troop is proactive in recruiting sufficient leaders and communicates regularly with parents.	<i>Yes/No:</i> Registered Scoutmaster <i>Count:</i> Number assistant Scoutmasters <i>Count:</i> Number of committee members <i>Date:</i> Court of Honor #1 <i>Date:</i> Court of Honor #2 <i>Date:</i> Court of Honor #3 <i>Count:</i> Number of courts of honor	<input type="checkbox"/> Yes 	0			
11	Trained leadership: Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.	<i>Yes/No:</i> Scoutmaster has completed position-specific training <i>Yes/No:</i> At least one person has attended advanced training <i>Count:</i> Number assistant Scoutmasters <i>Count:</i> Number with position-specific training <i>Percent:</i> Assistant Scoutmasters 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 <input type="checkbox"/> Yes 	0 0.0% 0 0.0%			

Bronze: Earn at least 525 points by earning points in at least 7 objectives.

Total points earned: 0

Silver: Earn at least 750 points by earning points in at least 8 objectives.

No. of objectives with points: 0

Gold: Earn at least 1,000 points by earning points in at least 8 objectives and at least bronze in #6 or #7.

Use this spreadsheet, found on the JTE Resources webpage under workbooks, to assist in yearly planning. Fill in the spreadsheet cells or mark off the events and the spreadsheet will automatically calculate the JTE measure and number of points. Once you enter the events planned for the year the spreadsheet will indicate the expected measure at the end of the year.

Not Gold? Then plan additional events to have the scouting program to be a Gold JTE Unit.

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**, Scouts 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*). The scorecards are located in a section titled “**Scorecards**”. Select the appropriate year, **2019** or beyond, and a list of available scorecards will appear. Select the one you want, the **Troop Scorecard**. The scorecard will appear and can be downloaded as a PDF. One is on 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 troop will need one long before recharter time if it is going to be used to help create the troop annual plan.

To begin preparing for the troop planning session review the **JTE Troop Scorecard** included in the guidebook. It is two sided and page one lists 11 areas, called **objectives**, where three measurement levels, Bronze, Silver and Gold, are identified. These three levels can assist you and the troop planning team determining the importance of each individual objective to the troop. Your troop might find that the activities associated with a particular objective are more important than others to you, your sponsoring partner and your troop’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 11 objectives. Points are assigned for each level obtained and unit point totals provide an overall unit measure of **Bronze**, **Silver** or **Gold**. Every Scout troop 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 among the three quality 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 Troop 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 troop at the next level, the **Silver** or **Gold** measure. This improvement method establishes the **Performance Standard**. None of these 11 objectives will surprise any Scouter with any experience. All the objectives are woven into the operation and program of a Scout troop.

Before the Planning Session Starts

There are a few items to know, collect or do before the troop planning session. Know where the troop is going to meet, obtain school vacation schedules, know the federal and state holiday schedule, find the council and district schedules, discuss with the troop key 3 who to invite, peruse the resource web pages for useful documents (some listed in this guidebook), determine how the troop 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 have an active and fun Troop. **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 BSA National websites 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 troop committee is required for the **Bronze** measure. **Silver** is the measure if the troop involves youth leaders in the planning meeting. If the troop committee meets at least six times during the year and reviews program plans (and the budget) the troop qualifies as **Gold**. Start filling in the troop planning calendar by scheduling and showing these six committee meetings. Put the date of the meeting(s) on the planning calendar.

Next continue with the Patrol method - Objective # 9

The next best question to ask in planning a yearly calendar for a troop is "How involved will the Scouts themselves be?" Will the senior patrol leader (SPL), assistant senior patrol leaders (ASPL) and the patrol leaders (PL) be a part of the planning? The recommendation is to have them heavily involved however this may vary from unit to unit. The SPL certainly needs to be a part of any planning event. The next JTE objective to make plans for must be **Objective # 9, Use the Patrol method to develop youth leaders**. Your troop will measure out **Bronze** if you have patrols with patrol leaders and, if more than one patrol, there is senior patrol leader. You also need to have 4 patrol leaders' council (PLC) meeting in the year and hold patrol leader training. The troop will be **Silver** if it has 6 PLC meetings and **Gold** if it has 10 PLC meetings, including the annual planning meeting and one Scout attends a National Youth Leadership training (NYLT) session or Order of the Arrow conference.

