

UTAH NATIONAL PARKS COUNCIL

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District and Unit Guide

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Boy Scouts of America  
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## District Chairman

*The District Chairman is nominated by the District Nominating Committee and elected by the District Committee. He or she is automatically nominated for membership on the council executive board, subject to approval by the Council Executive Board, for membership.*

In Leading the District, the District Chairman does the following:

1. Identify and recruit enough of the right people as operating committee chairman.
2. Initiate plans and help the committee chairmen recruit an adequate number of members to carry out the functions of the district.
3. Plan (with the District Executive) and preside at District Committee Meetings.
4. Work with the District Commissioner and District Executive to stimulate and to coordinate the work of the district, to ensure the success of the Scouting Units.
5. In cooperation with the District Executive, ensure the completion of District Goals.
6. Represent the district on the council executive board, once elected.
7. Recognize individuals, committees and chartered organizations for their Scouting accomplishments.
8. Support local and national Scouting policy, procedures and practices.
9. Help to secure support for Scouting from top community leaders throughout the District.

## District Commissioner

*The District Commissioner is approved and appointed by the Council Executive Board, with the concurrence of the Scout Executive, on the recommendation of the District Nominating Committee. Working with the District Chairman and District Executive, he or she recruits, trains and organizes the required commissioner personnel of the district, guiding and measuring the district's Unit Service program.*

Specific responsibilities include:

1. Identify and recruit enough of the right people Commissioners so that all Scouting Units in the District receive regular, helpful service.
2. Train members of the Commissioner Staff.
3. Supervise and motivate Unit Commissioners to visit each unit regularly, identify unit needs and make plans to meet unit needs.
4. Administer the annual Commissioner Service Plan, which gives specific purposes for commissioner contact with units at designated times of the year.
5. Oversee the Unit Charter Renewal Plan so that each unit registers on time and with optimum membership.
6. Guide roundtable Commissioners to ensure that monthly roundtables are well attended, and provide practical and exciting unit program ideas.
7. Plan and preside at monthly meetings of the District Commissioner staff.
8. Work with the District Chairman and District Executive to stimulate and coordinate the work of the district (the district Key-3).
9. Help meet District goals.
10. Represent the District as a member of the Council Commissioner Cabinet.
11. Support local and national Scouting policy, procedures, and practices.
12. Attend district committee meetings to report on conditions of units and to secure specialized help for units.

The District Commissioner must be a proven leader capable of enlisting the other effective persons to serve in various administrative positions in the district's unit service program. The demanding duty of presiding at meetings and representing commissioner personnel on many occasions requires exceptional ability. The District Commissioner must be a "people person," an effective commissioner, and a good observer.

District Commissioners measure their success by the progress of other commissioner on their staff, as they in turn make good scouting happen in the units of their district. They are "can-do" people who are interested in results.

## Assistant District Commissioner

Assistant District Commissioners, or ADC's, are responsible for an assigned share of the units in their district. They recruit, train, guide and measure the work of their Unit Commissioners. They deploy those Unit Commissioners in such a way that every Cub Scout Pack, Boy Scout Troop, Varsity Scout team and Venture Crew in the District is competently served. When a Unit Commissioner resigns, or cannot adequately fulfill the responsibilities of the job, the ADC *temporarily* assumes the vacant position. However, immediate action must be taken to provide a replacement. Administrative commissioners are *not* unit commissioners. Their job is to *find* unit commissioners.

Be sure to provide a ratio of one unit commissioner/exploring service team member for every three units. A good staff has one ADC for every five Unit Commissioners.

A careful look at an ADC's Job reveals that this job, like the District Commissioner's, is primarily related to people, not things. They recruit people, the proper people. They train people, either personally or through available training sessions. They guide people toward successful experiences and away from failure. They measure people's progress, not in the number of meetings those people attend but in the way they handle their responsibilities. ADCs determine to a great degree the strength of the Unit Service Program in the district.

1. Recruit enough unit commissioners to serve their assigned units and areas.
2. Conduct personal coaching and orientation sessions for unit commissioners.
3. Maintain regular contact with their unit commissioners to provide guidance in unit service needs.
4. Meet with their team of unit commissioners at the monthly district commissioner meeting to plan specific actions to help units be more successful.
5. Serve units with no assigned unit commissioner.
6. Help unit commissioners evaluate and improve their unit service performance.
7. Track the charter renewal status of all their units.

## Unit Commissioners

Perhaps no other members of the unit service team have a more important or demanding responsibility than that of the Unit Commissioners. As friends and counselors of unit leaders, unit commissioners operate quietly, generally in the background. They are effective communicators, providing the resources of the district and council to the units they serve. They aid the chartered organizations that operate the units through charters from the Boy Scouts of America.

Occasionally, Unit Commissioners find it necessary to recommend changes in personnel or in the way a unit is operating. Such action is taken with good judgment tact and involves the chartered organization. Because scouting operates mostly by persuasion rather than legislation, commissioners must exercise the highest degree of diplomacy.

What type of person makes a good unit commissioner? Perhaps no single description fits all situations. So, under the following qualities, apply them as you recruit and assign commissioners to fit the needs of you district and its units.

A unit commissioner is largely a “people” person who also has some knowledge of “things.” A sales-type person is invaluable if the sales qualities are combined with those of a good listener. A scouting background is important but less necessary is the individual has a dogged determination to seek out information he or she does not currently have.

A good commissioner should (a) be a team player, (b) fulfill promises, (c) believe in the ideals of scouting, (d) be adaptable, (e) have counseling skills, and (f) be enthusiastic.

Unit commissioners go about their duties in many ways. Their methods of service vary from telephone contacts group meetings, from “hit-and-run” visits to planned personal conferences. All are important avenues that lead to the fulfillment of their mission, but the main “freeway” to successful service is the personal conference.

Much has been written and said about the job of unit commissioners, and no list can encompass all the tasks they may be called to perform.

The following services are:

1. Helps each unit earn the Quality Unit Award.
2. Uses the annual commissioner service plan, with its scheduled opportunities for commissioner contact with units.
3. Knows each phase of the Scouting program and is able to describe what each is and how each phase works.
4. Attends unit meetings to observe the unit in action, assesses its special needs, and determines ways to help each unit succeed.
5. Regularly visits the unit leader to listen and offer encouragement, and provides appropriate support.
6. Works to ensure effective unit committees by attending meetings.
7. Helps in developing a good relationship between unit leaders and chartered organization leaders.

8. Knows the communities where his or her units are located.
9. Knows the district and council resources that can help his or her units.
10. Sets a good example in scouting ideals by demonstrating helpfulness, proper uniforming, and good people skills.
11. Continues growth as a commissioner through training, experience, and consultation with others in the district.
12. Involves unit personnel in Cub Scout, Boy Scout, Varsity Scout, and Venturing roundtables.
13. Assures that proper techniques are used to select and recruit unit leaders.\
14. Facilitates on-time annual charter renewal of all assigned units.
  - a. Helps the unit conduct membership inventory of youth and adults.
  - b. Helps the unit committee chairman conduct the charter renewal meeting.
  - c. Sees that a completed charter renewal application is returned to the council service center.
  - d. Presents the charter at an appropriate meeting of the chartered organization.
15. Sees that unit leadership receives adequate training.

Unit Commissioners should not fall into the trap of doing everything except their appointed job - Unit Service. Because of the many programs and activities of scouting, unit commissioners might find themselves promoting projects, carrying messages, acting as judges, running FOS campaigns, etc. While all these activities are unquestionably important, they are not the primary responsibilities of unit commissioners. *Unit Commissioners are expected to cooperate with other scouting personnel related to specific programs but should not be responsible for them.* Their job is to help Units succeed!

Unit Commissioners should never feel that “all is well” simply because they have casually contacted their packs and troops since the last report meeting. When units are moving steadily toward completing the BSA criteria for “*Quality Units*,” the unit service plan is successful.



## Roundtable Commissioners

These important Commissioners are invaluable to the unit service team. They create action events called “roundtables” to present methods, skills and ideas to help unit personnel provide interesting, fun-filled and purposeful programs.

Roundtable commissioners are generally good planners, able recruiters and capable performers. They must be good “program” people. They are congenial and enthusiastic motivators who can put their program skills into action.

Their job starts with long-range planning, using such aids as *Roundtable Planning Guides*, *Cub Scout Leader and Boy Scout Leader Program Notebooks*, and council and district calendars. Finding and recruiting people as presenters at roundtable sessions demands a special talent, while conducting monthly meetings requires leadership ability.

The annual roundtable-planning meeting is where council and district personnel map out the schedule of long-range programs upon which the year’s roundtable activities are based. From such plans stem detailed monthly district roundtable programs.

Key roundtable personnel meeting at least quarterly to appraise progress, learn up-to-date information on coming activities, and exchange successful experiences. At least one administrative commissioner from each district attends these meetings so that roundtable promotional needs be determined relayed to the entire district commissioner staff.

How well roundtables are attended depends largely on two factors: the quality of the roundtable program and the promotional efforts of unit commissioners and others. If the roundtable program is the “best show in town,” word gets around and scouters attend in increasing numbers. However, a quality roundtable promotion does not always bring out many who are desperately in need of help. Leaders who are overburdened with problems and discouraged because of lack of progress are usually unaware of the assistance available through roundtables. It is in these cases that unit commissioners, confident that the roundtable provides valuable help, see that unit leaders get there.

Much of the talent for good roundtables comes from successful Cub Scout Packs and Boy Scout Troops as well as from leaders of the District and Council Committees. Such participation encourages scouters to put program ideas into action in their own units on the basis that “If Pack \_\_\_\_\_ can do it, so can we.”

Some say that good attendance at roundtables is the best hallmark of roundtable success. While this is generally true, a careful look should be given to those who never attend. Do the people who attend represent a high percentage of the total number of packs and troops in the district? Or are they from a small number? It could be that an enthusiastic and contented minority of units only attends roundtables.

## Finance Vice-Chairman

*The job of the Finance Chairman is working closely with the district key-3 in establishing and tracking an annual district budget, organizing and conducting the annual fund-raising campaign, identifying persons within the district who might be approached about larger bequests, donations or gifts to the endowment, capital or operating needs of the council.*

Specifics include:

1. Serve as the top leader of the district finance campaign and guide the district in planning and recruiting of all key personnel.
2. Assist the district key-3 in preparing an annual budget prior to the annual district business meeting and ensure that reports of the budget are provided to the district committee on a regular basis.
3. Follow proper accounting methods and help train district committees and district activity staff on accounting procedures. Work closely with the district executive on purchase orders and check requisitions for district purchases.
4. Preside at regular meetings of the district finance team.
5. Recruiting and train a top-level district Friends of Scouting Chairman and work closely with that person in organizing and conducting a successful annual campaign.
6. Dividing enrollment into:
  - a. Business level district enrollment for all prospects contacted in district/division.
  - b. Community enrollment for all prospects not on council, district or Zone family enrollment.
  - c. Family enrollment for parents and unit volunteers.

7. Preparing within Business, Community and Family enrollment:
  - a. An organizational plan necessary to achieve the goal.
  - b. Assist in prospect listing, evaluation, and selecting the right person to make the solicitation.
  - c. A Calendar/Timeline for each enrollment and see that the campaign timetable and organization structure are adhered to.
8. Establish an adequate number of personnel for each campaign in order to achieve the district campaign goal.
9. Recruit and work directly with the chairs of each district campaign including; FOS Chair, Business Chair, Zone Chair, Unit Chair, and special events Chair.
10. Attend and report for the district at council report meetings.
11. Recognize, at the conclusion of the campaign, key leaders for the service they performed.
12. Conducting appropriate victory celebration.
13. Organize cleanup campaign.
14. Identify individuals within the district who might be approached by planned giving experts to make substantial contributions to the council's endowment fund, capital campaign, or other specially designated funds.
15. BEFORE ASKING OTHERS TO GIVE THEIR FINANCIAL SUPPORT, I WILL MAKE MY OWN PERSONAL GIFT.

