

Troop 350 Committee Smartbook – V5 (Aug 2025)

Purpose: Provide a Decomposition of Committee Roles, Responsibilities, Functions and Tasks

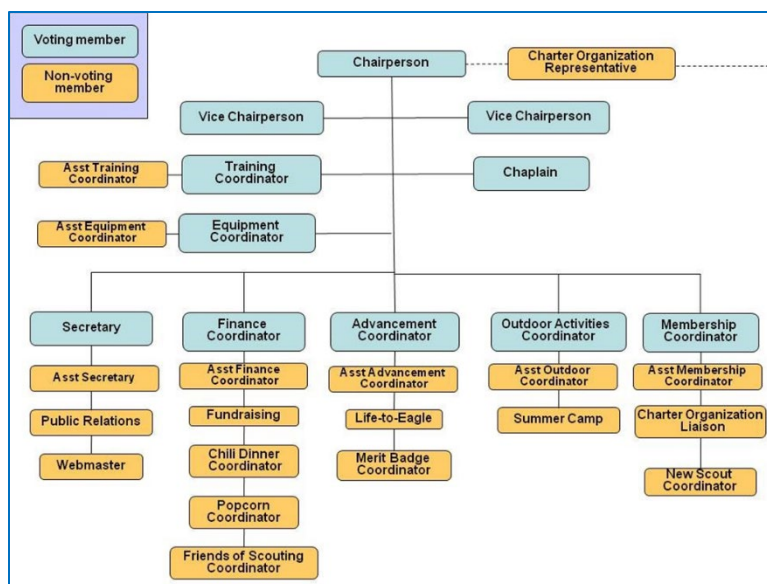
Title → Summary (Functions) → [Details \(Tasks\)](#)

Committee (List with link to summary of Functions):

| | |
|--|--|
| <u>Chairperson</u> * | |
| <u>Charter Organization Representative (COR)</u> | <u>Eagle Coordinator</u> |
| <u>Secretary</u> * | <u>Summer Camp Coordinator</u> |
| <u>Finance Coordinator</u> (Treasurer)* | <u>Chili Dinner Coordinator</u> |
| <u>Membership Coordinator</u> * | <u>Popcorn Coordinator</u> |
| <u>Advancement Coordinator</u> * | <u>Chaplain</u> |
| <u>Outdoor Activities Coordinator</u> * | <u>Vice-Chairperson</u> |
| <u>Equipment Coordinator</u> * (Adult Quartermaster) | <u>Fundraising Coordinator</u> |
| <u>Training Coordinator</u> | <u>Friends of Scouting Coordinator</u> |
| <u>Merit Badge Coordinator</u> | <u>Webmaster</u> |
| Public Relations Coordinator (Deleted role & merged duties with Secretary above) | <u>Webelos Whisperer</u> * |
| Charter Organization Liaison (Deleted role & merged duties with COR above) | |
| <u>Reference Troop 350 Policies and Guidelines</u> | |
| * Woodbadge 14-124 – included as partial ticket completion for Gene Cummins | |

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Appendix A

Troop Committee Duties and Responsibilities

A-1 Duties of the Chairperson (Voting Member)

- Organize the committee to see that all functions are delegated, coordinated, and completed
- Maintain a close relationship with the chartered organizations representative and the Scoutmaster
- Interpret national and local policies to the troop
- Prepare troop committee meeting agendas
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called
- Ensure troop representation at monthly roundtables
- Secure top-notch, trained individuals for troop leadership positions
- Sign awards for adult leaders as appropriate
- Ensure charter review and Troop re-chartering is conducted annually
- Serve on boards of review and courts of honor
- [Detailed Tasks of the Chairperson \(Voting Member\)](#)
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A-2 Duties of the Charter Organization Representative

- Represent the Charter Organization
- Sign Adult Leader Applications for the Charter Organization
- Be the primary link between the Troop and the Charter Organization

