



PTC 2024 – Session 507 Troop Committee Training



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Welcome!

Purpose of this course today:

- To provide Scouts BSA Training: Troop Committee
- To learn the role of the Committee in a BSA Troop
- To learn about the different jobs on the Troop Committee
- To share with each other
 - Best Practices
 - Worst Practices?
 - Ideas, Tips, Tricks
 - Diversity of experiences across different Troops
 - Make connections, keep the conversation going

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Agenda

Introductions & Objectives

Aims & Methods of Scouting

The Chartered Organization

Troop Leadership

Troop Committee Organization and Responsibilities

Selecting and Retaining Adult Leaders

Open Discussion & Experience Sharing

Closing

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Introductions

Todd Brown – toddrbrown@comcast.net

- Mountain Service Area Committee (CSC)
- Committee Member for Troop 425 (Fall City)
- Charter Org Rep for Snoqualmie Valley Kiwanis
- Unit Commissioner
- Scouter for 22 years
- Explorer Advisor (Post 61, New Jersey)
- Camp Commissioner/Scoutcraft Director
- Den Leader (Pack 425, Fall City)
- Scoutmaster (Troop 425)
- District Chair (Alpine)





Introductions



- Who are you?
- What is your current position in your Troop?
- What is your level of experience in Scouting?
- First time at PTC?

Activity - What do you hope to learn today?

- Topics for the discussion portion of the class?
- Problems in your unit?
- Questions about your role?
- Feel free to raise questions or comments during the session***

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The Mission of Scouting



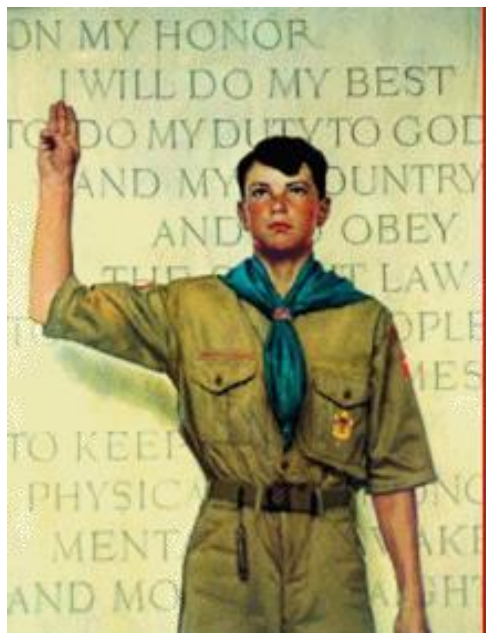
To prepare *young people*
to make ethical and moral choices
over their lifetimes
by instilling in them the values
of the Scout Oath and Scout Law.



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Scout Oath and Law



Scout Oath

*On my honor I will do my best
To do my duty to God and my country
and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong,
mentally awake, and morally straight.*

Scout Law

A Scout is:

*Trustworthy
Loyal
Helpful
Friendly
Courteous
Kind
Obedient
Cheerful
Thrifty
Brave
Clean
Reverent*