## District Friends of Scouting Chair

*The job of the District Friends of Scouting Chairman is the successful achievement of district FOS finance goals.*

Specifics include:

1. Responsible to the District Finance chair.
2. Assume the responsibility for the District Friends of Scouting Campaign and commit to raising the goal.
3. Attend Council FOS kickoff.
4. Submit manpower roster to your district executive listing zone chairs and unit chairs 30 days prior to kickoff.
5. Help the District finance chair recruit and train Zone chairs.
6. Preside at weekly FOS report meetings of the district.
7. Help the zone chairs establish and train an adequate number of unit chairs.
8. See that the campaign timetable and organization at the zone and unit levels are adhered to.
9. Make sure that all Zones and units are holding weekly report meetings.
10. Attend all council report meetings as directed by the district finance chair.
11. Achieve 100% of district goal prior to December 1<sup>st</sup>.
12. Recognize key zone and unit leaders for the service they performed.

**BEFORE ASKING OTHERS TO GIVE THEIR FINANCIAL SUPPORT MAKE YOUR OWN PERSONAL GIFT.**

## District Friends of Scouting Chair (Community)

*The job of the Endowment Chairman is the successful achievement of district finance goals.*

Specifics include:

1. Responsible to the District Finance Chair.
2. Help recruit and train an adequate number of business enrollers for the district finance campaign.
3. Help identify businesses in the district that are capable of FOS, Endowment, or capital gifts.
4. Use contacts and influence to help the district finance campaign be a success.
5. Attend regular district report meetings.
6. Help recognize those businesses that help the success of the campaign.
7. Be able to give a gift themselves.

## District Friends of Scouting Chair (Zone)

*The job of the FOS Zone (Stake) Chairman is the successful achievement of the district finance goals within that Zone.*

Specifics include:

1. Responsible to the District Friends of scouting chair.
2. Recruit and train all unit FOS chairs.
3. Submit manpower roster to the district friends of scouting chair prior to kickoff.
4. Attend the council FOS Kickoff.
5. See that the District campaign timetable and organization structure are adhered to within their zone.
6. Attend weekly district report meetings.
7. Establish and adequate number of unit chairs and trains those chairs.
8. Identify and let district finance chair know of prospects capable of larger gifts to the council endowment or capital campaigns.
9. Achieve 100% of the zone campaign goal by October 15.
10. Help recognize key leaders for the service they performed.
11. Give a gift themselves to the campaign.

## District Endowment Chair

*The job of the Endowment Chairman is the successful achievement of district finance goals.*

Specifics include:

1. Familiarize themselves with the purpose, goals and methods of the endowment development of the council.
2. Help educate the District committee and Leaders of the district on the importance of the endowment.
3. Identify prospective donors in the district for James E West, 1910 Society, and Founders Circle gifts. Develop a top 20 list of these donors.
4. Be able to make a gift themselves to the endowment.
5. Be a spokesperson for the need for endowment funds.
6. Preside over and conduct donor solicitation meetings for the district.
7. Work with and share successes with the Council Endowment Chair.
8. Attend meetings of the Council Endowment Committee as necessary.

## District Properties Chair

*The job of the Properties Chairman is the coordination of district and council property needs.*

Specifics include:

1. Provide the District Committee with a person to serve on the council properties committee to establish the properties needs for the council.
2. Reports to the council properties chair.
3. Supervise work projects and work parties that the district might be responsible for.
4. Coordinate manpower for work parties.
5. May be responsible to a given camp for two to three years.

## Membership Vice-Chairman

In the United States the scouting movement operates within a unique system which has contributed significantly to its successes. Though we own Tiger Cubs, Cub Scouting, Boy Scouting, Varsity Scouting and Venturing, we do not own the Units that convey these phases of the program to youth.

We charter community organizations to organize and operate *their* units. The advantages of this plan to both parties are obvious, and it has resulted in a thriving relationship.

Membership growth occurs in two ways: (1) through the organization of new units; (2) through new members joining existing units. Both are needed for a healthy membership situation.

Here are some things that need to be done to produce growth:

### 1. Gather information about the district.

- Work with the district executive to establish a plan for new-unit and membership growth in the district.
- Plan and conduct boy-fact surveys to find out how many boys there are of Cub Scout and Boy Scout age.
- Plan and administer career interest surveys.
- Analyze district membership figures on the number of Cub Scouts, Boy Scouts, Varsity Scouts, and Venture Scouts for the past several years.
- Find out where units of each age level are located to help decide how many units of each type will be needed and where.
- Track membership growth throughout the current year.
- Develop a list of all potential chartered organizations in the district.
- Gather information about various types of community organizations, as well as individual organizations within each type.
- Keep a list of all Scouting units that have not added new members during the past 6 months. District Scouters help coach units that show no growth in members.

### 2. Cultivate relationships with community organizations.

At the end of each year the district needs to use the above information to assess its membership situation, and then develop a plan for the coming year.

- Encourage community organizations to use the Scouting program.
- Conduct district relationships conferences.
- Share information with other district Scout leaders about how to work more effectively with various types of organizations.
- Run a training conference for the IH and CORs.

### 3. Organize Units

- Recruit and train organizers for new units as well as those needing reorganization.
- Organize new packs, troops, teams crews, and posts.
- Conduct a new-unit campaign-a plan to bring Scouting to a number of organizations.
- Reorganize units that need a new start.
- Make sure that new or reorganized units are under the care of a member of the commissioner staff before you leave.

### 4. Help youth join existing units.

- Plan and carry out district roundups and other youth recruiting campaigns.
- Help existing units develop a plan of year-round recruiting and a willingness to look for new members.

How will the district develop closer ties with the community organizations?  
(Both those that now operate a unit and ones that don't.)

### 5. How will I know I did a Good Job?

- You are successful when the district's youth membership grows and the number of units increases because of your efforts and those of others on the membership committee. All program levels must grow to achieve a balanced membership growth.

Membership growth is a concern of the entire district.

Commissioner/service team members can help unit volunteers understand why the district is interested in membership growth and alert other district volunteers to units needing reorganization. The assistance of skilled volunteers in training is needed to train the leaders of new units, reorganized units, and new leaders in existing units. Volunteers who specialize in camping need to be alerted to the camping needs of new and reorganized units.

## Program Vice-Chairman

*The job of the Program Vice-Chairman is the coordination of district Advancement, Recognition, Activities and Civic Service, Camp Promotion and Outdoor, Training, Health and Safety.*

The Chairman works to correlate council and district activities or events for all four departments (Cub Scouting, Boy Scouting, Varsity Scouting and Venturing).

Both Chairman and Managers are responsible to recruit and oversee capable people that will plan, develop and administer the activities or events.

Both are responsible to lend wisdom and skill to administrative responsibilities of the district committee and in general be a positive influence throughout the community in behalf of the Boy Scouts of America.

Here are a few examples of different activities, camps, training and advancement

*Elements of Activities and Civic Service, Camp Promotion and Outdoor Activities:*

1. Scout Expo
2. Jamborees
3. International Scouting
4. Scouting for Food
5. District Recognition Programs
6. BSA Anniversary Week
7. Community Good turns
8. Centennial Celebrations
9. High Adventure Bases
10. Turkey Shoots
11. Jamboree on the Air
12. Silver Beaver Recognitions
13. Order of the Arrow
14. Conservation Projects
15. Health and Safety
16. Jamboralls

### *Elements of Advancement/Training*

1. Wood badge
2. Timberline
3. All Stars
4. Merit Badge Powwows
5. Advancement Policies
6. Board of Reviews
7. Heroism Awards
8. Religious Awards
9. Eagle Recognition Banquets
10. Merit Badge Counselor Training
11. Youth Protection.
12. Philmont

### **Program Chairmen and Managers**

The program function concentrates on one or more of the areas of program: Camp Promotion and Outdoor Activities, Activities and Civic Service, Training, Advancement, Recognition, Health and Safety.

#### *Elements of Camp Promotion and Outdoor Activities*

1. Promote unit participation in council camping opportunities (Cub Scout Day Camp, Webelos Day Camp, Boy Scout resident Camp, Varsity and Venturing High Adventure Bases.) In cooperation with unit commissioners, visit unit parent's meetings to tell the summer camp story and help unit leaders plan for camps.
2. Help select leaders and develop programs for district Cub Scout day camp, resident camp, and family camps.
3. 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 program events.
4. Give special guidance on the health and safety concerns of out-door program activities.
5. Promote the use of camperships for members with financial need.
6. Work closely with its officers, guide the Order of the Arrow to help promote camping in the district.

#### *Elements of Activities and Civic Service*

1. Plan a well balanced schedule of district events, and recruits teams to carry them out.
2. Decides how Scouting can become involved in selected needs and interests of communities in the district. Helps scouting units take part in community service projects.
3. Promotes and assists with the planning of council events (such as the council show or Eagle Scout Dinner.
4. Promotes and carries out the district's share on national events (such as a Scouting Anniversary Week or a national jamboree.)
5. Conducts an annual poll of unit leaders to determine unit needs and wishes for district activities.

#### *Elements of Training*

1. Determine who needs training.
  - Maintain an ongoing inventory, considering the location, the Scouting job, and the training need of individuals.
  - Give special attention to new units and new leaders in existing units so that training takes place as soon as the new leader starts the job.
2. Build an annual training program.
  - Schedule the district training program for the year based on the inventory.
  - Plan personal coaching for leaders who can't attend group courses.
  - Offer basic training for new leaders as soon as they join.
  - Consult with the commissioner staff to find out how training can meet major unit needs.
  - Consult with the district executive about special training approaches for inner-city areas, remote rural communities, and other special population groups of the district.
3. Develop plans for specific courses.
  - Select and recruit quality trainers that the district is proud to have represent Scouting.
  - Train and organize course instructors.
  - Select adequate training rooms in locations convenient to all units of the district.
  - Gather course lesson plans, training aids, audiovisuals, handouts, and other resources for each course.
4. Promote courses.
  - Publicize the annual schedule of courses well in advance.
  - Send personal invitations to those needing specific training sessions.
  - Involve the course faculty in course promotion.
  - Recruit potential trainees to help with course details (handle sign-in, run a closing ceremony, set up exhibits, etc.)
5. Provide training recognition.
  - Promote volunteer training recognition awards.
  - Give public recognition for completed courses.
6. Evaluate training.
  - Keep individual records of completed training courses.
  - Remember, the committee's job is training leaders, not just running training courses.
  - Evaluate the district's training plan, including quality of instruction, attendance, and trainee feedback.
7. Promote Fast Start training.
  - Encourage the commissioner staff to get new leaders in existing units to use Fast Start training.
  - Encourage the membership committee to get unit leaders in new units to use Fast Start training.

*Elements of Advancement*

1. Help unit leaders establish and maintain proper advancement procedures in their units. This is accomplished by working with the training committee in the advancement section of volunteer training courses and by working with the commissioner staff as they identify specific advancement needs and problems of individual Scout units.
2. Monitor rank advancement progress throughout the year and identify those units with little or no advancement that may need special assistance.
3. Recruit and train an adequate group of merit badge counselors. Publish a current list of merit badge counselors.
4. Review and approve service project plans submitted by Eagle Scout candidates. (An Eagle Scout candidate must plan, develop, and lead others in a service project in the religious organization, school or community.)
5. Participate in troop boards of review, or conduct district-level boards of review for Eagle Scout candidates. (If an Eagle Scout board of review is held at the troop level, at least one district or council advancement committee member must serve on the board.)
6. Consider and act on appeals from Eagle Scout candidates if their troop denies their application or turns them down at the board of review.
7. Recommend youth members or adult Scouters for special awards and recognition.
8. Provide physical facilities and experts in advancement fields that are difficult for units to secure.

