

**WORKSHOP**

**FOR**

**VETERAN**

**SCOUTERS**

**(A REFRESHER COURSE)**

By

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## **Workshop for Veteran Scouters**

### **Thesis Statement**

My goal is to provide Scoutmasters, Assistant Scoutmasters, and their Troop Committee members a mini course in the important areas of Scoutmastership Fundamentals. My thesis states that, after both Scoutmasters and troop committee members have been in their positions for a while, they tend to forget the basics of Scouting for the boys. I want to provide a short refresher course in the basic areas of Advancement, Troop Organization, charter organization, budgeting, recruiting, use of Assistant Scoutmasters, the need for two-deep leadership, parent involvement and retention, health and safety, and problem solving in order to bring them back in line with the Boy Scouts of America procedures and policies as well as bring them up to date on any changes that may have occurred since they took their first training.

## Introduction

As Scout leaders, we constantly see the importance of boys' involvement in this worthwhile program. The benefits are obvious to us, as the rewards are to the boys -- the merit badges proudly displayed on the sashes, and the rank advancements on the Boy Scout shirts.

Everything a troop committee can do to relieve part of the burdens of the troop leadership gives these leaders more time to work on the fundamentals of Scouting with the boys. Each troop and troop committee is different and, therefore, the committee positions as listed are not engraved in stone, but are there merely as a reference and general guide.

Today's youth face many situations where they must make mature decisions about things that have life-long consequences; yet they lack life experiences, supporting peer groups, and in many cases, stable adult role models. A section on Advancement emphasis will be given to help raise the awareness of how important this phase is for these Scouts and perhaps encourage them to remain in the Scouting program longer than they normally would have.

As commissioners, we have the unique opportunity to identify weak areas in the Scouting program in our own districts and councils. It is intended for this thesis to provide refresher tools and up-to-date information of changes and how they are used by the Boy Scouts in making a positive difference in the Scouting career of these young men.

## Chapter I

### Overview of Current BSA Organizational Setup

#### Troop Committee Organization and Responsibilities:

The committee requires at least three people, but the size of the committee is limited only to the number of concerned adults and can have more than three members. The size of the troop will help determine the size of the committee as well. Large troops need more committee members because the Scoutmaster's time will be devoted to the activities of the weekly troop meeting.

The general responsibilities of the troop committee are as follows:

- Provide and ensure a safe and adequate meeting facility
- Advise the Scoutmaster on policies relating to Boy Scouts and the chartered organization
- Carry out the policies and regulations of the Boy Scouts of America
- Encourage leaders in carrying out the program
- Be responsible for the finances, adequate funds, and disbursements in line with the approved budget plans
- Obtain, maintain and ensure proper care of troop property
- Ensure an adequate camping and outdoor program with a minimum of 10 days and nights per year
- Recruit quality adult leaders as Scoutmasters and Assistants and be sure they are trained

- Have the required two-deep leadership at all times

The responsibilities of the troop committee are divided into six sections:

- Chairman - organizes the committee to see that all functions are delegated, coordinated and completed, arranges for charter review and recharter annually.
- Secretary - keeps minutes of meetings and sends out committee meeting notices.
- Treasurer - handles all troop funds and maintains checking and saving accounts.
- Outdoor/Activities Advisor - helps secure permission to use camping sites and helps procure camping equipment.
- Advancement Advisor - arranges and conducts monthly Boards of Review.
- Chaplain - provides spiritual tone for troop meetings and activities

### **Scoutmasters:**

A troop committee or the chartered organization will select an individual who meets their qualifications. He is interviewed by all parties involved and, if accepted, will lead the boys at the meetings and outdoor activities. The Scoutmaster will recruit other leaders to help him run the troop and will conduct Patrol Leader Council meetings on a monthly basis.

## **Advancement:**

- A Boy Scout learns by doing. As he learns, he grows in ability to do his part as a member of the patrol and the troop.
- When he is ready to advance to another rank, a Scout is tested on requirements by his Scoutmaster or another qualified individual in the troop.
- After a Scout has completed all requirements for a rank, he has a Board of Review. The Board of Review handles all of these rank advancements, except for the Eagle rank.
- When a Scout passes a Board of Review, he should receive recognition at the next troop meeting, as well as recognition again at the next Court of Honor.