Place the dates of the PLC meetings, the next troop annual planning meeting, the troop patrol leader training session, the council NYLT session and Order of the Arrow conference on your planning calendar. You are off to a great start. Plus, use the JTE troop year end check off form, the troop spreadsheet included in this packet, during the troop planning session, to check off all the dates and events to be planned. This will show what JTE measure each objective is being planned to achieve and show what overall level the troop will achieve if the plan is followed.

The Outdoor Program is Next- Objectives # 6 & # 7 - Camping

The outdoor camping program is what makes Scouting fun and different! Camping is what Scouting does so let's schedule these objectives next. The troop camping program will require a large amount of parental help plus will be a significant part of the yearly troop budget. A good plan will help camping happen on schedule. First do **Objective # 6, Short-term camping: Conducts short-term or weekend camping through out the year**. A short-term campout contains at least one overnight stay. The troop planning session is the right time to indicate which months the troop is going camping. Other options include attending the district camporee, going to the large council Scout Expo (if being conducted), going to a klondike derby or possibly camping with other units. These are all fun activities that need to be scheduled and planned. Going on 4 short term campouts qualify the troop at the **Bronze level**, 7 qualifies at **Silver** and 9 at **Gold**. One campout a month except the month going to summer camp will qualify as Gold. Show on the troop planning calendar which months have a campout and check off the number of months on the check off form.

Next the troop planning team needs to consider **Objective # 7, Long-term camping: Participates in a long-term camp with a majority of the troop in attendance.** There are many possibilities to consider for a long-term camp which is identified as a summer camp consisting of at least 5 nights or a high adventure experience or jamboree or having a Scout working on a summer camp's staff. Consider your council's camps first. Attending a long-term summer camp qualifies as **Bronze** level, if 60% of the Scouts registered on June 30 attend the troop qualifies at **Silver** level and 70% qualifies as **Gold** level. Obtain information about the council summer camps at the scout office, at roundtable, council training events, the district OA chapter or district outdoor program chair.

Have an assistant Scoutmaster or troop committee member be responsible for the troop camping program and encourage that Scouter to earn the Scouter's Training Award for accepting responsibility for this JTE objective.

Leadership and family engagement—Objective # 10

A troop must have adult leadership and the unit should look to the parents or guardians of youth members for those leaders. Also, Scouts at all levels enjoy working towards and receiving their hard-earned badges. Next look at **Objective #10, Leadership and family engagement: The Troop is proactive in recruiting sufficient leaders and communicates regularly with parents.** A troop having at least one assistant Scoutmaster is at the **Bronze** level. A court of honor (COH) is when earned badges are presented, in front of the entire troop community, and offers an opportunity to talk to all the parents and reinforce the values of Scouting. Schedule 2 COH where troop plans are reviewed with parents and the troop is **Silver**, hold 3 and review troop plans with parents in each for **Gold**. Having one quarterly (skip the summer) is a good plan. Certainly, have one in the spring to welcome new Scouting families to the Unit, one after summer camp and one in the Fall to, again, welcome new families. Place the dates for the courts of honor on the planning calendar.

Get the Troop Adult Leaders Trained-Objective # 11 - Trained leadership

The troop needs **Trained and engaged leaders at all levels.** What is the troop committee and what do they do? The answer lies in training. A significant amount of troop leader and troop committee training can be accomplished on-line using courses found at Scouting U. However, first and extremely important is that all adults interacting with the youth of your Troop must have **Youth Protection training or YPT.** This is a must and a rock-solid requirement and **non-negotiable.** This can be done on MyScouting and must be the first training done by any adult registered and associated with the troop.