### *Elements of Recognition*

1. Keep and coordinate records of all sub-district recipients for Council and District Awards (Unit Awards, Peer Awards, 2<sup>nd</sup> Milers, District Award of Merit and Silver Beaver.)
2. Collect information on new people.
3. Select district award recipients.
4. Promote and follow-up on youth and leader awards i.e.: religious, training, district, council and national and other knots and awards.
5. Handle nominations that are submitted by the district to the council for Silver Beaver.
6. Compile and up-date a history of award recipients for the district.

### **Public Relations Vice-Chairman**

1. Public Relations including district newsletter.

2. District Website.
3. Newspaper articles including Eagle announcements.
4. Photography.

### *Notes*

- A. The unit commissioners, while reporting directly to the commissioner, will meet with the program committees on a periodic basis for coordination.
- B. The district chairs for Activities and Civic Service, Camp Promotion and Outdoor Activities, Advancement, Training, Recognition will meet with committees on a monthly basis to discuss all information and action items needed for achieving the goals of the district. This will assure a greater continuity of efforts.

## Charter Organization Representatives

Chartered Organization Representatives (COR or CR) is the liaison between scouting and its partners. CORs are voting members of the district and council. They may also serve on committees of the district or council.

## Cub Scout Pack Committee Chairman

- Register with the Boy Scouts of America.
- Attend Basic Training for Cub Scouting.
- Study and USE the Pack Committee Guidebook.
- Use the Cub Scout Program Helps for Meetings.
- Arrange for and preside at a monthly committee meeting.
- Assign duties to committee members and orient them to their duties.
- Insure the Pack and Den(s) including Webelos run a quality program using the Quality Unit Award checklist.

## Cub Scout Pack Committee Members

- Register with the Boy Scouts of America.
- Attend Basic Training for Cub Scouting.
- Study and USE the Pack Committee Guidebook.
- Attend the monthly committee meeting.
- Accomplish duties assigned by the Committee Chairman in a timely manner.
- Assist the Pack and Den(s) including Webelos in running a quality program using the Quality Unit Award checklist.



## Cub Scout Pack Cubmaster

- Register with the Boy Scouts of America.
- Attend Basic Training for Cubmasters.
- Study and USE the Cub Scout Leaders Guidebook.
- Use the Cub Scout Program Helps for Pack Meetings.
- Attend a monthly committee meeting.
- Accomplish duties assigned by the Committee Chairman in a timely manner.
- Attend Unit (Ward) Key Scout Leader Meeting.
- Attend monthly Roundtable.
- Wear full Scout Leader Uniform and encourage boys to do the same.
- Conducts monthly Pack Meeting.
- Assist the Pack in running a quality program using the Quality Unit Award checklist.
- Encourage the use of Den Chief(s) and assist getting them to Roundtable Den Chief Training.

## Cub Scout Pack Assistant Cubmaster

- Register with the Boy Scouts of America.
- Attend Basic Training for Cubmasters.
- Study and USE the Cub Scout Leaders Guidebook.
- Use the Cub Scout Program Helps for Pack Meetings.
- Attend a monthly committee meeting.
- Accomplish duties assigned by the Committee Chairman in a timely manner.
- Attend monthly Roundtable.
- Wear full Scout Leader Uniform and encourage boys to do the same.
- Assist Cubmaster at monthly Pack Meeting.
- Assist the Pack in running a quality program using the Quality Unit Award checklist.
- Encourage the use of Den Chief(s) and assist getting them to Roundtable Den Chief Training.



## Cub Scout Pack Den Leader

- Register with the Boy Scouts of America.
- Attend Basic Training for Den Leaders.
- Study and USE the Cub Scout Leaders Guidebook.
- Use the Cub Scout Program Helps for Den Meetings.
- Attend a monthly committee meeting.
- Accomplish duties assigned by the Committee Chairman in a timely manner.
- Attend monthly Roundtable.
- Wear full Scout Leader Uniform and encourage boys to do the same.
- Assist the Pack in running a quality program using the Quality Unit Award checklist.
- Use a Den Chief.

## Cub Scout Pack Assistant Den Leader

- Register with the Boy Scouts of America.
- Attend Basic Training for Den Leaders.
- Study and USE the Cub Scout Leaders Guidebook.
- Use the Cub Scout Program Helps for Den Meetings.
- Attend a monthly committee meeting.
- Accomplish duties assigned by the Committee Chairman in a timely manner.
- Attend monthly Roundtable.
- Wear full Scout Leader Uniform and encourage boys to do the same.
- Assist the Pack in running a quality program using the Quality Unit Award checklist.



## Cub Scout Pack Webelos Leader

- Register with the Boy Scouts of America.
- Attend Basic Training for Webelos Leaders.
- Study and USE the Cub Scout Leaders Guidebook.
- Use the Cub Scout Program Helps for Webelos Meetings.
- Strive to have all boys achieve the Arrow of Light.
- Attend a monthly committee meeting.
- Accomplish duties assigned by the Committee Chairman in a timely manner.
- Attend monthly Roundtable.
- Wear full Scout Leader Uniform and encourage boys to do the same.
- Assist the Pack in running a quality program using the Quality Unit Award checklist.
- Use a Den Chief.

## Cub Scout Pack Assistant Webelos Leader

- Register with the Boy Scouts of America.
- Attend Basic Training for Webelos Leaders.
- Study and USE the Cub Scout Leaders Guidebook.
- Use the Cub Scout Program Helps for Webelos Meetings.
- Strive to have all boys achieve the Arrow of Light.
- Attend a monthly committee meeting.
- Accomplish duties assigned by the Committee Chairman in a timely manner.
- Attend monthly Roundtable.
- Wear full Scout Leader Uniform and encourage boys to do the same.
- Assist the Pack in running a quality program using the Quality Unit Award checklist.

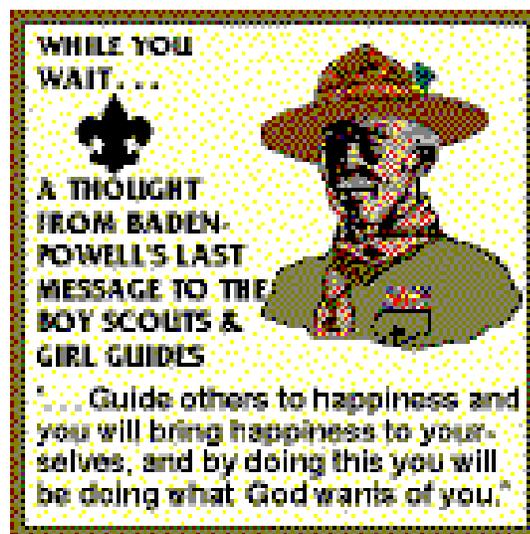


## Boy Scout Troop Committee Chairman

- Register with the Boy Scouts of America.
- Attend Basic Training for Boy Scouting.
- Study and USE the Troop Committee Guidebook.
- Ensure that all Scout Leaders have appropriate resources.
- Attend Unit (Ward) Key Scout Leader Meeting.
- Arrange for and preside at a monthly committee meeting.
- Assign duties to committee members and orient them to their duties.
- Hold regular Courts of Honor (minimum of quarterly).
- Insure the Troop runs a quality program using the Quality Unit Award checklist.
- Have a committee member over advancement assist with the Board of Review.

## Boy Scout Troop Committee Members

- Register with the Boy Scouts of America.
- Attend Basic Training for Boy Scouting.
- Study and USE the Troop Committee Guidebook.
- Attend the monthly committee meeting.
- Accomplish duties assigned by the Committee Chairman in a timely manner.
- Assist with the Board of Review.
- Assist at the Court of Honor.
- Assist the Scoutmaster in running a quality program using the Quality Unit Award checklist.



## Boy Scout Troop 11 Year Old Leader

- Register with the Boy Scouts of America.
- Attend Basic Training for Scoutmaster.
- Study and USE the Scoutmaster Handbook.
- Use the Program Helps for Troop Meetings.
- Help the boy to earn First Class rank.
- Attend Unit (Ward) Key Scout Leader Meeting.
- Attend a monthly committee meeting.
- Accomplish duties assigned by the Committee Chairman in a timely manner.
- Attend monthly Roundtable.
- Wear full Scout Leader Uniform and encourage boys to do the same.
- Assist the Troop in running a quality program using the Quality Unit Award checklist.

## Boy Scout Troop 11 Year Old Assistant Leader

- Register with the Boy Scouts of America.
- Attend Basic Training for Scoutmaster.
- Study and USE the Scoutmaster Handbook.
- Use the Program Helps for Troop Meetings.
- Assist the 11 Year Old Leader to help the boy(s) earn the First Class rank.
- Accomplish duties assigned by the Committee Chairman in a timely manner.
- Attend monthly Roundtable.
- Wear full Scout Leader Uniform and encourage boys to do the same.
- Assist the Troop in running a quality program using the Quality Unit Award checklist.
- Encourage the Varsity and Venturing youth to teach and assist in the Troop.



## Boy Scout Troop Scoutmaster

- Register with the Boy Scouts of America.
- Attend Basic Training for Scoutmaster.
- Study and USE the Scoutmaster Handbook.
- Use the Troop Program Features for Troop Meetings.
- Help the boy(s) advance in rank by following the Outdoor Program in the Scoutmaster Handbook.
- Attend Unit (Ward) Key Scout Leader Meeting.
- Attend monthly Troop Committee Meeting.
- Accomplish duties assigned by the Committee Chairman in a timely manner.
- Attend monthly Roundtable.
- Wear full Scout Leader Uniform and encourage boys to do the same.
- Hold annual Junior Leader Training.
- Work with the Senior Patrol Leader to plan weekly Troop Meetings.
- Hold monthly Patrol Leaders Council.
- Attend at least one long term camp.
- Assist the Troop in running a quality program using the Quality Unit Award checklist.
- Encourage the Varsity and Venturing youth to teach and assist in the Troop.

## Boy Scout Troop Assistant Scoutmaster

- Register with the Boy Scouts of America.
- Attend Basic Training for Scoutmaster.
- Study and USE the Scoutmaster Handbook.
- Use the Troop Program Features for Troop Meetings.
- Help the boy(s) advance in rank by following the Outdoor Program in the Scoutmaster Handbook.
- Attend monthly Troop Committee Meeting if invited and/or assigned.
- Accomplish duties assigned by the Committee Chairman in a timely manner.
- Attend monthly Roundtable.
- Wear full Scout Leader Uniform and encourage boys to do the same.
- Assist with annual Junior Leader Training.
- Assist the Scoutmaster with his duties.
- Attend at least one long term camp (two deep leadership).
- Assist the Troop in running a quality program using the Quality Unit Award checklist.
- Encourage the Varsity and Venturing youth to teach and assist in the Troop.

## Varsity Team Committee Chairman

- Register with the Boy Scouts of America.
- Attend Basic Training for Varsity Scouting.
- Study and USE the Disappearing Workbook for Varsity Committees.
- Ensure that all Varsity Coaches have appropriate resources.
- Attend Unit (Ward) Key Scout Leader Meeting.
- Arrange for and preside at a monthly committee meeting.
- Assign duties to committee members and orient them to their duties.
- Hold regular Courts of Honor (minimum of quarterly) in conjunction with the Troop.
- Insure the Team runs a quality program using the Quality Unit Award checklist.
- Have a committee member over advancement assist with the Board of Review.

## Varsity Team Committee Members

- Register with the Boy Scouts of America.
- Attend Basic Training for Varsity Scouting.
- Study and USE the Varsity Guidebook and Disappearing Workbook for Varsity Committees.
- Attend the monthly committee meeting.
- Accomplish duties assigned by the Committee Chairman in a timely manner.
- Assist with the Board of Review.
- Assist with Courts of Honor.
- Insure the Team runs a quality program using the Quality Unit Award checklist.



