



# GRAND TETON COUNCIL HANDBOOK

2017 - 2018





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# GRAND TETON COUNCIL VISION STATEMENT

***Energize all resources to help all young people of our Council be prepared to make ethical and moral choices over their lifetimes by instilling within them the values of the Scout Oath and Law.***

***In 2017 – 2018 we will energize:***

***Volunteers:*** Promote Wood Badge to volunteer through five courses and provide “Fast Start Training” online through our Council’s website.

***Youth:*** Continue to grow 2% annually in youth membership with emphasis on community sponsors, Hispanic Outreach, and Exploring.

***Marketing:*** Increase the number of positive public media newspaper articles, television, and radio PSA’s, stories, and interviews in all districts and Council-wide.

***Training:*** Strive for 100% of all leaders leader-specific trained and Youth Protection trained each year.



# Grand Teton Council in 2016

## Membership

- Our Council has one of the highest youth retention rates in the nation (92.95%).
- 23,045 total youth are being served in the Grand Teton Council.
- 22,950 traditional youth members are registered, in 1,919 Cub, Boy, Varsity and Venture Units.
- 13,000 adults registered & volunteered in the Scouting program (not including merit badge counselors which add another 3,000+ volunteers).
- 210 Learning for Life Participants registered.
- Chartered 1,936 total units

## Advancement

- 527 boys received the Eagle Scout Award.
- 956 Arrow of Light Awards were earned by our Cub Scouts.
- 23,917 merit badges were earned by our Scouts.
- 4 Meritorious Action Awards were earned in 2016. Four Scouts earned the Lifesaving award.

## Service

- Over 410,000 food items were collected in the Scouting for Food campaign for local food banks -- enough to feed over 50,000 families who are in need of food.
- Eagle Scouts invested over 87,341 service hours back into our community through their service projects and helped save local communities over \$1,572,138 in man hours.
- In addition to Eagle Scout projects, Scouting youth performed approximately 3,422 hours of community service.

## Journey to Excellence (JTE)

- Over 700 Scouting Units achieved the Bronze, Silver, or Gold level in Journey to Excellence.
- Our Council achieved the Journey to Excellence Silver Level Award in 2016
- Of the 17 districts, the following qualified for the "*Journey to Excellence*" Awards at the following levels: Gold – Lost River, Malad, North Caribou, Portneuf and South Fork. Silver – Bing Pow, Blackfoot, Centennial, Jackson, Salmon, South Caribou, Star Valley, Tendoy, Teton, and Wolverine. Bronze – Eagle Rock & Yellowstone.

## Camping

- Each of our 3 Boy Scout camps, Salmon River High Adventure Base, and Day Camp were nationally accredited.
- 4,723 youth attended Day Camp at Krupp Hollow, Portneuf Springs, Traveling Day Camps and Little Lemhi. An additional 1,600 girls participated in programs at Grand Teton Council day and Scout camps.
- 5,087 Boy Scouts attended camp at Treasure Mountain, Little Lemhi or Island Park Scout Camp.
- 1,396 Varsity and Venture youth experienced the Salmon River Base High Adventure Base.

## Finance

- Over \$400,538 raised in product sales & special events: Holiday and Memorabilia Auctions, Sporting Clay Tournament, Popcorn, and Tiger Ears.
- \$1,137,133 Friends of Scouting campaign dollars raised by year end.

## Program

- 194 adult leaders attended Wood Badge in five different courses.
- 476 Boy Scouts, Varsity Scouts, and Ventures attended Cedar Badge National Youth Leadership Training Courses.
- 242 youth and adults were active in the Order of the Arrow
- Successfully conducted the 8th Annual Tall Timber (Family Scouting Experience) with 51 families and 545 people in attendance.

# Grand Teton Council Council Goals for 2017-2018

## TRAINING

### **Every Youth DESERVES a WELL-TRAINED Leader**

- Every adult leader is required to complete Youth Protection before they can be registered with the Grand Teton Council BSA. It is not unreasonable to expect to achieve 100% youth-protection trained.
- Leader-specific training is part of the required preparation for leaders to know how to implement the scouting program effectively. We hope our leaders will take advantage of significant opportunities for advanced trainings like Wood Badge & Powder Horn.
- Every Adult Leader should be familiar with and utilize “The Guide to Safe Scouting” in all their scouting activities.

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## CAMPING

### **Significantly increase attendance at all camping programs**

- 20% Day Camp increase
- 10% Scout Camp increase
- 10% High Adventure Base increase

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## ADVANCEMENT

### **Every Youth NEEDS to Advance one rank each year**

- Increase the Cub Scout and Boy Scout advancement percentages by 5%
- Increase the Venturing Awards numbers by 50% or more

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## THE COUNCIL

**Along with units and districts, the Grand Teton Council strives to achieve Journey to Excellence Gold Status every year.**

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## DISTRICTS

### **District leadership can have an important, positive impact by:**

- Making sure the District Committee is well staffed
- Conducting quality, well-organized roundtables each month with information that your units want and need as well as hosting breakout departmental meetings when necessary.
- Recruiting scouts of all ages and establishing new units
- Registering and training Unit Commissioners so that each Commissioner can provide guidance for 3 or 4 units at the most.
- Holding Unit Commissioner meetings to report on the health of units and make action plans to help individual units. Then implement these plans.
- Conducting the Friends of Scouting Campaign in a timely and well-organized fashion, utilizing materials provided by the Council.
- Reaching finance goals through FOS, Auction participation, Popcorn sales, Tiger Ear booth, and project sales.
- Continuing to promote scouting in local schools and other public forums.

*The Levels of Support to our Youth*



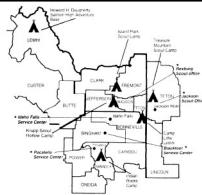
**23,045 Youth**



**1,936 Units**

506 Packs • 501 Troops • 451 Teams  
461 Crews • 17 Posts

**500+ Chartered Partners**



**17 Districts**

**Grand Teton Council**



**Area 2**

Idaho Falls, ID  
Twin Falls, ID  
Great Falls, MT  
Casper, WY

Denver, CO  
Colorado Springs, CO  
Greeley, CO  
Grand Junction, CO  
Pueblo, CO

Ogden, UT  
Orem, UT  
Salt Lake City, UT  
Rapid City, SD

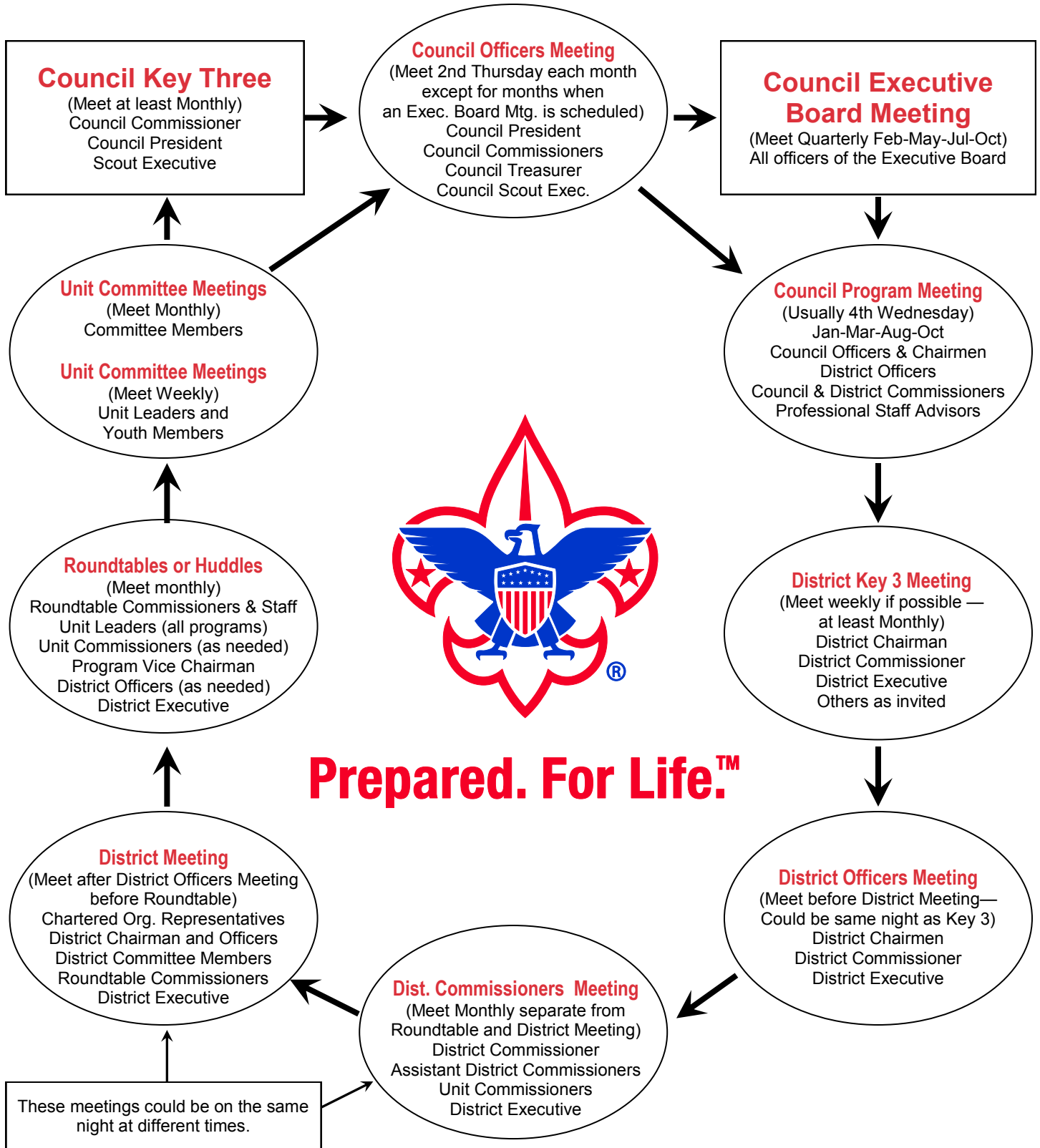
**Western Region**



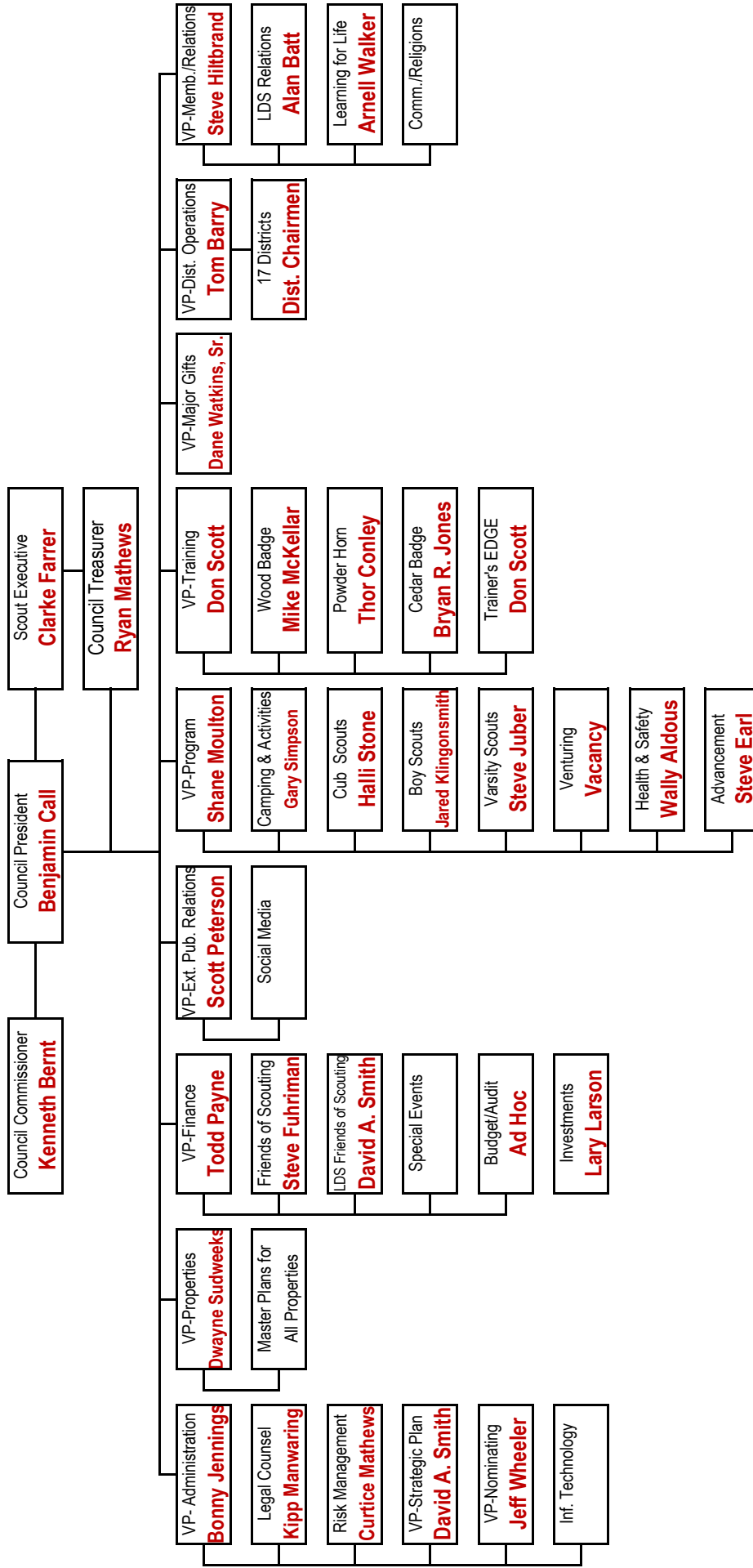
**National Council  
Boy Scouts of America**

# Grand Teton Council

## Cycle of Communication and Meetings



# Grand Teton Council 2017 Council Leadership







## 2017 COUNCIL LEADERSHIP

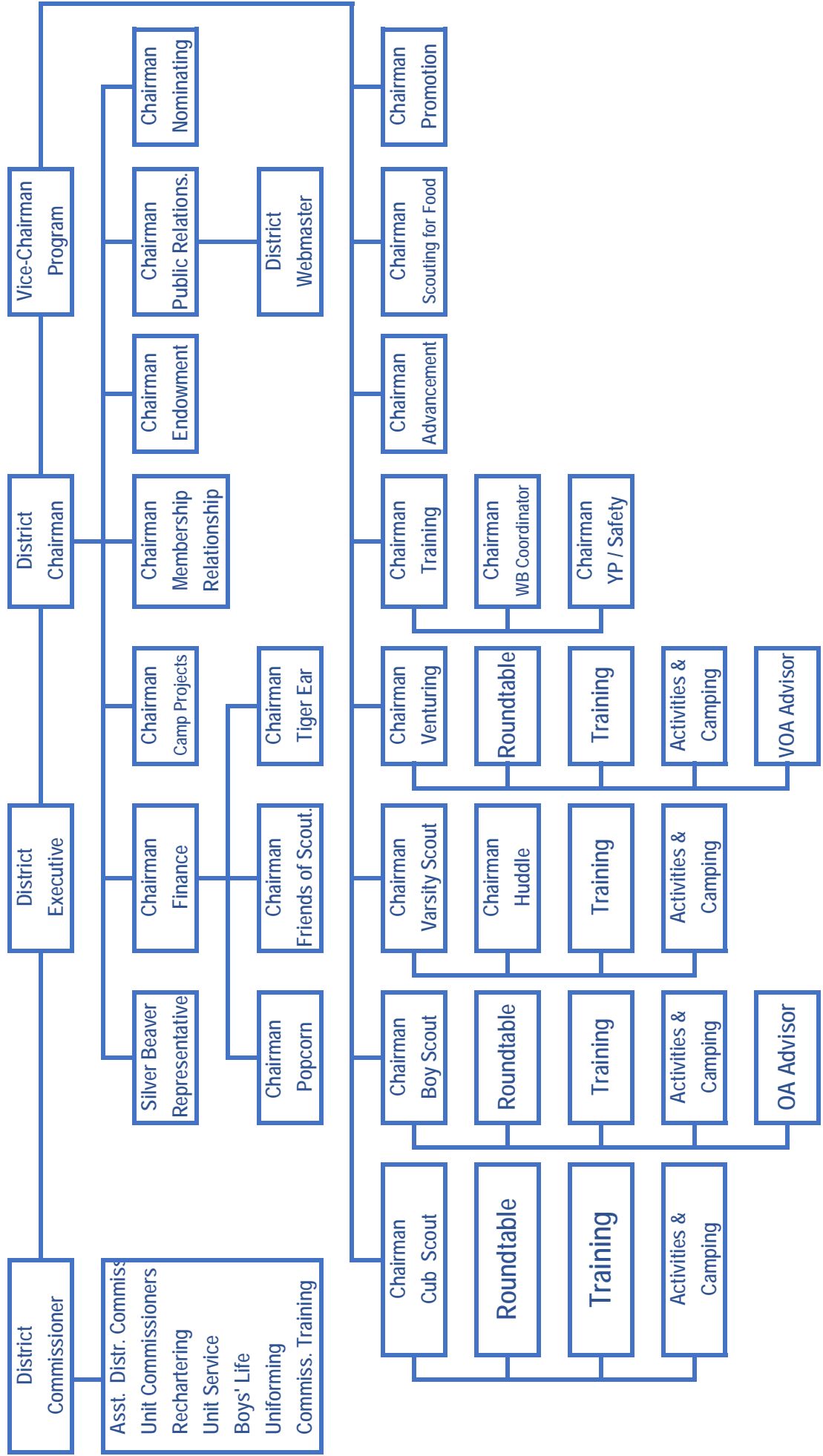
### *Executive Committee*

Name	Address	Phone	Email
<b>Ben Call</b> Council President	38 Columbia Street Pocatello, ID 83201	208 317-3700	Ben.Call@scouting.org
<b>Kenneth Bernt</b> Council Commissioner	478 University Pocatello, ID 83201	208 251-6190	Ken.Bernt@scouting.org
<b>Ryan Mathews</b> Council Treasurer	518 West 65 South Blackfoot, ID 83221	208 881-8578	ryanpmathews@gmail.com
<b>Bonny Jennings</b> VP-Administration	131 North 4300 East Rigby, ID 83442	208 589-3149	bonnyj@cheerful.com
<b>Thomas Barry</b> VP-District Operations	4160 East 600 North Rigby, ID 83442	208 521-5645	tjb687@msn.com
<b>Dane Watkins, Sr.</b> VP – Major Gifts & Nat'l. Council Rep	P.O. Box 50781 Idaho Falls, ID 83405	208 681-0800	thewatkinsco@cs.com
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<b>Donald Scott</b> VP-Training	33 North 740 West Blackfoot, ID 83221	208 317-8238	dlscott@baf.myrf.net
<b>Arnell Walker</b> Nat'l. Council Rep/LFL	111 North 3 <sup>rd</sup> East Soda Springs, ID 83276	208 221-3715	arnellwalker0@gmail.com

## 2017 Committee Chairmen

Name	Address	Phone	Email
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<b>Vacancy</b> <i>Venturing</i>			
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# Grand Teton Council District Organization Chart



# Grand Teton Council

## THE KEY THREE



**Commissioner**



**President**



**Scout Executive**

<b>COUNCIL</b>	<b>COUNCIL COMMISSIONER</b>	<b>COUNCIL PRESIDENT</b>	<b>SCOUT EXECUTIVE</b>
<b>DISTRICT</b>	<b>DISTRICT COMMISSIONER</b>	<b>DISTRICT CHAIRMAN</b>	<b>DISTRICT EXECUTIVE</b>
<b>POSITION CONCEPT</b>	Leads and motivates a <b>LINE</b> organization providing one-on-one communications and “service” to individual units. This includes re-chartering and assuring a quality Scouting experience for youth in every unit.	Leads and motivates volunteers who each perform specific tasks required of a Council/District including Finance and Membership/ Relationships. Oversees entire organization.	Ultimate responsibility is to assure the <b>WHOLE</b> Scouting organization works...primarily by finding and guiding volunteers to do organized tasks, training and maintaining them to achieve aims of Scouting.
<b>POSITION EMPHASIS</b>	Maintaining Units	Staffing Administration	Staffing Training



# Grand Teton Council

## The District Committee Meeting



The entire District Committee meets on a regularly scheduled date, usually monthly. The purpose of District Meetings is to build momentum, provide group continuity, assure good coordination, and administer specific assignments of individual district Scouters. The District Commissioner reports on the special needs of units and requests the help of operating committees to meet those needs.