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- Coordinate scheduling of faculties as required
- Provide Troop committee feedback from Charter Organization
- Serve on boards of review and courts of honor
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A-3 Duties of the Vice-Chairperson (Voting Member)

- Assume the role of Chairperson in the absence of the Chair.
- Assist the Chairperson to ensure all required tasks are accomplished in accordance with existing policy.
- Maintain a close relationship with the chartered organization's representative and the Scoutmaster
- Assist in securing top-notch, trained individuals for positions on the Committee
- Coordinate for adequate meeting facilities
- Research national and local policies to advise the Troop Leadership as required and to carry out the policies and regulations of the Scouting America
- Recommend awards for adult leaders as appropriate
- Promote attendance at monthly troop committee meetings and any special meetings that may be called
- Serve on boards of review and courts of honor
- Assist in preparing troop committee meeting agendas
- Ensure troop representation at monthly roundtables
- Ensure charter review and re-chartering annually
- Sign Scouting America forms in Chairpersons absence
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A-4 Duties of the Secretary (Voting Member)

- Keep meeting minutes and send out committee meeting notices
- Coordinate publicity and announcements with Public Relations and/or Webmaster positions
- Prepare a periodic family newsletter of troop events and activities
- Conduct the troop resource survey
- Assist in planning family night programs and family activities
- Serve on boards of review and courts of honor
- At each committee meeting, report the minutes of the previous meeting
- Assist / Coordinate with the Public Relations committee member
- Assist / Coordinate with the Webmaster
- [Detailed tasks of the Secretary](#)

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A-5 Duties of the Chaplain (Voting Member)

- Provide a spiritual tone for troop meetings and activities
- Give guidance to the chaplain aide
- Promote regular participation of each member in the activities of the religious organization of his choice
- Encourage Scouting America to earn their appropriate religious emblems
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting
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A-6 Duties of the Membership Coordinator (Voting Member)

- Maintain list (database) of active Troop membership (youth and adult) (e.g. My.Scouting.Org)
- Lead Troop re-chartering activities and ensure paperwork is timely and complete
- Identify recruitment needs within Adult Leadership and Committee positions
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting
- Assist / Coordinate with the New Scout Coordinator

[Detailed tasks of the Membership Coordinator](#)

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A-7 Duties of the Finance Coordinator (Voting Member)

- Handle all troop funds. Pay bills on the recommendation of the Scoutmaster and authorization of the troop committee
- Maintain checking and savings accounts
- ~~Supervise any camp savings plans~~ Maintain all Scout/Family accounts
- Lead in the preparation of the annual troop budget and track budget execution
- Keep detailed records of expenses
- Coordinate with ASMs / Campmasters to manage & complete accounting for all campouts and High Adventure Trips
- Oversee BSA Store and Registration Accounts
- Re-register the Troop trailers annually
- ~~Assist / Coordinate with~~ Support the Friends of Scouting campaign coordinator
- ~~Assist / Coordinate with~~ Support the Chili Dinner coordinator
- ~~Assist / Coordinate with~~ Support the Popcorn coordinator
- ~~Assist in coordinating~~ Support any other fund-raising events
- Serve on boards of review and courts of honor

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- Report to the troop committee at each meeting
- [Detailed Tasks of the Finance Coordinator \(Treasurer\)](#)
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A-8 Duties of the Advancement Coordinator (Voting Member)

- Maintain all Scout advancement records (e.g. Scoutbook online)
- Arrange boards of review and courts of honor
- Assist / Coordinate with Merit Badge Coordinator
- Assist / Coordinate with Life-to-Eagle coordinator
- Make a prompt report to the council service center when a troop board of review is held. Secure badges and certificates
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting
- [Detailed Tasks of the Advancement Coordinator](#)
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A-9 Duties of the Training Coordinator (Voting Member)

- Maintain all Training records and enter into current tracking program
- Identify required training shortfalls and opportunities to obtain training
- Coordinate / publicize training opportunities
- Arrange adult annual refresher training during troop meetings.
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting
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A-10 Duties of the Equipment Coordinator (Voting Member)