## Varsity Team Coach

- Register with the Boy Scouts of America.
- Attend Basic Training for Varsity Coach.
- Study and USE the Varsity Leader Guidebook.
- Use the Team Program Features for Team Meetings.
- Help the boy(s) advance in Scout rank.
- Encourage the Varsity Advancement including the Varsity Letter, Denali Award and Varsity Pins.
- Attend Unit (Ward) Key Scout Leader Meeting.
- Attend monthly Team Committee Meeting.
- Accomplish duties assigned by the Committee Chairman in a timely manner.
- Attend monthly Roundtable.
- Wear full Varsity Scout Leader Uniform (Varsity Strip above right pocket and Blaze (orange) shoulder loops) and encourage boys to do the same.
- Hold annual Junior Leader Training.
- Work with the Team Captain to plan weekly Team Meetings.
- Hold monthly Squad Leaders Council.
- Arrange for at least one High Adventure Experience annually.
- Assist the Team in running a quality program using the Quality Unit Award checklist.
- Encourage the Varsity youth to teach and assist in the Troop.



## Varsity Team Assistant Coach

- Register with the Boy Scouts of America.
- Attend Basic Training for Varsity Coach.
- Study and USE the Varsity Leader Guidebook.
- Use the Team Program Features for Team Meetings.
- Help the boy(s) advance in Scout rank.
- Encourage the Varsity Advancement including the Varsity Letter, Denali Award and Varsity Pins.
- Attend monthly Team Committee Meeting if invited and/or assigned.
- Accomplish duties assigned by the Committee Chairman in a timely manner
- Attend monthly Roundtable.
- Wear full Varsity Scout Leader Uniform (Varsity Strip above right pocket and Blaze (orange) shoulder loops) and encourage boys to do the same.
- Assist with annual Junior Leader Training.
- Assist the Team Captain with weekly Team Meetings.
- Attend monthly Squad Leaders Council.
- Assist with one High Adventure Experience annually.
- Assist the Team in running a quality program using the Quality Unit Award checklist.
- Encourage the Varsity youth to teach and assist in the Troop.



## Venturing Crew Committee Chairman

- Register with the Boy Scouts of America.
- Attend Basic Training for Venturing Leaders.
- Run the Venturing Committee using the Venturing Leader Manual.
- Arrange for and preside at a monthly committee meeting.
- Ensure that all Crew Advisors have appropriate resources.
- Attend Unit (Ward) Key Scout Leader Meeting.
- Assign duties to committee members and orient them to their duties.
- Hold regular Courts of Honor (minimum of quarterly) in conjunction with the Troop.
- Insure the Crew runs a quality program using the Quality Unit Award checklist.
- Have a committee member over advancement assist with the Board of Review.

## Venturing Crew Committee Members

- Register with the Boy Scouts of America.
- Attend Basic Training for Venturing Leaders.
- Run the Venturing Committee using the Venturing Leader Manual.
- Accomplish duties assigned by the Committee Chairman in a timely manner
- Assist with Courts of Honor.
- Insure the Crew runs a quality program using the Quality Unit Award checklist.
- Assist with the Board of Review.



## Venturing Crew Advisor

- Register with the Boy Scouts of America.
- Attend Basic Training for Venturing Advisors.
- Study and USE the Venturing Leader Manual.
- Help the boy(s) advance in Scout rank.
- Encourage the Venturing recognition: Bronze Awards, Ranger, Quest, Trust, Gold, Silver and Quartermaster.
- Attend Unit (Ward) Key Scout Leader Meeting.
- Attend monthly Crew Committee Meeting.
- Accomplish duties assigned by the Committee Chairman in a timely manner
- Attend monthly Roundtable.
- Wear full Venturing uniform as decided by your crew and encourage boys to do the same.
- Hold annual Venturing Leadership Skills Course.
- Work with the Crew President to plan weekly Crew Meetings.
- Hold monthly Crew Leaders meetings.
- Arrange for at least one High Adventure Experience annually.
- Assist the Crew in running a quality program using the Quality Unit Award checklist.
- Encourage the Venturing youth to teach and assist in the Troop and Team.

## Venturing Crew Associate Advisor

- Register with the Boy Scouts of America.
- Attend Basic Training for Venturing Advisors.
- Study and USE the Venturing Leader Manual.
- Help the boy(s) advance in Scout rank.
- Encourage the Venturing recognition: Bronze Awards, Ranger, Quest, Trust, Gold, Silver and Quartermaster.
- Attend monthly Crew Committee Meeting if invited and/or assigned.
- Accomplish duties assigned by the Committee Chairman in a timely manner
- Attend monthly Roundtable.
- Wear full Venturing uniform as decided by your crew and encourage boys to do the same.
- Assist with annual Venturing Leadership Skills Course.
- Attend monthly Crew Leaders meetings.
- Assist with at least one High Adventure Experience annually.
- Assist the Crew in running a quality program using the Quality Unit Award checklist.
- Encourage the Venturing youth to teach and assist in the Troop and Team.

## Merit Badge Counselor

- Register with the Boy Scouts of America.
- Register as a Merit Badge counselor with the Council for no more than 10 merit badges. Update your registration annually with the District Advancement Chairman.
- Read Merit Badge Counselor Orientation and Merit Badge Counseling brochures found on the Advancement Page of the Alpine District website.
- Do the Youth Protection Guidelines training at the District website on the Training page.
- Obtain a CURRENT BSA merit badge pamphlet on each merit badge that you counsel.
- Require only the work asked for in each Merit badge requirements list- no more, no less.
- Meet with the boy at the beginning of his work on the Merit Badge. Remember 2-deep leadership requirements, and ask him to bring a buddy.
- Assist him with whatever help he needs during his work, then meet with him again to review his work when completed.
- Sign the Merit Badge Application in the appropriate places.

### NOTES:

The boy may use a merit badge worksheet as found on the website [www.meritbadge.com](http://www.meritbadge.com).

Group instruction is allowed, however each boy must pass off the requirements individually.

## For LDS Stakes, Wards and Units

### Disclaimer:

This document is not an official document of the Boy Scouts of America or the Church of Jesus Christ of Latter-day Saints. Neither organization has reviewed or endorsed this publication. It is intended to provide LDS Stake, Ward and Unit Leadership a greater understanding of the duties and responsibilities of their callings.

### The Purpose of Scouting in the Aaronic Priesthood and Primary

As boys and young men strive to understand how to prepare for, worthily receive, and honor the Aaronic Priesthood, they will need the help and guidance of caring and loving adults. Much of the help can and should come from parents and a home environment that fosters the truths of the gospel. Leaders and instructors of priesthood quorums and Primary classes, under the direction of priesthood leaders, also teach, strengthen and support the incorporation of the gospel truths in the lives of boys and young men.

In 1913, the church adopted Scouting as part of the activity program for the Aaronic Priesthood quorums and later for Primary boys ages eight and older. By providing opportunities for boys and young men to put into practice the gospel lessons they learn in the home and at Church, Scouting programs have been used to support the priesthood. The most widely accepted-Scouting methods program is known throughout the world as the “Baden-Powell Movement,” founded by Lord Robert Baden-Powell, a retired British army general

Under priesthood leadership, Scouting can complement the purposes of Aaronic Priesthood quorums and Primary classes in building testimonies in boys and young men. Scouting can help boys and young men love and serve the Savior and honor their parents.

Priesthood leaders may wish to rely on the following quote by Baden-Powell as a measure of any Scouting program’s effectiveness:

“Don’t let the technical outweigh the moral. Field efficiency, backwoodsmanship, camping, hiking, good works, Jamboree comradeship are all means, not the end. The end is character - character with a purpose”. (Footsteps of the Founder, ed. Mario Sica [Milano: Editrice Ancora Milano, 1984], 125)

When properly carried out under the direction of priesthood leaders, Scouting supplements activities for young men of Aaronic Priesthood quorums and for eight-, nine-, and ten- and eleven-year-old Primary boys. Scouting also assists in accomplishing the eternal purposes of the priesthood and families. Scouting under Church sponsorship must not operate independently of the priesthood and the family. The Scout unit should become an extension of the home, the deacons, the teachers, or the priest’s quorum, or the Primary classes and should function as part of the Church’s activity program for boys and young men.

Scouting can help boys and young men enhance close relationships with their families and the Church while developing strong and desirable traits of character, citizenship, and physical and mental fitness, all based upon a firm belief in god. The original aims and purposes of Scouting outlined by Lord Baden-Powell were to teach boys and young men spirituality, self-reliance, service, leadership skills, emergency preparedness and conservation of natural resources. Scouts learning these skills participate in worthwhile community, school, and Church service projects. Boys and young men from families of other faiths are encouraged to participate in Church sponsored activities.

## Church Policies:

### Registration

All boys, young men and their adult leaders participating in approved Scouting in the Church are to be duly registered with the Boy Scouts of America through local councils. The bishopric may appropriately call men or women to serve as scouting leaders for Primary-age Scouts, but women do not serve as leaders for young men of Aaronic Priesthood age.

The Church does not sponsor Scouting for girls or young women. The Primary and Young Women programs of the Church are designed to meet the needs and interests of girls and young women.

### Uniforms

The uniform indicates affiliation with the Boy Scouts of America and can create an immediate sense of belonging. No boy or young man should be excluded from Scouting if he is unable to purchase a uniform. Abbreviated or simple uniforms and insignia which have been approved by the Boy Scouts of America are appropriate and encouraged. Units may wish to maintain a supply of outgrown or used uniforms to make available for boys. The wearing of scouting uniforms by adult leaders is optional, but for reasons of example and leadership, having one and wearing it is highly encouraged because it is a clear sign on ones depth of commitment.

### Scouting Month

February has traditionally been designated Scouting Month in the United States. Leaders of Church-sponsored Scouting units may plan and carry out approved activities to recognize this tradition. However, in keeping with the purposes of sacrament meeting, wards should not combine observances of Scouting Month and Scouting Sunday with sacrament meeting. Boys do not wear their Scout uniforms while administering and passing the sacrament.

### Calling Leaders

Worthy adults (whether members of the Church or not) may be called to serve as Scout leaders. Members of the Church serving in scouting assignments should be sustained and set apart. Others who request it may receive a blessing from a member of the bishopric to help them in their assignment. All must be registered in Scouting in a timely manner.

### Camping and Sabbath day Observance

All adults on camping trips will sleep independent of the boys; however, fathers are allowed to have only their own sons in their tent if they choose.

Keeping the Sabbath day holy is a commandment of the Lord and the practice of the Church. The Church does not approve of hiking and camping trips on Sunday. Scouts and other youth groups should not travel to or from camps or youth conferences on Sunday. Plans for outings should ensure that Aaronic Priesthood brethren and other members can attend to their regular church assignments.

An objective of the Aaronic Priesthood and Primary activity programs is to support the family and home. Therefore, Scouting events (except approved long-term camps) are not held on Monday evening, the night designated for family home evening.

## Ward and Stake Specialty Programs

Latter-day Saint Scout units do not participate in “specialty” or similar programs which focus exclusively on a particular skill, hobby, or career.

Stakes do not register Scout units. Such units take young men away from their wards and cause them to lose identity with their quorums. However, stake sponsored events can benefit young men. Stake priesthood leaders should try to ensure that such activities are held at times that do not conflict with activities planned by a family, quorum, or ward.

## Scouting for Those with Disabilities

Young men or boys with mental, physical, or emotional disabilities should be encouraged to participate in Scouting to the extent their abilities will allow. They may complete as many of the program requirements as possible. As much as possible, programs and activities should be designed to include Scouts with disabilities. The Boy Scouts of America provide information on how to provide successful Scouting experiences for those with disabilities. This information is available from local Boy Scouts of America Council offices and on the web.