Having the Scoutmaster **or** an assistant complete position-specific training and youth protection is required for the **Bronze level.** Having that Scoutmaster and 60% of the assistant Scoutmasters complete leader position specific training within three months of joining, if new, qualifies as the **Silver level.** **Gold** is obtained when 2/3 of the active troop committee members complete position specific training plus at least one adult registered in the troop, at some time this year or in years past, attended Woodbadge or another leadership training course of at least 5 days.

The on-line modules cover all necessary topics and is equivalent to classroom training. Leader registered positions, Scoutmaster and assistant, committee chair and member and Merit Badge Counselor have a “My Learning” set of appropriate modules that **must** be taken to be considered **TRAINED**. The modules are accessed from My.Scouting.org via “Menu” then “My Training” and then “Training Center”. Select "Scouts BSA" and then choose the title by selecting "Add Plan" that best fits the registered position, either “Scoutmaster”, “Merit Badge Counselor”, or “Troop Committee”. Each registered position has three module groupings that have been established, in a suggested order to be taken. These groupings are titled “***Before the First Meeting***”, “***First 30 Days***” and “***Positioned Trained***”. Each module subset may be taken in the time frame suggested or at a more rapid pace. However, **all** modules in the three groups are required to be completed before a Scouter is considered completely **TRAINED**. After selecting the grouping(s) for your position then go to the “**My Learning**” menu button on the top of the Scouting U site to access the selected modules. The Scouting U website is improved constantly which means the steps described above might be slightly different over time.

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. Put the district and council training dates for instructor led courses, particularly IOLS, on the calendar.

See the attached chart titled ***Scouts BSA Position Trained Requirements*** for more information.

Below is a table of classroom delivered Scouts BSA position-specific training required to be considered **TRAINED** to the basic level and JTE qualified. The online equivalent for **S24** is shown in the included chart titled ***Scouts BSA Position Trained Requirement***. There is no on-line equivalent for **S11**, Introduction to Outdoor Leader Skills, which must be taken in a classroom and in-the-field environment.

Troop Adult Leader Position and Code	Leader Position-Specific Training Course Title and Number
(SM) – Scoutmaster	Leader Position-Specific-Scoutmaster- Bronze or Silver (S24) IOLS-Introduction to Outdoor Leader Skills - Bz/Silver (S11)
(SA) – Assistant Scoutmaster	Leader Position-Specific-Scoutmaster- Bronze or Silver (S24) IOLS-Introduction to Outdoor Leader Skills - Bz/Silver (S11)
(CC) – Troop Chairman	Leader Position-Specific-Troop Committee Challenge - For Gold (WS10)
(MC) – Troop Committee Member	Leader Position-Specific-Troop Committee Challenge - For Gold (WS10)

Leader Position Specific-Scoutmaster training, Course **S24**, can be completed by taking a traditional classroom session or by using the **Scouting U** website on-line training. However, IOLS-Introduction to Outdoor Leader Skills, Course **S11**, must be taken through a course conducted by district or council trainers.

Continued Training-Adult recognitions

Encourage the troop leadership, those in the positions in the chart above, to continue their individual training. Recruit an adult to be the troop training coordinator. Schedule the dates of the monthly district roundtable on the troop planning calendar. Find the dates for district and council 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 troop trainer to get involved with the district training team.

Encourage the Scoutmaster, the committee chair, troop trainer and all committee members to work on and earn their **Scouter's Training Award for Scouts, BSA** (green square knot on tan background). This award (511-058_WB) requires, among other items, participation in the Troop planning session and giving primary leadership in meeting one troop JTE objective area. The JTE objective goals are established in the troop planning session and the adult provides the leadership to achieve the goal. Assign these objectives to troop 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 troop 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 Scoutmaster can continue in service and training and be recognized. At 18 months of service there is the **Unit Leader Award of Merit-Scoutmaster** (512-003_WB) and at 3 years of service there is the **Scoutmaster's Key** (green and white square knot on tan). This award (511-54_WB) requires, among other things, three years of tenure, conducting a troop planning session for each year and having the troop qualify as a JTE Silver troop for 2 of the 3 years of tenure.