To help coordinate efforts, many districts devote a major portion of District Meeting time to simultaneous meetings of each of the operating committees (membership, finance, camping, etc.). This is also a time efficient meeting pattern for busy district volunteers.

Each operating committee checks details on progress made by its members during the month, makes decisions on plans for the months ahead, and updates specific assignments for each Committee Member. The District Chairman, District Commissioner and District Executive sit in where needed.

All Scouters reassemble together. Each Committee Chairman reports on plans and progress so that everyone knows the big picture. To help build commitment, the District Meeting also provides moments of fellowship and inspiration.

The pattern of District Meetings must be right if it is to attract and hold members. Build these dates into the council program a year in advance to include:

**A Monthly Schedule** – A monthly meeting is necessary to maintain continuity and momentum. A strong healthy flow of plans, projects, reports, training and inspiration cannot be effectively maintained on a less frequent schedule of meetings. The June and August meetings can be held outdoors. The June

meeting might be held at the council camp for planning the coming year's program, and the August meeting in connection with a picnic, barbeque or other outing for all Scouters and their families.

**A Standard Date** – Pick a standard day and week of the month and stick to it except when it falls on a holiday. Scouters should be able to write a regular date into their calendars and plan on it. Meetings should be held at the same place; a central location is usually best

### PLANNING THE MEETING

Preparation for the District Meeting calls for advance planning by the District Chairman, District Commissioner, and District Executive; most important of all, a conference between the District Executive and the Chairman of each of the District Operating Committees to check on progress and develop a work plan for the coming month.

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

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

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

Any volunteer movement such as Scouting is peculiarly dependent on emotional motivation. It is important to every District Meeting to add fuel to the fires of interest and enthusiasm and

to strengthen people's will to carry on this cooperative venture in serving youth.

**Introduction of Guests** – Have someone introduce the guest. Be sure names are pronounced correctly and clearly.

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

**Training** – Every gathering of Scouters is an opportunity to add something to the individual's understanding of Scouting as well as his job and how to do it. Brief discussion, filmstrips, films, demonstrations, charts, literature displays and dramatization are some of the tools that can be used.

**District Commissioner's Report** – Either in this report or informally at some other time the District Commissioner will request Operating Committee assistance for specific unit situations.

**Operating Committee Meetings** – This is the bread-and-butter part of a good District Meeting. Each committee must have an agenda worked out by the Committee Chairman and District Chairman. The agenda includes specific plans, assignments and follow-up on assignments.

**Report of the Operating Committee Chairman** – Keep this brief and result oriented.

**Reports of the Chartered Organization Representatives** – They may be called for occasionally.

**District Work** – Any items of district business that have not been fully covered in reports of the Operating Committees should be covered here.

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

chairman notes them for discussion during the open forum.

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

## **Announcements and Closing**

### **MEETING RESULTS**

It is up to the Key 4 to see that each meeting has the following results:

- Notes related to the work plan of the district should be kept by each Operating Committee Chairman and copies shared with the District Key 4.
- Significant outcomes of the meeting can be reported in the local news media, informing the public and further committing Committee Members to carry out announced plans.
- The District Chairman, Program Vice-Chairmen, and District Executive will be in frequent contact with Operating Committee Chairmen over details of the program, encouraging, helping, checking on progress, and promoting the steady flow of district work until it is time for another roundtable or huddle.
- The District Commissioner takes details of the program back to the Commissioner Staff.

District \_\_\_\_\_

Council \_\_\_\_\_

## District Committee Meeting Work Plan (Sample Agenda)

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

Chairman \_\_\_\_\_

**NOTE:** Attach work plans for all functions for the District Chairman, District Commissioner, District Executive and Operating Committee Chairmen.

1. **Call to order.**
2. **Opening ceremony and/or invocation.** Keep this short and simple.
3. **Welcome, introductions and recognitions.** Ask Committee Chairmen to introduce the new members of their committees. Introduce new Chartered Organization Representatives.
4. **Training feature of the month.** No longer than 15 minutes.
5. **Highlights of the job that need to be planned and executed tonight** (District Chairman).  
References: *Council and District Plan Book, No. 33032C* and the latest District Report.
  - A. Touch on the highlights of this month’s Work Plan for each function.
  - B. Announce time allowed for the Operating Committee Meetings. These will occupy the major portion of the evening. (Note: If the District Committee operates as a “committee of the whole,” each of the four functions is reviewed and assignments are made. If operating as the “neighborhood plan,” the needs of each neighborhood committee are reviewed.
  - C. As each item is discussed, be sure an assignment is made, accepted and recorded on the Work Plan in each meeting.
6. **Unit service.** Unit conditions and Roundtables \_\_\_\_\_  

District Commissioner

Specific units needs requiring Operating Committee assistance.
7. **Operating Committee Meetings and Zone Meetings for Chartered Organization Representatives.** COR’s meet with Zone Leaders while Operating Committees meet. (The Key 4 can have a quick huddle then disperse, each to assist one or more of the Committee Meetings.)
8. **Reports and plans of Operating Committee Meetings.** (Obtain completed plans from each Chairman.)
 

-Finance Committee	-Membership Committee	-Cub Scouting Committee
-Boy Scouting Committee	-Varsity Scouting Committee	-Venturing Committee
-Training Committee	-Advancement Committee	-Camp Promotion Committee
9. **Reports of special committees and selected Chartered Organization Representatives.**
10. **District Executive’s Report.**
11. **Other business.** Hold an open forum if time permits.

\_\_\_\_\_  
\_\_\_\_\_

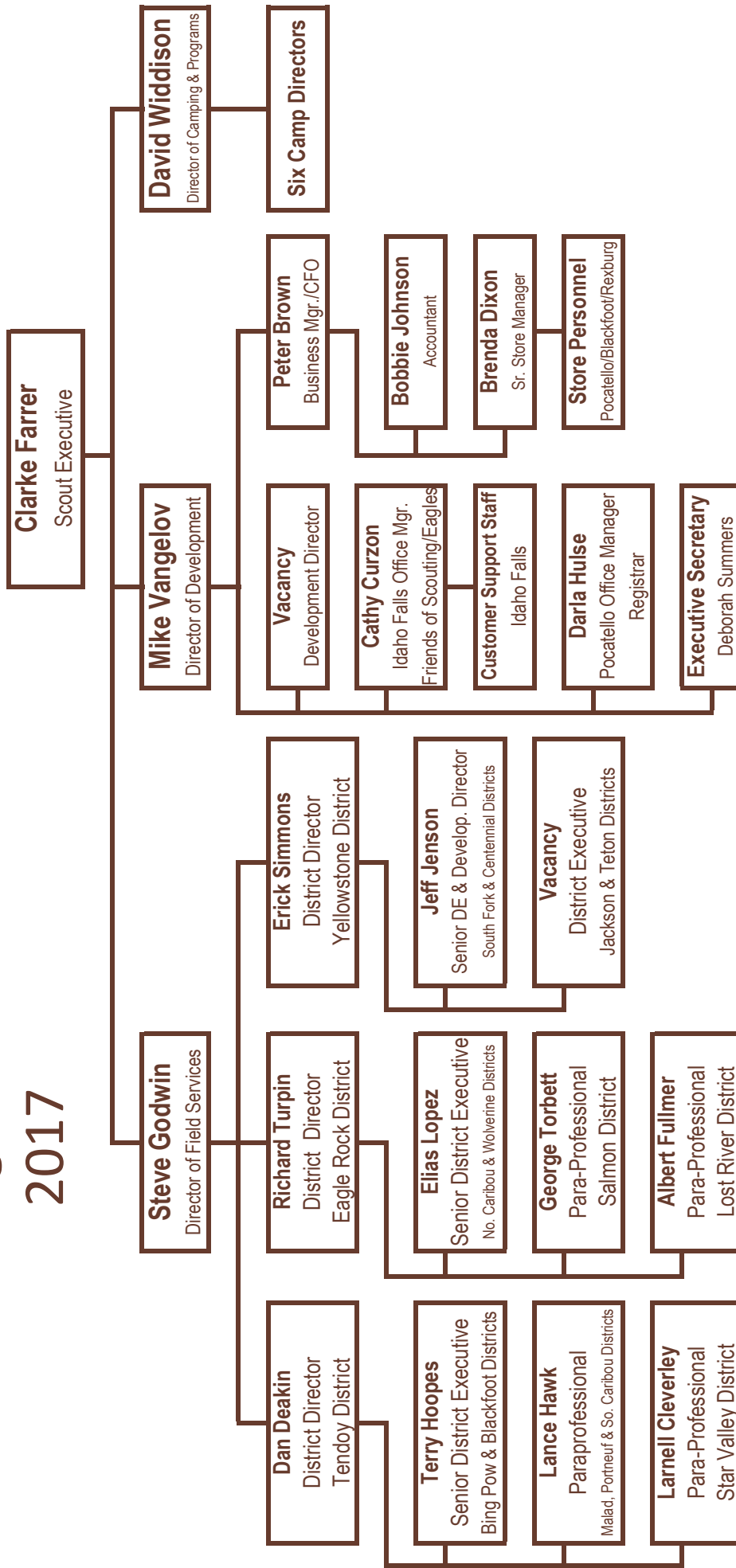
Announce the next meeting: Time \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

12. **Closing ceremony.**
13. **Adjournment.** Have refreshments and fellowship.



# Grand Teton Council Staff Organization

## 2017



## 2015 Professional Staff Contact Information

<b>Name</b>	<b>Address</b>	<b>Telephone</b>	<b>Email</b>
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<b>Dan Deakin</b> <i>District Director</i> Tendoy District	816 South 19 <sup>th</sup> Avenue Pocatello, ID 83201	208-406-9745	<a href="mailto:Dan.deakin@scouting.org">Dan.deakin@scouting.org</a>
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<b>Steve Godwin</b> <i>Director of Field Service</i>	3910 So. Yellowstone Hwy. Idaho Falls, ID 83402	208-522-5155	<a href="mailto:Steve.godwin@scouting.org">Steve.godwin@scouting.org</a>
<b>Lance Hawk</b> <i>Paraprofessional</i> Portneuf, Malad, & South Caribou Districts	542 N. Garfield #1 Pocatello, ID 83204	208 970-6406	<a href="mailto:Lah0116@gmail.com">Lah0116@gmail.com</a>
<b>Terry Hoopes</b> <i>Senior District Executive</i> Bing Pow & Blackfoot Districts	2306 Pocatello Creek Road Pocatello, ID 83206	208-233-4600 208-251-3028	<a href="mailto:Terry.hoopes@scouting.org">Terry.hoopes@scouting.org</a>
<b>Jeff Jenson</b> <i>District Executive and</i> <i>Development Director</i> Centennial & South Fork Districts	576 West 2 <sup>nd</sup> North Rexburg, ID 83440	208-359-8277 208-705-4438	<a href="mailto:Jeff.jenson@scouting.org">Jeff.jenson@scouting.org</a>
<b>Elias Lopez</b> <i>Senior District Director</i> No. Caribou & Wolverine Districts	452 Spruce Drive Idaho Falls, ID 83401	208-785-1622 208-716-9363	<a href="mailto:Elias.Lopez@scouting.org">Elias.Lopez@scouting.org</a>
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<b>George Torbett</b> <i>Paraprofessional</i> Salmon District	46 Hammon Drive Salmon, ID 83467	208-756-8206 208-940-2685	<a href="mailto:mtorbett@ida.net">mtorbett@ida.net</a>
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**Pack \_\_\_\_\_ of \_\_\_\_\_ District**  
**2017 Scouting's Journey to Excellence**

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
<b>Planning and Budget</b>					<b>Total Points: 200</b>		
#1	<b>Planning and Budget:</b> Have a program plan and budget that is regularly reviewed by the pack committee, and it follows BSA policies relating to fundraising.	Have an annual program plan and budget adopted by the pack committee.	Achieve Bronze, plus pack committee meets at least six times during the year to review program plans and finances.	Achieve Silver, plus pack conducts a planning meeting involving den leaders for the following program year.	50	100	200
<b>Membership</b>					<b>Total Points: 500</b>		
#2	<b>Building Cub Scouting:</b> Have an increase in Cub Scout membership or maintain a larger than average pack size.	Conduct a formal recruitment program by October 31 and register new members in the pack.	Achieve Bronze, and either increase youth members by 5% or have at least 40 members.	Achieve Silver, and either increase youth members by 10% or have at least 60 members.	50	100	200
#3	<b>Retention:</b> Retain a significant percentage of youth members.	Reregister 60% of eligible members.	Reregister 65% of eligible members.	Reregister 75% of eligible members.	50	100	200
#4	<b>Webelos-to-Scout transition:</b> Have an effective plan to graduate Webelos Scouts into Boy Scout troop(s).	With a troop, hold two joint activities or 75% of second year Webelos have completed "The Scouting Adventure."	60% of eligible Webelos register with a troop.	80% of eligible Webelos register with a troop.	25	50	100
<b>Program</b>					<b>Total Points: 900</b>		
#5	<b>Advancement:</b> Achieve a high percentage of Cub Scouts earning rank advancements.	50% of Cub Scouts advance one rank during the year.	60% of Cub Scouts advance one rank during the year.	75% of Cub Scouts advance one rank during the year.	100	200	300
#6	<b>Outdoor activities:</b> Conduct outdoor activities and field trips.	Each den has the opportunity to participate in three outdoor activities or field trips during the year.	Each den has the opportunity to participate in four outdoor activities or field trips during the year.	Each den has the opportunity to participate in five outdoor activities or field trips during the year.	50	100	200
#7	<b>Day/resident/family camp:</b> Cub Scouts attend day camp, family camp, and/or resident camp.	33% of Cub Scouts participate in a camping experience or improvement over the prior year.	50%, or 33% and have improvement over the prior year.	75%, or 50% and have improvement over the prior year.	50	100	200
#8	<b>Service projects:</b> Participate in service projects.	Participate in two service projects and enter the hours on the JTE website.	Participate in three service projects and enter the hours on the JTE website.	Achieve Silver, plus at least one of the service projects is conservation-oriented.	25	50	100
#9	<b>Pack and den meetings:</b> Dens and the pack have regular meetings.	Hold eight pack meetings a year. Den or pack meetings have started by October 31.	Achieve Bronze, plus dens meet at least twice a month during the school year.	Achieve Silver, plus earn the Summertime Pack Award.	25	50	100
<b>Volunteer Leadership</b>					<b>Total Points: 400</b>		
#10	<b>Leadership recruitment:</b> The pack is proactive in recruiting sufficient leaders.	Have a Cubmaster, assistant Cubmaster and a committee with at least three members.	Achieve Bronze, and prior to recruiting event, the committee identifies pack and den leadership for the next year.	Achieve Silver, plus every den has a registered leader by October 31.	50	100	200
#11	<b>Trained leadership:</b> Have trained and engaged leaders at all levels.	Cubmaster or an assistant Cubmaster or pack trainer has completed position-specific training.	Achieve Bronze, plus the Cubmaster and den leaders have completed position-specific training or, if new, will complete within three months of joining.	Achieve Silver, plus two-thirds of registered committee members have completed position-specific training for the pack committee.	50	100	200

- Bronze:** Earn at least 525 points by earning points in at least 7 objectives.
- Silver:** Earn at least 800 points by earning points in at least 8 objectives.
- Gold:** Earn at least 1,050 points by earning points in at least 8 objectives.