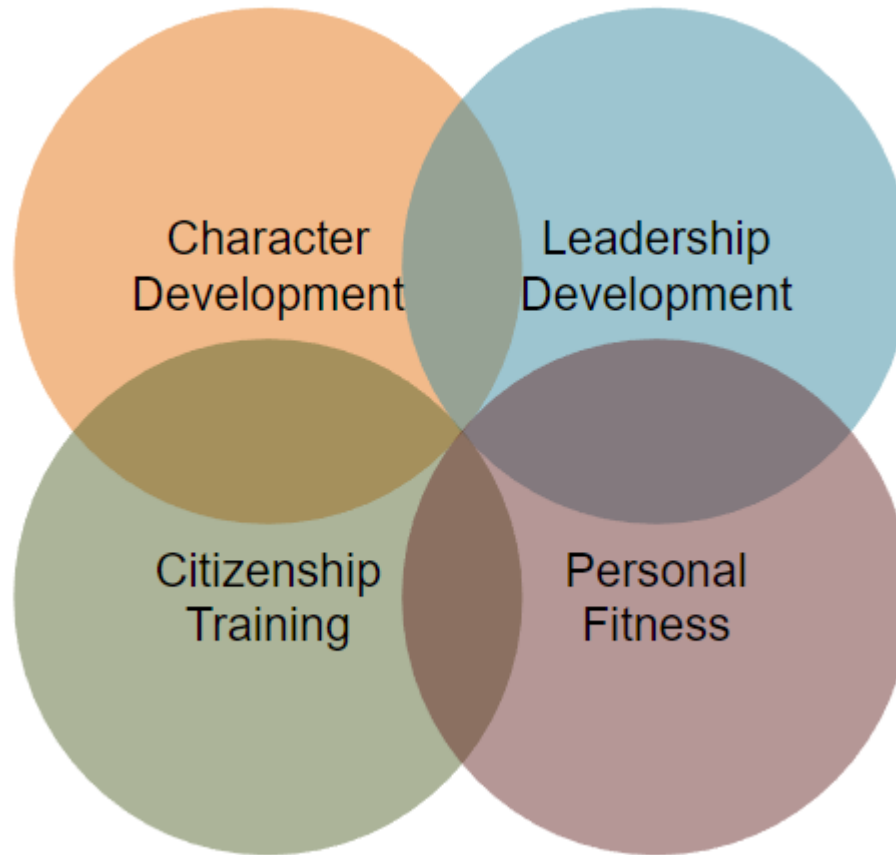
Motto and Slogan



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The Aims of Scouting



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Methods of Scouting

Ideals	• Oath – Law – Motto – Slogan
Patrols	• Peer groups – Elected representation – Activities
Outdoors	• Fun – Excitement – Leadership laboratory
Advancement	• Self-reliance – Ability to help others – Challenge
Adult Association	• Image – Role model – Example
Personal Growth	• Good Turn – Service – Spirituality
Leadership Development	• Leadership instruction and practice
Uniform	• Commitment to aims – Identity

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Quiz Time



On your cell phone OR on your PC, open your browser and enter “kahoot.it” in the URL.





Structure of Scouting Organization

Administrative

National Council

Chartered by Congress, 16 national territories
Professional staff – Volunteer directors

Local Council

Chartered by the National Council
A specific geographical area
Professional staff – Volunteer Leaders

Scouting District

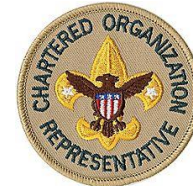
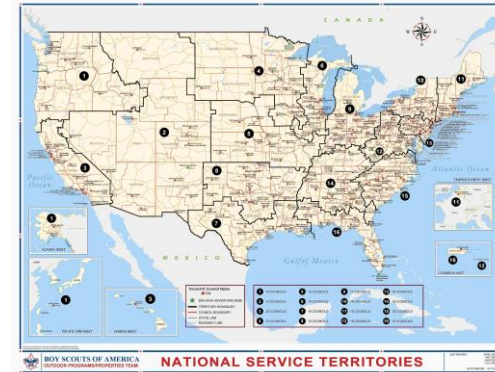
A geographical area within the council
Professional staff

Council Territory

A geographical area composed of two districts
Volunteer committee
District Commissioner and Unit Commissioners

Chartered Organization

Chartered by the local council
“Owns” the troop, appoints a Chartered Org Rep
Chartered Org Rep recruits the **Troop Committee**
Troop committee recruits Scoutmaster and assistants



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Troop Committee

Chartered Organization Representative

- The Chartered Organization Representative is the direct contact between the Troop and the Chartered Organization.
- This individual is also the organization's contact with the council territory committee and the Local Council.
- The chartered organization representative may become a member of the council territory committee and is a voting member of the council executive board.
- The Chartered Organization Representative appoints the Troop Committee Chair.