## Safety

Priesthood and other leaders responsible for outings and activities should refer regularly to the **General Handbook of Instructions** (see sec. 11 p.6), the **Activities Committee Handbook** (30822) for Church policies and guidelines regarding activities and safety. Leaders should pay attention to and abide by policies and directives from the Boy Scouts of America on Youth Protection, Tour Permits (local and national), read and have the Guide to Safe Scouting, and other Scout manuals regarding Health and safety. These materials are available at the local Boy Scouts of America Council offices and on the web.

## Financing Scouting

Leaders ensure that stake and ward Young Men finances are used according to the current budget and finance policies of the Church. The following principles apply.

- Stake or ward budget allowance funds should be used to pay for all Young Men activities, programs, and supplies, including Scouting and youth conferences (one annual exception may be made as explained below). Members should not pay fees to participate, nor should they provide materials, supplies, rental or admission fees, or long-distance transportation at their own expense. Activities in which many members provide food may be held if they do not place undue burdens on members.
- Activities should be simple and have little or no cost. They should not involve travel that could impose a hardship. This may require a reduction in some activities that stakes and wards are accustomed to having.
- Expenditures must be approved by the stake presidency or bishopric before they are incurred.
- If there are not sufficient stake and ward budget funds, leaders may ask participants to pay for part or all of one annual camp or similar activity by individually earning their own money. If funds from participants are insufficient, the stake president or bishop may authorize group fund-raising activities that comply with the guidelines on p.324 in the “Selected Church Policies” section. In no case, however, should the expenses or travel for this camp or activity be excessive, nor should the lack of personal funds prohibit a young man from participating.

## Training and Development

Aaronic Priesthood and Primary Leaders who are called to and accept Scouting responsibilities will benefit from training in Scouting policies and procedures as used by the Church. Trained Scouting leaders who understand the Scouting program are better able to serve boys and young men involved in scouting activities. While responsibility for Scouting rests primarily at the ward level, stake presidencies encourage bishopric to train ward Scout leaders, and they offer the support of stake leaders in training. Bishoprics may request through the stake presidency the assistance of the stake Young Men presidency (known by the scouting positions as Assistant District Commissioners or Unit Commissioners) or the stake Primary presidency. Additionally, the Boy Scouts of America sponsors Fast Start, Basic Training and advanced training courses to help leaders learn Scouting methods and skills. Scouting leaders are encouraged to enroll in these courses to supplement training from local priesthood leaders. However, Church leaders should not participate in Scout training such as Basic Training or Wood Badge on the Sabbath, or overnight camping that includes mixed groups of men and women, whether adults or youth, unless it is a family camp. In all cases in which funds may be expended for training, priesthood leaders should ensure that **Budget Allowance Guidelines** for the local unit are followed.

## The Partnership Relationship

Priesthood leaders are encouraged to participate as volunteers in district and council Scouting committees and activities to solidify relationships between Scouting and the Church. In every instance, leaders should do everything possible within Church policies to create good will, mutual understanding, and cooperation between the two partners. Many Scouting positions in Church sponsored units are structured to fit like a glove as leaders fill dual roles in priesthood and Scouting responsibilities.

## Area Relationships Committees

Under the direction of the Area Presidency, the Area Relationships Committee strengthens the working relationship between the Church and the Boy Scouts of America. This committee is composed of stake presidents who have units with registered Scouts. The Area Presidency designates one stake president to chair the committee under their direction.

## Bishop - Charter Organization Head (IH)

President of the Priest Quorum, President of the Aaronic Priesthood

- Regularly attends and presides over quorum presidency meetings and Sunday quorum meetings.
- Regularly participates in quorum service and activities.
- Builds leadership by overseeing & instructing his assistants. Interviews the assistants and reviews progress of quorum members.
- Through delegation his assistants perform many quorum leadership responsibilities; he should serve personally and actively as quorum president.
- Presides over Ward Aaronic Priesthood Committee and the Bishopric Youth Committee.
- Calls Quorum presidents for Deacons and Teachers.
- Encourage young men to seek their parent's counsel and to support their families' wholesome activities. Support the parent-child relationship, not compete with it or substitute for it.
- Interview each young man annually.
- Review progress towards DTG certificate.
- Receive, study and live: Guidebook for Parents and Leaders of Youth  
For The Strength of Youth  
Fulfilling Our Duty to God: Priest
- Interviews each young man around birth date; reviews DTG goals & progress among other important items.

Bishop is responsible to see that the Scouting program is properly organized in the ward and to provide general direction.

- He is the Head of the Chartered organization - signs the charter each year, and liaises with the District Chairman and the District Commissioner.
- Works with counselors to see that Scouting leaders are approved and called.
- See that a Venture Crew is organized and boys properly registered with BSA.
- Call Venture Leaders and committee chair and members (3 or more), and that they are properly trained and registered.
- All Adult leaders are encouraged to wear the appropriate uniform.
- Goal for the year: a Quality Unit Award by each ward scouting unit.
- Encouraged to attend Wood Badge training.
- If possible, participate in Boy Scout program at District level.
- If possible, participate in one the various district positions.

Meetings to attend:

- Fast Start provided by Unit Commissioner .
- Venture Basic Training provided by district or council.
- Sunday Priest quorum Mtg.
- BYC - Monthly.
- Ward PEC.
- Ward Council Mtg.
- Ward Aaronic Priesthood Committee Mtg.
- Quarterly Stake Priesthood Leadership Meetings.
- Stake Young Men Leadership Meeting - as scheduled.

## Bishopric - Counselor (1st)

### Oversees the Teachers Quorum

- Calls 2 members of quorum to serve as counselors and another to serve as secretary, as recommended by quorum president and approved by the bishopric.
- Regularly attends and quorum presidency meetings and Sunday quorum meetings.
- Regularly participates in quorum service and activities.
- Builds leadership by overseeing & instructing quorum presidency. Interviews the quorum president and reviews progress of quorum members.
- Interview each Young Man annually, 6 months from birth date.
- Review progress towards DTG certificate.
- Receive, study and live:     Guidebook for Parents and Leaders of Youth  
  For The Strength of Youth  
  Fulfilling Our Duty to God: Teacher
- Encourage young men to seek their parents' counsel and to support their families' wholesome activities. Support the parent-child relationship, not compete with it or substitute for it.
- Serve on the Ward Aaronic Priesthood Committee.
- Work with parents on "Strength of Youth" and "Duty to God" programs.

### Responsible for Varsity Scouts

- Register with Boy Scouts of America.
- See that a Varsity Team is organized.
- See that Varsity leaders, committee chair and members (3 or more) are called and that leaders and boys are registered with BSA.
- Encourage Varsity coach and other leaders attend district & council training and roundtable.
- See that quorum presidency is trained in duties and technical skills needed for quorum & Varsity Scout functions and activities.
- All Adult leaders are encouraged to wear the appropriate uniform.
- Encouraged to receive Wood Badge training.
- If possible, participate in Boy Scout program at District level.
- If possible, participate in one the various district positions.

### Meetings to attend:

- Fast Start provided by Unit Commissioner.
- Varsity Basic training provided by district or council.
- Sunday Teacher quorum Mtg.
- Ward Aaronic Priesthood Committee Mtg.
- Monthly BYC.
- Ward PEC.
- Ward Council Mtg.
- Quorum Presidency Mtg.
- Quarterly Stake Priesthood Leadership Meetings.
- Stake Young Men Leadership Meeting.

## Bishopric - Counselor (2<sup>nd</sup>) COR

### Chartered Organization Representative (or other called person)

- Oversees the Deacons Quorum.
- Calls 2 members of quorum to serve as counselors and another to serve as secretary, as recommended by quorum president and approved by the bishopric.
- Regularly attends and quorum presidency meetings and Sunday quorum meetings.
- Regularly participates in quorum service and activities.
- Builds leadership by overseeing & instructing quorum presidency. Interviews the quorum president and reviews progress of quorum members.
- Interview each Young Man annually, 6 months from birth date, review DTG progress.
- Receive, study and live:
  - Guidebook for Parents and Leaders of Youth
  - For The Strength of Youth
  - Fulfilling Our Duty to God: Deacon

### Responsible for Boy Scouts

- Register with Boy Scouts of America.
- See that a Boy Scout Troop is organized.
- See that Boy Scout leaders, committee chair and members (3 or more) are called and that leaders and boys are registered with BSA.
- Encourage Scoutmaster and other leaders attend district & council training and roundtable.
- See that quorum presidency is trained in duties and technical skills needed for quorum & Boy Scout functions and activities.
- All Adult leaders are encouraged to wear the appropriate uniform.

### Chartered Organization Representative

- Register with BSA as COR.
- Make sure all boys, young men and leaders participating in scouting register with BSA.
- Conduct Unit Rechartering.
- Encourage recruitment of new members.
- Conduct annual Friends of Scouting financial drive.
- Attend Basic training provided by the district or council.
- Represent the ward on local council and district levels, and attend the annual council meeting.
- Help organize a unit committee for each scouting unit in the ward, and encourage well-planned unit programs, including outdoor activities.
- Serve as a liaison between the Scouting Units within the ward and assist in smooth transition of boys and young men from unit to unit.
- Receive and encourage unit leaders and committee members to participate in BSA training (Fast Start, New Leader Essentials, Basic and roundtable, if desired wood badge).
- Encourage advancement of boys in Scouting and recognition of their achievements.
- Encourage recognition of unit leaders.
- See that approved unit finance policies are followed.
- Goal for the year: a Quality Unit Award by each ward scouting unit.
- Encouraged to receive Wood Badge training and to serve on district committee.

### Meetings to attend:

- Fast Start.
- Boy Scout Basic training.
- Quarterly Stake Priesthood Leadership Mtg.
- BSA - Roundtable.
- Stake Young Men Leadership Mtg.
- Chair monthly Key Scouter Leaders Mtg.
- Ward Aaronic Priesthood Committee Mtg.
- Ward PEC.
- Ward Council Mtg.
- Sunday Deacon quorum Mtg.
- BSA - Annual District and Council Business Mtg.
- Monthly BYC.

## Boys & Young Men

### Things to Do:

- Register as a member of the Boy Scouts of America.
- Proudly wear the appropriate uniform.
- Become a member of the Pack, Troop, Team or Crew.
- Support the various activities.
- Honor the Priesthood.
- Set Goals and work to attain them.
- Be a member of the quorum.
- Fulfill your Duty to God certificate requirements - to earn the award.
- Progress towards Eagle Scout.
- Memorize and follow the Purposes of the Aaronic Priesthood.
- Make attending Sunday Sacrament Meeting and Priesthood meeting a top priority. Church meetings and activities should be the top priority, fill in other worthy activities as desired.
- Plan personal interests around Mutual and other Church Activities.
- Participate in quarterly interviews with Bishop, Bishops' counselor, advisor and Scout leader.
- Receive, study and live: For The Strength of Youth  
Fulfilling Our Duty to God: Deacon, Teacher or Priest

### Meetings to attend:

- Sunday priesthood quorum meeting or primary class.
- Sacrament meeting.
- Weekly Mutual or scout meeting.
- Ward and Stake firesides.
- Any planning meetings asked to participate with.
- Participate in Scoutmaster (Scout Leader) conferences for rank advancement.
- Participate in Boards of Review for rank advancement.
- Participate in annual interviews with:
  - Bishop - at birth date
  - Advisor - 3 months after birth date
  - Bishops counselor - 6 month from birth date
  - Scout leader - 9 months from birth date
- Participate in monthly DTG progress reviews.
- Make Sunday Church Mtgs., Mutual, Seminary and Church Activities a priority.
- Encouraged to attend Junior Leader Training, Timberline and All Stars training.
- Participate in service projects, and help when other asks for service.
- Serve as a home teaching companion.

## Parents of Boys & Young Men

Parents are responsible to teach their children the gospel. Hold Family Home Evening, Daily Scripture study and Daily Family Prayer and have their sons participate. A top priority should be Sunday Church attendance. Plan and encourage children to attend Mutual and other Church activities.