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

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

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

*We certify that these requirements have been completed:*

Cubmaster \_\_\_\_\_ 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**

## **2017 Pack 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 pack has a program plan and budget that is reviewed at all pack committee meetings, and the pack 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. Program plans and budget are reviewed with den leaders and parents at the start of the program year. The pack's program plan should be shared with the unit commissioner.
Membership Measures	
2	A formal recruitment event is conducted and new members are registered by October 31, 2017. On December 31, 2017, the pack has an increase in the number of youth members as compared to the number registered on December 31, 2016. A membership growth plan template can be found at <a href="http://www.scouting.org/membership">www.scouting.org/membership</a> .
3	Number of youth members on the most recent charter renewal (A) divided by the number of youth registered at the end of the prior charter year (B) minus any age-outs (C). Total = (A) / (B-C). Age-outs are youth who are too old to reregister as Cub Scouts.
4	Hold at least two joint activities with a troop or troops, and have graduating boys register with a troop. "The Scouting Adventure" for second-year Webelos is described in the <i>Webelos Scout Handbook</i> . If the pack has no second-year Webelos Scouts, this requirement is met at the Bronze level.
Program Measures	
5	Total number of Cub Scouts advancing at least one rank (Bobcat, Lion, Tiger, Wolf, Bear, Webelos, Arrow of Light) during the calendar year (A), divided by the number of boys registered at the end of the year (B). Advancement = (A) / (B).
6	The pack has activities and field trips in the outdoors, which could include outdoor pack meetings, hikes, family campouts, parades, outdoor service projects, etc. All dens have the opportunity to participate.
7	Cub Scouts attend an in-council or out-of-council Cub Scout day camp, family camp, and/or Cub Scout resident camp in 2017. STEM programs either as a day camp or resident camp are also included. All levels are total number of different Cub Scouts attending (A) divided by total number of Cub Scouts registered in the pack as of June 30, 2017 (B). Total = (A) / (B).
8	The pack participates in at least two service projects during the year and enters them on the Journey to Excellence website. (See instructions at <a href="http://www.Scouting.org/jte">www.Scouting.org/jte</a> .) The projects may be completed as joint projects with other organizations. At least one project is conservation-oriented.
9	Have at least eight pack meetings within the past 12 months, with one of those meetings being to review the pack's program plans and asking for parental involvement in the pack. Den meetings start by October 31, 2017, and all dens meet at least twice each month within the past year. Pack earns the Summertime Pack Award.
Volunteer Leadership Measures	
10	The pack has a Cubmaster, 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. The pack identifies persons for next year's leadership for existing dens, including Cubmaster, Den Leaders, and Webelos Den Leaders prior to the start of the program year. All dens have a registered leader by October 31, 2017.
11	All leaders have completed youth protection training. The Cubmaster and den leaders (paid or multiple registration) have completed position-specific training or, if new, will complete within three months of joining. Two-thirds of active committee members have completed leader-specific training.

**Scoring the pack's performance:** To determine the pack'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 800 points, and Gold level requires earning points in at least 8 criteria and 1,050 points.

For more resources: [www.Scouting.org/jte](http://www.Scouting.org/jte)



JOURNEY TO EXCELLENCE

**Troop \_\_\_\_\_ of \_\_\_\_\_ District**  
**2017 Scouting's Journey to Excellence**

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
<b>Planning and Budget</b>					<b>Total Points: 200</b>		
#1	<b>Planning and budget:</b> Have a program plan and budget that is regularly reviewed by the committee, and it follows BSA policies related to fundraising.	Have an annual program plan and budget adopted by the troop committee.	Achieve Bronze, plus troop committee meets at least six times during the year to review program plans and finances.	Achieve Silver, plus troop conducts a planning meeting involving youth leaders for the following program year.	50	100	200
<b>Membership</b>					<b>Total Points: 500</b>		
#2	<b>Building Boy Scouting:</b> Have an increase in Boy Scout membership or maintain a larger than average troop size.	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	<b>Retention:</b> 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	<b>Webelos-to-Scout transition:</b> 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
<b>Program</b>					<b>Total Points: 900</b>		
#5	<b>Advancement:</b> Achieve a high percentage of Boy Scouts earning rank advancements.	40% of Boy Scouts advance one rank during the year.	50% of Boy Scouts advance one rank during the year.	60% of Boy Scouts advance one rank during the year.	50	100	200
#6	<b>Short-term camping:</b> 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	<b>Long-term camping:</b> 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	<b>Service projects:</b> 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	<b>Patrol method:</b> 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
<b>Volunteer Leadership</b>					<b>Total Points: 400</b>		
#10	<b>Leadership and family engagement:</b> The troop is proactive in recruiting sufficient leaders and communicates regularly with parents.	Have a Scoutmaster, an assistant Scoutmaster, and a committee with at least three members.	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	<b>Trained leadership:</b> Have trained and engaged leaders at all levels.	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 must have completed Troop Committee Challenge and at least one person has attended an advanced training course involving a total of 5 days or more.	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 objectives.

**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**

## **2017 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.
Membership Measures	
2	The troop has a growth plan, and conducts a formal recruiting event. On December 31, 2017, the troop has an increase in the number of youth members as compared to the number registered on December 31, 2016. A membership growth plan template can be found at <a href="http://www.scouting.org/membership">www.scouting.org/membership</a> .
3	Number of youth members on the most recent charter renewal (A) divided by the number of youth registered at the end of the prior charter year (B) minus any age-outs (C). Total = (A) / (B-C). Age-outs are youth who are too old to reregister as Boy Scouts.
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 Boy 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 boys registered at the end of the year (B). Advancement = (A) / (B).
6	Conduct short-term (at least one overnight) campouts throughout the year.
7	Number of Boy 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 Boy Scout membership on June 30, 2017. 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 Journey to Excellence website. 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. 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 (paid or multiple registration) have completed position-specific training or, if new, will complete within three months of joining. Two-thirds of active committee members have completed Troop Committee Challenge. For Gold, one leader must have attended an advanced training course <b>involving a total of 5 days or more</b> , such as Wood Badge, <b>Summit or Phillmont Training Center</b> , 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 and 1,000 points.

**For more resources: [www.Scouting.org/jte](http://www.Scouting.org/jte)**



JOURNEY TO EXCELLENCE

**Team \_\_\_\_\_ of \_\_\_\_\_ District**  
**2017 Scouting's Journey to Excellence**

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
<b>Planning and Budget</b>					<b>Total Points: 200</b>		
#1	<b>Planning and budget:</b> Have a program plan and budget that is regularly reviewed by the committee and follow BSA policies related to fundraising.	Have an annual program plan and budget adopted by the team committee.	Achieve Bronze, plus team committee meets at least six times during the year to review program plans and finances.	Achieve Silver, plus team conducts a planning meeting involving youth leaders for the following program year.	50	100	200
<b>Membership</b>					<b>Total Points: 400</b>		
#2	<b>Building Varsity Scouting:</b> Have a membership recruiting plan to grow team membership.	Have a membership growth plan that includes a recruitment event and register new members in the team.	Achieve Bronze, and have a net increase of at least one member over the prior year.	Achieve Bronze, and have a net increase of at least two members over the prior year.	50	100	200
#3	<b>Retention:</b> Retain a significant percentage of youth members.	Reregister 60% of eligible members.	Reregister 75% of eligible members.	Reregister 90% of eligible members.	50	100	200
<b>Program: Five Fields of Emphasis</b>					<b>Total Points: 1,000</b>		
#4	<b>Advancement:</b> Achieve a high percentage of Varsity Scouts earning rank advancements.	Have 40% of Varsity Scouts earn a least one rank, Varsity Letter, or the Denali Award.	Have 50% of Varsity Scouts earn a least one rank, Varsity Letter, or the Denali Award.	Have 60% of Varsity Scouts earn a least one rank, Varsity Letter, or the Denali Award.	50	100	200
#5	<b>High adventure/sports:</b> The team participates in high adventure activities.	Participate in at least one high adventure activity.	60% of Varsity Scouts attend a high adventure activity.	70% of Varsity Scouts attend a high adventure activity.	50	100	200
#6	<b>Personal development:</b> Provide opportunities and encouragement for personal development.	The team has a youth captain and the program includes opportunities for personal development for every member.	Achieve bronze, plus every field of emphasis has a youth program manager.	Achieve Silver, plus Varsity Scouts have attended advanced training courses through the BSA, a religious or educational institution.	50	100	200
#7	<b>Service projects:</b> 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.	50	100	200
#8	<b>Special programs/events:</b> Participate in activities at a district, council, regional, or national level.	Team actively participates in two special events.	Team actively participates in three special events.	Team actively participates in four special events.	50	100	200
<b>Volunteer Leadership</b>					<b>Total Points: 400</b>		
#9	<b>Leadership and family engagement:</b> Have a proactive approach in recruiting sufficient leaders and communicating with parents.	Have a coach, an assistant coach, and a committee with at least three members.	Achieve Bronze, plus the team holds two courts of honor, where team plans are reviewed with parents.	Achieve Bronze, plus the team holds three courts of honor, where team plans are reviewed with parents.	50	100	200
#10	<b>Trained leadership:</b> Have trained and engaged leaders at all levels.	Coach or an assistant coach has completed position-specific training.	Achieve Bronze, plus the coach and all assistants have completed position-specific training or, if new, will complete within three months of joining.	Achieve Silver, plus each program field has a trained advisor.	50	100	200

- Bronze:** Earn at least 500 points by earning points in at least 6 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 objectives.

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

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

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

*We certify that these requirements have been completed:*

Coach \_\_\_\_\_

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**

## **2017 Team 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.

<b>Planning and Budget Measures</b>	
1	The team has a program plan and budget that is reviewed at all team committee meetings, and the team 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 team's program plan should be shared with the unit commissioner.
<b>Membership Measures</b>	
2	The team has a growth plan, and conducts a formal recruiting event. On December 31, 2017, the team has an increase in the number of youth members as compared to the number registered on December 31, 2016. A membership growth plan template can be found at <a href="http://www.scouting.org/membership">www.scouting.org/membership</a> .
3	Number of youth members on the most recent charter renewal (A) divided by the number of youth registered at the end of the prior charter year (B) minus any age-outs (C). Total = (A) / (B-C). Age-outs are youth who are too old to reregister as Varsity Scouts.
<b>Program Measures</b>	
4	Total number of Varsity Scouts earning awards (Varsity Letter or Denali) or Scout rank advancement (Scout, Tenderfoot, Second Class, First Class, Star, Life, Eagle) during the calendar year (A), divided by the number of boys registered at the end of the year (B). Advancement = (A) / (B).
5	Number of Varsity Scouts who attend any in-council or out-of-council high-adventure activity (of at least five nights), or council-approved team high-adventure experience within the past year (5 or more nights), divided by the Varsity Scout membership on June 30, 2017.
6	There is a youth serving as team captain. Team meetings include personal growth opportunities for each member. Each of the five fields of emphasis has a youth leader assigned. Youth have the opportunity to participate in advanced training.
7	The team participates in service projects during the year and enters them on the Journey to Excellence website. The projects may be completed as joint activities with other organizations. At least one must benefit the chartered organization.
8	The team supports and participates in special events held at a district, council, regional, or national level.
<b>Volunteer Leadership Measures</b>	
9	The team has a Coach, 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. The team conducts courts of honor where youth are recognized and program plans are shared with parents.
10	All volunteer leaders have completed youth protection training. Coach and assistants (paid or multiple registration) have completed position-specific training or, if new, will complete within three months of joining. For Gold, each of the five program fields has a trained advisor assigned.

Scoring the team's performance: To determine the team's performance level, you will use the above information to determine the points earned for each of the 10 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 500 points in at least 6 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 and 1,000 points.

**For more resources: [www.Scouting.org/jte](http://www.Scouting.org/jte)**



JOURNEY TO EXCELLENCE



**Crew \_\_\_\_\_ of \_\_\_\_\_ District**  
**2017 Scouting's Journey to Excellence**

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
<b>Planning and Budget</b>					<b>Total Points: 200</b>		
#1	<b>Planning and budget:</b> Have a program plan and budget that is regularly reviewed by the committee, and it follows BSA policies relating to fundraising.	Have an annual program plan and budget adopted by the crew committee.	Achieve Bronze, plus crew committee meets at least six times during the year to review program plans and finances.	Achieve Silver, plus crew conducts a planning meeting involving youth leaders for the following program year.	50	100	200
<b>Membership</b>					<b>Total Points: 500</b>		
#2	<b>Building Venturing:</b> Have an increase in Venturing membership or maintain a larger than average crew size.	Have a membership growth plan that includes a recruitment activity and register new members in the crew.	Achieve Bronze, and either increase youth members by 5% or have at least 10 members.	Achieve Silver, and either increase youth members by 10% or have at least 15 members with an increase over last year.	100	200	300
#3	<b>Retention:</b> Retain a significant percentage of youth members.	Reregister 50% of eligible members.	Reregister 60% of eligible members.	Reregister 75% of eligible members.	50	100	200
<b>Program</b>					<b>Total Points: 800</b>		
#4	<b>Adventure:</b> Conduct regular activities including a Tier II or Tier III adventure.	Conduct at least four activities including a Tier II or Tier III adventure.	Conduct at least five activities and at least 50% of youth participate in a Tier II or Tier III adventure.	Conduct at least six activities and at least 50% of youth participate in a Tier II or Tier III adventure.	50	100	200
#5	<b>Leadership:</b> Develop youth who will provide leadership to crew meetings and activities.	Have a president, vice president, secretary, and treasurer leading the crew.	Achieve Bronze, plus officers meet at least six times. The crew conducts officer training.	Achieve Silver level, plus each crew activity has a youth leader.	50	100	200
#6	<b>Personal growth:</b> Provide opportunities for achievement and self-actualization.	Crew members participate in advancement by earning the Venturing Award.	Achieve Bronze, plus crew program includes at least three experiential training sessions.	Achieve Silver level, plus the crew has members earning the Discovery, Pathfinder or Summit Awards.	50	100	200
#7	<b>Service:</b> Participate in service projects, with at least one benefiting the chartered organization.	Participate in two service projects and enter the hours on the JTE website.	Participate in three service projects and enter the hours on the JTE website.	Participate in four service projects and enter the hours on the JTE website.	50	100	200
<b>Volunteer Leadership</b>					<b>Total Points: 500</b>		
#8	<b>Leadership recruitment:</b> Have a proactive approach in recruiting sufficient leaders and communicating with parents.	Have an advisor, associate advisor, and a committee with at least three members.	Achieve Bronze, plus the crew holds a meeting where plans are reviewed with parents.	Achieve Silver, plus adult leadership is identified prior to the start of the next program year.	50	100	200
#9	<b>Trained leadership:</b> Have trained and engaged leaders at all levels.	Advisor or an associate advisor has completed position-specific training.	Achieve Bronze, plus the advisor and all associates have completed position-specific training or, if new, will complete within three months of joining.	Achieve Silver, plus at least two committee members have completed crew committee training.	100	200	300

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

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

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

- Our crew has completed online rechartering by the deadline in order to maintain continuity of our program.*
- We certify that these requirements have been completed:*

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Crew President \_\_\_\_\_ 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**

## **2017 Crew 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 crew has a program plan and budget that is reviewed at all crew committee meetings, and the crew 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 crew's program plan should be shared with the unit commissioner.
Membership Measures	
2	The crew has a growth plan, and conducts a formal recruiting event. On December 31, 2017, the crew has an increase in the number of youth members as compared to the number registered on December 31, 2016. A membership growth plan template can be found at <a href="http://www.scouting.org/membership">www.scouting.org/membership</a> .
3	Number of youth members on the most recent charter renewal (A) divided by the number of youth registered at the end of the prior charter year (B) minus any age-outs (C). Total = (A) / (B-C). Age-outs are youth who are too old to reregister as Venturers.
Program Measures	
4	The crew conducts regular activities outside of meetings. At least one is a Tier II activity (may be less than four days, but requires planning and skill development) or a Tier III activity (at least 4 days and is mentally and physically challenging.)
5	The crew has youth leaders serving as president, vice president, secretary, and treasurer who are leading the activities of the crew. Crew officers hold regular meetings and receive training. Each crew activity has a youth leader.
6	Crew members complete the Venturing award shortly after joining. Experiential training at meetings allows crew members to learn from hands-on experiences. The crew encourages achievement through the advanced Venturing awards.
7	The crew participates in service projects during the year and enters them on the Journey to Excellence website. The projects may be completed as joint projects with other organizations. At least one project must benefit the chartered organization.
Volunteer Leadership Measures	
8	The crew has an advisor, an associate, and a committee of at least three members. Ideally, the chartered organization representative should not be dual registered as one of the committee members. The crew holds a meeting where program plans are shared with parents. Volunteer leaders are selected prior to the next program year.
9	All volunteer leaders have current youth protection training. Advisor and Associates (paid or multiple registration) have completed position-specific training or, if new, will complete within three months of joining. Two committee members have completed Crew Committee Training.