The Advancement Advisor plays an important role in this recognition. It is his duty to set up Courts of Honor for all the advancements that have taken place over the last quarter, plus make sure that every boy has completed his requirements for unfinished merit badges. Most importantly, the advisor must make sure that all advancement records are kept up to date.

## Chapter II

### Current BSA Training Requirement

#### General Information

Once a person has been accepted as a Boy Scout Scoutmaster, Assistant Scoutmaster, or a Troop Committee Member, he is given the Fast Start Training within seventy-two hours. Arrangements are then made for the Scoutmaster, Assistant, or Committee Member to attend the next Scoutmastership Fundamentals and Youth Protection training. After completion of these programs, he/she is then considered ready to lead the troop.

#### Training

1. Fast Start for Leaders:

Fast Start training is the new leader's first exposure to Boy Scouting. It acquaints the leader with the Boy Scouts of America program and serves as a foundation for further training. There are three videos available, as well as the Boy Scout Leader Viewer Guide, to assist in Fast Start training.

Timing is important. Fast Start Training must be done within seventy-two hours of being accepted and signing an application. New leaders need training right away. The Fast Start counselor has three videos available to use with new leaders: The Troop Meeting, The Outdoor Program, and Troop Organization.



## 2. Scoutmastership Fundamentals

The three-part Scoutmastership Fundamentals course, as outlined in the manual, is basic training for Boy Scout leaders and is designed to give job-related information. It complements the Fast Start video training and qualifies leaders to wear the Trained Leader emblem. Scoutmastership Fundamentals includes:

- Part 1 - Troop Meeting (7 hours)
- Part 2 - Troop Organization (2 hours)
- Part 3 - The Outdoor Program (1-½- day weekend)

## 3. Supplemental Training

This includes a variety of training experiences designed to give additional information on specific areas of Boy Scouting. The following concise, specialized units of training can be used to meet a specific training need for an individual or troop.

- *Boy Scout Roundtable Planning Guide*
- *Troop Program Planning Kit*
- *Scoutmaster's Junior Leader Training Kit*
- *Junior Leader Training Conference Staff Guide*
- *Train-the-Trainer Conference*
- *Boy Scout Advancement Video with training syllabus*
  - Part 1: *Understanding Advancement*
  - Part 2: *Making Advancement Work*

- *Youth Protection Training Overview for Boy Scout Basic Training* video, No. AV-046 or No. AV-09V001A, *Youth Protection Training for Adult Leaders*

In addition, supplemental training often is available at area and regional Scouting functions. Special training conferences are also scheduled at Philmont Training Center.

#### 4. Advanced Training

Boy Scout Leader Wood Badge is the advanced training experience in Boy Scouting. It is designed to prepare leaders for deeper, more dedicated, involvement in the Boy Scouting phase of the program.

## **How Leaders Are Trained**

Leaders need training as soon as possible, and in the best training situation available. The method of training should be tailored to fit the time and needs of the leaders. Boy Scouting uses two basic types of training: group training and personal coaching.

### Group Training

Training by groups is the most common and the most effective method used. Group training provides for contact with others so Boy Scout leaders can continue to help one another after the training course.

The Scoutmastership Fundamentals course is organized much like a typical Scout troop. We must remember, however, that it is for adults, not boys. The purpose is not to

“play Boy Scout”. The objective is to give leaders an appreciation of the Boy Scout method as they participate in the training experience. There is much to be gained from sharing ideas. Group training courses offer an atmosphere conducive to the Boy Scout spirit and fun.

#### Personal Coaching

Personal coaching usually takes place in the home in a relaxed atmosphere and is scheduled for the convenience of the individual to be trained. Fast Start training methods, videos, and printed materials can be used for these one-on-one situations. The options for personal coaching and self-study are less effective in most cases because their success depends to a great extent on the self-starting ability of the Boy Scout leader.

