

FACILITATORS GUIDE



LEAD THE ADVENTURE

Crew Officer Orientation



ScoutingU
Learn. Challenge. Lead.™

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Welcome

Welcome to the Crew Officer Orientation Training! This training will help your Crew understand the roles and duties of Crew officers and how to properly plan meetings and events. We recommend Crews do this training for the entire Crew once at the beginning of a new year or whenever they have many new members join. This training is also required for the advancement to the Discovery Rank. This will help to knock out two goals at once and help to strengthen your bond as a Crew.

This short and interactive instructor-led course is designed to be presented during a Crew meeting. Crew members should also be asked to review the officer's position descriptions in the Venturing Handbook. An established Crew might want to ask the outgoing Crew officers to describe their duties.

It should be noted that the responsibility to plan and execute the yearly Crew program falls on the Crew officers. The adult advisors of the Crew are there to offer advice and guidance. Each Crew officer has an adult Advisor or committee member assigned to work with them. They may also find additional support from experienced officers and adults of other Venturing Crews or from the local Council's Venturing Officers Association (VOA), especially if the Crew is just starting out.

In short, the "Crew Officers Orientation" helps Crew members understand their roles, the Crew's operations, and how to lead the Crew to success.

Course Objectives

By the end of this training, you will:

- Become familiar with the responsibilities of Venturing officers and with Crew processes.
- Review and compare several model agendas for Crew meetings and build an awareness of what makes an agenda type appropriate to a particular Crew need.
- Have the option to implement Crew elections.
- Receive the charge to the Crew, which gives details of what each Crew member needs to prepare for the Crew Officer Seminar (AKA planning session).

Target Audience

This course is targeted for use by all Crew members, especially Officers or those seeking advancement.

Class Timeline: 135 minutes

55 minutes (plus election time if needed). We recommend that the Crew host the training at their usual meeting location. The presenter will typically be standing.

Preparation Checklist

Resources:




- Venturing Handbook (has job descriptions for each position)
- Annual Program Planning Guide
<https://www.scouting.org/programs/venturing/Crew-resources/annual-program-planning/>
- Program Capability Inventory:
<https://filestore.scouting.org/filestore/venturing/pdf/510-012WB.pdf>
- Venturing Activity Interest Surveys:
<https://filestore.scouting.org/filestore/venturing/pdf/510-013WB.pdf>

Materials Needed

- Crew Organization Chart (Appendix 1): 1 copy to pass around
- Sample Crew Meeting Agendas (Appendix 2): 1 copy per 2 participants
- Crew Meeting Themes and Activities worksheet (Appendix 3): 1 copy per participant (or use a whiteboard/flip chart)
- pens/pencils

Post Training Checklist

- Notify design team of any issues

Time: 15 min	A1: Venturing Leaders
  	<p>LEARNING OBJECTIVES</p> <ul style="list-style-type: none"> • Identify the principal Crew leadership positions and their responsibilities • Match Crew duties to the youth leader responsible • Understand the role of the activity chair and the use of consultants <p>DISTRIBUTE MATERIAL</p> <p>Explain the following in your own words as preparation for the game that follows. You may wish to pass around a copy of the Crew Organization Chart (from Appendix 1).</p> <p>SAY:</p> <p>The number of Crew officers can vary from Crew to Crew and can even change over time in the same Crew depending on the Crew's size and needs. Some Crews develop specific descriptions of duties in their Crew bylaws; others follow the standard descriptions more closely; still others adopt a more casual practice of having everyone "do the work" with rotating responsibilities week to week or month to month. (See Chapter 3 of the Venturing Handbook for a detailed description of the typical roles and responsibilities of Crew officers.)</p> <p>The primary Crew Officer roles are typically:</p> <ul style="list-style-type: none"> • Crew President: Primary leader of the Crew who implements the Crew program in cooperation with officers and members. • Vice President of Administration: Responsible for leading the recruiting efforts for new Crew members, managing member recognition, and assuming the responsibilities of the Crew President in their absence. • Vice President of Program: Responsible for managing the development and implementation of a program that meets the needs of the Crew by recruiting and leading Activity Chairs for Crew outings and service projects. • Vice President of Communications (Secretary): Responsible for written communication including correspondence, records, meeting minutes, and publicity. • Treasurer: Responsible for keeping accurate records of the income and expenditure of the Crew's funds and maintaining the Crew's budget. • Activity Chair: Responsible for planning, promoting, and executing a Crew activity. The activity Chair for a particular event is typically selected by the President or VP-Program. Smaller activities may only need one Activity Chair, but larger Tier II or Tier III activities (a weekend or more) may necessitate multiple Activity Chairs.