- Have Daily family scripture study.
- Have Daily Family Prayer.
- Hold Weekly Family Home Evening.
- Know your son's goals and progress towards Duty to God Certificates, keep a record of his progress and review it with him frequently.
- Become involved in your son's Scouting experiences.
- Attend courts of honor and other award ceremonies.
- Attend and support activities involving the quorum or scouting unit.
- Be aware of their son's advancement requirements and which of the requirements he has filled.
- Serve as a member of son's unit committee and provide transportation as needed.
- Fathers should be invited to participate in scouting activities whenever possible.
- Receive, study and live: Guidebook for Parents and Leaders of Youth  
For the Strength of Youth  
Fulfilling Our Duty to God: Deacon, Teacher or Priest
- Encourage sons to attend all church sponsored functions, especially Sunday Mtg., Mutual & Seminary.
- Provide transportation when needed.
- Become involved in the scouting program and learn about its process and programs.
- Attend Fast Start Training.
- Attend Basic Training.
- Encouraged to attend Wood Badge training.
- If possible, participate in Boy Scout program at District level.
- If possible, participate in one of the various district positions.

## Ward Young Men President

### Priest Quorum Advisor - Assistant Crew Advisor

Under the direction of the bishopric the president in the ward Young Men president functions as an adviser to the Priest quorum.

- Minister to individual young men, helping them grow by loving, serving and teaching them.
- Teach the gospel and bear testimony often.
- Give special attention to new members and less active young men.
- Strengthen young men in their families.
- Encourage young men to seek parents' counsel and support families' activities.
- Support parent-child relationship, not compete with it or substitute for it.
- Plan and organize to fulfill the purposes of the Aaronic Priesthood.
- Give gospel instruction in Sunday quorum meeting.
- Complete the Teaching the Gospel course and participate in teacher improvement meetings.
- Help bishopric build quorum unity. Teach quorum presidency their duties.
- Attend quorum presidency meetings.
- Help the young men fulfill the purposes of the Aaronic Priesthood.
- Help quorum and crew leaders plan and carry out weekly Venture, Mutual & combined activities.
- Participate in regular Young Men presidency meetings.
- Encourage young men to seek their parents' counsel and to support their families' wholesome activities. Support the parent-child relationship, not compete with it or substitute for it.
- Interview each Young Man annually, between Bishop and Bishop's counselor.
- Review progress towards DTG certificate and scouting advancement.
- Recommend a detailed ward young Men budget to the bishopric before the beginning of the year. Ensure that approved funds are spent wisely and according to church policy.
- Receive and study and live: Guidebook for Parents and Leaders of Youth  
For The Strength of Youth  
Fulfilling Our Duty to God: Priest Scouting:
- Register with BSA as an assistant Venture Crew Adviser.
- All Adult leaders are encouraged to wear the appropriate uniform.
- Attend Fast Start Training provided by Unit Commissioner.
- Attend Venture Basic training provided by district or council.
- Attend monthly roundtable held by district or council.
- Assist the Venture Crew advisor.
- Encouraged to receive Wood Badge training.
- If possible, participate in Venture program at District level.
- If possible, participate in one the various district positions.

#### Meetings to attend:

- Fast Start.
- Ward PEC Mtg.
- Basic Training.
- Ward Council Mtg.
- Monthly Roundtable.
- Ward Aaronic Priesthood Comm. Mtg.
- Monthly BYC.
- Ward YM Presidency Mtg.
- Attend Stake Priesthood Leadership meeting.
- Key Scouter Leaders Mtg.
- Sunday priesthood meetings, Presidency Mtg., Stake Leadership Mtg.

#### Time Commitment:

- After having rec'd basic training (Fast Start: 1-2 hrs, Basic: 10 hrs plus overnight camp out) 20 hr per month, annual weeklong Camping adventure, Quarterly, Planned Saturday or overnight activity minimum.

# Ward Young Men 1<sup>st</sup> Counselor

## Teachers Quorum Advisor - Assistant Coach

Under the direction of the bishopric the first counselor in the ward Young Men presidency functions as an adviser to the Teacher quorum.

- Minister to individual young men, helping them grow by loving, serving and teaching them.
- Give special attention to new members and less active young men.
- Teach the gospel and bear testimony often.
- Strengthen young men in their families.
- Encourage young men to seek parents' counsel and support families' activities.
- Support parent-child relationship, not compete with it or substitute for it.
- Plan and organize to fulfill the purposes of the Aaronic Priesthood.
- Give gospel instruction in Sunday quorum meeting.
- Complete the Teaching the Gospel course.
- Participate in teacher improvement meetings.
- Help bishopric build quorum unity. Teach quorum presidency their duties.
- Attend quorum presidency meetings.
- Help the young men fulfill the purposes of the Aaronic Priesthood.
- Help quorum & team leaders plan and carry out weekly Varsity, Mutual & combined activities.
- Participate in regular Young Men presidency meetings.
- Encourage young men to seek their parents' counsel and to support their families' wholesome activities. Support the parent-child relationship, not compete with it or substitute for it.
- Interview each Young Man annually, between Bishop and Bishop's counselor.
- Review progress towards DTG certificate and scouting advancement.
- Receive, study and live:
  - Guidebook for Parents and Leaders of Youth
  - For The Strength of Youth
  - Fulfilling Our Duty to God: Teacher

### Scouting:

- Register with BSA as an Assistant Varsity Coach.
- All Adult leaders are encouraged to wear the appropriate uniform.
- Attend Fast Start Training provided by Unit Commissioner.
- Attend New Leader Essentials provided by district or council.
- Attend Boy Scout Basic training.
- Attend monthly roundtable held by district or council.
- Assist the Varsity Coach.
- Encouraged to attend Wood Badge training.
- If possible, participate in Boy Scout program at District level.
- If possible, participate in one the various district positions.

### Meetings to attend:

- Fast Start.
- Key Scouter Leaders Mtg.
- Basic Training.
- Monthly BYC.
- Monthly Roundtable.
- Quorum Presidency Mtg.
- Attend quarterly Stake Priesthood Leadership meeting.
- Sunday priesthood meetings, Presidency Mtg., Stake leadership Mtg.

### Time Commitment:

- After having rec'd basic training (Fast Start: 1-2 hrs, Basic 10 hrs plus overnight camp out).
- 16 hrs per month, annual weeklong Camping adventure, Quarterly, Planned Saturday or overnight activity minimum.

## Ward Young Men 2<sup>nd</sup> Counselor

### Deacons Quorum Advisor - Assistant Scoutmaster

Under the direction of the bishopric the second counselor in the ward Young Men presidency functions as an adviser to the Deacons quorum.

- Minister to individual young men, helping them grow by loving, serving and teaching them.
- Give special attention to new members and less active young men.
- Teach the gospel and bear testimony often.
- Strengthen young men in their families.
- Encourage young men to seek parents' counsel and support families' activities.
- Support parent-child relationship, not compete with it or substitute for it.
- Plan and organize to fulfill the purposes of the Aaronic Priesthood.
- Give gospel instruction in Sunday quorum meeting.
- Complete the Teaching the Gospel course and participate in teacher improvement meetings.
- Help bishopric build quorum unity. Teach quorum presidency their duties.
- Attend quorum presidency meetings.
- Help the young men fulfill the purposes of the Aaronic Priesthood.
- Help quorum & scout leaders plan and carry out weekly Scout, Mutual & combined activities.
- Participate in regular Young Men presidency meetings.
- Encourage young men to seek their parents' counsel and to support their families' wholesome activities. Support the parent-child relationship, not compete with it or substitute for it.
- Interview each Young Man annually, between Bishop and Bishop's counselor.
- Review progress towards DTG certificate and scouting advancement.
- Provide advancement opportunities for the young men and the required Boards of Review and the Courts of Honor.
- Receive and study and live: Guidebook for Parents and Leaders of Youth  
For The Strength of Youth  
Fulfilling Our Duty to God - Deacons

#### Scouting

- Register with BSA as an Assistant Scoutmaster.
- All Adult leaders are encouraged to wear the appropriate uniform.
- Attend Fast Start Training provided by Unit Commissioner.
- Attend Boy Scout Basic training provided by district or council.
- Attend monthly roundtable held by district or council.
- Assist the scoutmaster.
- Encouraged to attend Wood Badge training.
- If possible, participate in Boy Scout program at District level.
- If possible, participate in one the various district positions.

#### Meetings to attend:

- Fast Start.
- Basic Training.
- Monthly Roundtable.
- Monthly BYC.
- Attend quarterly Stake Priesthood Leadership meeting.
- Sunday Priesthood Mtg., Stake Priesthood Mtg., Mutual, Combined Activities.

#### Time Commitment:

- After having rec'd basic training (Fast Start: 1-2 hrs, Basic 10 hrs plus overnight camp out).
- 16 hrs per month, Monthly Planned Saturday or overnight activity, Annual weeklong Camping adventure, minimum.

## Ward Young Men Secretary

The ward Young Men secretary keeps all the minutes from presidency meeting and tracks assignments. He compiles attendance information for the Member Progress Report. He trains and assists quorum secretaries in learning and performing their duties.

- Track interview schedules for all the young men:
  - Bishop - at birth date
  - Advisor - 3 months after birth date
  - Bishops counselor - 6 month from birth date
  - Scout leader - 9 months from birth date
  - Monthly DTG progress reviews
- Keep accurate records of progress of each your man in Duty to God program.
- Copy of these records should be kept in Bishop's Office.
- Follow church procedures and guidelines.
- Teach the gospel and bear testimony often.
- Minister to individual young men, helping them grow by loving, serving and teaching them.
- Give special attention to new members and less active young men.
- Attend New Leader essentials provided by district or council.
- Attend Boy Scout Fast Start provided by district or council (Unit commissioner provides).
- Attend Boy Scout Basic training provided by district or council.
- Encouraged to attend Wood Badge training.
- If possible, participate in Boy Scout program at District level.
- If possible, participate in one the various district positions.
- All Adult leaders are encouraged to wear the appropriate uniform.
- Complete the Teaching the Gospel course.
- Participate in teacher improvement meetings.
- Encourage young men to seek their parents' counsel and to support their families' wholesome activities. Support the parent-child relationship, not compete with it or substitute for it.
- Receive and study and live:
  - Guidebook for Parents and Leaders of Youth
  - For The Strength of Youth
  - Fulfilling Our Duty to God: Deacon, Teacher & Priest

### Meetings to attend:

- Fast Start.
- Basic Training.
- Monthly Roundtable.
- YM Pres Mtg.
- Sunday Priesthood Mtg. (rotate between quorums), Stake Priesthood Mtg.
- Stake Priesthood Leadership Mtg.

### Time Commitment:

- After having rec'd basic training (Fast Start: 1-2 hrs, Basic 10 hrs plus overnight camp out).
- 15 hrs per month.

## Ward Primary President

The ward Primary president, under the direction of the bishopric advisor to the primary, is responsible for the Scouting program for the eleven-year-old boys.

- Organize a patrol for the 11 yr old boys.
- Register with BSA as a member of the troop committee. Serve under the direction of the committee chair to represent the 11 yr old boys.
- Attend Boy Scout Fast Start provided by district or council (Unit commissioner provides).
- Attend New Leader essentials provided by district or council.
- Attend Boy Scout Basic training provided by district or council (Class portion only).
- Encouraged to attend Wood Badge training.
- If possible, participate in Boy Scout program at District level.
- If possible, participate in one the various district positions.
- All Adult leaders are encouraged to wear the appropriate uniform.
- If possible, participate in Boy Scout program at District level.
- Orient the ward 11 yr old Scout leader and supervise the Scouting program for the 11 yr old boys.
- See that Church policies and procedures are followed.
- See that the 11 yr old Scout leader is registered with BSA, attends Basic training and monthly roundtable held by the district or council.
- Work closely with the 11 yr old Scout leader to see that the boys are all registered with BSA, review each boy's progress, and see that each boy's Scouting achievements are recorded accurately with the council using BSA forms.
- Review the planned program for providing help to prepare each boy for the priesthood.
- Regularly review the progress of Scouting advancement and Priesthood preparation of each boy with bishopric advisor.
- Complete the Teaching the Gospel course.
- Participate in teacher improvement meetings.
- Receive, study and live: Guidebook for Parents and Leaders of Youth  
For The Strength of Youth
- Welcome each boy (with 11 yr old leader) in to Boy Scouts at their 11<sup>th</sup> birthday.