## Chapter III

### Personal Views of Materials and Training

#### Scoutmastership Fundamentals

In my two and half years as an instructor in the course, I find that this is basically a good program. A great amount of time and effort has been put into developing this program, and since there is a lot of material to cover in a short period of time, I am only going to recap those areas that I feel are important for refresher purposes.

#### Advancement

This is an 80-minute session covering a very large area, including basics for Boy Scouting. It is broken down into seven parts. Each part has a video segment, with a question session after each area.

Part One is a 13-minute program covering "Understanding Advancement", with a video explaining the elements of Advancement. After viewing the video we have a discussion, which basically covers what role the adults will play in the advancement of the boys. We discuss what a Scout has to do in order to achieve advancement to his next rank.

Part Two, "Making Advancement Work", is a 28-minute session broken into seven segments.

Segment One covers learning the troop program, by going into small detail about the role of the Scoutmaster, what motivates a Scout to learn, and where the

Scout's learning will take place. Segment One also covers the mission of the Boy Scouts. After the video there is a short discussion.

Segment Two, "Tracking Advancement," sets out what steps we need to use in following a Scout's progress. This is an important task for both Scoutmasters and the Troop Committee. It shows how the boy is doing and where he may need help or assistance. The video covers the importance of using Tracking Sheets when you develop planning sheets for the patrol or troop each month.

Segment Three discusses service projects that the boys can do in order to meet the requirements for all ranks. The video highlights many different types of service projects that a boy may choose from. This is followed by a brief discussion.

Segment Four covers the merit badges a scout may obtain. It explains how a scout can earn a merit badge, either through a Merit Badge Counselor, or through a troop function. The video explains the importance of using the buddy system for achieving merit badges. After the video, the group will answer questions given by the instructor.

Segment Five explains the Scoutmaster Conference. In this session, the video explains the Scoutmaster's role in the conference and what he looks for from the boy once he feels that the Scout is ready for the next step in the advancement process. The video is again followed by questions.

Segment Six introduces the Board of Review. The video will show what a Board of Review should be like. At the end of the segment, we then ask the class a set of questions dealing with this subject.

Segment Seven deals with the Court of Honor, which is the final stage in the Scout's advancement in rank. When the segment is finished, questions are asked and a review of the entire session on Advancement takes place.

In conclusion, I feel Advancement is an important area; one where a lot of adults do not have a very clear understanding of their role, either as a Troop Committee Member, Scoutmaster, or as an Assistant Scoutmaster. There should be more time allotted for Advancement because the volume of material far exceeds the time assigned, causing misunderstandings and questions that need to be addressed. Throughout training, we need to stress the importance of developing a rapport or sense of confidence between the Scoutmaster and each Scout, which sadly doesn't happen as often or as thoroughly as we would like. Don't get me wrong, both the Committee Members and the Scoutmaster will follow the basic plan in Advancement, but they need to be kept aware of their roles and goals through refresher courses covering Advancements, Troop Organization, Charter Organization, Budgeting, Recruiting, Assistant Scoutmaster, Health & Safety, Problem Solving, Two-Deep Leadership and Retention. There are a number of reasons for this:

1. Over a period of time, the troop is no longer run by the boys, but by the Scoutmaster; perhaps because he doesn't want to assign authority and responsibility to others or, due to time limits, he/she feels things can be done better by him/her than if the Scouts are doing the tasks.

2. When doing the Scoutmaster Conferences, another individual or the Scoutmaster wanders away from the Scoutmaster Handbook guidelines and suggestions and proceeds to grill the advancing Scout about all ranks he has already completed as well as the current rank he is trying to effect. This is done across a table (against the Handbook's guidelines) in a very formal and tense atmosphere. As a result, no trust or understanding is achieved; the Scout is not asked questions about his ideas, and no future goals are set. The tone of the conference is negative and cold rather than relaxed and caring. The Scout's next rank and its requirements are never discussed and the Scout is left on his own and at times, has to go back for a *second* conference for this same rank because his answers to questions didn't meet the leader's expectations.
3. Conferences for Star and Life Scouts are also making the Scout redo requirements that he did in Tenderfoot, Second and First Class ranks. Again, there is no discussion on the leadership roles he sees for himself. No time is taken to meet the boy on a one-to-one basis in a relaxed atmosphere.