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

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

Woodbadge continues the Scouting program leader training. It is generally offered by the council once if not twice per year over two Thursday to Saturday or Friday to Sunday training sessions. Place the dates of the next Woodbadge course on the troop calendar.

You now have a plan for fun troop activities and for getting the troop leaders trained. What next?



SCOUTS BSA POSITION TRAINED REQUIREMENTS

SCOUTMASTER & ASSISTANT SCOUTMASTER

BEFORE 1ST MEETING		
SCO_443	SCOUTING ORGANIZATION FOR SCOUTS BSA	12:20
SCO_442	ROLE OF THE UNIT KEY 3 FOR SCOUTS BSA	6:44
SCO_431	AIMS & METHODS OF SCOUTS BSA	7:42
SCO_433	IDEALS & BELIEFS OF SCOUTS BSA	8:29
SCO_441	ROLES OF SCOUTMASTER & SP LEADERS	12:10
SCO_446	TROOP MEETINGS FOR SCOUTS BSA	13:28
TOTAL TIME: 1 HOUR 2 MIN		
FIRST 30 DAYS		
SCO_439	PATROL LEADERS COUNCIL MEETING	11:29
SCO_440	PATROL METHOD FOR SCOUTS BSA	7:59
SCO_438	OUTDOOR PROGRAMS FOR SCOUTS BSA	9:02
SCO_430	ADVANCEMENT FOR SCOUTS BSA	9:46
SCO_444	TROOP COMMITTEE FOR SCOUTS BSA	13:09
SCO_445	TROOP COMMITTEE MEETINGS	5:33
TOTAL TIME: 57 MIN		
POSITION TRAINED		
SCO_447	UNIFORMS FOR SCOUTS BSA	9:52
SCO_436	LEADER UNIFORMS FOR SCOUTS BSA	6:17
SCO_432	ANNUAL TROOP PROGRAM PLANNING	14:52
SCO_435	INTRO TO MERIT BADGES FOR SCOUTS BSA	11:36
SCO_437	OUTDOOR ETHICS FOR SCOUTS BSA	8:06
SCO_800	HAZARDOUS WEATHER TRAINING	31:00
TOTAL TIME: 1 HOUR 12 MIN		

S11 - Introduction to Outdoor Leader Skills (IOLS) is an outdoor classroom training required for Scoutmaster and Assistant Scoutmasters to be classified as position trained.

MERIT BADGE COUNSELORS

BEFORE 1ST MEETING		
SCO_431	AIMS & METHODS OF SCOUTS BSA	7:41
SCO_433	IDEALS & BELIEFS OF SCOUTS BSA	8:29
SCO_448	MERIT BADGE COUNSELORS FOR SCOUTS BSA	9:45
SCO_435	INTRO TO MERIT BADGES FOR SCOUTS BSA	11:36
SCO_434	MERIT BADGE COUNSELORS SIGN UP	5:05
TOTAL TIME: 43 MIN		
POSITION TRAINED		
SCO_430	ADVANCEMENT FOR SCOUTS BSA	9:46
TOTAL TIME: 10 MIN		

TROOP/TEAM COMMITTEE CHAIR & COMMITTEE

BEFORE 1ST MEETING		
SCO_443	SCOUTING ORGANIZATION FOR SCOUTS BSA	12:20
SCO_442	ROLE OF THE UNIT KEY 3 FOR SCOUTS BSA	6:44
SCO_431	AIMS & METHODS OF SCOUTS BSA	7:41
SCO_433	IDEALS & BELIEFS OF SCOUTS BSA	8:29
SCO_441	ROLES OF SCOUTMASTER & SP LEADERS	12:10
TOTAL TIME: 47 MIN		
FIRST 30 DAYS		
SCO_440	PATROL METHOD FOR SCOUTS BSA	7:59
SCO_439	PATROL LEADERS COUNCIL MEETING	11:29
SCO_446	TROOP MEETINGS FOR SCOUTS BSA	13:28
SCO_444	TROOP COMMITTEE FOR SCOUTS BSA	13:09
SCO_445	TROOP COMMITTEE MEETINGS	5:33
TOTAL TIME: 52 MIN		
POSITION TRAINED		
SCO_438	OUTDOOR PROGRAMS FOR SCOUTS BSA	9:02
SCO_430	ADVANCEMENT FOR SCOUTS BSA	9:46
SCO_447	UNIFORMS FOR SCOUTS BSA	9:52
SCO_436	LEADER UNIFORMS FOR SCOUTS BSA	6:17
SCO_432	ANNUAL TROOP PROGRAM PLANNING	14:52
SCO_435	INTRO TO MERIT BADGES FOR SCOUTS BSA	11:36
SCO_530	JOURNEY TO EXCELLENCE	12:46
TOTAL TIME: 1 HOUR 2 MIN		