### Meetings to Attend:

- Boy Scout Fast Start.
- Boy Scout Basic Training.
- Boy Scout Monthly Roundtable.
- Visit 11 yr old patrol occasionally.
- Monthly with 11 yr old Scout leader before Scout Committee Mtg.
- Monthly Scout Committee Meeting.

### Time Commitment:

- After having rec'd basic training (Fast Start: 1-2 hrs, Basic 3 evenings, do not need to participate in the overnight camp out).
- Scouting portion: 4 - 5 hrs per month minimum.

## Ward Primary 2<sup>nd</sup> Counselor

The ward primary second counselor, under the direction of the Primary president, makes certain that all 8, 9, and 10 year old boys have the opportunity to participate in a Church-sponsored Cub Scout pack.

- Work with the Primary president and the bishopric advisor to the Primary to organize a Cub Scout Pack.
- Register with BSA as a member of the pack committee serving under the direction of the committee chair.
- Serve as Vice-chair on Cub Scout Committee.
- Attend New Leader essentials provided by district or council.
- Attend Cub Scout Fast Start provided by district or council (Unit commissioner provides).
- Attend Cub Scout Basic training provided by district or council.
- Encouraged to attend Wood Badge training.
- If possible, participate in Cub Scout program at District level.
- If possible, participate in one the various district positions.
- Discuss Cub Scouting at regular meetings with Primary president and bishopric advisor.
- Visit den meetings to evaluate the quality of the boy's experiences in the program.
- All Adult leaders are encouraged to wear the appropriate uniform.
- Complete the Teaching the Gospel course.
- Participate in teacher improvement meetings.
- Encourage each boy to earn his Faith in God award.
- With Bishopric counselor over Cubs, visit each boy as he turns 8 yr old to welcome him into Cub Scouts, and to orient him and his parents.

### Meetings to attend:

- Basic Cub Scout training (One Saturday Morning: 4- 5 hrs).
- Monthly Pack Meeting.
- Monthly Cub roundtable.
- Monthly Cub Committee Mtg.

### Time Commitment:

- After having received basic training (Fast Start: 1-2 hrs, Basic 4 hrs).
- Scouting portion: 5-7 hrs per month minimum.

## Stake President Counselor over Young Men

The stake president assigns his counselor who is chairman of the Stake Aaronic Priesthood committee to oversee the stake Young Men organization. He oversees Scouting in the Stake. He sees that Scouting is organized and functioning in the stake and develops a positive working relationship with the Boy Scouts of America. (Church Handbook of Instructions, p. 184)

- Meets with stake Young Men presidency and high council adviser to discuss Young men matters.
- Reviews stake Young Men presidency in:
  - Seeing that wards provide a planned program:
    - Follow Church procedures and guidelines.
    - Follows BSA procedures and guidelines.
- Teach the gospel and bear testimony often.
- Minister to individual young men, helping them grow by loving, serving and teaching them.
- Give special attention to new members and less active young men.
- Complete the Teaching the Gospel course.
- Participate in teacher improvement meetings.
- Receive, study and live: Guidebook for Parents and Leaders of Youth  
For The Strength of Youth  
Fulfilling our Duty to God - Deacon, Teacher & Priest

### Scouting:

- Develops a working relationship with local Scouting organization and ensures that all Scout leaders in the stake are properly instructed.
- Registers with Boy Scouts of America as a member of the district committee.
- Attend Boy Scout Fast Start provided by district or council (Unit commissioner provides).
- Attend New Leader essentials provided by district or council.
- Attend Boy Scout Basic training provided by district or council.
- All Adult leaders are encouraged to wear the appropriate uniform.
- If possible, participate in Boy Scout program at District level.
- If possible, participate in one the various district positions.
- Encouraged to attend Wood Badge training.
- Encouraged to attend LDS week at Philmont BSA training center.
- All Adult leaders are encouraged to wear the appropriate uniform.

### Meetings to attend:

- Boy Scout Fast Start.
- Boy Scout Basic Training.
- Monthly Roundtable Zone Chairmen mtg. (or LDS relations Mtg.).

## Stake High Council Advisor Primary

Stake high council adviser to the Primary, under the direction of the stake presidency, is responsible for Cub Scouting and Scouting for the eleven-year-old boys.

- Attends Stake Aaronic Priesthood committee Mtg. When these Scouting programs are discussed.
- Act a liaison between Scout districts and councils and the stake primary presidency.
- See that wards provide a planned program:
  - Follow church procedures and guidelines
  - Follows BSA guidelines
- Teach the gospel and bear testimony often.
- Minister to individual young men, helping them grow by loving, serving and teaching them.
- Give special attention to new members and less active young men.
- Orient and train bishopric advisors to Primary in administering the Cub Scout program and Scouting for 11 yr old boys.
- Discuss progress of priesthood preparation at the regular meeting with the stake Primary presidency.
- Complete the Teaching the Gospel course.
- Participate in teacher improvement meetings.
- Teach the gospel and bear testimony often.

### Scouting:

- Register with Boy Scouts of America as a member of the district committee.
- Attend Cub Scout Fast Start provided by district or council (Unit commissioner provides).
- Attend New Leader essentials provided by district or council.
- Attend Cub Scout Basic training provided by district or council.
- Encouraged to attend Wood Badge training.
- All Adult leaders are encouraged to wear the appropriate uniform.
- If possible, participate in Cub Scout program at District level.
- If possible, participate in one the various district positions.

### Meetings to attend:

- Fast Start.
- Basic Training.
- Monthly Roundtable.

### Time Commitment:

- After having rec'd basic training (Fast Start: 1-2 hrs, Basic 4 hrs plus overnight camp out).
- Scouting portion: 5 - 6 hrs per month minimum.

# Understanding the roles and duties of the primary president in a eleven-year old scout patrol

## “What are my obligations and what should I be doing?”

Discuss the responsibilities of a Primary President and 11-yr-old scouting (L.D.S. Scouting Handbook)

1. Serve on the appropriate ward scouting committees.
2. Coordinate scouting and primary activities.
3. Ensure that church policies and procedures are followed.
4. Orient and supervise Adult Leader and encourage them to participate in scout training.
5. Help leaders understand how scouting can help the family and accomplish the purpose and objectives of Primary.
6. Visit scout meetings and activities to support and evaluate the quality of the boy’s experiences in scouting.
7. In presidency meetings and in the regular meetings with the bishopric adviser to Primary, review each boy’s progress and participation. Give regular reports to the Stake Primary President about the progress of the boys in the ward.
8. Ensure that boys have an opportunity to participate in day camps.
9. Help plan day camps.

## “How can set the example to influence the leaders and scouts?”

1. Properly register with the B.S.A.
2. Attend Ward Scout Committee meetings and participate.
3. Attend monthly Roundtable and invite 11-yr-old leaders to attend
4. Attend District Basic Training and invite 11-yr-old leaders to attend.
  - a. Also Fast Start, Youth Protection, Akela’s, Wood Badge
5. Provide Leader with Resources Sheet properly filled out.
6. Wear a proper B.S.A. uniform and encourage leaders too.
7. Show an active concern by attending scout meetings and activities.
8. Ask 11-yr-old leader for a monthly progress record.
9. Discuss and remind leaders and scouts about the Faith in God award and encourage them to work and earn this award.
10. Pray for them always, the really could use the help and guidance.

## “How can I be involved with my scouts and improve our relationships?”

1. Attend meetings and activities, compliment scouts, (skills, uniform, behavior, awards, smiles, etc.)
2. Volunteer to teach a scouting requirement(s). (Cooking, 1<sup>st</sup> aid, knots, etc.)
3. Register to become a Merit Badge counselor. (Cooking, family life, etc.)
4. Volunteer for transportation to activities.
5. Sit in on Boards of Review. (Give the scout a chance to express experiences)
6. “Sharing Time give your scouts a chance to share their experiences and give a report on their recent activity(s).
7. Give some responsibilities to the scouts. (Help set-up in primary quarterly activity, sponsor an activity, demonstrate skills, etc.)
8. Attend Courts of Honor. Maybe, present special awards, made-up by you.
9. Call scouting, “Missionary Prep. 101. Testify of the importance of living the Scout Oath and Law.
10. Let the scouts know you are thinking about them.
11. Just have fun and let them see that side of you.
12. Pray for them always.

## Stake Primary President

11. The Stake Primary is responsible to coordinate Scouting for Primary boys ages 8 -

- Provide a planned program following BSA guidelines.
- Follow church procedures and guidelines.
- Teach the gospel and bear testimony often.
- Minister to individual young men, helping them grow by loving, serving and teaching them.
- Give special attention to new members and less active young men.
- Attend New Leader essentials provided by district or council.
- Attend Cub Scout Fast Start provided by district or council (Unit commissioner provides).
- All Adult leaders are encouraged to wear the appropriate uniform.
- Complete the Teaching the Gospel course.
- Participate in teacher improvement meetings.

Unit Commissioner:

- Register with Boy Scouts of America as a member of the district committee.
- Attend Boy Scout Fast Start provided by district or council (Unit commissioner provides).
- Attend New Leader essentials provided by district or council.
- Attend Boy Scout Basic training provided by district or council.
- All Adult leaders are encouraged to wear the appropriate uniform.
- Encouraged to attend Wood Badge training.
- If possible, participate in Boy Scout program at District level.
- If possible, participate in one the various district positions.
- Visit Ward Eleven yrs old patrol Mtg. as needed (ideally once per Qtr.).
- Encourage Ward Eleven yrs old patrol leaders to attend training (Fast Start, Basic Training, and roundtable).
- Be a resource for the needs of the Ward Eleven yrs old patrols. (This requires a working knowledge of the Boy Scout program and the needs of the wards in your stake).

Meetings to attend:

- Boy Scout Fast Start.
- Boy Scout Basic Training.
- Boy Scout Monthly Roundtable.

Time Commitment:

- After having rec'd basic training (Fast Start: 1-2 hrs, Basic 3 evenings, do not need to participate in the overnight camp out).
- Scouting portion: 5 - 6 hrs per month minimum.

## Stake Primary Counselor Cub Scouts

The Stake Primary Counselor is responsible to coordinate Scouting for Primary boys ages 8 -11. The stake Primary counselor over Cub Scouts oversees the Cub program in the stake and reviews the needs of individual wards.

- Provide a planned program following BSA guidelines.
- Follow church procedures and guidelines.
- Teach the gospel and bear testimony often.
- Minister to individual young men, helping them grow by loving, serving and teaching them.
- Give special attention to new members and less active young men.
- Attend Cub Scout Fast Start provided by district or council (Unit commissioner provides).
- Attend New Leader essentials provided by district or council.
- Attend Cub Scout Basic training provided by district or council.
- All Adult leaders are encouraged to wear the appropriate uniform.
- Complete the Teaching the Gospel course.
- Participate in teacher improvement meetings.
- Encourage each boy to earn his Faith in God award.