### Chartered Organization

This is a ten-minute session dealing with the make up of the Scouting organization and the needs for each area of the organization. This is a resource for the Troop Committee to use to help solve difficult problems when they occur.

I find that there is a large turn over in this area and often committee members do not have a clear concept of the organization and how it works, and the Scoutmasters also seem to forget how it works.

## **Troop Organization**

This is another ten-minute workshop dealing with the characteristics of the troop itself. The instructor goes over the troop's function and the duties of each individual in his/her assigned area.

I have found that both the Committee Members and the Scoutmaster lose sight of the true meaning of the Boy Scout organization and its functions at times, and they need to be reminded of them occasionally by attending a refresher course.

## **Assistant Scoutmasters**

This is a very important five-minute meeting because the Assistant Scoutmaster works with the boys and basically is the buffer between the Scoutmaster and the Scouts. He/she is assigned many different tasks. The meeting deals with what his/her duties are in more detail.

Again, I find that Assistant Scoutmasters are also experiencing a large turnover due to misunderstandings. The Assistant Scoutmaster needs to be given clear and concise direction as to his/her role in the troop. The Troop Committee Chairman and/or Scoutmaster can forget the basics and the Assistant has to learn by trial and error. When he/she finally attends training, he or she can come back to the troop and possibly still revert to those things learned erroneously if the Scoutmaster continues without refresher training.



## **Troop Committee**

This ten-minute learning session stresses the make up of the troop committee. Basically, it reviews the Troop Committee Handbook.

After doing some research, I have found that either the Scoutmaster or the Committee members have no clear idea of how to organize a committee and, as a result, a committee can go through a complete changeover in a single year. The members who remain must then try to put something together that may not be beneficial to the troop.

## **Troop Finance**

This session lasts ten minutes and briefly outlines the basic finances for the troop and explains where the dues that are collected within the unit go.

Often I have found that many of the troops and packs don't know how to make a budget for the unit that will cover its expenses for the year and, therefore, need more training and guidance in this all-important area.

# Chapter IV

## Recommendations for A Refresher Course

### In Scouting Fundamentals

#### General Information

Education is very important to the Boy Scout volunteers. The Boy Scouts of America have taken the time and effort to put together these important blocks of training so that each volunteer can take the best ideas and latest information back to the troop committee and/or the troop to enable all participants to function as one unit.

There can be a large turnover in the troop leadership and committees due to the fact that you have only volunteers. This is no fault of the Scoutmaster or the Charter Organization, but it is important that, from time to time, a refresher course is given covering the more important issues of Scouting fundamentals. These areas are forgotten, perhaps, because more emphasis is put on outdoor programs; therefore, organizational basics are neglected and our Scouts are no longer having fun. Attendance becomes a weekly chore for both adults and boys, and the confidence between the two ceases to exist. The boys will tend to drop out of Scouting or, in many cases, will not get beyond First Class or Star Rank.

The existing Scoutmaster training is slowly becoming outdated due to new changes taking place, and also because many of the people involved in Scouting start to develop their own ideas of running their individual scouting program.

With a refresher course once a year, both the Scoutmaster and the Troop Committee members can catch up on the new things and review areas that can create misunderstanding. The

course will remind everyone of what Scouting is all about and explore the procedures for working with the boys. The refresher course should be four to five hours in length. Following is a short synopsis of each area. A detailed course description can be found in the Appendix, Page 27.

- **Advancement**

When we look at the 80 minutes allotted for the video, discussion, and questions, we find ourselves streamlining and rushing through it in order to keep within the time frame allowed in the syllabus. Later we find that some important issues were missed or individuals left without a clear understanding of their role or that of the scouting program. A refresher course once a year gives all parties the opportunity to review any changes or look at anything they may have missed or not understood.