GROUP ACTIVITY

Crew Leadership Activity: Who Does What?

Split Venturers into teams and create a game-show style layout. If desired, offer a small prize, such as a patch or pen, or simply celebrate the winning team with a round of applause. The goal is to keep morale high while reinforcing Crew officer roles.

As the questions are read aloud, have Crew members respond by standing up, raising their hands, or pressing a buzzer when they believe they have the correct answer. If there is significant disagreement, pause to discuss differing opinions and clarify the correct response (indicated in bold).



ASK:

1. Who organizes Crew outings? (**Activity Chair**, Chartered Org Rep, VP Program)
2. Who runs Crew meetings? (Advisor, **President**, Everyone)
3. Who maintains attendance records? (Treasurer, Activity Chair, **VP Communication/Secretary**)
4. Who runs the meeting when the Crew president is absent? (Activity Chair, **VP Administration**, Advisor)
5. Who schedules Crew activities? (**VP Program**, President, Advisor)
6. Who collects the money for Crew activities? (Committee Chair, Chartered Org Rep, **Treasurer**)
7. Who can suggest Crew activities? (VP Program, Consultant, **Everyone**)
8. Who recruits new Crew members? (**VP Administration**, Activity Chair, Everyone (note: everyone is an acceptable answer – the Vice President of Administration often plans the recruitment strategy, but everyone should help the Crew grow.))
9. Who sets up a service opportunity and reports back service hours completed? (Chartered Org Rep, President, **Activity Chair**)
10. Who sits in the back of the meeting and keeps quiet unless there is a safety issue? (**Advisor**, President, VP Communication)
11. Who serves as liaison to the chartered organization? (**Chartered Org Rep**, Advisor, President).
12. Who provides subject-area knowledge about specific Crew activities? (Advisor, **Consultant**, Activity Chair)
13. Who has fun? (**Everyone**, Advisor, past Crew President)

SAY:

Summary:

In this module we have successfully reviewed the responsibilities and roles of each Crew Officer. We understand now who runs meetings, who plans events, and so on. Venturers take on responsibility for the planning, organization, management, and leadership of their programs; adults are there as supportive resources when needed.



Time: 25 min	A2: How Crews Function
<div data-bbox="110 191 224 306"></div> <div data-bbox="110 447 215 552"></div> <div data-bbox="110 762 211 867"></div> <div data-bbox="110 1293 215 1398"></div> <div data-bbox="110 1472 215 1577"></div>	<div data-bbox="256 191 610 226">LEARNING OBJECTIVES</div> <ul data-bbox="305 237 1507 405" style="list-style-type: none"> • Compare different types of Crew meeting agendas • Describe the structure and flow of Crew meetings for your Crew • Use the Typical Crew Organizational Chart to identify the match between youth and their supporting adults <div data-bbox="256 464 610 499">DISTRIBUTE MATERIAL</div> <ul data-bbox="305 510 1430 657" style="list-style-type: none"> • Handbook Chapter 3 • Sample Agendas (Appendix 2): 1 copy per 2 participants • Themes and Activities Worksheet (Appendix 3): 1 copy for each participant – or use whiteboard <div data-bbox="256 716 1016 751">Introduce the following ideas in your own words:</div> <div data-bbox="256 804 329 835">SAY:</div> <p data-bbox="256 863 1503 1087">Venturing Crews have the unique opportunity to create a one-of-a-kind Crew since no two Venturing Crews need to be alike. A Crew can choose a specialty interest like backpacking, gaming, service, search and rescue, or can choose to be a general-interest Crew with a range of activities. All Crews share the ALPS model, using their chosen activities to emphasize Adventure, Leadership, Personal Growth, and Service. In this module, we will cover Crew meeting agendas, themes and activities for meetings, and adult support within the Crew.</p> <p data-bbox="256 1157 1503 1266">Crew Meeting Agendas will vary based on Crew goals, meeting focus, and Crew traditions. While there is no exact way to run a Crew meeting, a selection of Venturing Crew Meeting Agendas gathered from across the country are provided as examples of what Crews can do.</p> <div data-bbox="256 1339 610 1375">DISTRIBUTE MATERIAL</div> <div data-bbox="256 1396 672 1428">Activity: Review and discussion</div> <p data-bbox="256 1451 760 1482"><i>Pass out copies of the sample agendas.</i></p> <div data-bbox="256 1503 521 1539">GROUP ACTIVITY</div> <p data-bbox="256 1560 1503 1707"><i>Divide the assembled Venturers into three groups and assign each group to review one of the three examples with an eye toward three things: How does the meeting open, what does it cover, and how does it close? Give the groups 1-2 minutes to review and then stand and give a short summary of less than 30 seconds.</i></p> <p data-bbox="256 1728 1503 1801"><i>Note: If your Crew is brand new, you may want to demonstrate by summarizing the first agenda yourself.</i></p>