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Structure of Scouting Organization

The Troop

THE SCOUT

A youth 11 to 17 years old.

A member of a patrol.

Elects Patrol Leader and Senior Patrol Leader



SCOUTS BSA

Youth 11–17 years old



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Structure of Scouting Organization

The Troop

THE PATROL

6 to 8 Scouts who work together.
Led by the Patrol Leader



BOY SCOUTS OF AMERICA



Structure of Scouting Organization

The Troop

PATROL LEADER'S COUNCIL

Assembly of patrol leaders

Senior Patrol Leader presides.

Plans troop activities.



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Structure of Scouting Organization

The Troop



YOUTH LEADERS

Senior Patrol Leader (+Asst),
Patrol Leaders (+Asst),
Junior Assistant Scoutmaster,
Scribe, Historian, Librarian,
Webmaster, Outdoor Ethics Guide,
Quartermaster, Troop Guide, Instructor,
Chaplain's Aide, Den Chief, OA Rep.

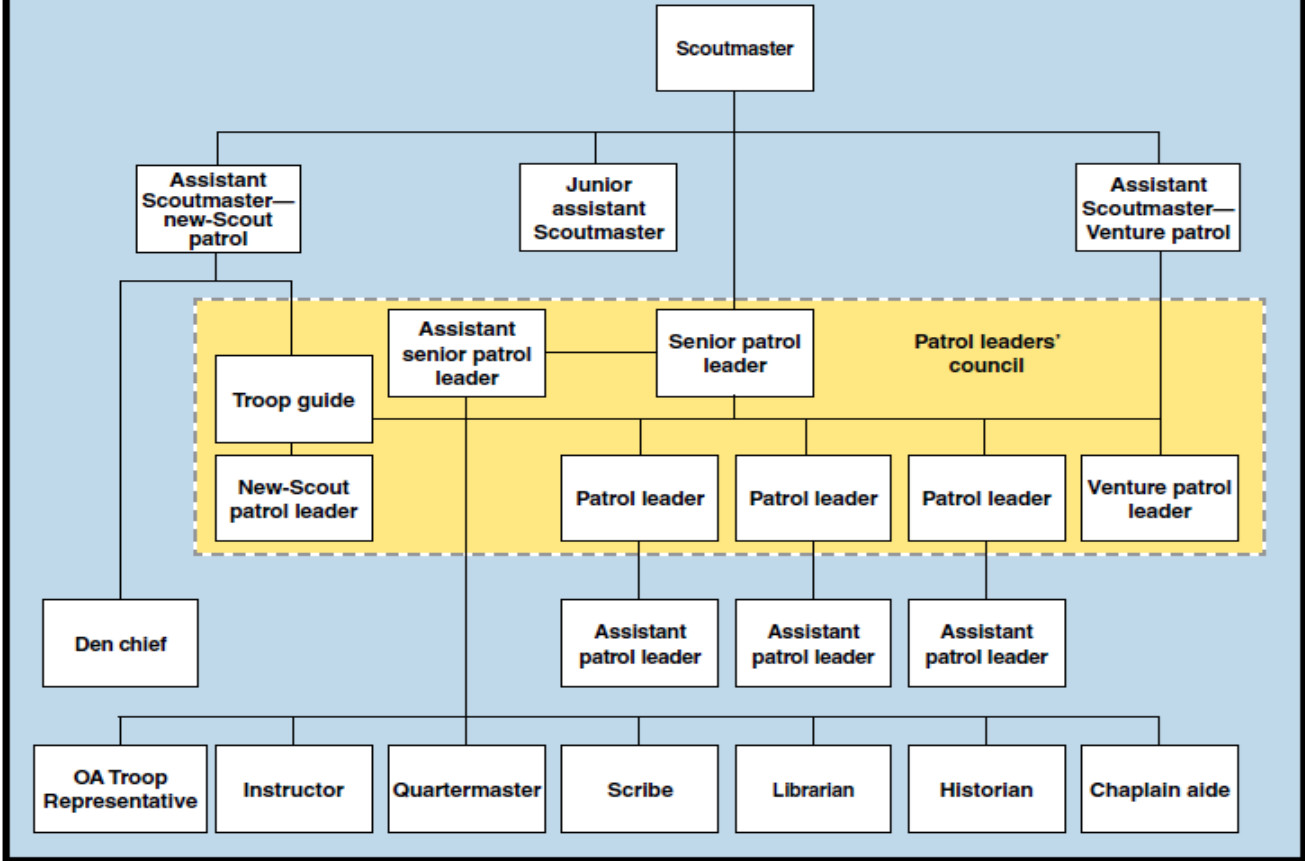
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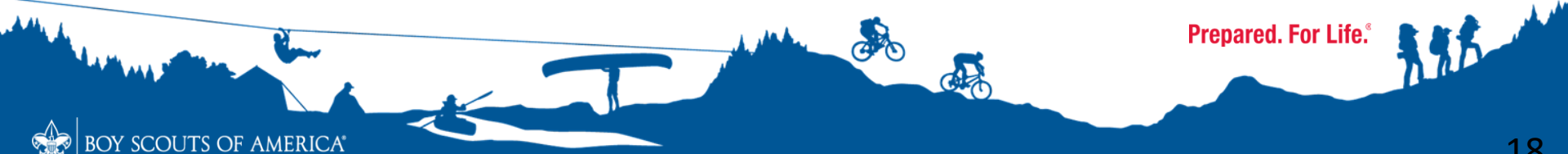
Structure of Scouting Organization The Troop