- Supervise and help the troop procure camping equipment
- Work with the Scout Quartermaster on inventory and proper storage and maintenance of all troop equipment
- Make periodic safety checks on all troop camping gear, and encourage safe and proper use of all outdoor equipment
- Advise Committee and Finance Coordinator of anticipated equipment requirements in preparation of the annual budget
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting
- [Detailed tasks of the Equipment Coordinator](#)
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A-11 Duties of the Outdoor Activities Coordinator (Voting Member)

- Assist in securing top-notch, trained individuals for positions as Campmasters for outdoor program
- Help in securing permission to use camping sites
- Serve as transportation coordinator (or delegate)
- Assist in developing / planning the annual Troop outdoor program
- Ensure execution of the monthly outdoor program
- Work with camp masters in use of the Guide to Safe Scouting as it applies to each activity
- Promote the National Camping Award
- Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of one outing per month
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting
- [Detailed Tasks of the Outdoor Activities Chair](#)
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It is strongly encouraged, each of the functional committee members (Secretary, Finance, Advancement, Outdoor Activities, Membership, Training, and Equipment Coordinators) will be supported by an Assistant Coordinator.

The duties of the Assistant Coordinator(s) are:

- Assist the Primary Coordinator in carrying out responsibilities
- Attend Committee Meetings as a voting member if the Primary Coordinator is absent

Special Committee Requirements and Duties. The Troop Committee Chairperson, with the approval of the committee, shall appoint at his/her discretion special non-voting committee members as required to fulfill the needs of the Troop. These committee members are not required to attend each committee meeting and will not be counted in determining a quorum.

A-12 Duties of the Summer Camp Coordinator

- Primarily responsibility for summer camp
- Assist / Coordinate with the Outdoor Activities Coordinator
- Research summer camp opportunities available
- Coordinate / assign tasks to adult leaders assisting in summer camp efforts
- Coordinate with Finance Coordinator for summer camp fund handling
- Ensure paperwork required for camp is submitted on time
- Serve on boards of review and courts of honor
- Report to the troop committee as required
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A-13 Duties of the Chili Dinner Coordinator

- Responsible for planning and executing Chili Dinner
- Assist / Coordinate with the Finance Coordinator
- Coordinate / assign tasks to adult leaders assisting in Chili Dinner efforts
- Coordinate with Chartering Organization for facilities
- ~~Serve on boards of review and courts of honor~~
- Report to the troop committee as required
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A-14 Duties of the Popcorn Coordinator

- Responsible for planning and executing Annual Popcorn sale
- Assist / Coordinate with the Finance Coordinator
- Coordinate / assign tasks to adult leaders assisting in Popcorn sale efforts
- Attend District meetings as required

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- Pick-up and turn in forms / popcorn at District
- Coordinate with Chartering Organization for facilities
- ~~Serve on boards of review and courts of honor~~
- Report to the troop committee as required
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A-15 Duties of the Webmaster

- Maintaining the Troop Website or mentor Scout Webmaster; if this Scout leadership position is filled
- Assist / Coordinate with the Committee Secretary
- Maintain mailing lists
- Coordinate posting publicity, calendar, and announcements with Public Relations and/or Secretary positions
- Screen photos posted to troop website
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting
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A-16 Duties of the Public Relations Coordinator

- Publicize and promote Troop activities and youth achievement
- Assist / Coordinate with the Committee Secretary
- Help identify Service Project needs within the community
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting

A-17 Duties of the Charter Organization Liaison (Merged with A-2 above)

- Be the primary link between the Troop and the Charter Organization
- Screen Adult applications prior to signature by Charter Organization Representative
- Coordinate scheduling of faculties as required.
- Provide Troop committee feedback from Charter Organization
- Serve on boards of review and courts of honor