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

**For more resources: [www.Scouting.org/jte](http://www.Scouting.org/jte)**



JOURNEY TO EXCELLENCE

**Scouting's Journey to Excellence**  
**2017 District Planning, Performance, and Recognition**

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
<b>Finance</b>		<b>Category Total Needed for Overall Gold: 175</b>			<b>Total Points:</b>		<b>500</b>
#1	<b>Fundraising performance:</b> Achieve district finance goals as defined by the council.	Meet or exceed goal established for bronze.	Meet or exceed goal established for silver.	Meet or exceed goal established for gold.	100	200	300
#2	<b>Fundraising manpower:</b> Achieve district goals related to volunteers involved in fundraising as defined by the council.	Meet or exceed goal established for bronze.	Meet or exceed goal established for silver.	Meet or exceed goal established for gold.	75	100	200
<b>Membership</b>		<b>Category Total Needed for Overall Gold: 325</b>			<b>Total Points:</b>		<b>900</b>
#3	<b>Market share:</b> Increase market share of members (Cub Scouts, Boy Scouts, Varsity Scouts, Venturers, Sea Scouts, and Explorers).	6% density or 1% growth in density (i.e. 5.00% to 5.05%)	9% density, or 6% and 1% growth in density	13% density, or 9% and 1% growth in density	100	200	300
#4	<b>Membership/youth growth:</b> Increase number of registered youth (Cub Scouts, Boy Scouts/ Varsity Scouts, Venturers, Sea Scouts, pilot program members, and Explorers.)	Greater than prior year	1% growth over prior year	3% growth over prior year	75	100	200
#5	<b>New member recruiting:</b> Increase number of new youth recruited (Cub Scouts, Boy Scouts, Varsity Scouts, Venturers, Sea Scouts, pilot program members, and Explorers.)	New Cub Scouts joining represent at least 4% of TAY or increase in recruiting new Cub Scouts by 1%	Achieve bronze, plus have an increase in new Boy Scouts/Varsity Scouts <u>or</u> an increase in new young adults (Venturers/Sea Scouts/Explorers)	Achieve bronze, plus have an increase in new Boy Scouts/Varsity Scouts <u>and</u> an increase in new young adults (Venturers/Sea Scouts/Explorers)	75	100	200
#6	<b>Youth retention:</b> Improve retention rate of traditional members.	67% retention or 2 percentage points increase (i.e. 58%-60%)	75% retention, or 67% and 2 percentage points increase	80% retention, or 75% and 2 percentage points increase	75	100	200
<b>Program</b>		<b>Category Total Needed for Overall Gold: 175</b>			<b>Total Points:</b>		<b>600</b>
#7	<b>Cub Scout advancement:</b> Increase the percentage of Cub Scouts earning rank advancements.	50% or 2 percentage points increase (i.e. 28%-30%)	61%, or 50% and 2 percentage points increase	75%, or 61% and 2 percentage points increase	75	100	200
#8	<b>Boy Scout advancement:</b> Increase the percentage of Boy Scouts and Varsity Scouts earning rank advancements.	44% or 2 percentage points increase (i.e. 30%-32%)	50%, or 44% and 2 percentage points increase	55%, or 50% and 2 percentage points increase	25	50	100
#9	<b>Cub Scout camping:</b> Increase the percentage of Cub Scouts attending day camp, family camp, and/or resident camp.	37% or 2 percentage points increase (i.e. 28%-30%)	58%, or 37% and 2 percentage points increase	90%, or 58% and 2 percentage points increase	25	50	100
#10	<b>Boy Scout camping:</b> Increase the percentage of Boy Scouts and Varsity Scouts attending long-term camp and high-adventure program.	57% or 2 percentage points increase (i.e. 38%-40%)	67%, or 57% and 2 percentage points increase	80%, or 67% and 2 percentage points increase	25	50	100
#11	<b>Community service:</b> Increase the amount of community service provided by Scouts, Explorers, leaders, and other participants.	Average 4 hours per youth member or .2 hour growth (i.e. 2.8 to 3.0)	Average 5 hours per youth member, or 4 hours and .2 hour growth	Average 8 hours per youth member, or 5 hours and .2 hour growth	25	50	100
<b>Unit Service</b>		<b>Category Total Needed for Overall Gold: 175</b>			<b>Total Points:</b>		<b>500</b>
#12	<b>Unit retention/growth:</b> Improve retention rate of packs, troops, teams, crews, ships, clubs, and posts, while organizing new units for growth.	89% retention, or maintain retention rate and have an increase in the number of new units.	92% retention, or 89% and have an increase in the number of new units.	95% retention, or 92% and have an increase in the number of new units.	75	100	200
#13	<b>Unit contacts:</b> Support implementation of the Unit Service Plan through detailed assessments and an increased number of significant unit contacts to packs, troops, teams, crews, ships, clubs, and posts.	10% of units have 6 total assessments recorded in Commissioner Tools.	20% of units have 6 total assessments recorded in Commissioner Tools.	45% of units have 6 total assessments recorded in Commissioner Tools.	50	100	150
#14	<b>Unit performance:</b> Improve the performance ratings of units using Journey to Excellence metrics.	Have 50% of the units in the district achieve the Bronze award or above.	Have 60% of the units in the district achieve the Bronze award or above.	Have 70% of the units in the district achieve the Bronze award or above.	50	100	150
<b>Leadership &amp; Governance</b>		<b>Category Total Needed for Overall Gold: 175</b>			<b>Total Points:</b>		<b>500</b>
#15	<b>District committee:</b> Increase the effectiveness of the district committee.	Have a registered district chairman, vice chairman, commissioner, and 11 other members - 14 total	Have a registered district chairman, 2 vice chairmen, commissioner, and 17 other members - 21 total	Have a registered district chairman, 3 vice chairmen, commissioner, and 28 other members - 33 total	75	100	200
#16	<b>Unit leadership:</b> Increase the number of direct contact leaders who are trained.	50% or 2 percentage points increase (i.e. 32%-34%)	60%, or 50% and 2 percentage points increase	70%, or 60% and 2 percentage points increase	100	200	300

**Scoring: Gold- Total of 1,650 total points plus minimums in every category, Silver- Total of 1,350 points, Bronze- Total of 1,000 points**

# **Scouting's Journey to Excellence**

## **2017 District Planning, Performance, and Recognition**

Journey to Excellence in 2017 will proceed along the path of continuous improvement. It is based on many of the best practices used in the corporate performance measurement field today. 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 years to guide your performance improvement goal-planning. The district may qualify by meeting either determined or performance improvement standards.

<b>Finance Measures</b>	
1	The council will approve goals for the district, defining bronze, silver, and gold determined standards. The district may be evaluated based upon achieving an overall fundraising goal or achievement of the individual elements, as defined by the council. There is no improvement performance standard for this criterion, as it is being measured against goals.
2	The council will approve goals pertaining to the recruitment and involvement of volunteers for the district fundraising campaigns, defining bronze, silver, and gold determined standards.
<b>Membership Measures</b>	
3	Total Lone Cub Scouts, Cub Scouts, Lone Boy Scouts, Boy Scouts, Varsity Scouts, Venturers, Sea Scouts, and Explorers on 12/31/17, divided by total available youth (TAY).
4	Difference between 12/31/17 total of Lone Cub Scouts, Cub Scouts, Lone Boy Scouts, Boy Scouts, Varsity Scouts, Venturers, Sea Scouts, pilot program members, and Explorers and 12/31/16 total of same membership categories, divided by 12/31/16 total of same membership categories.
5	<i>Bronze:</i> Number of new Cub Scouts registered during 2017 divided by total available youth of Cub Scout age OR increase in number of new Cub Scouts registered in 2017 as compared to 2016. <i>Silver/Gold:</i> Increase in number of new Boy Scouts and Varsity Scouts registered in 2017 as compared to 2016. Increase in number of new Venturers, Sea Scouts, and Explorers registered in 2017 as compared to 2016. New members in approved membership pilots will be included in the appropriate age groups.
6	Percent of Lone Cub Scouts, Cub Scouts, Lone Boy Scouts, Boy Scouts, Varsity Scouts, Venturers, and Sea Scouts remaining registered after one year (12/31/16 to 12/31/17), including all transfers. Youth who turn 18 within the year are not included in the calculations.
<b>Program Measures</b>	
7	Total number of Cub Scouts advancing at least one rank (Bobcat - Arrow of Light) during 2017, divided by total Cub Scouts on 12/31/17.
8	Total number of Boy Scouts advancing at least one rank (Scout - Eagle) during 2017, divided by total Boy Scouts/Varsity Scouts on 12/31/17.
9	Council Cub Scouts attending any in-council/out-of-council day camp (including STEM), resident camp, or family camp during the period of 9/1/16 through 8/31/17, divided by Cub Scout membership on 6/30/17.
10	Council Boy Scouts/Varsity Scouts attending any in-council/out-of-council long-term summer camp, high-adventure experience, jamboree, specialty camp (such as STEM), or serving on camp staff during the period on 9/1/16 through 8/31/17, divided by Boy Scout/Varsity Scout membership on 6/30/17.
11	Total service hours by Scouts, leaders, and other participants recorded on Journey To Excellence Service Hours website on 12/31/17, divided by registered youth (Cub Scouts, Boy Scouts, Varsity Scouts, Venturers, Sea Scouts, and Explorers) on 12/31/17.
<b>Unit Service Measures</b>	
12	Percent of units (packs, troops, teams, crews, ships, clubs, and posts) remaining registered after one year (12/31/16 to 12/31/17). Performance improvement standard is measured by taking the number of new units (packs, troops, teams, crews, ships, clubs, or posts) organized during 2017 and subtracting the number of new units organized during 2016.
13	Number of unique units receiving six or more assessments, as recorded in Commissioner Tools during 2017, divided by total number of packs, troops, teams, crews, ships, clubs, and posts on 12/31/17. Every unit is required to have a detailed health assessment annually.
14	Total number of packs, troops, teams, crews, ships, clubs, and posts rated as bronze, silver, or gold on 12/31/17, divided by the total number of packs, troops, teams, crews, ships, clubs, and posts.
<b>Leadership &amp; Governance Measures</b>	
15	<i>Bronze:</i> Minimum of 14 district committee members with paid or multiple registration on 12/31/17, including a District Chairman (61), at least one District Vice Chairman (62), and a District Commissioner (81). Other members may be registered as Neighborhood Chairmen (64) or District Members-at-large (75). <i>Silver:</i> Minimum of 21 district committee members on 12/31/17, including a District Chairman (61), at least two District Vice Chairmen (62), and a District Commissioner (81). <i>Gold:</i> Minimum of 33 district committee members on 12/31/17, including a District Chairman (61), at least three District Vice Chairmen (62), and a District Commissioner (81).
16	Number of Cubmasters (CM), Tiger Cub den leaders (TL), Den leaders (DL), Webelos den leaders (WL), Scoutmasters (SM), Leaders of 11-year old Scouts- LDS (10), Varsity Scout coaches (VC), Crew advisors (NL), and Skippers (SK), paid or multiple registration, completing essential training requirements for their position by 12/31/17, divided by total number in the positions listed above on 12/31/17.

**Scoring the district's performance:** To determine the district's performance level, the council will use the above information to measure the points earned for each of the 16 individual criteria and then add those individual point scores to determine a composite score. Bronze level requires earning 1,000 points, Silver level requires earning 1,350 points and Gold level requires earning 1,650 points (and stated minimum point totals in each of the five categories). Councils may offer up to 100 bonus points to their districts for strategic initiatives. These will be added to the total score, but will not be included in any category.



**Scouting's Journey to Excellence**  
**2017 Council Planning, Performance, and Recognition**

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points	
<b>Finance</b>					<b>Category Total Needed for Overall Gold: 200</b>			<b>Total Possible: 600</b>
#1	<b>Fiscal management:</b> Maintain positive unrestricted net assets in the Operating Fund to support annual operating expenses.	Positive unrestricted operating net assets or increase 2% (surplus plus or minus transfers) over expenses	.08 ratio, or positive and increase 2% (surplus plus or minus transfers) over expenses	.25 ratio, or .08 and increase 2% (surplus plus or minus transfers) over expenses	100	200	300	
#2	<b>Fundraising:</b> Increase council-generated net contributions in the Operating Fund over prior years.	Greater than or equal to prior three year average	3% growth over prior three year average	10% growth over prior three year average	75	100	200	
#3	<b>Endowment:</b> Add new permanently restricted gifts to the Endowment Fund, while increasing its ability to support operations.	New endowment gifts of at least 0.5% of expenses or \$10,000, whichever is less	New endowment gifts of at least 1% of expenses	New endowment gifts of at least 5% of expenses; or achieve Silver, plus endowment net assets equal three times operating expenses	25	50	100	
<b>Membership</b>					<b>Category Total Needed for Overall Gold: 275</b>			<b>Total Possible: 800</b>
#4	<b>Community impact:</b> Increase market share, including members (Cub Scouts, Boy Scouts/Varsity Scouts, Venturers, Sea Scouts, Explorers, pilot programs) and Learning for Life participants.	6% density or 1% growth in density (i.e. 5.00% to 5.05%)	9% density, or 6% and 1% growth in density	15% density, or 9% and 1% growth in density	100	200	300	
#5	<b>Membership/youth growth:</b> Increase number of registered youth (Cub Scouts, Boy Scouts/ Varsity Scouts, Venturers, Sea Scouts, pilot program members, and Explorers.)	Greater than prior year	1% growth over prior year	3% growth over prior year	75	100	200	
#6	<b>New member recruiting:</b> Increase number of new youth recruited (Cub Scouts, Boy Scouts, Varsity Scouts, Venturers, Sea Scouts, pilot program members, and Explorers.)	New Cub Scouts joining represent at least 4% of TAY or increase in recruiting new Cub Scouts by 1%	Achieve bronze, plus have an increase in new Boy Scouts/Varsity Scouts <u>or</u> an increase in new young adults (Venturers/Sea Scouts/Explorers)	Achieve bronze, plus have an increase in new Boy Scouts/Varsity Scouts <u>and</u> an increase in new young adults (Venturers/Sea Scouts/Explorers)	50	100	150	
#7	<b>Youth retention:</b> Improve retention rate of Cub Scouts, Boy Scouts, Varsity Scouts, Venturers, and Sea Scouts.	67% retention or 2 percentage points increase (i.e. 58%-60%)	75% retention, or 67% and 2 percentage points increase	80% retention, or 75% and 2 percentage points increase	50	100	150	
<b>Program</b>					<b>Category Total Needed for Overall Gold: 125</b>			<b>Total Possible: 500</b>
#8	<b>Cub Scout advancement:</b> Increase the percentage of Cub Scouts earning rank advancements.	50% or 2 percentage points increase (i.e. 35%-37%)	61%, or 50% and 2 percentage points increase	75%, or 61% and 2 percentage points increase	25	50	100	
#9	<b>Boy Scout advancement:</b> Increase the percentage of Boy Scouts and Varsity Scouts earning rank advancements.	44% or 2 percentage points increase (i.e. 35%-37%)	50%, or 44% and 2 percentage points increase	55%, or 50% and 2 percentage points increase	25	50	100	
#10	<b>Cub Scout camping:</b> Increase the percentage of Cub Scouts attending day camp, family camp, and/or resident camp.	37% or 2 percentage points increase (i.e. 28%-30%)	58%, or 37% and 2 percentage points increase	90%, or 58% and 2 percentage points increase	25	50	100	
#11	<b>Boy Scout camping:</b> Increase the percentage of Boy Scouts and Varsity Scouts attending long-term camp and high-adventure program.	57% or 2 percentage points increase (i.e. 38%-40%)	67%, or 57% and 2 percentage points increase	80%, or 67% and 2 percentage points increase	25	50	100	
#12	<b>Community service:</b> Increase the amount of community service provided by Scouts, Explorers, leaders, and other participants.	Average 4 hours per youth member or .2 hour growth (i.e. 2.8 to 3.0)	Average 5 hours per youth member, or 4 hours and .2 hour growth	Average 8 hours per youth member, or 5 hours and .2 hour growth	25	50	100	
<b>Unit Service</b>					<b>Category Total Needed for Overall Gold: 200</b>			<b>Total Possible: 600</b>
#13	<b>Youth-serving executives:</b> Maintain or improve ratio of youth-serving executives to total available youth.	1 YSE per 22,000 TAY or increase of 1 YSE over prior year mode	1 YSE per 14,000 TAY	1 YSE per 8,000 TAY	100	200	300	
#14	<b>Unit retention/growth:</b> Improve retention rate of packs, troops, teams, crews, ships, clubs, and posts, while organizing new units for growth.	89% retention, or maintain retention rate and have an increase in the number of new units.	92% retention, or 89% and have an increase in the number of new units.	95% retention, or 92% and have an increase in the number of new units.	75	100	200	
#15	<b>Unit contacts:</b> Support implementation of the Unit Service Plan through detailed assessments and an increased number of significant unit contacts to packs, troops, teams, crews, ships, clubs, and posts.	10% of units have 6 total assessments recorded in Commissioner Tools.	20% of units have 6 total assessments recorded in Commissioner Tools.	45% of units have 6 total assessments recorded in Commissioner Tools.	25	50	100	
<b>Leadership and Governance</b>					<b>Category Total Needed for Overall Gold: 150</b>			<b>Total Possible: 500</b>
#16	<b>Council leadership:</b> Have an active strategic plan with an engaged executive board.	Council has a current strategic plan that is used to establish the annual operational plan and budget. Board adopts specific goals to improve five targeted JTE criteria.	Achieve bronze requirements, plus show improvement in three of the five targeted JTE criteria.	Achieve bronze requirements, plus show improvement in four of the five targeted JTE criteria.	100	200	300	
#17	<b>District leadership:</b> Increase the number of volunteers serving on district committees.	Average of 14 per district or increase average by two persons per district	Average of 21, or average of 14 and increase average by two persons per district	Average of 33, or average of 21 and increase average by two persons per district	25	50	100	
#18	<b>Unit leadership:</b> Increase the number of direct contact leaders who are trained.	50% or 2 percentage points increase (i.e. 32%-34%)	60%, or 50% and 2 percentage points increase	70%, or 60% and 2 percentage points increase	25	50	100	

**Scoring: Gold- Total of 1,650 total points plus minimums in every category, Silver- Total of 1,350 points, Bronze- Total of 1,000 points**

# **Scouting's Journey to Excellence**

## **2017 Council Planning, Performance, and Recognition**

Journey to Excellence in 2017 will proceed along the path of continuous improvement. It is based on many of the best practices used in the corporate performance measurement field today. 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 years to guide your performance improvement goal-planning. The council may qualify by meeting either determined or performance improvement standards.