Sample Youth Leader Organizational Chart for a Large Troop

In this sample, there are enough members to fill all of the patrols and leadership positions.



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Quiz Time



On your cell phone OR on your PC, open your browser and enter “kahoot.it” in the URL.





Role of the Troop Committee

- **The Troop Committee is the Troop's Board of Directors**
- **Supports the Troop's Adult and Youth Leaders in Delivering a Quality Program to the Troop's Scouts**

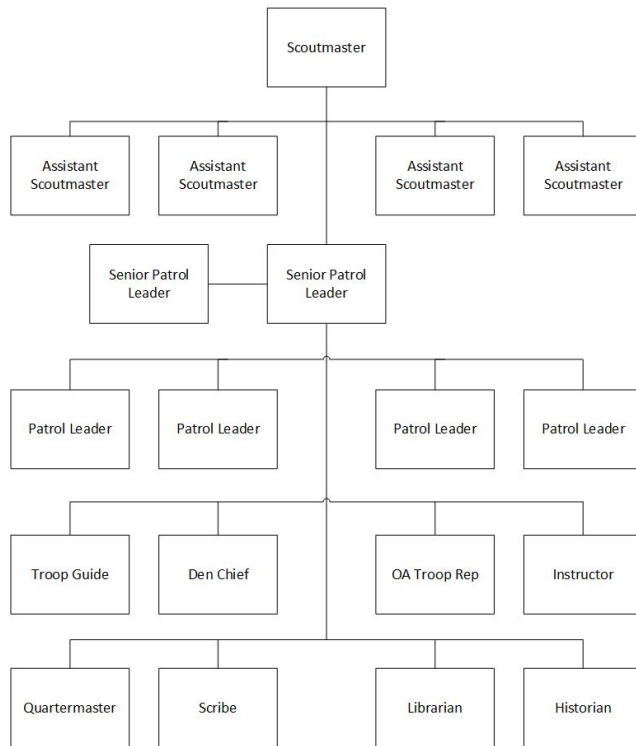


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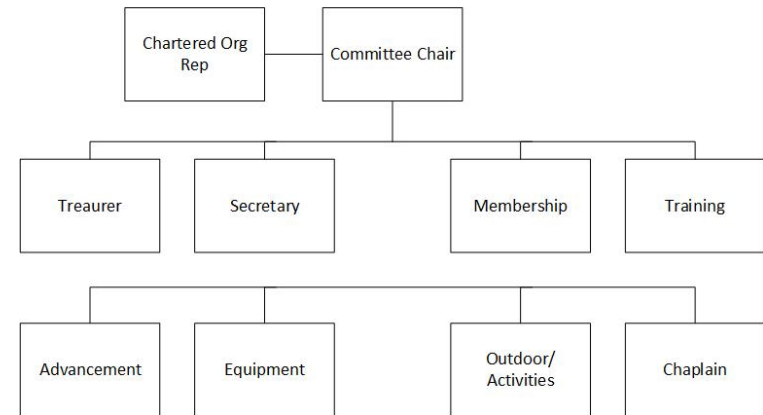


Role of the Troop Committee

Program



Administrative



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Role of the Troop Committee

- Committee can include parents, members of the chartered organization, or people recruited from the community at large.
 - Most active committee members are parents
 - The Scoutmaster and Assistants are not on the committee but should be included in meetings



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Troop Committee Ground Rules

- Size: The minimum number is **three adults**
- Age: Must be 21 or older
- The first three positions are essential for quality Troop operations. Fill those positions first.
 - Chairperson
 - Treasurer
 - Advancement
- No maximum number of Troop committee members.

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Troop Committee

Troop Committee Chairperson



- The Troop Committee Chairperson is appointed by the Chartered Organization and registered as an adult leader of the BSA.
- The Troop Committee Chairperson appoints and supervises the Troop Committee and Scoutmaster/Asst's.

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Troop Committee

Troop Committee Chairperson



- Typical jobs for the Committee Chair
 - Annual Recharter
 - Recruit and appoint committee members