A-18 Duties of the Fundraising Coordinator

- Lead all Troop fundraising efforts and identify fundraising opportunities
- Recruit and identify lead Chili Dinner Coordinator
- Recruit and identify lead Popcorn Coordinator
- Coordinate with Finance Coordinator and Committee on budgets and needs

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- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting
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A-19 Duties of the Friends of Scouting Coordinator

- Responsible for coordinating and executing the Friends of Scouting campaign within the troop
- Present a Program overview to Troop parents
- Coordinate with publicity coordinator as required
- Attend District meetings as required
- Pick-up and turn in forms to District
- Coordinate with Finance Coordinator for handling funds
- Serve on boards of review and courts of honor
- Report to the troop committee as required
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A-20 Duties of the Merit Badge Coordinator

- Develop and maintain a merit badge counselor list (e.g. Scoutbook online)
- Assist / Coordinate with the Advancement Coordinator
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets
- Encourage counselors to offer needed Merit Badge courses
- Identify Merit Badge College or other course opportunities
- Serve on boards of review and courts of honor
- Report to the troop committee as required
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A-21 Duties of the Eagle Coordinator

- Track progress of Life scouts toward the Eagle rank
- Assist / Coordinate with the Advancement Coordinator
- Ensure timely and proper Eagle Scout paperwork is submitted
- Make a prompt report to the council service center when an Eagle board of review is held.
- Secure badges and certificates for Eagle Court of Honor
- Serve on boards of review and courts of honor
- Report to the troop committee as required
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A-22 Duties of the Webelos Whisperer (add to Troop Policy in 2025 revision)

- Maintain a list of each local Pack's point of contact
- Notify Packs monthly via email of Troop plans
- Notify the Packs of the fall campfire meeting as soon as the date is set
- Notify the Packs of the Webelos campout as soon as the date is set
- Keep the Troop brochure up-to-date and give to prospective new members
- Notify the Scoutmaster when Webelos and their parents will be visiting
- Let Troop know when each Pack will have their Blue and Gold and if Webelos will be bridging up into Troop 350
- [Detailed Tasks of the Webelos Whisperer](#)
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Committee Task Details

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-- Job Aids are included below to outline each responsibility and provide a starting point for the execution of each function and subordinate tasks

A-1 Detailed Tasks of the Chairperson (Voting Member)

- Organize the committee to see that all functions are delegated, coordinated, and completed
 - Review Committee Membership (monthly)
 - Encourage succession plan; each Chair has a Vice-Chair, deputy or understudy
 - Consistent feedback and encouragement
 - Quality-Control for Committee
 - Website updated monthly with Troop Meeting & Camp Out Info?
 - Activity Chair Identified Campmasters NLT 60-days prior to Camp Outs?
 - Activity Chair entered camping nights into Scoutbook monthly?
- Maintain a close relationship with the chartered organizations representative and the Scoutmaster
 - Discussions during or after Troop Meetings and Committee Meetings
 - Email, call or text messages with questions, concerns or urgent issues (personal communications choice and style)
 - Quarterly / Monthly / Weekly discussion with Chartered Org Rep (most frequent during renewal & recharter)
- Interpret national and local policies to the troop
 - Consult District Commissioner and Roundtable for news & policy updates
- Prepare troop committee meeting agendas
 - Review previous minutes and add noteworthy agenda items with Secretary