The refresher course consists of a two-part video that covers the following:

Part 1 is an initial introduction to Advancement, why we have it and its importance.

Part 2 has seven segments covering the following topics:

Learning in the Troop Program

Tracking Advancement

Service Projects

Merit Badges

Scoutmaster Conference

## Board of Review

### The Court of Honor

- **Troop Organization, Chartered Organization**

These important areas give Troop Committee Members an understanding of how an organization is put together and how it works. You could almost say it is like a computer. Each part has an important role to play in order to work properly and, when one of these areas is not in line with the other, we then find the operation is not functioning as intended. Yes, the current program is fine, but with the turnover in Troop Committee Members, it would be nice for the trained people to get refreshed more often in order to effectively train or instruct others in the mechanics of the Boy Scout Organization. With a refresher course (see page 22, paragraph 2) they can recap or pick up some of the things they missed in the original training.

- **Budgeting**

We look at the syllabus and see that we only have ten minutes to explain how to look at a budget plan. The syllabus gives you information about the amount of money needed for starting a troop or the three things needed at recharter time with no informative details. You don't receive data about future planning or budgeting; for example: tents, troop trailer, cooking utensils, or even supplies needed to run the troop. Many people are not familiar with setting up a budget of this type or size. A refresher course (see page 22, paragraph 2) can give

each individual the opportunity to see how and why it is important that each troop have adequate funds to run a good troop for the boys.

- **Assistant Scoutmasters and Recruiting**

In the syllabus this is taught in two different areas; One) "Use of Assistant Scoutmasters", basically states what his/her role should be and then immediately puts him/her with the new Scouts. There is no provision given to guide you if you lose one of your veteran Assistant Scoutmasters. Two) Basically, we see that recruiting is quickly touched on under Membership. I would like to see "Recruiting" combined with Assistant Scoutmaster because it is important to have the right person for the right job. In the course, explain what type of person to look for and the following two questions: 1) Can I work with this individual? 2) Will this person work well with the Boy Scouts? Yes, it is important to fill the opening, but you must get the right person for the job. This applies to Troop Committee Members and Assistant Scoutmasters.

The refresher course for the above (Troop Organization, Chartered Organization, Budgeting, Recruiting and Assistant Scoutmaster) is done as a one-hour workshop. Using charts that are handed out, the group puts together a Boy Scout Troop that includes the charter organization, space for troop meetings, interviewing people for Scoutmaster and Assistant Scoutmaster, setting up short and long term troop budgets, and ideas for raising money to meet the troop's operating expenses. After the simulation, ask the group what they have learned and how they can apply within their own troops.

- **Health & Safety**

The outline in the syllabus is a good program, but lacks more detailed information. When the leaders are back with their troops and plan an outing of some sort, Health and Safety takes a back seat. It only becomes an issue when someone gets hurt. In most cases a number of things are not done properly. For example, the Scout's health paperwork is not up to date or doesn't accompany the troop on an outing. Forms for the resort or campsite are often not filled out for each boy attending. When the Scouts arrive at the site or assigned area, they will run around and play without adult supervision. A refresher in this area would instruct the leaders about what safety concerns need to be met for an outing, and bring them up to date on any changes the National Boy Scout Office has made or incorporated into its program.

The refresher course for Health & Safety will include any changes made by National Headquarters; will also review existing health records of both boys and adults in the troop; emphasize the importance of having up-to-date health records for outings, and if changes in a person's record occur, reflect this in the troop's records. Also, emphasis will be made regarding contacting proposed resorts or campgrounds to find out what records/health paperwork are needed when Scouts attend these sites.

- **Problem Solving**

The sixty minutes allowed for Problem Solving is good. It covers a lot of basic situations that can happen. In a refresher course, I would like to see this

done as an open workshop. Have an open forum where everyone can discuss some of the problems they have had and how they were able to resolve them. This gives leaders a chance to see how to handle different situations or come up with some new ideas in solving problems.

- **Two-Deep Leadership**

The syllabus is very clear in this area. A refresher course would review the original program with a reminder of what National's views are. This also would bring the leaders up to date on any changes that may happen over the year.