### Unit Commissioner:

- Attend Cub Scout Fast Start provided by district or council (Unit commissioner provides).
- Attend New Leader essentials provided by district or council.
- Attend Cub Scout Basic training provided by district or council.
- All Adult leaders are encouraged to wear the appropriate uniform.
- Conduct Fast Start training for Cub Scout leaders (Bishopric member, Ward Primary counselor, Cub master & assistants, Den Leaders, Webelos Den Leaders and Cub committee members).
- Encouraged to attend Wood Badge training.
- If possible, participate in Cub Scout Program at District level.
- If possible, participate in one the various district positions.
- Visit Ward Cub Pack Mtg. as needed (ideally once per Qtr.).
- Encourage Ward Cub Scout Leaders to attend training (Fast Start, Basic Training, and roundtable).
- Be a resource for the needs of the Ward Cub Pack. (This requires a working knowledge of the Cub Scout program and the needs of the wards in your stake).

### Meetings to attend:

- Cub Scout Fast Start.
- Cub Scout Basic Training.
- Cub Scout Monthly Roundtable.

### Time Commitment:

- After having rec'd basic training (Fast Start: 1-2 hrs, Basic 4 - 5 hrs.).
- Scouting portion: 5 - 6 hrs per month minimum.

## Stake High Council Advisor Young Men

The stake president assigns a high counselor to advise, encourage, and assist the stake Young Men presidency.

- Counsels regularly the stake Young men presidency about progress and needs of the young men in the stake.
- Attends stake Young Men presidency Mtg. when invited, and when stake presidency adviser attends.
- Helps stake Young Men Presidency see that wards provide a planned program:
  - Follow church procedures and guidelines
  - Follows BSA guidelines
  - Teach the gospel and bear testimony often
- Minister to individual young men, helping them grow by loving, serving and teaching them.
- Give special attention to new members and less active young men.
- Complete the Teaching the Gospel course.
- Participate in teacher improvement meetings.
- Teach the gospel and bear testimony often.
- Receive, study and live: Guidebook for Parents and Leaders of Youth  
For The Strength of Youth  
Fulfilling our Duty to God - Deacon, Teacher & Priest

### Scouting:

- Registers with Boy Scouts of America as a member of the district committee.
- Attend Boy Scout Fast Start provided by district or council (Unit commissioner provides).
- Attend New Leader essentials provided by district or council.
- Attend Boy Scout Basic training provided by district or council.
- Encouraged to attend Wood Badge training.
- All Adult leaders are encouraged to wear the appropriate uniform.
- If possible, participate in Boy Scout program at District level.
- If possible, participate in one the various district positions.

### Meetings to attend:

- Boy Scout Fast Start.
- Boy Scout Basic Training.
- Monthly Boy Scout Roundtable.
- Stk. YM Pres. Mtg.
- Stake Priesthood Mtg., Stake Priesthood Leadership Mtg.
- Stake Aaronic Priesthood Committee.

### Time Commitment:

- After having rec'd basic training (Fast Start: 1-2 hrs, Basic 4 hrs plus overnight camp out).
- Scouting portion: 5-7 hrs per month minimum.

## Stake Young Men President

He directs the Stake Young Men Organization in efforts to fulfill the purposes of the Aaronic Priesthood and Venturing. Under the direction of the Stake Presidency or as requested by bishoprics, instruct and advise ward Young Men presidencies. Help implement activity programs for young men, including Scouting.

- See that wards provide a planned program:
  - Follow church procedures and guidelines
  - Follows BSA guidelines
- Teach the gospel and bear testimony often.
- Minister to individual young men, helping them grow by loving, serving and teaching them.
- Give special attention to new members and less active young men.
- Complete the Teaching the Gospel course.
- Participate in teacher improvement meetings.
- Teach the gospel and bear testimony often.
- Receive, study and live:
  - Guidebook for Parents and Leaders of Youth
  - For The Strength of Youth
  - Fulfilling our Duty to God - Priest
- Advise members of the Stake Youth Committee in planning any stake youth activities. Prayerfully select Male Co-Chair of this committee. (Examples: Firesides, Dances, activities, Stake Youth Conferences).

### Unit Commissioner:

- Register with Boy Scouts of America as a member of the district committee.
- Attend Venture Fast Start provided by district or council (Unit commissioner provides).
- Attend New Leader essentials provided by district or council.
- Attend Venture Basic training provided by district or council.
- All Adult leaders are encouraged to wear the appropriate uniform.
- Conduct Fast Start training for Venture Leaders (Bishops, Ward Venture Advisor & assist Advisor, committee members).
- Encouraged to attend Wood Badge training.
- If possible, participate in Venture program at District level.
- If possible, participate in one the various district positions.
- Visit Ward Venture Mtg. as needed (ideally once per Qtr.).
- Encourage Ward Venture Advisors to attend training (Fast Start, Basic Training, and roundtable).
- Be a resource for the needs of the Ward Venture Crews. (This requires a working knowledge of the Venture program and the needs of the wards in your stake).

### Meetings to attend:

- Venture Fast Start.
- Venture Basic Training.
- Monthly Venture Roundtable.
- Stk. YM Pres. Mtg. (at least monthly).
- Stake Priesthood Mtg., Stake Priesthood Leadership Mtg.
- Visit Ward to Priests' Quorum Mtg., Venture Crew Mtg., Key Scouter Leaders Mtg. or Mutual.
- Stake Council Mtg.

### Time Commitment:

- After having received basic training (Fast Start: 1-2 hrs, Basic 4 hrs plus overnight camp out).
- Sunday visits and one evening per week.
- 16 hrs per month minimum.

## Stake Young Men 1<sup>st</sup> Counselor

He directs the Stake Young Men Organization in efforts to fulfill the purposes of the Aaronic Priesthood and Varsity Scouting. Under the direction of the Stake Presidency or as requested by bishoprics, instruct and advise ward Young Men presidencies. Help implement activity programs for young men, including Scouting.

- See that wards provide a planned program:
  - Follow church procedures and guidelines
  - Follows BSA guidelines
- Teach the gospel and bear testimony often.
- Minister to individual young men, helping them grow by loving, serving and teaching them.
- Give special attention to new members and less active young men.
- Complete the Teaching the Gospel course.
- Participate in teacher improvement meetings.
- Teach the gospel and bear testimony often.
- Receive, study and live:
  - Guidebook for Parents and Leaders of Youth
  - For The Strength of Youth
  - Fulfilling our Duty to God - Teacher
- Advise members of the Stake Youth Committee in planning any stake youth activities (Examples: Firesides, Dances, Activities, Stake Youth Conferences).

### Unit Commissioner:

- Attend New Leader essentials provided by district or council.
- Attend Varsity Scout Fast Start provided by district or council (Unit commissioner provides).
- Attend Varsity Scout Basic training provided by district or council.
- All Adult leaders are encouraged to wear the appropriate uniform.
- Conduct Fast Start training for Varsity Leaders (Bishopric member, Ward Varsity Coach & assistant Coach, committee members).
- Encouraged to attend Wood Badge training.
- If possible, participate in Varsity program at District level.
- If possible, participate in one the various district positions.
- Visit Ward Varsity Mtg. as needed (ideally once per Qtr.).
- Encourage Ward Varsity Advisors to attend training (Fast Start, Basic Training, and roundtable).
- Be a resource for the needs of the Ward Varsity Team. (This requires a working knowledge of the Varsity program and the needs of the wards in your stake).

### Meetings to attend:

- Fast Start - Varsity (Unit Commissioner).
- Varsity Basic Training provided by district or council (including overnighter).
- Monthly Varsity Roundtable.
- Stk. YM Pres. Mtg.
- Stake Priesthood Mtg., Stake Priesthood Leadership Mtg.
- Visit Ward Teachers' Quorum Mtg., Varsity Team Mtg., Key Scouter Leaders Mtg. or Mutual.

### Time Commitment:

- After having received basic training (Fast Start: 1-2 hrs, Basic 4 hrs plus overnight camp out).
- Sunday visits and one evening per week.
- 16 hrs per month minimum.

## Stake Young Men 2nd Counselor

He directs the Stake Young Men Organization in efforts to fulfill the purposes of the Aaronic Priesthood and Boy Scouting. Under the direction of the Stake Presidency or as requested by bishoprics, instruct and advise ward Young Men presidencies. Help implement activity programs for young men, including Scouting.

- See that wards provide a planned program:
  - Follow church procedures and guidelines.
  - Follows BSA guidelines.
- Teach the gospel and bear testimony often.
- Minister to individual young men, helping them grow by loving, serving and teaching them.
- Give special attention to new members and less active young men.
- Complete the Teaching the Gospel course.
- Participate in teacher improvement meetings.
- Teach the gospel and bear testimony often.
- Receive, study and live:
  - Guidebook for Parents and Leaders of Youth
  - For The Strength of Youth
  - Fulfilling our Duty to God - Deacon
- Advise members of the Stake Youth Committee in planning any stake youth activities (Examples: Firesides, Dances, Activities, Stake Youth Conferences).

### Unit Commissioner:

- Registers with Boy Scouts of America as a member of the district committee.
- Attend Boy Scout Fast Start provided by district or council (Unit commissioner provides).
- Attend New Leader essentials provided by district or council.
- Attend Boy Scout Basic training provided by district or council.
- All Adult leaders are encouraged to wear the appropriate uniform.
- Conduct Fast Start training for Boy Scout Leaders (Bishopric member, COR, Ward, Scoutmaster & assistant Scoutmasters, committee members).
- Encouraged to attend Wood Badge training.
- If possible, participate in Boy Scout program at District level.
- If possible, participate in one the various district positions.
- Visit Ward Troop Mtg. as needed (ideally once per Qtr).
- Encourage Ward Scoutmasters to attend training (Fast Start, Basic Training, and roundtable).
- Be a resource for the needs of the Ward Boy Scout Troops. (This requires a working knowledge of the Boy Scout program and the needs of the wards in your stake).

### Meetings to attend:

- Boy Scout Fast Start.
- Boy Scout Basic Training (including overnigher).
- Monthly Boy Scout Roundtable.
- Stk. YM Pres. Mtg.
- Stake Priesthood Mtg., Stake Priesthood Leadership Mtg.
- Visit Ward Deacons' Quorum Mtg., Boy Scout Troop Mtg., Key Scouter Leaders Mtg., or Mutual.

### Time Commitment:

- After having rec'd basic training (Fast Start: 1-2 hrs, Basic 4 hrs plus overnight camp out).
- Sunday visits and one evening per week.
- 16 hrs per month minimum.

## Stake Young Men Secretary

- Train Ward YM Secretaries to:
  - Track interview schedules for all the young men:
    - Bishop - at birth date.
    - Advisor - 3 months after birth date.
    - Bishops counselor - 6 month from birth date.
    - Scout leader - 9 months from birth date.
- Monthly DTG progress reviews.
- Keep accurate records of progress of each your man in Duty to God program.
- Copy of these records should be kept in Bishop's Office.
- Follow church procedures and guidelines.
- Teach the gospel and bear testimony often.
- Minister to individual young men, helping them grow by loving, serving and teaching them.
- Give special attention to new members and less active young men.
- Receive and study and live: Guidebook for Parents and Leaders of Youth  
For The Strength of Youth and live its teachings  
Fulfilling Our Duty to God: Deacon, Teacher & Priest
- Complete the Teaching the Gospel course.
- Participate in teacher improvement meetings.

### Scouting:

- Attend Boy Scout Fast Start provided by district or council (Unit commissioner provides).
- Attend New Leader essentials provided by district or council.
- Attend Boy Scout Basic Training provided by district or council.
- Encouraged to attend Wood Badge training.
- If possible, participate in Boy Scout program at District level.
- If possible, participate in one of the various district positions (Membership committee).
- All Adult leaders are encouraged to wear the appropriate uniform.
- Provide a planned program following BSA guidelines.

### Meetings to attend:

- Fast Start.
- Basic Training.
- Monthly Roundtable.
- Stake YM Presidency Mtg.
- Stake Priesthood Mtg.
- Stake Priesthood Leadership Mtg.

### Time Commitment:

- After having received basic training (Fast Start: 1-2 hrs, Basic 4 hrs plus overnight camp out).
- Sunday visits and one evening per week.
- 16 hrs per month minimum.