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- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called
 - Encourage Secretary to send out Agenda one week before Committee Meeting for updates from each Committee Member
 - Remind Committee 1-2 days before Meeting
 - Consider offering option to join meeting remotely: teleconference, video conference (e.g. Zoom)
 - Promote Mentor – Protégé ASM and Campmaster relationships at Annual Planning Campout & throughout the year (emails, verbal, one-on-one)
 - Invite seasoned ASMs and Campmasters to attend the Planning Campout
 - Promote Planning Campout w/ Mentor – Protégé emphasis
- Ensure troop representation at monthly roundtables
 - Announce at meetings for attendance the following month (First Thursday for Talakto District)
 - Strongly consider attending as Committee Chair
- Secure top-notch, trained individuals for troop leadership positions
 - Encourage each Member to have a Vice-Chair, Deputy or Understudy
 - Discuss succession plans during Committee Meetings
 - Identify upcoming departures to allow for hand-off time (ideal)
 - Encourage training for each Committee Member or new Committee Member as soon as possible; consult Training Coordinator
- Sign awards for adult leaders as appropriate
 - Draft, review, revise or delegate Adult Leader awards annually
 - Consult District Awards Program through Commissioner or Roundtable (fall through December annually)
- Ensure charter review and Troop re-chartering is conducted annually
 - Coordinate with Membership Coordinator, frequently checking status
- Serve on boards of review and courts of honor
 - Speaking Roles in Courts of Honor
(consider adding LINKS to Script and Eagle Script)
 - Consider Troop Court of Honor topics:
 - Thank You, Thank You, Thank You...
 - Recognize ASMs,
 - Recognize NEW ASMs & Committee
 - Recognize Merit Badge Counselors
 - Recognize other volunteers: Medical Forms, t-shirts, popcorn, chili...
 - Call for Volunteers, Vice-Chairs, Understudies...

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A4 - Detailed Tasks of the Secretary

- Keep meeting minutes and send out committee meeting notices; monthly
 - Record minutes during Committee Meetings;
 - Review Action Items and assignees;
 - Revise notes in online Minutes;
 - Email minutes or link to Committee for review
 - Request Committee approve minutes at next meeting
 - Email agenda to Committee a week before meeting; monthly
- Coordinate publicity and announcements with Public Relations and/or Webmaster positions
 - As required throughout the year
- Prepare a periodic family newsletter of troop events and activities
 - Ask Committee for inputs; quarterly or not less than twice per year (spring & fall)
- Conduct the troop resource survey; spring - summer
 - Email to Adults; After New Parents meeting in spring
 - Collect and consolidate responses
 - Report to Committee
- Assist in planning family night programs and family activities
 - As required throughout the year
- Serve on boards of review and courts of honor; weekly
- At each committee meeting, report the minutes of the previous meeting; monthly
- Assist / Coordinate with the Public Relations committee member
 - As required throughout the year
- Assist / Coordinate with the Webmaster
 - As required throughout the year
- Approve mailing list requests via groups.io
 - As required throughout the year

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- Review & approve requests matching requestor to a scout
 - If unclear, email requestor “What is your affiliation with Troop 350?”
- Limit approvals for Adults & Committee list requests to adults assigned these roles

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A6 - Detailed Tasks of the Membership Coordinator

1. Maintain list (database) of active Troop membership (youth and adult) (e.g. My.Scouting.Org)
 - 1.1. Login to My.Scouting.Org
 - 1.1.1. Select: Menu → Roster → Export Roster → Export to CSV → Open CSV with Microsoft Excel
 - 1.1.2. Recommend reviewing this Roster monthly to confirm My.Scouting has added/deleted new members (Youth & Adults)
2. Lead Troop re-chartering activities and ensure paperwork is timely and complete
 - 2.1. Annual Renewal of Troop Dues for every member in March, aligned with Arrow of Light crossovers from Cub Scout Packs
 - 2.1.1. Create Troop Roster in March annually (see 1.1 above)
 - 2.1.2. Email notice “Annual Troop Dues are due” – groups.io
 - 2.1.3. Collect checks/cash from youth & adult members (ongoing task)
 - 2.1.4. Report unpaid members to Committee monthly (see function 5. Below)