 - Recruit and appoint unit leader and assistants
 - Provide oversight of the troop program and leadership
 - Submit adult applications
 - Conduct periodic committee meetings

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Troop Committee

Troop Committee Chairperson



Recruiting Strategies

- Volunteers rarely volunteer!
 - Sometimes the first volunteer isn't the best volunteer
 - **Most people just want to be asked!**
 - Talk in-person, face-to-face
 - Explain why you believe they will be successful in the role
 - Provide clear direction for next steps
 - Give them names of people who will help
- Definition of a Leader? Someone to do the job when nobody else will!

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Troop Committee

Troop Committee Chairperson

Recruiting Strategies

Dear Parents,

As a volunteer-run organization, we are dependent on parents to step up and dedicate a couple of hours a week towards helping our troop to operate smoothly. We are currently looking for leaders for the following committee positions:

- *Summer Camp Coordinator*
- *Popcorn Kernel*
- *Secretary*
- *Membership Coordinator*
- *Fundraising Coordinator*
- *Friends of Scouting Coordinator*

If you are interested in taking on any of these positions, please let me know before our next troop committee meeting later this month.

Regards – Steve

Troop Committee Chair





Troop Committee

Troop Committee Chairperson



Committee Meetings

- Schedule periodic meetings and put on troop calendar
 - Some will choose monthly, others quarterly
 - Zoom works great for some, but make some of them in-person as well
 - A lot of important team building occurs **before** and **after** the meeting
 - Invite *all* parents, not just the committee
 - Provides a way to draw-in new committee members
 - Create an agenda to control discussion
 - Use active listening! Don't be the only one talking!