- **Retention**

In the syllabus this area falls under "Membership". There are only two short paragraphs stating what happens in a Boy Scout's progress and what happens if he misses a number of meetings. In the refresher course, there would be an open discussion including all participants. They could discuss the current program and get new ideas and suggestions on ways to keep the Scouts and leaders in the program. This affects adults as well as the boys. We are all aware of the retention problem, which seems to be growing and would like to turn this area around.

The refresher course would explore ways for the older Scouts to help the younger ones with Advancement in Rank as well as Merit Badges

## **Conclusion**

The Scoutmasters, Assistant Scoutmasters, and Committee Members can catch up with any changes taking place within the Boy Scouts of America by attending this mini refresher course. They will be informed about updated materials and programs. This will also help jog their memories and remind them of what role they play in our Scouting program.

In business life we, as adults, find ourselves taking refresher courses in order to stay in tune with advances in technological procedures in our various fields. It is important that we take these courses to help us focus on procedures and policies in order to know how to handle a problem or problems if they arise. This is considered an important part of the business climate and I feel it should carry over into the Boy Scouts of America as well. Both are important in our lives, as well as in the lives of these young men.



## **Bibliography**

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Scoutmastership Fundamentals, ISBN 0-8395-4549-5, 1998

Boy Scout Requirements, No.33216

Rules and Regulations of the Boy Scouts of America, No.57-492 Fieldbook, No. 33200

## Appendix – Refresher Course Syllabus

### I. Advancement (Two Hours)

The videos referred to in this course are from the Scoutmastership Fundamentals Course.

Advancement is a very important area in Boy Scouting because it helps the young Scout to grow, learn, and gain his independence as an adult through the guidance of the Scoutmaster and his staff, and the troop committee which sets the guidelines for the Scout's troop.

Due to the volume of material to be covered, the refresher course on Advancement should be at least a two-hour workshop. Be sure to use an up-to-date video for the following areas:

- A. Part 1 is the initial introduction to Advancement, why we have it and its importance. Stop the video after this first part and explain the importance of the Scoutmaster building a sense of trust with each Scout in his troop. Give suggestions and do role-playing to show how this can be done. Some of the questions that should be asked:
1. Why is it important that you have trust between the Boy Scout and his leader?
  2. What happens when there is no trust between the Scout and Scoutmaster?
  3. What role do adults play in the advancement process?

5. What are the four steps in rank advancement? (Seek responses from the group, then list the steps on a chalkboard). Be sure to emphasize that a quality troop program will result in Scout advancement. Point out that advancement recognizes the Scout's achievement and encourages him to continue his efforts.

B. Part 2 on the Advancement video breaks down into seven segments:

1. "Learning In the Troop Program". Stop the video after watching this part and point out why it is important at this stage to build trust between the Scouts and Scoutmaster. Remind everyone that Scouting is to be fun and not a chore for the boys. Explain why it is important to build a foundation now that will help each of them later in life. Ask the following questions of the group and discuss their findings.
  - a. What word best describes the Scouting program?
  - b. What is the Scoutmaster's role in learning?
  - c. What motivates a Scout to learn?
  - d. Where does learning take place?
2. "Tracking Advancement". Again, stop the video and inform the class that there are new computer disks that will help the Scoutmaster track a Scout in his progress. Give everyone the opportunity to ask questions about these disks and how they work. Have examples printed that show how

the computer tracking sheets work. Things that need to be brought out in this segment are:

- a. What is the purpose of the tracking sheet?
  - b. Who uses the tracking sheet?
  - c. How is the tracking sheet used in program planning?
3. "Service Projects". Stop here and go through the different ranks and what service projects each boy can do for rank advancement. Go into detail on service projects for Eagle Scouts. Discuss the pros and cons of different types of projects and how to discuss a Scout's project before it is approved. Go over resources for choosing a project if the boy is having a problem finding one.. Have discussion as to what happens after the boy has done his project and turns it in for review by the Scoutmaster.