CLASSROOM OPTION

THE ONLINE TRAINING PLANS LISTED ABOVE ARE ALSO AVAILABLE IN A CLASSROOM FORMAT:

Scoutmaster & Assistant Scoutmaster: S24 Scoutmaster Specific Training
Merit Badge Counselor: D76 Merit Badge Counselor Orientation Training
Troop/Team Committee Chair & Committee: WS10 Troop Committee Challenge

Community service--Objective # 8

Then look at **Objective # 8, Service projects: Participates 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 troop 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 troop needs to create a service hour account with password. Just 3 service projects qualifies as **Bronze**, 4 as **Silver** and 5 as **Gold**.

Appoint a troop committee member to coordinate troop service projects. That person should have the responsibility to enter the project data into the JTE service hour webpage and that adult can be working on their **Scouter's Training Award for Scouts, BSA** while achieving this troop JTE objective.

Service projects can be any activity that benefits another individual, the troop'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 Scouts—Objective # 2

What other dates need to be on the planning calendar? Some very important dates are associated with recruiting new Scouts. Your unit should have a series of recruiting events, activities like school nights, a signup table at events at your sponsor's location (if applicable) or a community recruiting roundup. Place these dates on your planning calendar. One of the troop committee members should be the troop membership chair and, while working on their **Training Award** provides leadership for membership. Look at **Objective # 2, Building Scouting: Have an increase in membership or be larger than the average size troop** provides recruiting goals to consider. A troop can create entire new patrols through recruiting. Or, Scouts can be added to existing patrols, discuss with the PLC which works best for your troop. Be sure to invite the parents of any new Scout to the next troop committee meeting and have a job for them to do. Preparing a membership plan that includes recruiting activities and gaining just one new Scout qualifies as **Bronze level**. The plan needs to include having an up-to-date PIN on the "Be a Scout" website. Having 25 registered Scouts or a gain of 5% is the **Silver level** and a gain of 10% or 35 registered Scouts is **Gold**. Your unit 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 Scouts expected so the unit is prepared.

An important troop committee position is the membership chair. That person leads the recruiting activities for the troop while working on their **Scouter's Training Award for Scouts, BSA**.

Help Cub Scouts become Scouts in Your Unit—Objective # 4

Webelos Cub Scouts move on to troops and continue with the Scouting fun. **Objective # 4, Webelos-to-Scout transition: Have an effective plan to recruit Webelos Scouts into the troop** helps explain how to recruit Cub Scouts into your troop. There may be several Cub Scout packs in your area and one may be sponsored by the same charter partner. Make contact with the leaders of the packs of interest and have a combined transition plan. Each troop should be planning on a transition for Webelos as a part of their JTE Planning process. Ask at roundtable if you need more information about local packs. Your troop is at the **Bronze level** if you hold two joint activities with a pack or a Webelos den. Place these two dates on your planning calendar. The troop will be at the **Silver level** if 2 Webelos join your troop and **Gold** if 5 join plus your unit provides at least one den chief. One of the proudest moments of a Webelos Scout is the bridging ceremony when he or she joins a troop.

The Troop Budget—Objectives # 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 troop 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 troop committee meet 6 times to review (program plans) and budget is **Gold level**. Put the committee meetings and planning session dates on the troop calendar.