Finance Measures	
1	Unrestricted net assets (Operating Fund) as of 12/31/17, divided by total expenses (Operating Fund) as of 12/31/17, and measured on 1/31/18. Performance improvement standard is measured by taking the operating surplus, adding transfers into the operating fund, while subtracting transfers out, and dividing the net result by total operating expenses.
2	Total of current and reclassified contributions in the Operating Fund, including FOS, project sales, net special events, foundations and trusts, and other direct support accounts (except legacies and bequests) as of 12/31/17 (A), and measured on 1/31/18, minus the average of same contributions accounts for the years of 2014-2016 (B), divided by the same prior three years' average (B). (A-B)/B
3	Endowment gifts are the total of current permanently restricted contributions recorded in the Endowment Fund during 2017 calendar year, divided by total expenses (Operating Fund) as of 12/31/17, and measured on 1/31/18. Endowment net assets include total of unrestricted, temporarily restricted, and permanently restricted as of 12/31/17, and measured on 1/31/18.
Membership Measures	
4	Total Lone Cub Scouts, Cub Scouts, Lone Boy Scouts, Boy Scouts, Varsity Scouts, Venturers, Sea Scouts, Explorers, pilot program members, and Learning for Life participants on 12/31/17, divided by total available youth (TAY).
5	Difference between 12/31/17 total of Lone Cub Scouts, Cub Scouts, Lone Boy Scouts, Boy Scouts, Varsity Scouts, Venturers, Sea Scouts, pilot program members, and Explorers and 12/31/16 total of same membership categories, divided by 12/31/16 total of same membership categories.
6	<i>Bronze:</i> Number of new Cub Scouts registered during 2017 divided by total available youth of Cub Scout age OR increase in number of new Cub Scouts registered in 2017 as compared to 2016. <i>Silver/Gold:</i> Increase in number of new Boy Scouts and Varsity Scouts registered in 2017 as compared to 2016. Increase in number of new Venturers, Sea Scouts, and Explorers registered in 2017 as compared to 2016. New members in approved membership pilots will be included in the appropriate age groups.
7	Percent of Lone Cub Scouts, Cub Scouts, Lone Boy Scouts, Boy Scouts, Varsity Scouts, Venturers, and Sea Scouts remaining registered after one year (12/31/16 to 12/31/17), including all transfers. Youth who turn 18 within the year are not included in the calculations.
Program Measures	
8	Total number of Cub Scouts advancing at least one rank (Bobcat - Arrow of Light) during 2017, divided by total Cub Scouts on 12/31/17.
9	Total number of Boy Scouts advancing at least one rank (Scout - Eagle) during 2017, divided by total Boy Scouts/Varsity Scouts on 12/31/17.
10	Council Cub Scouts attending any in-council/out-of-council day camp (including STEM), resident camp, or family camp during the period of 9/1/16 through 8/31/17, divided by Cub Scout membership on 6/30/17.
11	Council Boy Scouts/Varsity Scouts attending any in-council/out-of-council long-term summer camp, high-adventure experience, jamboree, specialty camp (such as STEM), or serving on camp staff during the period on 9/1/16 through 8/31/17, divided by Boy Scout/Varsity Scout membership on 6/30/17.
12	Total service hours by Scouts, leaders, and other participants recorded on Journey To Excellence Service Hours website on 12/31/17, divided by registered youth (Cub Scouts, Boy Scouts, Varsity Scouts, Venturers, Sea Scouts, and Explorers) on 12/31/17.
Unit Service Measures	
13	Total available youth population divided by the typical count (monthly modal average) of youth-serving executives (LFL-certified executives plus unit-serving executives) employed during 2017. Part-time executives and others in approved positions are included.
14	Percent of units (packs, troops, teams, crews, ships, clubs, and posts) remaining registered after one year (12/31/16 to 12/31/17). Performance improvement standard is measured by taking the number of new units (packs, troops, teams, crews, ships, clubs, or posts) organized during 2017 and subtracting the number of new units organized during 2016.
15	Number of unique units receiving six or more assessments, as recorded in Commissioner Tools during 2017, divided by total number of packs, troops, teams, crews, ships, clubs, and posts on 12/31/17. Every unit is required to have a detailed health assessment annually.
Leadership & Governance Measures	
16	It is recommended that the council engage with the BSA Strategic Performance Office in developing its strategic plan and utilizing the tools available. <i>Bronze:</i> Council has a strategic plan that expires on or after 12/31/17. The executive board uses it as the basis for an annual operational plan, selecting 5 of the 17 other JTE criteria for improvement during 2017. The selection of five targeted criteria is accepted by the area and submitted by 2/28/17. <i>Silver:</i> Achieve growth (improved percentage, not necessary to have more points) in three of the five targeted criteria. <i>Gold:</i> Achieve growth in four of five targeted criteria.
17	Total of district committee members, including District chairmen (61), District vice chairmen (62), Neighborhood chairmen (64), District members-at-large (75), and District commissioners (81) on 12/31/17, divided by the number of districts containing traditional units on 12/31/17. A person will be counted only once, even if registered in more than one position.
18	Number of Cubmasters (CM), Tiger Cub den leaders (TL), Den leaders (DL), Webelos den leaders (WL), Scoutmasters (SM), Leaders of 11-year old Scouts- LDS (10), Varsity Scout coaches (VC), Crew advisors (NL), and Skippers (SK), paid or multiple registration, completing essential training requirements for their position by 12/31/17, divided by total number in the positions listed above on 12/31/17.

**Scoring the council's performance:** To determine the council's performance level, the National Council will use the above information to measure the points earned for each of the 18 individual criteria and then add those individual point scores to determine a composite score. Bronze level requires earning 1,000 points, Silver level requires earning 1,350 points and Gold level requires earning 1,650 points (and stated minimum point totals in each of the five categories). Bonus points may be offered and added to the total score, but will not be included in any category.



# Grand Teton Council

## COUNCIL POLICY AND PROCEDURE

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# Council Commercialism Policy Statement

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The BSA is continually approached by outside purveyors of goods and services seeking an association with the BSA to enhance the public or consumer's perception of their goods or services. Therefore the National Council, Boy Scouts of America and the Grand Teton Council to protect the BSA name, uniforms, symbols and slogans from any venture that may conflict, have adapted commercialism, sales and promotional policies. It is also the desire to protect the volunteers of Scouting from receiving preferential influence or endorsement of commercial products or companies.

The Grand Teton Council subscribes to the National Council, Boy Scouts of America Commercialism Guidelines and specifically adopts the following policy for working with purveyors of goods and services:

1. No handout, announcement or presentation of a commercial product or service is to be given at any Roundtable, District meeting or training session. The Council may allow multiple presentations in a fair type approach at selected events with executive committee approval.
2. The Council currently has only two Council authorized product sales. Individual units may sell other products following the Ten Guidelines to Unit Money Earning Projects. Scouts are approved to wear uniforms for Council Popcorn and Scout Expo/Candy Bar or Candy Bar only sales.
3. No commercial or unauthorized use is to be made of membership lists (either youth or adult) or those affiliated with the organization or of financial supporters.
4. Commercial vendors may purchase advertisements in the Council newsletter or some other printed Council literature.
5. The advertisement or endorsement of a product for sale based on a proposed gift (return) to be made to the Council, district or unit is not permitted.  
  
*Example: The local pizza dealer desires to use the good name of Scouting in his advertising by saying, "For every pizza purchased at X pizza parlor, the Scout Unit will receive 25 cents."*
6. A district or a unit may not enter into a business relationship or contract that uses any logo, insignia, terms in common usage, or descriptive marks relating to Scouting.

# Grand Teton Council

## COUNCIL POLICY AND PROCEDURE

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# Advancement Policy on Group Merit Badge Instruction

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The Grand Teton Council endorses the Advancement Guidelines of the Boy Scouts of America, which states:

*“To the fullest extent possible, the merit badge counseling relationship is a counselor-Scout arrangement in which the boy is not only judged on his performance of the requirements, but receives maximum benefit from the knowledge, skill, character and personal interest of his counselor. Group instruction and orientation are encouraged where special facilities and expert personnel make this most practical. The group experience should be followed by attention to each individual candidate’s projects and his ability to fulfill all requirements.*”

**Scouts must be tested individually and meet all the requirements.”**

- Group Merit Badge Instruction Programs such as Merit Badge Pow Wows, clinics, scrambles or the like must not allow requirements to be passed off as a group. Individual testing of the Scout and time spent by the counselor with each boy is required.
- Group Merit Badge Instruction Programs must not be conducted as a Fund Raising event. A minimal fee may be collected to cover expenses such as facility rental, merit badge pamphlets or for supplies and

materials needed for a specific merit badge requirement.

- All merit badge counselors must be registered with the Boy Scouts of America as a Merit Badge Counselor and agree to pass only those Scouts who they have met with and tested individually.
- In all merit badge counseling, a Scout must have a buddy with him at each meeting with a merit badge counselor. A Scout’s buddy can be another Scout, a parent or guardian, a brother or sister or a relative or friend.
- Merit Badge Counselor cannot require less than or more than the requirements stated for the merit badge. Group instruction is never a reason for allowing a change in the merit badge requirements.
- All Group Merit Badge Instruction Programs must agree to meet the standards in the Grand Teton Council policy and the Boy Scouts of America whether on a unit, zone, district or council level. Any group or organization outside of Scouting must have written council approval to conduct any kind of Group Merit Badge Instruction Program. A budget of expenses must be submitted as a part of that approval process.

**APPROVED MARCH 1997**



# Grand Teton Council

## COUNCIL POLICY AND PROCEDURE

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# Funding and Fund Handling

## District and Council Level

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### **BASIC STANDARD**

In the Grand Teton Council, each training event, activity or camping event should be self-supporting. Council operating funds are not budgeted for these events. Council clerical and office support as well as professional Scouter support for an event do come from council funds. In essence, each event or activity with expenses must charge a fee or raise funds and materials to cover all costs for any event.

### **ACCOUNTABILITY OF FUNDS**

Each volunteer, whether chairman or staff member of an event is responsible for the proper use of funds and fund handling. Final accountability and responsibility is with your District Executive or Staff Advisor. Therefore the District Executive or Professional Staff Advisor must approve all transactions for the event. He must also receive and receipt all funds in a time effective manner, acting as an agent for the council and being bonded for that task.

### **BUDGET REQUIRED**

Working with the District Executive or assigned Staff Advisor, a budget of projected income and expenses MUST be prepared. The Council Field Director, Assistant Scout Executive or Scout Executive must approve the budget. No expenses should be incurred, no orders made, no purchase orders issued or no work order for printed materials can be made until a budget is made and approved. Standard budget work forms are available and a statement of the last year's actual budget report can be requested. Budgets should be built and approved at least 60 days before an event.

### **ACCOUNTING REQUIREMENTS**

All funds of the council must be processed through the Council's General Operating Ledger using Generally Accepted Accounting Procedures and in accordance with the Federal Accounting and Standards Board methods for Not for Profit Organizations. NO district can hold funds or do transactions outside the accounting book of the council. Districts can have accounts within the council ledger.

### **HANDLING OF MONEY**

- All funds must be receipted on temporary field receipts or permanent receipts in the office. No one should collect funds without issuing a receipt.
- All money must be promptly deposited in the proper council account.
- No bills or reimbursements can be directly taken from money in hand.
- All bills are paid from the council, after bills, receipts and check requests have been properly submitted and approved.

### **PURCHASE OF SUPPLIES**

#### *Other than BSA Materials*

- Purchase Orders – Through your District Executive or Staff Advisor you can get a purchase order for supplies at selected stores where the council has an account. Material will then be billed to your event.
- Purchase Reimbursements – After obtaining prior approval from your District Executive or Staff Advisor, you can purchase materials, submit a receipt(s) and be reimbursed by the council by check (issued weekly).

### **COUNCIL SERVICE CENTER STORE PURCHASES**

- The purchase or order of items that will be given out to participants or used up as part of an event must be written up on a Purchase Request Form that is approved by the District Executive or Staff Advisor.
- Items needed on consignment (that is to take out and be sold to participants) must be written up on a Consignment Form and approved. Consignment Form will show sale price. Money from consignment sales should not be mixed with fees for events. The person responsible turns in leftover supplies, in good condition, and money for all items sold. The consignment must be checked in with a Store Clerk within 30 days or less after the event was held.

### **FISCAL RESPONSIBILITY**

For your own protection and the good name of Scouting, all funds must be deposited with the council and all bills paid through the council.

## Activity Budget

District: \_\_\_\_\_ Activity: \_\_\_\_\_ Cost Center: \_\_\_\_\_

Account Number		Last Year Actual	Proposed Budget	Final Report
<b>INCOME:</b>				
Fees:				
	#	\$ fee		
6801	Youth: _____	_____	_____	_____
6801	Adults: _____	_____	_____	_____
6801	Staff: _____	_____	_____	_____
6810	Trading Post Taxable Sales:	_____	_____	_____
6812	Trading Post Cost of Sale:	_____	_____	_____
	Other Income:	_____	_____	_____
<b>A. TOTAL INCOME</b>			_____	_____

<b>EXPENSES:</b>				
8101	Medical Supplies - CPR	_____	_____	_____
8103	Program Supplies	_____	_____	_____
8104	Food & Commissary	_____	_____	_____
8105	Sanitation - Porta Potties	_____	_____	_____
8106	Office Supplies	_____	_____	_____
8131	Other Supplies	_____	_____	_____
8301	Postage	_____	_____	_____
8601	Printing - In House	_____	_____	_____
8609	Printing - Outside	_____	_____	_____
8702	Gas & Oil-Vehicles	_____	_____	_____
8832	Conference - Regional	_____	_____	_____
8833	Conference - Local	_____	_____	_____
9152	Recognition Volunteer	_____	_____	_____
9153	Recognition Youth	_____	_____	_____
9322	Activity Insurance	_____	_____	_____
	Other (list): _____	_____	_____	_____
	Contingency 10%	_____	_____	_____
<b>B: TOTAL EXPENSES</b>			_____	_____

Net of Activity (A minus B)				
Surplus				
(Deficit)				
	_____	_____	_____	_____

Activity Chairman Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Advisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Council Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Note: All council and district activity budgets are due September 1 for the following year. Final reports for all activities must be submitted no later than one week after the event date.

**All income and expenses MUST be handled through the council service center.**

Grand Teton Council  
COUNCIL POLICY AND PROCEDURE

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# Reporting of Child Abuse Policy Statement

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It is the law in the State of Idaho that anyone having reason to believe that a child has been abused, abandoned, or neglected or who observes the child being subjected to conditions or circumstances which could reasonably result in such treatment, must report such circumstances to authorities immediately. The same requirements exist in the states of Wyoming and Montana.

When such a condition or circumstance involves programs of the Boy Scouts of America, within the Grand Teton Council, the report should be made immediately with the first Scouting official available on the list below (in order). **If conditions are of imminent danger, immediately notify the appropriate law officials and then notify the first Scouting official available on the list below (in order).**

1. Clarke Farrer, Council Scout Executive  
(B) 208-522-5155 (C) 208-569-5845
2. Steve Godwin, Director of Field Services  
(B) 208-522-5155 (C) 208-270-1919
3. Ben Call, Council President  
(C) 208-317-3700 (B) 208-234-2001
4. Kenneth Bernt, Council Commissioner  
(C) 208-251-6190 (B) 208-233-6190
5. Bonny Jennings, Vice President Administration  
(H) 208-745-8692 (C) 208-589-3149
6. Kipp Manwaring, Legal Counsel  
(B) 208-782-2300 (H) 208-522-4749

If none of the above is available, notify:

**FIRST:** Child Protective Service **Idaho: 208-528-5900 or 855-552-5437 (statewide)**  
**Wyoming: 307-777-5536 – Daytime, M-F;**  
**Or 307-733-2331 – Teton County Sheriff**  
**(after hours and holidays)**  
**Montana Child Abuse Hotline: 866-820-5437**

**SECOND:** If no one is available at these phone numbers, immediately notify the appropriate law enforcement officials and then notify the first Scouting official available on the list above in order.

## IDAHO CODE

**16-1619. REPORTING OF ABUSE AND ABANDONMENT OR NEGLECT.--**(a) Any physician, resident on a hospital staff, intern, nurse, coroner, school teacher, day care personnel, social worker, or other person having reason to believe that a child under the age of eighteen (18) years has been abused, abandoned or neglected or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse, abandonment or neglect shall report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the department. The department shall be informed by law enforcement of any report made directly to it. When the attendance of a physician, resident, intern, nurse, day care worker, or social worker is pursuant to the performance of services as a member of the staff of a hospital or similar institution or his designated delegate who shall make the necessary reports.

(b) Failure to report as required in this section shall be a misdemeanor.

**16-1620. IMMUNITY.--** Any person who has reason to believe that a child has been abused, abandoned or neglected and, acting upon that belief, makes a report of abuse, abandonment or neglect as required in section 16-1619, Idaho Code, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any such judicial proceeding resulting from such report. This section shall not protect any person who reports in bad faith or with malice. Any privilege between husband and wife, or between any professional person except the lawyer-client privilege, including but not limited to physicians, ministers, counselors, hospitals, clinics, day care centers and schools and their clients shall not be grounds for excluding evidence at any proceeding regarding the abuse, abandonment or neglect of the child or the cause thereof.

# Grand Teton Council

## *COUNCIL POLICY AND PROCEDURE*

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# Insurance Information for Volunteers

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Listed below are brief outlines of insurance coverage provided by or through the local council:

### **Comprehensive General Liability Insurance**

This coverage provides protection for the council, all Scouting professionals and employees, Scouting units, chartered organizations, and volunteer Scouters (whether or not registered) with respect to claims arising in the performance of their duties in Scouting. Coverage is more than \$15 million for bodily injury and property damage.

The insurance provided to Scouting volunteers through the BSA General Liability Insurance program is excess over any other insurance the volunteer might have to his or her benefit, usually a homeowners, personal liability, or auto liability policy. There is no coverage for those who commit intentional or criminal acts.

By providing insurance coverage to volunteers on an excess basis, BSA is able to purchase higher limits. Because of the high limits, volunteers should NOT be placed in a position where their assets are jeopardized because of a negligence liability claim or lawsuit.

### **Automobile Liability Insurance**

All vehicles **MUST** be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. (It is recommended, however, that coverage limits are at least \$50,000/\$100,000/\$50,000). Any vehicle carrying ten (10) or more passengers is required to have limits of \$100,000/\$500,000/\$100,000 or \$500,000 single limit. In the case of rented vehicles the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle. All vehicles used in travel outside the United States must carry a liability insurance policy that complies with or exceeds the requirements of that country. The council's automobile liability insurance is excess of the insurance the owner of the auto carries, providing insurance protection above the limits carried on the auto up to the council's \$15 million limit of coverage. A tour permit or a council short-term camping permit is required when units travel overnight or outside their district. The council should establish more specific guidelines setting forth when a local council tour permit is required. National tour permits are required for all trips more than 500 miles. These permits should list the drivers' names and limits of automobile liability insurance carried.

## **Unit Accident Insurance Plan**

Unit Accident Insurance is made available through two sources. If your unit is chartered by the Church of Jesus Christ of Latter Day Saints, activity insurance is provided through Deseret Mutual. Contact your Institutional Head/Bishop for their contact information. If your chartered organization is different than the Church of Jesus Christ of Latter Day Saints, your unit is required to pay the yearly premium of 70¢ per person at the time of charter each year. This plan provides coverage for accident medical expenses and accidental death and dismemberment while participating in any approved and supervised Scouting activity, including going to and from meetings. New members are automatically covered under the plan until the renewal date. Non-Scouts attending scheduled activities (including group travel to and from such activities) for the purpose of being encouraged to participate in Scouting are also automatically covered. However, the plan does not cover parents, siblings or other guests.