	<p align="center">SAMPLE CREW MEETING AGENDA 1 (Activity)</p> <p>CREW MEETING AGENDA (Every other week for one hour)</p> <p>First 5 mins are casual, just chatting and waiting for people to arrive</p> <p>Opening (VP of Comms)</p> <ul style="list-style-type: none"> • Oath • Law • Outdoor code <p>Introductions - if we have new members or visitors (VP of Admin)</p> <p>Announcements (President or VP of Admin)</p> <p>Activity - takes a majority of the meeting (President or VP of program); starts with a relevant safety moment</p> <p>Advisors minute</p>	<p align="center">SAMPLE CREW MEETING AGENDA 3 (Planning)</p> <p>Crew Meeting Agenda (Meetings range from 35 min to 75 min depending on youth availability)</p> <p>Opening (Oath / Law / Outdoor code) (President): 5 minutes</p> <ul style="list-style-type: none"> • Introductions (as needed) • Safety minute <p>Sign-ups and Event Planning (VP of Program & Activity Chairs): 20 minutes</p> <ul style="list-style-type: none"> • Events within a month (date/time, place, cost, transport, clothes & gear, food assignment, other) • Events within 90 days • Tier III Adventure planning (fundraising, skill-building, logistics) <p>Venturing News (VP of Comms): 5 minutes</p> <ul style="list-style-type: none"> • Updates from Council / Territory / National • Events, projects, social media findings of interest <p>Review of Venturers' progress (VP of Admin): 5-10 minutes</p> <ul style="list-style-type: none"> • Service opportunities: brainstorm / planning / sign-ups • Recruitment: brainstorm / planning / sign-ups <p>Items from the floor <i>[If time, game or activity here]</i></p> <p>Advisor's Wisdom (Advisor): 3 minutes</p>
	<p align="center">SAMPLE CREW MEETING AGENDA 2 (Training)</p> <p>Crew Opening</p> <p>Safety Moment</p> <p>Review previous minutes and approve</p> <p>Short reports from officers</p> <p>Begin selected training module/ or training course (will take up bulk of meeting time)</p> <p>Advisor's minute</p> <p>President's minute</p> <p>Closing</p>	



After the presentations, ask the following discussion questions:

- Who had an agenda focused on training or planning? Who had one focused on an activity?
- How do these types (training/planning vs activity) of agendas differ?
 - Possible answers include: It seems like the different Crews have different ideas about meeting flow – whether minutes are shared, for instance.
 - Training or planning agendas prioritize structure, goal-setting, and delegation, while activity agendas emphasize engagement, hands-on participation, and skill-building.
 - Training or planning focuses on leaders leading, while activity agendas are more equal since everyone's involved.
 - In training and planning agendas there's more talking and deciding; activity agendas are more active.
- Are there any elements from the sample agendas that would be helpful for us to incorporate into our Crew meetings?
 - Depending on the answers to this question, you may wish to ask the VP of Communications/Secretary to record the answer for discussion at the next Crew meeting.

Close the short discussion by sharing the following in your own words:



SAY:

Agendas make meetings more efficient by

- providing structure
- setting clear goals
- managing time
- clarifying roles
- ensuring discussions stay on track and productive

You should always feel free to suggest agenda items to the Crew President, since that's how our best work gets done!

Crew Meeting Activities:

Introduce this information in your own words:

Themes and activities for meetings are a fundamental aspect of Crew meeting culture. They allow Venturers to learn new things, share their interests and hobbies, and develop their personal growth. (Crews can also use the Venturing Activity Interest Survey (VAIS) to learn more about the Crew's interests; we are focused here on what to do during regular meetings! Large-scale planning will be covered on the VAIS in Module B of this training.) Below you will find ideas for educational and fun meeting themes, activities, and outings.



FLIP CHART

Give the brainstorm instructions and either hand out the worksheet or use a whiteboard or flipchart to facilitate group work:

As a group, we are going to spend a couple of minutes filling out the Themes and Activities worksheet (located in the appendix). Together, we are going to brainstorm various ideas for Crew meetings. A few examples have been provided in each category to get us started. Remember, the possibilities are endless! Fill out a few ideas for each category individually.



ASK:

When we are done, share your two favorite suggestions with the group. Hand your filled out brainstorm worksheet to the VP of Communications since we will use this information again in our Crew Officer Seminar / Planning Session.