The schedule you have prepared will help determine your budget. How much money will you spend per Scout? Read and fill in the troop budget material based on your expenses and fund-raising activities. Purchase Boy's Life Magazine for each family and be sure to schedule the dates for the council popcorn sales activity. Recruit a parent to be your unit popcorn kernal.

Advancement happens in the patrol, on campouts and at camp—Objective # 5

Advancement activities can happen during a troop meeting and any other activity scheduled by the troop. Awarding badges at planned courts of honor is a good way to motivate Scouts to work on advancements. Encourage the scouts, patrol leaders and patrol parents to help the Scouts on advancement. **Objective # 1, Advancement: Achieve a high percentage of Scouts earning rank advancements** is very important. When 40% of the Scouts earn one rank the unit qualifies as **Bronze level**, 50% qualifies as **Silver level** and 60% as **Gold level**. Use all the techniques explained in leader training to encourage advancement.

Have a parent be the advancement coordinator and work on their **Scouter's Training Award for Scouts, BSA**.

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

The best measure of how well the troop is doing in Scouting is the measure of how many 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 Scouts who were age eligible and reregistered for the next year. Retention does not count 17-year old Scouts who aged out. If 75% of the Scouts reregister the unit is at the **Bronze** Level, 80 % it is at the **Silver** level and at 85% it is at the **Gold** level. Retention is a measure of many things, the fun of troop meetings and the excitement of the other activities planned and done during the year. 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 the Scouts Section of the ScoutSource webpage (Find ScoutSource from My.Scouting.org by selecting Menu then select Legacy Web Tools then select Legacy Myscouting then select ScoutSource and finally select Boy Scouts).

Boys' Life Planning Calendar, publication # 331-011

Boys' Life Bilingual Troop Planning Chart, publication # 331-018

ScoutStrong PALA, publication 210-041

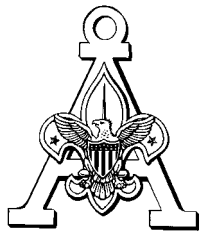
Unit Programming tools, many resources including monthly theme program features

Troop Meeting Plan, publication #34425

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Scouter's Training Award for Boy Scouting

Progress Record



Candidate's Personal Information

Name: _____

Address: _____
City State Zip

Email: _____

Troop No. _____ District: _____

Council Name: _____

Tenure

Complete at least two years of tenure as a registered adult leader in a Boy Scout troop.

From _____ to _____

From _____ to _____

Training

- ☐ Complete basic training for any Boy Scout leader position.
- ☐ Attend a university of Scouting (or equivalent), or attend at least four roundtables (or equivalent) during each year of the tenure used for this award.

Approved by:

Troop Committee Chair Date

Performance

Do the following during the tenure used for this award:

- ☐ Participate in an annual troop planning meeting in each year.
- ☐ Serve as an adult leader in a troop that achieves at least the Bronze level of Journey to Excellence in each year. The Quality Unit Award is acceptable if the tenure used is prior to 2011.
- ☐ Give primary leadership in meeting at least one troop Journey to Excellence objective in each year.
- ☐ Participate in at least one additional supplemental or advanced training event at the council, area, region, or national level during the two years.

Approved by:

Troop Committee Chair Date

Training Committee Action

The leadership training committee has reviewed this application and accepts the certification that the candidate meets the required standards. The Scouter's Training Award is approved.

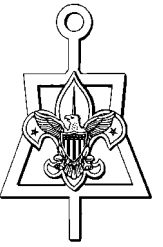
Approved by:

District or Council Training Committee Chair Date



BOY SCOUTS OF AMERICA®

Scoutmaster's Key Progress Record



Candidate's Personal Information

Name: _____

Address: _____
City State Zip

Email: _____

Troop No. _____ District: _____

Council Name: _____

Tenure

Complete at least three years of registered tenure as a Scoutmaster within a five-year period. (This can include the tenure used to earn the Scouter's Training Award.)