**PLEASE REPORT ALL SERIOUS INCIDENTS, ACCIDENTS AND/OR SICKNESS, OR IF A SUMMONS IS SERVED ON A VOLUNTEER, TO THE COUNCIL SERVICE CENTER IMMEDIATELY.**

Call phone number 208-522-5155 and speak to Mr. Clarke Farrer if you have a question related to insurance.



## Good Turn for America

Since the BSA's inception in 1910, members have learned to live the principles of the Scout Oath and Law through community services and "helping other people at all times." With that history in mind, the BSA has developed a service initiative - Good Turn for America.

What began with a singular act of service on a foggy London night quickly evolved into daily Good Turns and then into more encompassing national initiatives. These have included selling war bonds, collecting rubber and scrap metal, growing victory gardens during World War II, and more recently, Scouting for Food.

We now have the opportunity to raise our levels of community service and increase awareness of the Scouting program within our neighborhoods. Nationally, the Boy Scouts of America has partnered with The Salvation Army, Habitat for Humanity, the American Red Cross, the American Cancer Society, America's Second Harvest, and the Department of Homeland Security to increase our efforts in meeting the challenges of the 21st century.

Good Turn for America will build on our members' and participants' current service efforts and will also include important partnerships with other community service organizations. These partnerships will provide many additional avenues for all of our members and participants to provide community service in their neighborhoods.

Report your Service projects by entering the number of service hours, and the number of youth and adults participation on the national website:

<https://servicehours.scouting.org/UI/Security/Login.aspx>

### Project Ideas

- Collaborative food drives and collect food donations for food pantries
- Serve meals at Assist agencies that provide meals to the needy by helping them prepare and serve the meals.
- Conduct or expand Scouting for Food programs
- Deliver home-cooked meals to families staying at Ronald McDonald House
- Dog food drive
- Help deliver meals and food to the homebound and elderly in conjunction with organizations such as Meals on Wheels
- Make and donate gift boxes to be distributed by Feed the Children
- Participate in social center - set up and clean up
- Adopt a town after disaster
- Adopt-a-Highway cleanup
- Assist in alternative trick-or-treat events
- Assist in packaging of medical supplies for developing countries
- Assist in training search and rescue dogs, acting as victims
- Assist with Special Olympics - ribbons/medals, water, etc.
- Blood drive
- Build picnic tables
- Cemetery cleanup and inventory
- Clean up campgrounds
- Clean up high school student parking lot
- Collect and repair wheelchairs for needy
- Conduct a child fingerprinting event
- Conservation and recycling projects
- Construct a low-water bridge for trail by lake
- Construct a soccer field - lines, goals, benches
- Construct horseshoe pit in park
- Construct information kiosk for hiking trail
- Construct owl boxes
- Construct retaining wall to prevent erosion
- Construct signs to greet visitors at local park
- Construct stretchers for community emergency response team
- Construct walking path for children walking to school
- Distribute organ donor cards to the public
- Distribute healthy-living and drug-abuse-awareness literature
- Help children make safety kits - take home and use while bicycling
- Paint storm drains
- Serve as "victims" for county EMT training course/First Responders
- Snow and ice removal for elderly, widows, etc.
- Tree-planting and revegetation projects
- Yard work for senior citizen in neighborhood
- Collect books and school supplies for children living in shelters
- Construct school kits for children in Ethiopia
- Construction of art easels for orphanage
- Provide care packages to school-age children in Iraq

# Do Your Good Turn for America With a Great Press Release

By Michael Ramsey, associate director  
Marketing & Communications Division

You organize a great communitywide service event. Youth, volunteers, chartered organizations, and community service organizations are coming together to make a difference.



So how do you make sure it's not the best-kept secret in town?

The answer is the **press release**.

A simple, one-page document can help you engage the media in your community. Here are some tips for getting the most out of your press release efforts.

- Target your audience. Make a list of the media outlets that best reach the parents of Scouting-age youth in your community.
- Develop a media contact list. Put together a list of reporters and editors who cover similar events. The way to find the best contact person is to read the newspaper, or pay attention to radio and television broadcasts. Make a note of the reporters who cover Scouting, youth, family, or community-related events. If necessary, contact the media outlet and ask for the name of the reporters who cover that "beat." Be sure to gather the following information:
  - o Name of assignment editor(s)
  - o Name of reporter(s)
  - o Phone number
  - o Fax number
  - o E-mail address
- Develop a news release for the event. Remember that reporters are busy people; therefore a one-page press release about your event is the ideal length.
- Before submitting a news release, consider if the item you're submitting is of interest to people outside of Scouting. Does it involve a local celebrity or distinguished person? What impact will it have on the future of the community? Does the event have a tie-in with a national or local event, initiative, or seasonal occurrence? If it's not news, don't waste your time or the reporters'.
  - o Grab their attention. Choose a catchy, easy-to-read headline for your news release. Include all

the pertinent details. Be sure your release includes the who, what, where, when, why, and how.

- o Proofread your release. It is important that at least two pair of eyes look it over to ensure it's accurate and free of grammatical errors.
- o Tell them who to call. Include the name and phone number of the contact person in your unit, district, or council.
- Timing is everything. If you are timing your press release with an event, the release should be distributed to local media outlets at least a week prior. Releases should be sent to weekly publications at least two weeks prior to the event. If you are unsure how much time your local newspaper or radio or television station will need, call and ask.
- A picture is worth a thousand words. Photos are an excellent way to tell a story. Choose fun action shots that best depict Scouting in your community.
- Always say thank you. Be sure to send a brief note to the reporters and editors telling them how much you enjoyed working with them.

## Five Ideas to Build Media Coverage

1. Establish relationships with the media in your community. Get to know them and let them get to know you. Arrange a meeting to share the great things Scouting is accomplishing.
2. Launch a Good Turn for America service initiative with a service organization in your community. Pledge Scouting to deliver a certain number of hours to the community over the year.
3. Prepare and deliver a report card on Scouting in your community to your local newspaper. Ask them to print it.
4. Plan for coverage by developing a public relations calendar that ties to Scouting events or activities that can be shared with the media.
5. Develop a district roundtable training session on how to write a press release. Encourage volunteer leaders to promote their newsworthy items.



## Media Contact List-Grand Teton Council

Don't keep Scouting a secret. Let people know what your District is planning and how things turned out. Here is a list of the different media outlets in our council. Contact them to find out what their submission guidelines are for your event.

### Newspapers

**The Morning News**  
PO Box 70  
Blackfoot, ID 83221  
785-1100  
785-4239 FAX  
www.am-news.com  
mnews@am-news.com

**Aberdeen Times**  
Box 856  
Aberdeen, ID 83210  
208-397-4440  
226-5295 FAX  
www.press-times.com  
times1@dcdi.net

**Power County Press**  
Box 547  
American Falls, ID 83211  
226-5295 Phone & Fax  
www.press-times.com  
press1@dcdi.net

**Challis Messenger**  
Box 405  
Challis, ID 83226  
879-4445  
879-5276 FAX  
www.challismessenger.com  
info@challismessenger.com

**Recorder Herald**  
Box 310  
Salmon, ID 83467  
756-2221  
756-2222 FAX

**Teton Valley News**  
75 North Main  
Driggs, ID 83467  
354-8101  
354-8621 FAX  
www.tetonvalleynews.net  
editor@tetonvalleynews.net

**Jackson Hole News**  
PO Box 7445  
Jackson, WY 83002  
307-733-2047  
307-734-1160 FAX  
www.jacksonholenews.com  
editor@jhnewsandguide.com

**Star Valley Independent**  
PO Box 129  
Afton, WY 83110  
307-885-5727  
307-885-5742 FAX  
www.starvalleyindependent.com  
svi@silverstar.com

**Idaho Enterprise**  
Box 205  
Malad City, ID 83252  
766-4773  
766-4774 FAX  
Newsdesk1@atcnet.net

**Arco Advertiser**  
PO Box 803  
Arco, ID 83213  
527-3038  
www.arcoadvertiser.com  
arcoadv@aol.com

**Caribou County Sun**  
PO Box 815  
Soda Springs, ID 83276  
547-3260  
547-4422 FAX  
Ccsun10@aol.com

**Island Park News**  
PO Box 410  
Island Park, ID 83429  
558-0267  
www.islandparknews.com  
ipnews@mac.com

**Jefferson Star**  
Box 37  
Rigby, ID 83442  
745-8701  
info@jeffersonstarnews.com

**Rexburg Standard Journal**  
PO Box 10  
Rexburg, ID 83440  
356-5441  
356-8312 FAX  
www.rexburgstandardjournal.com  
editor@uvjsj.com

**Shelley Pioneer**  
Box P  
Shelley, ID 83274  
357-7661  
357-3435 FAX  
news@shelleypioneer.com

**The Post Register**  
PO Box 1800  
Idaho Falls, ID 83403  
522-1800  
529-3142 FAX  
www.postregister.com  
news@postregister.com

### Television

**News Channel 3 & 8 (KIDK/KIFI)**  
1915 N Yellowstone Hwy  
Idaho Falls, ID 83401  
525-2520  
529-2443 FAX  
www.localnews8.com  
newsdesk@localnews8.com

**News Channel 6 (KPVI)**  
902 E Sherman  
Pocatello, ID 83201  
232-6666  
233-6678 FAX  
www.kpvi.com  
newsroom@kpvi.com

**Pocatello Vision 12**  
Public Access TV  
911 N 7<sup>th</sup> Ave  
Pocatello, ID 83205  
234-6280  
www.pocatello.us/Vision12/12.html

### Radio

Many radio stations are owned by groups. Check out your favorite radio stations website. Many of them have submission forms to submit community events and stories.

Our local radio broadcasting groups are:  
Gapwest Broadcasting, Pacific Empire Radio, Riverbend Communications, Sandhill Media Group.

# Grand Teton Council – District Job Descriptions

<p style="text-align: center;"><b>District Chairman</b></p> <ul style="list-style-type: none"> <li>• Give Leadership to entire District Operations, and conduct all District Committee Meetings.</li> <li>• See that District positions are always staffed, and that the necessary manpower is identified, researched, recruited, trained and inspired.</li> <li>• Participate in District Key 4, (the District Chairman, District Commissioner, District Program Vice Chairman and District Executive)</li> <li>• Work directly with the District Commissioner who oversees Unit Service in our District</li> <li>• Work directly with the District Membership Chairman to see that the district membership objectives are achieved</li> <li>• Work directly with the District Program Vice Chairman to see that Cub Scouting, Boy Scouting, Varsity Scouting and Venturing, training, roundtables, activities, advancement and camping all work well.</li> <li>• Work directly with the District Finance Chairman to see that the district finance goals are achieved.</li> <li>• Represent district by serving as a member of the Council Executive Board</li> <li>• Work closely with the District Executive in achieving all the district objectives.</li> <li>• Give leadership to foster the District achieving Quality District Status - to ensure that youth receive a quality Scouting experience.</li> <li>• Attend Council meetings. Council meetings include the: Quarterly Program Meeting in Blackfoot, Blue Badge Training.</li> </ul>	<p style="text-align: center;"><b>District Commissioner</b></p> <ul style="list-style-type: none"> <li>• Give leadership in the District to Unit Service</li> <li>• See that every unit has a Unit Commissioner and strive to have regular contact with each unit.</li> <li>• Participate in District Key 4, (the District Chairman, District Commissioner, District Program Vice Chairman and District Executive)</li> <li>• Recruit and train enough commissioners so no commissioner has more than 3 units to work with - giving special attention to seeing that newly organized units have a good, strong commissioner working with them.</li> <li>• Conduct a monthly District Commissioner meeting to get feedback on the status of all scout units in the district. And work with the commissioners to use the resources of the district to help and strengthen the units.</li> <li>• Oversee the annual rechartering process for all units in the district</li> <li>• Promote proper uniforming, Boy's Life subscriptions, and training of all kinds for adult and youth leaders.</li> <li>• Work to see that the district achieves the Quality district Award.</li> <li>• Give special attention to see that units in district qualify for the Quality Unit Award.</li> <li>• Mobilize other district volunteers, trainers, and commissioners into unit situations to help special needs.</li> <li>• Attend Council meetings. Council meetings include the: Quarterly Program Meeting in Blackfoot, Blue Badge Training.</li> </ul>
<p style="text-align: center;"><b>District Program Vice Chairman</b></p> <ul style="list-style-type: none"> <li>• Give leadership to all programs for the entire District.</li> <li>• Work directly with: District Cub Scout Chairman, District Boy Scout Chairman, District Varsity Scout Chairman, District Venturing Chairman, District Training Chairman, District Advancement Chairman, District Camp Promotion Chairman, and District Web Master.</li> <li>• See that each of these chairman positions are filled and that they have enough committee members to do a quality job in their areas.</li> <li>• Train and support each of these chairmen as they strive to deliver program related services to the units of the district.</li> <li>• Coordinate district program activities that cut across all or some programs.</li> <li>• Take very seriously the need for 100% trained leaders to work with our youth.</li> <li>• As part of the District Key 4, work to see that the district achieves the Quality District Award.</li> <li>• Attend Council meetings. Council meetings include the: Quarterly Program Meeting in Blackfoot, Blue Badge Training.</li> </ul>	<p style="text-align: center;"><b>District Executive</b></p> <ul style="list-style-type: none"> <li>• Give Leadership to entire District Operations by working and training adult volunteers.</li> <li>• See that District positions are always staffed, and that the necessary manpower is identified, researched, recruited, trained and inspired.</li> <li>• Participate in District Key 4, (the District Chairman, District Commissioner, District Program Vice Chairman and District Executive)</li> <li>• Work directly with the District Commissioner, who oversees Unit Service in our District</li> <li>• Work directly with the District Membership Chairman to see that the district membership objectives are achieved</li> <li>• Work directly with the District Program Vice Chairman to see that Cub Scouting, Boy Scouting, Varsity Scouting and Venturing, training, roundtables, activities, advancement and camping all work well.</li> <li>• Work directly with the District Finance Chairman to see that the district finance goals are achieved.</li> <li>• Work closely with the District Chairman, District Commissioner, and District Program Vice Chairman in achieving all the district objectives.</li> <li>• Give leadership to foster the District achieving Quality District Status - to ensure that youth receive a quality Scouting experience.</li> <li>• Attend Council meetings. Council meetings include the: Quarterly Program Meeting in Blackfoot, Blue Badge Training.</li> </ul>

# Grand Teton Council – District Job Descriptions

## Cub Chairman

- Recruit, train, and inspire the District Cub Scout committee and fill the following positions as needed: training chairman, activities chairman, roundtable commissioner, advancement chairman, membership/recruitment chairman, public relations/promotion chairman and day camp chairman.
- Working with these Committee members see that Fast Start Training is given to each new Cub Scout Leader
- See that each Cub Scout Leaders has the opportunity to receive Basic Leader Specific Training for their Cub Scout position and Youth Protection Training.
- See that a Quality Roundtable Staff puts on the “Best Show in Town” at the monthly Cub Scout Roundtable.
- Work a strong plan to get Cub Scout Leaders out to Roundtable.
- See that a few quality District Cub Scout activities are held annually.
- Actively promote, Cub Scout Pow Wow, Webelos Leader Training, Akela’s Trail Training, Wood Badge Training, Den Chief Training, and Cub Scout Day Camp programs.
- Support and help every Cub Scout Pack to have Quality Unit Program.
- Attend Council meetings. Council meetings include the: Quarterly Program Meeting in Blackfoot, Blue Badge Training.
- Attends monthly District Committee meetings
- Conducts regular Cub Scout committee meetings as part of the district committee, to plan, coordinate and expedite district programs.
- Develops an annual district Cub Scout calendar.
- Works closely with the District Chairman and District Executive to insure success of Cub Scout program.
- Keeps well informed on the status of the packs in his/her district.
- Sets a proper example by wearing the Scout uniform correctly.
- Is a registered Scout Leader.
- Supports local and national Scouting policy, procedures, and practices.
- Has completed Cub Scout New Leader training.

## Cub Scout Roundtable Commissioner

- Report to the District Cub Scout Chairman.
- Develop Roundtable plans.
- Lead a monthly roundtable planning session.
- Use national aids: Cub Scout Roundtable Planning Guide, Roundtable Planning Sheets, Scouting magazine, Program Helps, Boys Life, etc.
- Determine what contributions can be made by resource people, and arrange for their participation.
- Recruit Roundtable staff, as needed, to handle program elements, projects, physical arrangements, hosting, and participation.
- Involve unit adults in training and Roundtables.
- Train roundtable staff.
- Working well in advance, assign specific Roundtable program projects.
- Follow through with those who have accepted assignments.
- Secure help from Commissioner staff.
- Report on Roundtable plans regularly at each district commissioner staff meeting.
- Promote Roundtable attendance.
- Obtain the District Commissioner’s help in bringing new leaders to Roundtables.
- Follow up on units not participating.
- Evaluate and seek suggestions from unit leaders.
- Responsible to the District Cub Scout Chairman.
- Responsible for the presentation of regular, quality Cub Scout roundtables.
- Recruits and trains a roundtable staff qualified to put on quality roundtables for the Cub Scout unit personnel. This staff includes: committee department chairman, den leader department chairman, den chief department chairman, Webelos department chairman, and cubmaster department chairman.
- Meets monthly with staff to plan monthly roundtable program.
- Makes all arrangements for roundtables, including meeting place, equipment and supplies.
- Conducts regular roundtable evaluation to determine how the roundtable can be improved.
- Attends quarterly Council Roundtable Coordinating meeting, including biannual Roundtable Leadership Training meeting, with complete staff.
- Attends Council Program meeting as member of District Cub Scout Committee.
- Sets a proper example by wearing the Scout uniform correctly.
- Is a registered Scout Leader.
- Supports local and national Scouting policy, procedures, and practices.
- Has completed Cub Scout New Leader training.