SAY:

Possible Themes:

1. Hobby Night (allow scouts to come in and bring their hobby to educate and share!)
2. Career Night (have adults or members of the community talk about their career)
3. Wilderness Survival
4. Holiday theme (such as Cinco De Mayo/Fiesta)
5. Intercultural Night

Games:

1. Chair stacking (exactly what it sounds like)
2. Hacky sack or frisbee
3. Balloon stomp or balloon-in-the-air
4. COPE
5. Board games or card games

Activities:

1. Ice cream social
2. Misspelling bee (e.g. how can you spell “Straughbury”/Strawberry)
3. Meet at park and follow with night hike
4. Resume building and interview practice
5. Native medicinal plant or animal education (you can bring in a consultant)

Post-Brainstorm:

Have the VP of Communications/Secretary preserve this information for our Module B: Crew Officer Seminar/Planning session where we will discuss shared interests or passions more fully.

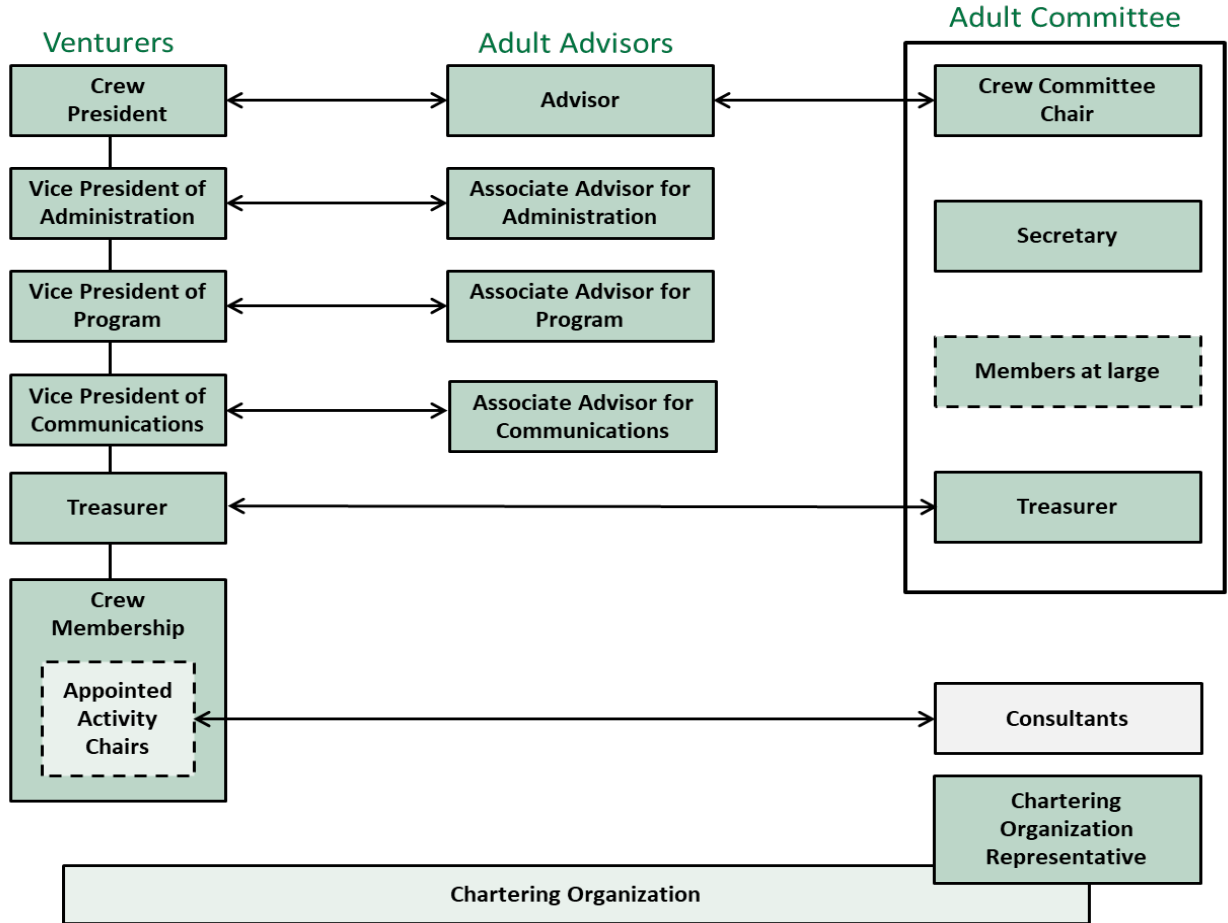
**SAY:****Adults as a resource**

Explain the following in your own words:

Leadership in the Venturing program is the responsibility of the youth members. You will notice that adults in the Venturing program are referred to as Advisors and committee members. Adults in the Venturing program are an asset and resource. They are here to coach and mentor Venturing Crew officers to help them grow in their leadership roles.