From _____ to _____

From _____ to _____

From _____ to _____

Training

☐ Complete basic training for Scoutmasters.

☐ Attend a university of Scouting (or equivalent), or attend at least four roundtables (or equivalent) during each year of the tenure used for this award.

Approved by:

Troop Committee Chair

Date

Performance

Do the following during the tenure used for this award:

☐ Achieve at least the Silver level of Journey to Excellence for at least two years. The Quality Unit Award is acceptable if the tenure used is prior to 2011.

☐ Earn the National Outdoor Challenge Award at least once.

☐ Conduct an annual troop planning session and have a published troop meeting/activity schedule for the troop's parents in each year.

☐ Participate in at least one additional supplemental or advanced training event at the council, area, region, or national level.

Approved by:

Troop Committee Chair

Date

Training Committee Action

The leadership training committee has reviewed this application and accepts the certification that the candidate meets the required standards. The Scoutmaster's Key is approved.

Approved by:

District or Council Training Committee Chair

Date



BOY SCOUTS OF AMERICA®

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®

512-003
2018 Printing

Note-yearly youth fees are now \$60.00 per year

Planning Your Troop's Annual Program Budget

What is the unit budget plan? It is implementing the elements of a complete annual Scouting program for youth, committing as a unit to incorporate these elements, and then providing adequate funding for them.

If you like to raise money every month, plan your program as you go, limit your activities based on the unit's income, or not involve the youth members in the planning process, then this format may not be for you! Those leaders who want a meaningful, exciting, and comprehensive youth program that achieves the objectives of the Scouting program will find this format the ideal way to go.

The result is a well-managed, well-financed unit.

Recognizing this, the BSA recommends the following recipe:

1. Plan your troop's complete annual program.
2. Develop a budget that includes enough income to achieve the program.
3. Identify the amount of product (popcorn, for example) that will need to be sold per youth member to reach the income goal.
4. Identify service projects that the troop can participate in to bring income to the unit.
5. Get commitments from parents and youth.

BASIC EXPENSES

1]Registration Fees. When a boy joins, the unit normally asks him to pay the full \$33 national registration fee*, regardless of the number of months remaining in the unit's charter year. The unit sends to the council the prorated amount for those remaining months.

Note that fees are figured on a monthly basis: 1 month, \$2.75; 2 months, \$5.50; 3 months, \$8.25; 4 months, \$11.00; 5 months, \$13.75; 6 months, \$16.50; 7 months, \$19.25; 8 months, \$22.00; 9 months, \$24.75; 10 months, \$27.5; 11 months, \$30.25; 12 months, \$33.00.

The balance of the Scout's fee is kept in the unit treasury to supplement his dues in paying the next full year's fee. This procedure ensures prompt registration at charter renewal.

2]Unit Liability Insurance Fee. Troops are required to pay an annual unit liability insurance fee of \$40. This fee is submitted with the troop's annual charter application and helps to defray the expenses for their general liability insurance.

3]Boys' Life. *Boys' Life* magazine, the official publication of the Boy Scouts of America, is available to all members at \$12, which is half the newsstand rate. (Prorated fees are available for youth who join a unit during the year.) Every boy should subscribe to *Boys' Life* because of the quality reading content and the articles related to your unit's monthly program. It is part of a boy's growth in Scouting, and research proves he will stay in longer and advance further if he reads *Boys' Life*.

4]Unit Accident and Liability Insurance. Protecting the leadership and parents from financial hardship due to high medical bills from an unfortunate accident is a must for all involved in Scouting. Specific details on insurance programs are available from the local council.

5]Advancement and Recognition. Every youth member should earn and advance a rank each year. (Boy Scouts can do even more.) The Boy Scout advancement program has a number of options that include achievements, rank advancement, and merit badges.

6]Activities. Well-conceived and well-planned activities are critical to a successful annual program plan. Traditionally, such activities as Boy Scout hikes, camping, or high-adventure trips are financed by the youth and his family over and above the dues programs. It is suggested that the complete cost of these outings be built into the unit's budget.