The following points should be discussed:

- a. Why do we conduct service projects?
- b. When should service to others be introduced to a Scout?
- c. Why is approval of service projects important?
- d. How does the service project for Eagle Scout rank differ from that of the other ranks?

4. "Merit Badges". Stop the video and discuss the different ways to conduct a merit badge program and have the class exchange ideas on the merit badge program.

Things to review and discuss:

- a. What are the council's qualifications for merit badge counselors?
- b. What procedure must a Scout follow to earn a merit badge?
- c. How can a leader stimulate interest in earning merit badges?

Remind everyone that the Scout and his buddy must be present for all sessions with the merit badge counselor. A buddy is defined as another Scout, a parent or guardian, a brother or sister, or relative or friend.

5. "Scoutmaster Conference". Stop the video and discuss what was covered. Pick two people from the group to do a role-play of a Scoutmaster's Conference. After the role-play, discuss what took place and review some of the things that should happen in this conference.

The following points should be discussed after the tape:

- a. Where are Scoutmaster Conferences held?
- b. When is the first conference held?

- c. What are the key elements of a Scoutmaster Conference?

Make copies of the current suggestions for a Scoutmaster Conference and give to group and review the suggestions.

6. "Board of Review". Stop the video and go over what the class has just seen and answer any questions they might have.

The following thing should be reviewed after the tape:

- a. Why are Boards of Review held?
  - b. Who makes up the Board of Review?
  - c. How long should Boards of Review last?
7. "The Court of Honor". Again, stop the video and review what was in this section. Highlight some of the things needed for the Court of Honor such as location, supplies, and making sure the scouts do the programming.

Questions to ask:

- a. What is the purpose of the Court of Honor?
- b. Who is responsible for planning the Court of Honor?
- c. What are the ingredients of a good Court of Honor?

Spend five minutes or more reviewing Advancement. Answer any questions the group may have.

## **II. Troop Organization, Chartered Organization, Budgeting, Recruiting, and Assistant Scoutmaster (One Hour)**

This session is to be done as a workshop where the group puts together a Boy Scout Troop, using the charts that were handed out. These include the charter organization, a space to use for troop meetings, how to interview people for Scoutmaster and Assistant Scoutmaster. The group then creates a committee and sets up a budget for the troop with short and long-term goals covering all expenses the troop will need to operate. They will also come up with ideas for raising the money, either by dues or fundraisers. Once the group has completed their assignment within a given time, they will review what has taken place and show where they may be able to correct any errors or items that might have been overlooked.

## **III. Health & Safety, Problem Solving, Two-Deep Leadership, and Retention (One Hour)**

- A. Health & Safety. Point out that accidents do happen, and it is our job to make sure that we are prepared if an accident does occur. Review the Boy Scouts' policy on this; but point out that each location or area you may be going to may have it's own release forms for the Scouts to fill out as well. It is a good idea to review each Scout's medical form at the time of charter renewal. Be sure to update any changes a Boy Scout or adult leader may have in his medical history.
- B. Problem Solving. Review some of the problems which the group has encountered over the last year and how these were handled. Inform the class of

any changes from National or Council, and who to contact for information and to answer any questions that might arise.

- C. Two-Deep Leadership. Review any up-to-date material on Two-Deep Leadership. Review the current policy with the class and its importance, especially with any new parents or Assistant Scoutmasters that have come into the troop. Stress that the Troop Committee Members are to adhere to this policy as well.
  
- D. Retention. Exchange ideas with the group as how to keep both boys and the parents involved with the troop. Explore ways for the older Scouts to help the younger ones. For example, having an older Scout assigned to one or two boys to instruct them on Advancement. Have the older Scout work with them so they will advance in a timely manner.



## Outline

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- II. Introduction
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  - Troop Committees Organization & Responsibilities
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  - Advancement
- IV. Chapter II – Current BSA Training Requirements
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  - How Leaders are Trained
- V. Chapter III – Personal Views of Material & Training
  - Scoutmastership Fundamentals
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- VI. Chapter IV – Recommendations For a Refresher Course
  - General Information
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  - Budgeting
  - Recruiting and Assistant Scoutmasters
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