Let’s look again at the Crew leadership and how they are supported by adults. To support the Crew, we need to know its structure and where the adult Advisors, committee members, and consultants fit in. (A reproducible copy of the Crew organization chart is available in the Appendix.)

TYPICAL CREW ORGANIZATION CHART





SAY:

Advisors and Associate Advisors work closely to support each of the Crew Leaders. For instance, before a meeting, the Crew President can create an agenda and share it with the Advisor. The Advisor can review and make suggestions for additions and changes to the agenda. Having a conversation with the Crew President can help them prepare to hold a successful meeting.

During the meeting, the adults in attendance can offer guidance or answer questions if the officers need it, but the youth run the meeting and lead the activities. The Advisor is given a minute (or three) towards the end of the meeting to provide any additional information. Also, the Advisor can offer an inspirational quote or story that may tie into the current Crew activities.

After the meeting, the Advisors can give the Crew Officers praise on how the meeting went and encouragement on items that might be a struggle. The Advisors should also answer any questions or concerns the Crew Officers might have from the meeting or hold a short reflection.

	<p>Anytime the Crew President or other youth officers have any questions or topics they want advice on, they should reach out to their corresponding Advisor or an adult committee member (following 2-deep contact guidelines). An example, if the VP of Communications is not sure of the best way to send out information to a new youth, the Associate Advisor of Communications and Advisor can give them ideas to accomplish the task. An advisor should also encourage healthy communication among the youth officers to ensure the Crew's success.</p> <p>There's one role that deserves special attention: the Consultant. Consultants are domain experts – that professional spelunker who provides advice and guidance during a local cave tour; the kayaking instructor trained by council; or the Zipline company that provides an adventure experience. Consultants must follow the Guide to Safe Scouting, including the two-deep leadership rule, and cannot stay overnight unless they are registered with Scouting America and comply with Scouting America guidelines.</p> <p>A reminder that whenever contacting an adult, the Crew member should always copy a parent or the Advisor in all communications. This ensures that Youth Protection guidelines are followed.</p> <p>Summary:</p> <p>In this module, we have evaluated the various agendas a Venturing Crew can use. We have also explored a wide variety of adventures, outings, themes, and activities Crews can do at their meetings or as an event. We looked at how Crew youth can work with the adults as a resource when planning activities and running meetings. We also learned about Consultants, and how a Crew can benefit from external guidance. With all of this in mind, run it, decide it, record it, share it, and go lead the adventure!</p>
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Time: 10 - 90 min	A3: Officer Elections (optional)
 	<p>LEARNING OBJECTIVES</p> <ul style="list-style-type: none"> • Understand how small Crews can adjust their Venturer to officer ratio. • Learn to motivate Venturers to take on an officer role • Run Successful Crew elections <p>SAY:</p> <p><i>Share this information with your Crew whenever you think it appropriate – during the current training or later in the year.</i></p> <p>Some Crews find it helpful to transition directly from the Crew Officer Orientation into officer elections, but the timing of elections is ultimately up to the Crew. Crews may choose different approaches based on their needs: some follow a calendar year, others align with the school year, and some hold elections twice a year. In certain situations, a temporary election of officers may be the best solution. Each Crew should carefully consider what approach works best for their group dynamics and goals. (Resources on Crew elections are provided in Chapter 3 of the Venturing Handbook.)</p> <p>After elections, it is essential to schedule a special training session for the newly elected Crew Officers. This Crew Officer Briefing, led by the Advisor, introduces the new officers to the roles and responsibilities of their positions. During this session, officers will also begin planning for upcoming Crew events, with a particular focus on preparing for the Crew Officer Seminar/Planning Session.</p> <p>Here is a simple walk-through of how a Venturing Crew election might go.</p> <ol style="list-style-type: none"> 1. The Crew is normally notified of the upcoming election a month or so in advance at their usual meeting and is reminded up until election day. Venturers should be encouraged to run for an officer position that fits them. They are encouraged to share their interest in advance with the Crew Advisor. 2. On election day the Crew President will open the meeting as usual. <ol style="list-style-type: none"> a. Then the President will review each role. A brief definition is given about the role, and the current officer can also explain the tasks they have completed during their most recent term. b. Once every role has been discussed, the floor is opened for nominations. Robert's Rules of Order may be followed for this part. c. Once nominated the Venturer is encouraged to accept the nominations. They may then give a short speech or talk to their Crew about why they want the role along with their goals for the year etc. d. Many Crews use a rolling process: first, vote on the President; then unsuccessful candidates can stand for other positions such as VP of Program.