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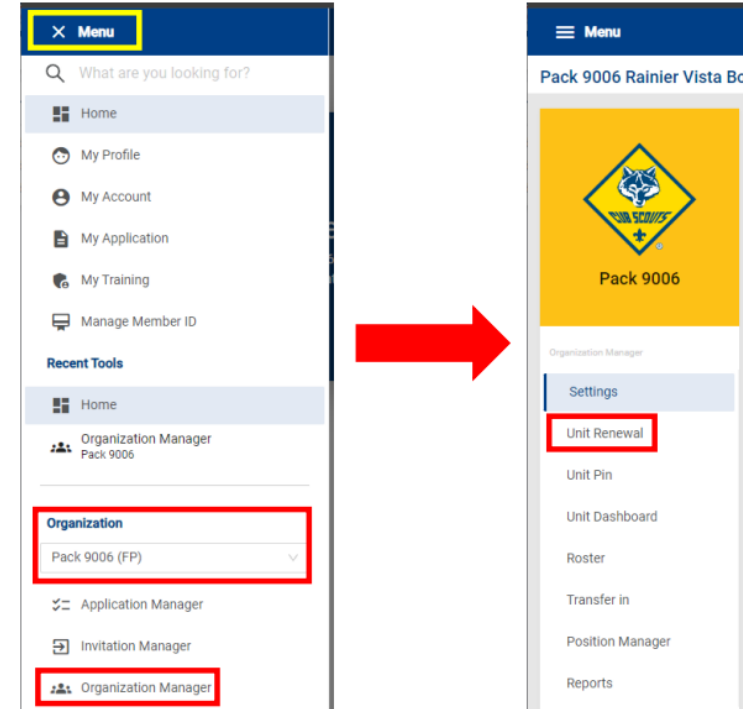
Troop Committee

Troop Committee Chairperson



Recharter (now called Unit Renewal)

- Recharter process is done online via a web-based tool
- Access through my.scouting.org
Click on Menu -> Organization -> Organization Manager -> Unit Renewal
- Download the Unit Renewal Guide at <https://seattlebsa.org/membership>





Troop Committee

Troop Committee Chairperson



Unit Renewal

- Tips for Chief Seattle units:
 - Update your unit's funds in your escrow account by mailing a check, or calling the council office to deposit funds with a credit card. Unit renewal fee is \$100.
 - Using the online renewal payment method with a credit card incurs a 3% service fee
 - You can also use ACH for a \$1 fee.
 - Once your unit renewal forms are “done” (passes validation), then reach out to the registrar (membership@seattlebsa.org) to have them complete the payment process from escrow.

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Troop Committee

Troop Committee Chairperson



Unit Renewal

- Tips for Chief Seattle units:
 - YPT is required for all registered adults. Chase down anyone whose YPT is out of date before you start the renewal process.

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Troop Committee Chairperson



Member Renewal

- Individual members are no longer re-registered during the recharter process
- Members must re-register every 12 months, depending on the month they initially registered.
- Unit Key 3 will be notified with a 90-day look-ahead of their unit members that need to re-register.
- Members themselves are notified 60-days in advance

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Troop Committee Chairperson



Member Renewal (cont'd)

- Units must decide on how they want to handle member re-registration:

Member handles it

- Members pays through the my.scouting.org portal
- Pay with credit card (3% fee) or ACH (\$1)
- Unit has to invoice the member separately for any unit surcharges

Unit handles it

- Unit pays the registration fees for the member(s)
- Can use council escrow account (CSC), credit card (3% fee), or ACH (\$1)
- Unit invoices members for total costs (national/council/unit)

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Troop Committee

Troop Secretary

- The Troop Secretary is appointed by the Committee Chairman to keep minutes and records, send notices, and handle publicity.



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Troop Committee

Troop Treasurer

- The Troop Treasurer is appointed by the Committee Chairperson to handle troop funds, pay bills, maintain accounts, coordinate the annual Friends of Scouting (FOS) campaign, and supervise fundraising.



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Troop Committee

Troop Treasurer

To spreadsheet or not to spreadsheet...

- Many troops forego the expense or complexity of accounting software and just use spreadsheets
- Size of the unit and methods already in place are going to be factors on what you do



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Troop Committee

Troop Treasurer

Electronic payments

- Ditch the paper checks
- Cheddarup
- Zelle
- Venmo
- Paypal



TIP: Consider establishing a ledger for individual scouts to accumulate funds from their participation in fundraisers.