## Grand Teton Council – District Job Descriptions

<p style="text-align: center;"><b>Cub Advancement Chairman</b></p> <ul style="list-style-type: none"> <li>• Responsible to the district Cub Scout Chairman.</li> <li>• Is responsible for tracking advancement in the packs in the district.</li> <li>• Promotes Summertime Pack Award, Quality Unit Awards, National Den Awards, and Leader Training Awards.</li> <li>• Attends District Committee meetings monthly.</li> <li>• Promotes and interprets the advancement program at roundtables and training events.</li> <li>• Encourages Cub Scout participation in religious awards program.</li> <li>• Tracks advancements in district units and reports to district Cub Scout Chairman.</li> <li>• Tracks leader tenure in district units and reports to district Cub Scout Chairman.</li> <li>• Promotes special leader recognitions at District Recognition dinner.</li> <li>• Sets a proper example by wearing the Scout uniform correctly.</li> <li>• Is a registered Scout Leader.</li> <li>• Supports local and national Scouting policy, procedures, and practices.</li> <li>• Has completed Cub Scout New Leader training.</li> </ul>	<p style="text-align: center;"><b>Cub Day Camp Chairman</b></p> <ul style="list-style-type: none"> <li>• Serves as a member of the District Cub Scout Committee.</li> <li>• Gives support to the committee as needed.</li> <li>• Works with Council Camping Committee and Council Cub Scout Committee to keep district informed of Cub Scout camping opportunities, including day camp, Webelos Days at Scout camp, Trail to the Arrow, and Family Camp.</li> <li>• Tracks individual packs involvement in day camp to insure all boys have an opportunity to participate in these programs.</li> <li>• Will coordinate District Day camp if District Cub Scout Committee decides distance prohibits the district's participation in Council sponsored camping opportunities.</li> <li>• Supervises publicity for all day camps to all district units.</li> <li>• Is a resource to the District Cub Scout Committee on all issues involving the Day Camp program.</li> <li>• Attends Council Program meeting with the district committee.</li> <li>• Sets a proper example by wearing the Scout uniform correctly.</li> <li>• Is a registered Scout Leader.</li> <li>• Supports local and national Scouting policy, procedures, and practices.</li> <li>• Has completed Cub Scout New Leader training.</li> </ul>
<p style="text-align: center;"><b>Cub Public Relation/Promotion Chairman</b></p> <ul style="list-style-type: none"> <li>• Is responsible to the District Cub Scout Chairman.</li> <li>• Insures all units are informed of upcoming events such as all derbies, Day Camps, trainings, Expos, sales activities, etc.</li> <li>• Informs Council Promotion Chairman of district events.</li> <li>• Insures district events are submitted for publication in Teton Trails.</li> <li>• Promotes district events in local media.</li> <li>• Meets regularly with District Cub Scout Committee.</li> <li>• Sets a proper example by wearing the Scout uniform correctly.</li> <li>• Is a registered Scout Leader.</li> <li>• Supports local and national Scouting policy, procedures, and practices.</li> <li>• Has completed Cub Scout New Leader training.</li> </ul>	<p style="text-align: center;"><b>Cub Public Membership Chairman</b></p> <ul style="list-style-type: none"> <li>• Is responsible to the District Cub Scout Chairman.</li> <li>• Meets regularly with the District Cub Scout Committee.</li> <li>• Is responsible for promoting Fall Back to School nights and Spring Roundups in the district.</li> <li>• Works closely with the Council Membership Committee to help meet council goals and to make sure the district receives all available membership materials.</li> <li>• Recruits School Chairmen for individual elementary schools within the district.</li> <li>• Encourages participation by the individual packs in the Fall and Spring recruitment activities.</li> <li>• Tracks total available youth within the district to identify potential new Cub Scouts.</li> <li>• Sets a proper example by wearing the Scout uniform correctly.</li> <li>• Is a registered Scout Leader.</li> <li>• Supports local and national Scouting policy, procedures, and practices.</li> <li>• Has completed Cub Scout New Leader training.</li> </ul>

# Grand Teton Council – District Job Descriptions

## Cub Scout Training Chair

- Report to the District Cub Scout chairman.
- Responsible for the presentation of regular training programs.
- Works with the District Training Chairman to coordinate trainings with all four program areas.
- Selects, recruits, supervises, trains, and motivates a staff to help with all training programs put on by the district. This should include: Fast Start, "This is Scouting", Cub Scout Specific Training, and Den Chief Conference.
- Develops training dates in cooperation with the District Trainer to give to the District Cub Scout Chairman and to the Council Cub Scout Committee.
- Works closely with the District Cub Scout Chairman to keep them informed of training progress and in fulfilling the needs of the district with 100% trained leaders being the goal.
- Sees that all leaders in the district have completed Youth Protection training yearly.
- Preferably Wood Badge trained - Be able to recommend Wood Badge to other Cub Scout Trainers or leaders.
- Keep training records, make sure that enough Cub Scout Training\* opportunities are offered in the District. Coordinate training offered with neighboring Districts, or the Council, if needed. \*Cub Scout Training includes: Cub Scout Fast Start, New Leader Essentials, Position Specific training, Webelos Outdoor Training, Cub Scout Pow Wow, Akela's Trail.
- Attend Council meetings. Council meetings include the: Quarterly Program Meeting in Blackfoot, Trainer Development Conference, Cub Scout Pow Wow, Blue Badge Training.
- Attend monthly District committee meetings.
- Set training goals for the District.
- Conducts evaluations after each training, always looking for ways to improve or better meet the needs of the district.
- Meets with Staff to plan each training.
- Insures that all units are informed of upcoming training events.
- Turns in Training Reports to the Council Office for each training given.
- Sets a proper example by wearing the Scout uniform correctly.
- Is a registered Scout Leader.
- Supports local and national Scouting policy, procedures, and practices.
- Has completed Cub Scout New Leader training.

## Cub Scout Activities Chairman

- Responsible to the District Cub Scout Committee Chairman for planning and promoting programs that will provide a quality Cub Scout experience for boys of the district, and year-round activities for Cub Scout packs.
- Recruits, trains and gives guidance to committee members as necessary to carry out the district's activity objectives.
- Develops and promotes pack and den summertime activities.
- Encourages participation in the Cub Scout Visit to the Governor program.
- Promotes "where-to-go/what-to-do" booklet for district.
- Plan a well-balanced schedule of district events, and recruit teams to carry them out.
- Decide how Cub Scouting can become involved in selected needs and interests of communities in the district. Help Scouting units take part in community service projects.
- Promote Council Cub Scout events.
- Develops, promotes and makes available the Cub Scout outdoor program with emphasis to include Cub Scout Day Camp promotion, Webelos days, and Webelos father and son overnights.
- Develops and promotes team sports and physical fitness programs with a focus on the activity pin program.
- Plans, promotes and makes available district Cub Scout activities, such as pinewood derbies, space derbies, cubannapolis, etc.
- Promotes anniversary month celebrations, blue and gold banquets, Scout Sunday activities, etc.
- Encourages the ideals of service through unit's participation in community projects and civic service activities.
- Encourages use of local and national tour permits.
- Meets monthly with District Cub Scout Committee.
- Attends Council Program meeting with the district committee.
- Sets a proper example by wearing the Scout uniform correctly.
- Is a registered Scout Leader.
- Supports local and national Scouting policy, procedures, and practices.
- Has completed Cub Scout New Leader training.

# Grand Teton Council – District Job Descriptions

<p style="text-align: center;"><b>Boy Scout Chairman</b></p> <ul style="list-style-type: none"> <li>• Recruit, train and guide the District Boy Scout Committee.</li> <li>• Working with these Committee members see that we have Fast Start training being delivered to every new Boy Scout leader.</li> <li>• Strive to get 100 % trained Boy Scout Leaders by getting them to complete Basic Leader Training that our committee provides.</li> <li>• Work with our Roundtable Staff to ensure a quality Boy Scout Leader Roundtable every month.</li> <li>• Conduct at least one annual district Camporee type activity.</li> <li>• Promote the University of Scouting Training, Boy Scout Summer Camp, Cedar Badge Training, Wood Badge Training and National and World Jamborees.</li> <li>• See that a strong Order of the Arrow Chapter functions in our District.</li> <li>• Attend Council meetings. Council meetings include the: Quarterly Program Meeting in Blackfoot, Blue Badge Training.</li> </ul>	<p style="text-align: center;"><b>Boy Scout Roundtable Commissioner</b></p> <ul style="list-style-type: none"> <li>• Report to the District Boy Scout Chairman.</li> <li>• Conduct monthly Roundtable meetings.</li> <li>• Develop regular Roundtable plans.</li> <li>• Lead a monthly Roundtable planning session.</li> <li>• Use national aids: Boy Scout Roundtable Planning Guide, Roundtable Planning Sheets, Scouting magazine, Program Helps, Boy's Life, etc.</li> <li>• Determine what contributions can be made by resource people, and arrange for their participation.</li> <li>• Recruit Roundtable staff, as needed, to handle program elements, projects, physical arrangements, hosting, and participation.</li> <li>• Involve unit adults in training and Roundtables.</li> <li>• Train Roundtable staff.</li> <li>• Working well in advance, assign specific Roundtable program projects.</li> <li>• Follow through with those who have accepted assignments.</li> <li>• Secure help from Commissioner staff.</li> <li>• Report on Roundtable plans regularly at each district commissioner staff meeting.</li> <li>• Promote Roundtable attendance.</li> <li>• Obtain the District commissioner's help in bringing new leaders to roundtables.</li> <li>• Follow up on units not participating.</li> <li>• Evaluate Roundtables.</li> <li>• Seek suggestions from unit leaders.</li> </ul>
<p style="text-align: center;"><b>Boy Scout Training Chair</b></p> <ul style="list-style-type: none"> <li>• Report to the District Boy Scout chairman.</li> <li>• Wood Badge trained - Be able to recommend Wood Badge to other Boy Scout Trainers or leaders.</li> <li>• Keep training records and make sure that enough Boy Scout Training* opportunities are offered in the District. Coordinates training offered with neighboring Districts, if needed. *Boy Scout Training includes: Fast Start, New Leader's Essentials, Position Specific Training, University of Scouting, etc.</li> <li>• Encourage participation in Junior Leader Training (Cedar Badge) for all Scouts.</li> <li>• Attend Council meetings, which would include: Quarterly Program Meeting, Eagle Certification Training, Train the Trainer, University of Scouting, etc.</li> <li>• Attends monthly District Committee meetings.</li> <li>• Works closely with the District Scout Chair and the District Executive.</li> <li>• Oversee that Troop Leaders receive recognition when trained.</li> <li>• Responsible for training Troop Committee Chairs.</li> <li>• Recruit enough trainers to help with the needs (trained vs. untrained leader statistics and # of training opportunities to be held).</li> <li>• Be an example in proper uniforming.</li> </ul>	<p style="text-align: center;"><b>Boy Scout Activities Chairman</b></p> <ul style="list-style-type: none"> <li>• Report to the District Boy Scout Chairman.</li> <li>• Plan a well-balanced schedule of District events, and recruit teams to carry them out.</li> <li>• Decide how Boy Scouting can become involved in selected needs and interests of communities in the district. Help Scouting units take part in community service projects.</li> <li>• Promote Council Boy Scout events.</li> <li>• Promote Scouting Anniversary Week.</li> </ul>

# Grand Teton Council – District Job Descriptions

## New Scout Chairman

- Responsible for all "New Boy Scout" Activities, Training and Program. Chair the New Scout Committee which oversees the following:
  - New Scout Roundtable - Coordinate with Boy Scout Roundtables
  - Boy Scout Activities: Outdoor Camping, Coordinate with Boy Scout Activities/Outdoor Chair
  - Boy Scout Training: Coordinate with Boy Scout Training Chair
  - Commissioner Service: Coordinate with District Commissioner
- Be trained for this position by viewing Fast Start and attending Boy Scout Leader training.
- Be familiar with all Boy Scout material (local Council and from National BSA).
- Work with all other members of the committee as it relates to New Scouts: advancement, training, membership, activities/camping, etc.

## Chapter Order of the Arrow Chief

- Serve as leader of the Chapter by attending and presiding over all Chapter meetings.
- Attend Lodge Training and Development Seminar held each year.
- Become trained in Unit Election procedures
- Regularly consult with Chapter Advisor regarding on-going/up-coming OA functions
- Prepare agenda in advance of each Chapter meeting and notifies other Chapter leadership of meeting times and agenda items to be covered.
- Notify the Chapter Advisor and Chapter Vice Chief if unable to attend any Chapter meeting or function.
- Meet with the Chapter Advisor and the District Executive (*the Key Three*) on a regular basis to discuss Chapter business, activities, meetings, etc.
- Direct activities of other elected Chapter leadership.
- Attend Lodge Executive Committee meetings and represent the Chapter's interests by discussing and voting for/against proposed changes in Lodge By-laws or rules.
- Promote the OA and Chapter activities at District Roundtables, as needed.
- Attend Ordeals and meet with new OA members to explain Chapter activities, meeting times, and to promote regular attendance and participation.

## Chapter Order of the Arrow Advisor

- Advisors are appointed or approved by the Scout Executive.
- Support the chapter chief.
- The proper role of an advisor is the same as the proper role of a Scoutmaster. An advisor works almost completely behind the scenes.

## Grand Teton Council – District Job Descriptions

<p style="text-align: center;"><b>Varsity Scout Chairman</b></p> <ul style="list-style-type: none"> <li>• Recruit and train the District Varsity Scout Committee</li> <li>• Work with these Committee members, see that there is a quick delivery of Fast Start Training to each new Varsity Scout Leader</li> <li>• Provide Varsity Scout Leader Basic Training to each Varsity Scout Leader</li> <li>• Run an action packed exciting Varsity Scout Roundtable and strive to get every team leader to attend</li> <li>• Run one or more District Varsity Scout Activities each year such as a Rendezvous or Varsity Klondike.</li> <li>• Promote the Boy Scout Advancement program and the Varsity Scout Letter Award.</li> <li>• Promote Varsity Scout High Adventure programs in the council camps including the Salmon Rive High Adventure Base, Council Varsity Scout Tournament, Little Lemhi Canoe Trip, On Target, and Rocker Programs.</li> <li>• Promote Varsity Scout Cedar Badge and Wood Badge Training opportunities.</li> <li>• Attend Council meetings. Council meetings include the Quarterly Program Meeting in Blackfoot and Blue Badge Training.</li> </ul>	<p style="text-align: center;"><b>Varsity Scout Huddle Commissioner</b></p> <ul style="list-style-type: none"> <li>• Report to the District Varsity Chairman.</li> <li>• Conduct monthly Huddle meetings.</li> <li>• Develop regular Huddle plans.</li> <li>• Lead a monthly Huddle planning session.</li> <li>• Use national aids: Varsity Scout Huddle Planning Guide, Huddle Planning Sheets, Scouting magazine, Program Helps, Boy's Life, etc.</li> <li>• Determine what contributions can be made by resource people, and arrange for their participation.</li> <li>• Recruit Huddle staff, as needed, to handle program elements, projects, physical arrangements, hosting, and participation.</li> <li>• Involve unit adults in training and Huddles.</li> <li>• Train Huddle staff.</li> <li>• Working well in advance, assign specific Huddle program projects.</li> <li>• Follow up with those who have accepted assignments.</li> <li>• Secure help from commissioner staff.</li> <li>• Report on Huddle plans regularly at each district commissioner staff meeting.</li> <li>• Promote Huddle attendance.</li> <li>• Obtain the unit commissioner's help in bringing new leaders to Huddle.</li> <li>• Follow up on units not participating.</li> <li>• At least twice a year, appraise the effectiveness of Huddles.</li> </ul>
<p style="text-align: center;"><b>Varsity Scout Training Chairman</b></p> <ul style="list-style-type: none"> <li>• Report to the District Varsity Chairman.</li> <li>• Wood Badge trained - Be able to recommend Wood Badge to other Varsity Scout Trainers and leaders.</li> <li>• Keep training records and make sure that enough Varsity Scout Training* opportunities are offered in the District. Coordinates training offered with neighboring Districts, if needed. *Varsity Scout Training includes: Fast Start, New Leader Essentials, Position Specific Training, University of Scouting, etc.</li> <li>• Encourage participation in Junior Leader Training (Cedar Badge) for all Varsity Scouts.</li> <li>• Attend Council meetings including: Quarterly Program Meeting, Eagle Certification Training, Train the Trainer, University of Scouting, etc.</li> <li>• Attend monthly District Committee meetings</li> <li>• Set training goals for the District and sees that they are met.</li> <li>• Work closely with the District Varsity Chair and the District Executive.</li> <li>• See that Team Leaders receive recognition when trained.</li> <li>• Responsible for training Team Committee Chairs.</li> <li>• Recruit enough trainers to help with the needs (trained vs. untrained leader statistics and # of training opportunities to be held).</li> <li>• Be an example in proper uniforming.</li> </ul>	<p style="text-align: center;"><b>Varsity Scout Activities Chairman</b></p> <ul style="list-style-type: none"> <li>• Report to the District Varsity Scout Chairman.</li> <li>• Plan a well-balanced schedule of district events, and recruit teams to carry them out.</li> <li>• Decide how Varsity Scouting can become involved in selected needs and interests of communities in the district. Help Scouting units take part in community service projects.</li> <li>• Promote Council Varsity Scout events.</li> <li>• Promote Scouting Anniversary Week.</li> </ul>