- e. Elections can be held through a paper ballot or by acclamation. Venturers can cast votes for each Officer position. Votes are typically tallied by the Crew advisor(s) or Committee member(s).
- f. Results are typically announced at the end of voting.

Note:

- If the president is not present, the VP of Administration or other standing officer can run the election.
- Youth who are nominated do not have to accept nominations. Be cautious of peer pressure; do not force any youth to take on a role they do not want.
- At the same time, it is important for adults and fellow youth to encourage their peers to run for a role that fits them. Youth are sometimes hesitant to accept new responsibilities, and an observation that they appear ready for the responsibility can make a difference. Remember, officer roles are an opportunity to develop leadership skills and personal growth.
- Adults are active in ensuring a fair vote is cast, and that every Venturer's voice is heard.
- Determine collaboratively when the new officers will take charge and whether the Crew wants to use an installation ceremony. Crews can choose to have an immediate transfer of officer roles at the end of the meeting, wait for the next meeting, or until after the Crew Officer Briefing has been held.
- After elections, the Advisor will need to schedule the Crew Officer Briefing for the new group of officers.

Preparing a speech for Election Day:

When preparing a speech for election day, keep it concise, focused, and use SMART goals. Talk about what you love about your Crew, and your vision and goals for your term. What you would like to see added or changed. Discuss any skills and why you think you are a good fit for this role! Practice in front of your friends or family beforehand, bring bullet points or notes and remember to speak loud and smile!

What to do with small Crews:

For Venturing Crews with more officer positions than Venturers, there are a couple options. Crews may decide to leave the role vacant, allowing for filled roles to cover the duties of the inactive roles. Crews can also combine roles. For example, VP of Program and Communication can be held by the same Venturer. The workload of two positions should be easily manageable with a smaller Crew.



What to do if no youth want to run for an Officer position:


If you have enough Venturers to fill positions but no youth interested in running, you might try one of the following strategies:


- Assign an interim role – ask a youth to cover the next two or three months, for instance, and see if they’re willing to continue
- Consider redefining the roles. If someone isn’t comfortable being “President,” can they at least convene the next three meetings?
- Ask: would it be helpful to provide training in advance of taking on a new role? If so, what focus would be helpful? That training could be provided to the whole Crew as a meeting activity.
- Ask the youth: how do they imagine the work of the Crew getting done without defined leadership roles? Some Crews are comfortable with an “all for one and one for all” mentality, and don’t feel the need for formal officers. It is one of the joys of Venturing that the youth can make decisions about how the Crew will run.