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Troop Committee

Troop Treasurer



- Come up with a process for reimbursements (a paper form or email) that requires CC approval
- Recipients of reimbursements should not be approving their own forms
- Treasurer should present a financial report at each committee meeting showing expenditures and receipts

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Troop Committee

Troop Advancement Chair



- The Troop Advancement Chair is appointed by the Committee Chairperson to ensure that the troop has:
 - At least monthly Boards of Reviews
 - Periodic Courts of Honor (ex. quarterly)
 - Award supplies on-hand
 - Goals of helping each Scout advance a rank each year and for new Scouts to reach First Class rank during their first year
- The Advancement Coordinator is also responsible for record keeping and submitting advancement reports.
- Scoutbook is your friend...

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Troop Committee

Troop Advancement Chair



- Boards of Review
 - Includes 3-6 parents and/or committee members
 - Parents and relatives may not serve on the board
 - Scoutmasters/ASM's may attend, but only as observers
 - ***Not a test of the Scout's knowledge or skill level***
 - Should be a celebration of accomplishment, a reflection, and a positive experience
 - Good opportunity for committee members to assess the effectiveness of the unit leaders
 - Board decision must be unanimous
 - Board can reject candidates (rare), but should provide improvement plan
- Unit Boards of Review (Tenderfoot Rank → Life Rank)
 - Organized by Troop Committee
- Eagle Board of Review
 - Organized by District or Council leadership

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Troop Committee

Troop Equipment Coordinator

- The Troop Equipment Coordinator is appointed by the Committee Chairman to work with the Scout Quartermaster and is responsible for inventory, storage, and maintenance of Troop equipment.



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Troop Committee

Troop Equipment Coordinator

- Should **not** do the job of the quartermaster
- Should arrange for storage of equipment
- **Assist** quartermaster to:
 - Develop policies regarding common equipment
 - *Standardize stoves? Fuel type?*
 - *Should the Troop own their own tents?*
 - *Cooking Gear?*
 - *Patrol Boxes?*
 - Develop policies regarding use and maintenance of equipment
 - Enforce these policies
 - Develop budget for equipment purchases
 - Select vendors and make purchases
 - Ensure equipment is safe to use



ALPS
MOUNTAINEERING.

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Troop Committee

Troop Outdoor / Activities Chair

- The Troop Outdoor / Activities Chair is appointed by the Committee Chairman to:
 - Secure permits and permission to use camping sites
 - Collect/maintain Annual Health and Medical forms
 - Serve as transportation coordinator
 - Support the outdoor program

TIP: Consider assigning coordinators for major activities like summer camp, Philmont, high adventure, etc



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Troop Committee

Troop Membership Chair

- The Troop Membership Chair is appointed by the Committee Chairman to help ensure a smooth transition of new Scouts into the Troop and provide orientation for new parents.

TIP: Conduct a parent's meeting on the first troop meeting after cross-over.



TIP: Develop a troop handbook for new members that includes key 3 contact information, meeting dates/places, equipment lists, website addresses, troop rules/policies, and other useful information.



Troop Committee

Troop Training Chair

- The Troop Training Chair is appointed by the Committee Chairman to ensure
 - Training opportunities are available
 - Training records are maintained
 - BSA Youth Protection training is completed
 - Position specific training is completed



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Troop Committee

Troop Training Chair

- How to get training status
 - Login to my.scouting.org
 - Select “Trained Leader Report” and/or “YPT Reports”

The screenshot shows a web browser window with the URL my.scouting.org/dashboard-legacy. The page displays a navigation menu with the following items:

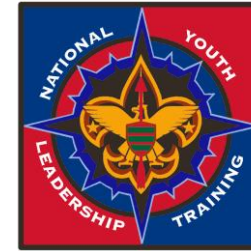
- Menu
- My Training
- My Profile
- Manage Member ID
- My Account
- My Application
- My Recent Tools
- BSA Web Links
- Alpine 03 - Eastern Division SA02
- Troop 0425 - Alpine 03 (with a red 'B' badge)
- Trained Leader Report** (circled in red)
- YPT Reports** (circled in red)
- Resources

At the bottom of the page, there are links for "Contact" and "Terms and Conditions".