7]Summer Camp. Central to Scouting is a summer camp experience. Local and national opportunities abound for Boy Scouts to have an exciting, program-rich summer experience.

8]Program Materials. Each unit needs to provide a certain amount of program materials. Depending on the type of program, these could include craft tools and supplies, camping equipment, videos and books, or ceremonial props. (Note: Units may not hold title to property; only chartered organizations or the local council legally can own property.)

9]Training Expenses. Trained leaders are the key to delivering a quality and safe program. Both adult and youth leader training should be considered an integral annual expense.

10]Full Uniforms. Traditionally, the individual pays for the uniform. We suggest that these expenses become part of the total cost of Scouting. The full Scouting program includes the full uniform!

* The same rate applies for registered adult Scouters.



11] Reserve Fund. The reserve fund might be established by a gift or loan from the chartered organization, by members of the committee, or by a unit money-earning project. The reserve fund should meet unexpected expenses. A new member's initial expenses may be met from the fund.

12] Other Expenses. These could include a gift to the World Friendship Fund, meeting refreshments, and/or contingency funds.

SOURCES OF INCOME

One well-planned fundraiser per year, such as selling popcorn, will help prevent having to ask families for extra money every week.

Some Important Points:

Paying your own way. This is a fundamental principle of the Boy Scouts of America. It is one of the reasons no solicitations (requests for contributions from individuals or the community) are permitted by units. Young people in Scouting are taught early on that if they want something in life, they need to earn it. This principle is among the reasons that adults who were Scouts are found to have higher incomes. The unit's entire budget must be provided for by the families, through either fundraising or other means such as dues or fees.

Except for council-sponsored fundraisers, all other fundraising projects require the submission of the Unit Money-Earning Application, No. 34427, to the local council. To ensure conformity with all Scouting standards on earning money, leaders should be familiar with the eight guides listed on the back of the application and in the financial record books.

OTHER HELPS

Additional information concerning unit budget plans, the treasurer's responsibilities, camp savings, forms, and records can be found in these publications: *Troop/Team Record Book*, No. 34508, and the *Varsity Scout Leaders Guidebook*, No. 34827. It is recommended that units use one of the commercial software programs developed for Scouting units, such as TroopMaster. These tools are great for keeping track of individual youth accounts. They are usually advertised in the back of *Scouting* magazine.

The Troop Operating Budget Worksheet

To develop your troop's budget, complete the worksheet and then share it with the Scouts' parents. In the case of Boy Scout troops, the patrol leaders' council reviews the budget and puts it in final form prior to study and adoption by the troop committee. Be sure to keep parents involved and informed. Program calendar and budget information needs to be communicated regularly to families, especially at the start of the program year.



BOY SCOUTS OF AMERICA®

Note-yearly youth fees are now \$60.00 per year Actual Budget

Annual Cost Per Person	No. of Scouts/ Adults	Total Unit Cost
<u>\$ 24.00</u>	<u> </u>	<u>\$ -</u>
<u>\$ 12.00</u>	<u> </u>	<u>\$ -</u>
<u> </u>	<u> </u>	<u>\$ 40.00</u>
<u>\$ 9.00</u>	<u> </u>	<u>\$ -</u>

[illegible]

		\$	-
		\$	-
		\$	-
		\$	-
\$ 10.00		\$	-
		\$	-
		\$	-
		\$	-
		\$	-

	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-

	/	\$ -
<u>Need</u>	<u>Commission</u>	<u>Unit goal</u>
	/	\$ -
<u>Sales goal</u>	<u>No. Scouts</u>	<u>Scout goal</u>

<u>Sales goal</u>	/	<u>No. Scouts</u>	=	<u>\$</u>	<u>-</u>
Sales goal		No. Scouts		Scout goal	

\$ 500.00

Additional camp sales goal per Scout

Date budget completed: _____

Unit No.: _____

District: _____

Projected No. of Scouts: _____

\$ -

* Many units include all or a portion of the resident camp fee in the annual budget. This helps ensure that all Scouts have the opportunity to attend.

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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