Summary

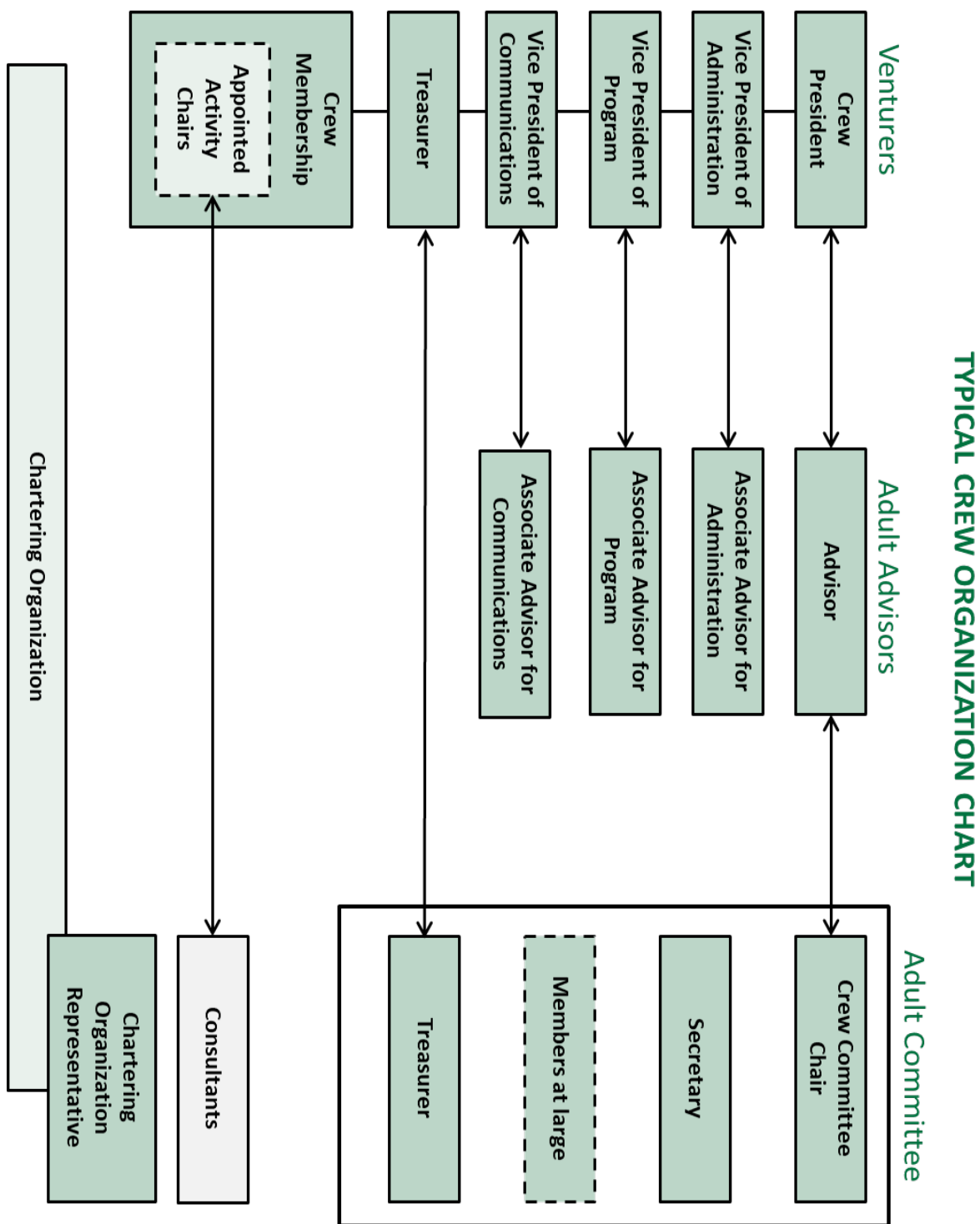
Running for a Crew Officer position is an exciting opportunity! It will help you to grow in leadership, service, and personal growth. It also counts towards rank advancement (or resume building), and opens doors for many more opportunities within Venturing and the Scouting world. Congratulations to the new officer team!

Time: 5 min	A4: OUR CHARGE
 	<p>LEARNING OBJECTIVES</p> <ul style="list-style-type: none"> List the materials needed in preparation for Module B, Crew Officer Seminar (Planning Session). <p>SAY:</p> <p>Congrats on completing Module A of the Crew Officer Orientation Training. Each section of today's training has helped prepare us for Module B (The Crew Officer Seminar/Planning Session) and beyond. In today's training we have learned the role of each Crew officer, learned how to use adults as a support resource, and studied the various agendas, activities, and themes that can be utilized to energize our Crew meetings. You may have even held officer elections. (If so, remember to also conduct a Crew Officer Briefing for your incoming officers.)</p> <p>Before we close, we have some homework to help our Crew get ready for a great year. As we move toward the Crew Officer Seminar (also known as the Planning Session), every Crew member will need to prepare three things*, and I'm going to quiz you on the list in just a moment. We charge you with bringing:</p> <ol style="list-style-type: none"> 1. Your personal calendars with school holidays and other obligations 2. Your completed Venturing Activity Interest Survey (used to focus our planning on activities with substantial Crew interest): https://filestore.scouting.org/filestore/venturing/pdf/510-013WB.pdf 3. PLUS, each Crew member should bring at least <u>three</u> detailed ideas for activities, service projects, and/or Tier III adventures that are longer than a single weekend – along with locations, costs, and Crew preparation necessary for these ideas. <ul style="list-style-type: none"> <i>NOTE: Adjust the list above to suit your actual Crew circumstance; a large Crew may only need members to bring a single idea, or you may need to explain that these suggestions will be voted on.</i> <p>We have several online resources that we all might review before our next session – there are QR codes for these materials in the Appendix.</p> <ol style="list-style-type: none"> 1) Our officers may want to consult the Annual Program Planning Guide to prepare for this session: https://www.scouting.org/programs/venturing/Crew-resources/annual-program-planning/. 2) The How-to Guide for Planning Venturing Events https://www.scouting.org/wp-content/uploads/2022/03/How-to-Guide-for-Planning-Venturing-Events-2022.pdf may also be helpful.