Troop Committee

Troop Training Chair



- Training Resources
 - Chief Seattle Council training website
 - Your district training website
 - District Roundtable
 - Your Unit Commissioner



 Training Calendar	 Training Honor Units Successful units have three things in common: Advancement, Camping, and Training.	 What Is "Trained"? The right training for YOU depends on your current role in Scouting.
 National Youth Leadership Training (NYLT)	 Powder Horn	 Program and Training Conference (PTC)
 Safety Moments	 Wilderness and Remote First Aid (WRFA)	 Wood Badge
 Youth Protection Training (YPT) The safety of our youth is central to the goals of Scouting.	And More	



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Troop Committee

Troop Chaplain



- The Troop Chaplain is appointed by the Committee Chairman to:
 - Provide a spiritual tone for troop/team meetings and activities.
 - Give guidance to the chaplain aide.
 - Promote regular participation of each member in the activities of the religious organization of his choice.
 - Visit homes of the Scouts in time of sickness or need.
 - Encourage Scouts to earn their appropriate religious emblems.

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Troop Committee

Other Positions...



- **Troop Public Relations Chair**
 - Inform parents of their responsibilities in Scouting and with the chartered organization.
 - Provide news and announcements about the troop to newspapers, bulletins of sponsors, web sites, etc.
 - Promotes and stimulates service projects, Scouting Anniversary Week, Scout Sunday or Scout Sabbath, and family participation in troop events.
 - Promotes new membership and lets people in the neighborhood know that Scouting is available.
- **Troop Friends of Scouting (FOS) Chair**
 - Work closely with the troop committee on public relations for FOS
 - Conducts annual FOS campaign to enroll family members and adult leaders in FOS
 - Gives recognition to contributors and enrollees.

- **Troop Scouting for Food Chair**

Coordinate an annual food drive for the troop and report the result to the district.
- **Troop Fundraising Chair**

Also called the "Popcorn Kernel" in some councils, supervises Fundraising and ensure that every youth member has the opportunity to participate in Popcorn sales or other council Fundraising events.
- **New Member Coordinator**

The New Member Coordinator shares the benefits of Scouting. Coordinates unit recruitment. Guides the joining and welcoming process for youth and their families.



Pre



Quiz Time



On your cell phone OR on your PC, open your browser and enter “kahoot.it” in the URL.



Selecting & Retaining Adult Leaders

One of the most important responsibilities of the committee:
Provide adequate adult leadership for the troop

- What are the attributes of a good leader?
- How do you find good leaders?
- How do you keep good leaders?
- How do you plan for turnover?

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Don't Forget about Self Care



- Some committee members take on multiple jobs
 - Sometimes seems easier to do it yourself than to delegate
 - Procrastination feeds this behavior
- Helpful tips to avoid burn-out and resentment
 - Don't be afraid to say "No"
 - Ask for **HELP**
 - Have some fun! Have a backyard BBQ committee meeting
 - Don't wait to start training your replacement
 - Change roles when things get "stale"
 - Recognize you are a **volunteer**
 - You don't have unlimited free time
 - You will make mistakes
 - You can't make everyone happy

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Q & A

Anything else you'd like to ask?

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Congratulations!

You have successfully completed
the Troop Committee Training!



FACT: (in 2012...)

Nearly 1.2 million volunteers donate an average of 20 hours per month to the BSA,
totaling 280 million hours of time during the year.

THANK YOU!

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