## Grand Teton Council – District Job Descriptions

<p style="text-align: center;"><b>Venturing Chairman</b></p> <ul style="list-style-type: none"> <li>• Build a strong committee to make Venturing thrive in the district.</li> <li>• This committee has a plan for seeing that every new Venturing Leader receives Venturing Fast Start Training</li> <li>• Run Venturing Basic Training twice a year to see that all new Venturing leaders are trained.</li> <li>• Actively promote all the great new Venturing Awards and train leaders and boys about these opportunities</li> <li>• Have a Venturing Roundtable that gives meaningful help to Venturing leaders each month</li> <li>• Promote High Adventure programs and opportunities especially Salmon River High Adventure Base and Venturing Olympics</li> <li>• Actively teach everyone about the Venturing program.</li> <li>• Attend Council meetings. Council meetings include the: Quarterly Program Meeting in Blackfoot, Blue Badge Training.</li> </ul>	<p style="text-align: center;"><b>Venturing Activities Chairman</b></p> <ul style="list-style-type: none"> <li>• Report to the District Venturing Chairman.</li> <li>• Plan a well-balanced schedule of district events, and recruit teams to carry them out.</li> <li>• Decide how Venturing can become involved in selected needs and interests of communities in the district. Help Venturing units take part in community service projects.</li> <li>• Promote Council Venturer events.</li> <li>• Promote Scouting Anniversary Week.</li> </ul>
<p style="text-align: center;"><b>Venturing Scout Training Chairman</b></p> <ul style="list-style-type: none"> <li>• Report to the District Venturer Chairman.</li> <li>• Wood Badge trained - Be able to recommend Wood Badge to other Venturing Trainers and leaders.</li> <li>• Keep training records and make sure that enough Boy Scout Training* opportunities are offered in the District. Coordinates training offered with neighboring Districts, if needed. *Boy Scout Training includes: Scoutmaster Fundamentals, Fast Start, University of Scouting, etc.</li> <li>• Encourage participation in Junior Leader Training (Leadership Trek) for all Venturers.</li> <li>• Attends Council meetings. Council meetings would include: Quarterly Program Meeting, Eagle Certification Training, Train the Trainer, University of Scouting, etc.</li> <li>• Attends monthly District committee meetings</li> <li>• Sets training goals for the District and sees that they are met.</li> <li>• Works closely with the District Venturing Chair and the District Executive.</li> <li>• Oversees that Venturing Leaders receive recognition when trained.</li> <li>• Recruits enough trainers to help with the needs (trained vs. untrained leader statistics and # of training opportunities to be held).</li> <li>• Be an example in proper uniforming.</li> </ul>	<p style="text-align: center;"><b>Venturing Roundtable Commissioner</b></p> <ul style="list-style-type: none"> <li>• Report to the Venturing District Chairman.</li> <li>• Conduct monthly Roundtable meetings.</li> <li>• Develop regular Roundtable plans.</li> <li>• Lead a monthly Roundtable planning session.</li> <li>• Use national aids: Venturing Roundtable Planning Guide, Roundtable Planning Sheets, Scouting magazine, Program Helps, Boy's Life, etc.</li> <li>• Determine what contributions can be made by resource people, and consultants, and arrange for their participation.</li> <li>• Recruit Roundtable staff, as needed, to handle program elements, projects, physical arrangements, hosting, and participation.</li> <li>• Involve unit adults in training and Roundtables.</li> <li>• Train Roundtable staff.</li> <li>• Working well in advance, assign specific Roundtable program projects.</li> <li>• Follow through with those who have accepted assignments.</li> <li>• Secure help from Commissioner staff.</li> <li>• Report on Roundtable plans regularly at each district commissioner staff meeting.</li> <li>• Promote Roundtable attendance.</li> <li>• Obtain the unit commissioner's help in bringing new leaders to Roundtables.</li> <li>• Follow up on units not participating.</li> <li>• Evaluate Roundtables.</li> <li>• At least twice a year appraise the effectiveness of Roundtables.</li> </ul>
<p style="text-align: center;"><b>Venturing Officers Association President</b></p> <ul style="list-style-type: none"> <li>• Plan opportunities for other Venturing Youth Leaders in the district to share information with each other, plan District activities and events, get training, and communicate with adult leaders.</li> </ul>	<p style="text-align: center;"><b>Venturing Officers Association Advisor</b></p> <ul style="list-style-type: none"> <li>• Support the District Venturing Teen Leader's Council President.</li> <li>• The proper role of an Advisor is the same as the proper role of a Scoutmaster. An advisor works almost behind the scenes.</li> </ul>

## Grand Teton Council – District Job Descriptions

<p style="text-align: center;"><b>Training Chairman</b></p> <ul style="list-style-type: none"> <li>• Recruit a committee that achieve training goals</li> <li>• Oversee the New - New Leader Essentials Training Courses in our district - bring Cub Scout, Boy Scout, Varsity Scout and Venturer trainers together to put on this course</li> <li>• Actively promote all of the following: Training Awards Programs, University of Scouting - Cub Scout Pow Wow, Blue Badge Training, Wood Badge Training, Cedar Badge Training, Trainer Development Conference, Philmont Adult Training Conferences</li> <li>• See that training records and training status of Unit leaders of the district are as accurate as possible.</li> <li>• Attend Council meetings. Council meetings include the Quarterly Program Meeting in Blackfoot and Blue Badge Training.</li> </ul>	<p style="text-align: center;"><b>Wood Badge Coordinator</b></p> <ul style="list-style-type: none"> <li>• Promote Wood Badge at all District events and activities.</li> <li>• Follow-up all new leader essentials training course with personal invitations to all participants to attend the next Wood Badge Course.</li> <li>• Coordinate promotion efforts with District Training Chairman.</li> </ul>
<p style="text-align: center;"><b>Youth Protection, Health &amp; Safety Chairman</b></p> <ul style="list-style-type: none"> <li>• Work through the district organization and officers to develop and implement a plan to see that all adult volunteers over age 18 receive BSA Youth Protection Training.</li> <li>• Develop Plans that promote and encourage all Scout units to conduct Youth Protection Training for youth members in their unit, using the National BSA's video's and materials.</li> <li>• Inventory Youth Protection training status of volunteers in the District and report quarterly all additional training to the Council.</li> <li>• See that Youth Protection and Risk Management training Rosters are made and submitted to the Council Service Centers.</li> <li>• Attend the annual Council Youth Protection - Risk Management Conference.</li> <li>• Work actively with the District Committee, the District Executive, and the District Chairman to implement a Youth Protection-Risk Management training plan.</li> <li>• Promote and use special training courses in the district for:             <ul style="list-style-type: none"> <li>○ Guide to Safe Scouting Manual</li> <li>○ Safe Swim Defense Program</li> <li>○ Safety Afloat Program</li> <li>○ Climb On Safely Program</li> <li>○ Risk Zone Training</li> <li>○ Insurance Risks and Coverage's</li> <li>○ Tour Permits and Vehicle Safety</li> <li>○ Crime Awareness Program</li> <li>○ Trek Safely Programs</li> </ul> </li> </ul>	<p style="text-align: center;"><b>Membership Chairman</b></p> <ul style="list-style-type: none"> <li>• Recruit and train a committee to see that an ever increasing number of young people are involved in Scouting's programs</li> <li>• Work with the council and district leadership to set membership objectives for the district.</li> <li>• Attend Council meetings. Council meetings include the: Quarterly Program Meeting in Blackfoot, Blue Badge Training.</li> <li>• Encourage strong relationships with all current chartered organizations.</li> <li>• Assist District Executive with Roster or Inventory checking every May/June and December.</li> <li>• Maintain communication with Council Vice President for Membership.</li> <li>• Work closely with the District Executive to achieve these goals that include:             <ul style="list-style-type: none"> <li>○ Contacting and sell new Chartered Organizations.</li> <li>○ Organizing New Scout Units to serve every youth in our district by prospecting and cultivating.</li> <li>○ Enrolling more youth into existing units by planning and executing Fall and Spring recruitment campaigns in cooperation with District Executive.</li> </ul> </li> </ul>

# Grand Teton Council – District Job Descriptions

## Advancement Chairman

- Recruit and direct a team of District Eagle Reviewers who approve Eagle Scout Projects and sit as District Representatives on all Eagle Scout Boards of Review.
- Work to train Troop and Team Advancement Chairman in how to do their jobs.
- Develop Merit Badge Counselor resources in the district
- Handle special awards programs in the district as directed by the District Chairman.
- Have the difficult and important task of maintaining quality standards in the Advancement Program.
- Attend Council meetings. Council meetings include the Quarterly Program Meeting in Blackfoot and Blue Badge Training.

## Finance Chairman

- Recruit Chairmen to help achieve the Districts Finance Goals including a Friends of Scouting Chairman, Tiger Ear Chairman, and Popcorn Chairman
- Working with these chairman we see that enough people are recruited and trained to achieve success in District goals
- Actively promote the council's Holiday Auctions in November
- Work hard to raise the money that fuels the operations of the council using "One Night/One Week" strategy.
- Help identify, recruit, and train Zone Chairmen, Business Campaign Chairman (as needed) and coach toward goal attainment.
- Attend District Friends of Scouting meeting.
- Attend Council Friends of Scouting kick-off.
- Ensure Zone Chairman have a scheduled District FOS training the first two weeks in January.
- Create enthusiasm for funding Scouting by using themes and reporting structures that create excitement essential to any campaign.

## Popcorn Chairman/Kernel

- The District Popcorn Kernel should be a highly motivated individual, one who is comfortable in contacting and working closely with unit leaders to recruit, train, and motivate.
- Accept the responsibility to reach and surpass the District popcorn sales goal.
- Working with the District Chairman and District Executive, recruit an assistant and possibly other people to assist with the job (depending on District size).
- Attend the Council popcorn Training.
- Contact each Cub Scout Pack and Boy Scout Troop and recruit them to sell popcorn.
- Promote Popcorn sales at District Roundtable and District Meeting.
- Orient leaders about details on the popcorn sale at a fall popcorn sale kick-off meeting.
- Be responsible to collect, organize and report unit popcorn and prize orders.
- Distribute (with the help of other volunteers) the popcorn orders on the delivery day.
- Be responsible for the collection and receipt of popcorn monies and see that it is turned in properly to the Council.
- Create enthusiasm for the Popcorn Sales to be the vehicle for financing the unit program.
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## Tiger Ear Chairman

- The District Tiger Ear Chairman should be a highly motivated individual, one who is comfortable in recruiting and committing individuals to work a four hour shift in the Tiger Ear Booth at the Eastern Idaho State Fair as a special fundraiser for the Grand Teton Council.
- Accept the responsibility to fill the District's Tiger Ear shift assignments.
- Working with the District Chairman and District Executive, recruit additional assistants to help fill the shifts if district size warrants it.
- Promote Tiger Ear at District Roundtables, especially in August.
- Fill shifts with adults 18 or older. (The following exceptions may be made if absolutely necessary to fill a shift: 2 or 3 youth 16-18 and 1 child 8-16 if accompanied by a parent.)
- Follow up with those who sign up for shifts to see that they remember and complete their commitments.
- Check with the Scout Office for names of "walk-ins" signed up during your shifts.
- Have shifts filled and names to the Council Tiger Ear Adviser.
- Work at least one shift in the Tiger Ear Booth.

# Grand Teton Council – District Job Descriptions

<p style="text-align: center;"><b>Public Relations Chairman</b></p> <ul style="list-style-type: none"> <li>• The Public Relations Chair needs to be in contact directly with each of the Program Chairs (Cub Scouting through Venturing) or indirectly working through the District Program Chairman.</li> <li>• Ensure that enough Public Relations and community exposure is given to District events and activities including, but not limited to:             <ul style="list-style-type: none"> <li>○ District Camporee</li> <li>○ Eagle Scout Presentations and Eagle Projects</li> <li>○ Klondike</li> <li>○ Pinewood Derbies or other Cub Scouting activities</li> <li>○ Varsity Games or Venturing Olympics or Basketball</li> <li>○ Training related to any of the Programs</li> <li>○ Friends of Scouting - Campaign goals and progress</li> <li>○ District Dinners and recognitions</li> <li>○ Any Unit news (Activity or Recognition, etc.)</li> </ul> </li> <li>• Recruit others to help as needed to maintain Public Relations throughout the District</li> <li>• Establish District Public Relations Goals related to Community Perception, Newspaper exposure (per week, year, etc.) Number of Unit/District/Council articles or radio per month/year</li> <li>• Keep up on all District Scouting Activities via District Calendar. Report on those you can.</li> <li>• Meetings include District Committee Meeting, Blue Badge Training, Council Program Meeting and cover or delegate any activity listed on the District Calendar.</li> </ul>	<p style="text-align: center;"><b>Endowment Chairman</b></p> <ul style="list-style-type: none"> <li>• Member of the Council Endowment Committee which meets quarterly for a Friday working luncheon meeting in either Pocatello or Idaho Falls.</li> <li>• With the District Key Three--identify and build Scouting relationships with the top ten prospective endowment donors in the District.</li> <li>• Quarterly attend Roundtables to explain and publicize Endowment Recognition programs, namely: James E. West Fellowship, Scouting Heritage Society, 1910 Society, etc.</li> <li>• Assist with the annual Heritage Society event in August and other national and council endowment seminars and events as necessary.</li> <li>• Support the Council endowment by becoming a member of the James E. West Society and committing at least five other individuals to join per year.</li> </ul>
<p style="text-align: center;"><b>Scouting for Food Chairman</b></p> <ul style="list-style-type: none"> <li>• Arrange for adequate manpower to accomplish the goals of the program. This includes Cub Scouts, Boy Scouts, Varsity and Venturer Scouts to distribute and collect the bags, and manpower for each of the Collection Sites.</li> <li>• Contact your local media to remind them of the Scouting for Food Drive. The success of the Scouting for Food program is positively affected by public exposure to the project. Television and Radio PSA's have been produced and distributed. Newspaper Ads have been distributed to all newspapers on a CD.</li> <li>• Confirm the location of all Collection Sites in your District.</li> <li>• Plan for the transporting of the boxes from the collection points to the distribution agencies.</li> <li>• Confirm that all units have their bags to distribute before the Distribution date. Arrange for your boxes to be delivered to your collection sites before 9:00 am on Bag Pick-up day.</li> <li>• The Media is very interested in the final collection numbers for Scouting for Food. Your numbers of cans and participants need to be reported by 3:00 p.m. on the last Saturday of Scouting for Food.</li> <li>• Report the following:             <ul style="list-style-type: none"> <li>○ Number of Youth</li> <li>○ Number of Leaders</li> <li>○ Number of Cans</li> </ul> </li> </ul>	<p style="text-align: center;"><b>Nominating Committee Chairman</b></p> <ul style="list-style-type: none"> <li>• Approved by the council president in advance of being selected along with the members of the committee.</li> <li>• Must have a strong commitment to Scouting, and be an individual who is highly respected within the community and has the ability to recruit and influence others.</li> <li>• Recruit several prominent persons on the committee who may or may not be directly involved in Scouting.</li> <li>• Identify the district's current manpower needs.</li> <li>• Give leadership in the personal recruitment of all district leadership positions. Recruiting teams of two or three persons visit each prospect.</li> <li>• The council president should have the opportunity to review in advance the names of all candidates for district chairman.</li> <li>• The nominating committee chairman submits the slate of candidates to the district annual meeting for election.</li> </ul>

# Grand Teton Council – District Job Descriptions

<p style="text-align: center;"><b>Camp Promotion and Outdoor Chairman</b></p> <ul style="list-style-type: none"> <li>• Responsible to the Program Chairman (Assistant District Chairman).</li> <li>• Promote unit participation in council camping opportunities (Boy Scout Camp, Cub Scout day camp, High Adventure Base, etc.) In cooperation with unit commissioners and program chairmen, visit unit parent's meetings to tell the summer camp story and help unit leaders plan for camps.</li> <li>• Help select leaders and develop programs for district Cub Scout Camp held in the District.</li> <li>• Work with commissioners to help Cub Scout packs, Boy Scout troops, Varsity Scout teams, and Venturing crews plan and carry out a year-round schedule of camping and outdoor events.</li> <li>• Promote the use of camperships for members with financial need.</li> <li>• Working closely with its officers, guide the Order of the arrow to help promote camping in the district.</li> <li>• Understand unit camping, outdoor records and awards - Including the National Camping Award, and the Summertime Pack Award.</li> <li>• Work with the Health Safety Chair on concerns related to camping outdoors.</li> <li>• Attend Council meetings. Council meetings include the Quarterly Program Meeting in Blackfoot and Blue Badge Training.</li> </ul>	<p style="text-align: center;"><b>Silver Beaver Board Member</b></p> <ul style="list-style-type: none"> <li>• The purpose of the Silver Beaver Colony is for Silver Beaver Award Recipients in the Grand Teton Council to work as a group to promote scouting.</li> <li>• Board Members do this by:</li> <li>• Paying annual dues</li> <li>• Attending Silver Beaver Meetings, particularly the annual dinner held in August</li> <li>• Support the Grand Teton Council's Recognition Night</li> <li>• Recognize deceased Silver Beavers within his/her district in an appropriate way such as attending viewing or funeral, and/or sending a sympathy card.</li> <li>• Report to Scout Office the death of a Silver Beaver in his/her district</li> <li>• Serve on committees designed to promote scouting. They may include:             <ul style="list-style-type: none"> <li>○ Fund Raising</li> <li>○ Annual Dinner</li> <li>○ Service Projects</li> <li>○ HAVING FUN!</li> </ul> </li> </ul>
<p style="text-align: center;"><b>Webmaster</b></p> <p>The Council Web Page is a great tool in sharing information about Scouting.</p> <ul style="list-style-type: none"> <li>• District websites are all hosted on the council website and should not be hosted anywhere else.</li> <li>• Districts do have a Facebook page that is imbedded on their district website where they can share news and information with their members. Council employees must be admins on all Facebook pages, but can delegate editing rights to a district webmaster.</li> <li>• Sharing events and news on Facebooks posts should be done often to engage the public. You should post at least once a week but no more than once a day for optimal views of your Facebook information.</li> <li>• Webmasters also have access to edit and create events on district websites. Information and images can be posted to event pages and are available to be used to register for those events. These pages automatically expire once the event is over.</li> <li>• Any home page static information needs to be changed at the Council level. Please contact your DE or the Council webmaster. This includes information about your DE, your Roundtable location and date, or anything else you want added to your home page.</li> <li>• Webmasters also have rights to upload PDF documents and can link them to their event pages.</li> <li>• Webmasters can be trained by their DE's or by the Council webmaster.</li> </ul>	<p style="text-align: center;"><b>Camp Projects Chairman</b></p> <ul style="list-style-type: none"> <li>• Needs to have the talent to recruit a team of volunteers to complete the Camp Projects.</li> <li>• Background and knowledge in the building trades are a plus.</li> <li>• Take ownership in the project assigned to the district. See that the project is completed by the date needed.</li> <li>• Study the assignment and ask questions needed for full understanding of the project. It may be necessary on some projects to visit the project site before the project can be done.</li> <li>• Recruit the right kind of people to complete the project. Understand that experienced people will be needed as well as other good volunteers to provide manpower.</li> </ul>