	<p>3) And, all adults – Advisors, Committee members, and parents – should complete the Program Capability Inventory so the officers know what skills, equipment and facilities are available for the Crew:</p> <p>https://filestore.scouting.org/filestore/venturing/pdf/510-012WB.pdf</p> <p>ASK:</p> <p>Before we go, I need to know that you’ve heard your charge. What three things will you need to prepare for the Crew Officer Seminar / Planning Session?</p>
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Time: 1 min	CLOSING
	<p>SAY:</p> <p><i>To close the training, share this final summary:</i></p> <p>At today’s training, we have set a great foundation for running a Crew effectively. Congratulations, with the completion of today’s session, you have completed the Crew Officer Orientation requirement for the Discovery Rank. As we look forward to Module B, Crew Officer Seminar, we will have the opportunity to act upon what we have discussed by putting together a year’s worth of exciting activities and adventures.</p> <p>We hope that today’s training has helped <u>you</u> to feel more empowered to Lead the Adventure!</p>

APPENDIX 1: Crew Organization Chart



APPENDIX 2: Sample Meeting Agendas

<p>SAMPLE CREW MEETING AGENDA 1 (Activity)</p> <p>CREW MEETING AGENDA (Every other week for one hour)</p> <p>First 5 mins are casual, just chatting and waiting for people to arrive</p> <p>Opening (VP of Comms)</p> <ul style="list-style-type: none"> • Oath • Law • Outdoor code <p>Introductions - if we have new members or visitors (VP of Admin)</p> <p>Announcements (President or VP of Admin)</p> <p>Activity - takes a majority of the meeting (President or VP of program); starts with a relevant safety moment</p> <p>Advisors minute</p>	<p>SAMPLE CREW MEETING AGENDA 3 (Planning)</p> <p>Crew Meeting Agenda (Meetings range from 35 min to 75 min depending on youth availability)</p> <p>Opening (Oath / Law / Outdoor code) (President): 5 minutes</p> <ul style="list-style-type: none"> • Introductions (as needed) • Safety minute <p>Sign-ups and Event Planning (VP of Program & Activity Chairs): 20 minutes</p> <ul style="list-style-type: none"> • Events within a month (date/time, place, cost, transport, clothes & gear, food assignment, other) • Events within 90 days • Tier III Adventure planning (fundraising, skill-building, logistics) <p>Venturing News (VP of Comms): 5 minutes</p> <ul style="list-style-type: none"> • Updates from Council / Territory / National • Events, projects, social media findings of interest <p>Review of Venturers' progress (VP of Admin): 5-10 minutes</p> <ul style="list-style-type: none"> • Service opportunities: brainstorm / planning / sign-ups • Recruitment: brainstorm / planning / sign-ups <p>Items from the floor <i>[If time, game or activity here]</i></p> <p>Advisor's Wisdom (Advisor): 3 minutes</p>
<p>SAMPLE CREW MEETING AGENDA 2 (Training)</p> <p>Crew Opening</p> <p>Safety Moment</p> <p>Review previous minutes and approve</p> <p>Short reports from officers</p> <p>Begin selected training module/ or training course (will take up bulk of meeting time)</p> <p>Advisor's minute</p> <p>President's minute</p> <p>Closing</p>	

APPENDIX 3: Themes and Activities Worksheet

Fill out a few ideas for each category. When we are done, share your two favorite suggestions with the group. (When this activity is completed, hand your filled out brainstorm to the VP of Communications since we will use this information again in our Crew Officer Seminar / Planning Session.)

Possible Themes:

1. Hobby Night (allow scouts to come in and bring their hobby to educate and share!)
2. Career Night (have adults or members of the community talk about their career)
3. Wilderness Survival
4. Holiday theme (such as Cinco De Mayo/Fiesta)
5. Intercultural Night
6. _____
7. _____
8. _____
9. _____
10. _____

Possible Games:

1. Chair stacking (exactly what it sounds like)
2. Hacky sack or frisbee
3. Balloon stomp or balloon-in-the-air
4. COPE
5. Board games or card games
6. _____
7. _____
8. _____
9. _____
10. _____

Possible Activities:

1. Ice cream social
2. Misspelling bee (e.g. how can you spell “straughbury”/Strawberry)
3. Meet at park and follow with night hike
4. Resume building and interview practice
5. Native medicinal plant or animal education (you can bring in a consultant)
6. _____
7. _____
8. _____
9. _____
10. _____

APPENDIX 4: Useful Resources

The Venturing Handbook has a wealth of information on Crew Officer Positions, Event Planning, and much more!

- Annual Program Planning Guide scouting.org/programs/venturing/crew-resources/annual-program-planning/



- Program Capability Inventory: filestore.scouting.org/filestore/venturing/pdf/510-012WB.pdf



- Venturing Activity Interest Surveys: filestore.scouting.org/filestore/venturing/pdf/510-013WB.pdf