NOTE: No awards to be presented to unpaid members per Troop Policy, paragraph 2.5 “Dues/Activity Fees”
 - 2.2. Monthly Renewal of BSA Dues paid individually online to BSA
 - 2.2.1. Forward reminder to pay BSA Dues to individuals (see monthly email from BSA “Member Renewal Information”)
 - 2.2.2. Track monthly for members dropped from My.Scouting.Org roster (see 1.1.2 above)
 - 2.3. Addition of New Members (Youth or Adults) tracked monthly
 - 2.3.1. New Youth members
 - 2.3.1.1. Online applications for New Youth
 - 2.3.1.1.1. NEED Pointer to online how to...
 - 2.3.1.2. Paper applications for New Youth
 - 2.3.1.2.1. EXPAND with how-to...
 - 2.3.2. New Adult volunteers
 - 2.3.2.1. Training & Documentation Required
 - 2.3.2.1.1. BSA YPT → online pointer

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- 2.3.2.1.2. BSA Background Check form with application
- 2.3.2.1.3. St John the Baptist Catholic Church “Church” background check
- 2.3.2.1.4. Church YPT online training and screen capture of completion
- 2.3.2.2. Online applications for new adults
 - 2.3.2.2.1. NEED pointer to online how-to...
- 2.3.2.3. Paper applications for new adults
 - 2.3.2.3.1. EXPAND with how-to...
- 3. Identify recruitment needs within Adult Leadership and Committee positions
 - 3.1. (NOTE: Committee needs to revise Troop Policy to make this “Assist Committee Chair with recruitment needs...”)
- 4. Serve on boards of review and courts of honor
 - 4.1. On the Job Training from Advancement Chair
- 5. Report to the troop committee at each meeting
 - 5.1. Monthly reporting of Membership status for Youth & Adults; include items above
- 6. Assist / Coordinate with the New Scout Coordinator *** position does not exist ***
 - (NOTE: Committee needs to revise Troop Policy to make Webelos Whisperer the New Scout Coordinator)

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A-7 Detailed Tasks of the Finance Coordinator (Treasurer)

- Maintain checking and savings accounts
 - Serve as the primary POC to Regions Bank
 - Balance the Regions accounts monthly
 - Request additional checks for the Troop as necessary
- Handle all troop funds
 - Serve as the Checking account primary user; maintain the checks and the check ledger (the Committee Chair is the secondary user)
 - Pay bills on the recommendation of the Scoutmaster & authorization of the troop committee
 - Deposit all Troop income into the Troop’s Region Bank account
- Maintain all Family Scout accounts
 - Maintain a running balance for each family scout account
 - Credit scout accounts, when appropriate, for reimbursement (ex. Grubmaster reimbursement for a campout)
 - Debit scout accounts, when appropriate for costs incurred (ex. Fee deduction for scout attending a campout)
 - Provide updated account balances upon request to families
- Lead in the preparation of the annual troop budget and track budget execution
 - Prepare and brief a draft “next” year budget in October to the Committee

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- Get approval from the Committee Chair for “next” year budget no later December committee meeting
 - Track income and expenses paid throughout the year by income & expense category (example expense categories are Advancements or Equipment costs; example income categories are Troop Annual Fees, Fundraising)
 - Closeout the budget each year in December
- Keep detailed record of expenses
 - Maintain a running tracker of expenses made throughout the year
 - Track who made the expense and for what purpose to support budget tracking
- Coordinate with ASMs/Campmasters to manage & complete accounting for all campouts and High Adventure Trips
 - Provide a “pouch” with a receipt book to ASMs when they begin collecting money for an upcoming campout
 - Provide ASMs guidance on accounting for expenses / income /receipts / utilization of scout accounts and the accounting closeout process upon completion of the campout
 - Be prepared to pay campout downpayments from the Troop account as required
 - Keep a running accounting log of income and expenses before, during and after the campout
 - Coordinate a time to meet with the ASM/Campmaster after the campout to receive all income (for deposit into Regions Bank), and review all expenses and reimbursements required
 - Once all the income, expenses and reimbursement accounting is agreed upon and accounted for, provide reimbursements as necessary and notify the ASM/Campmaster the campout accounting is closed out
- Oversee BSA Store and Registration Accounts
 - Maintain oversight on the balances the Troop has in the BSA accounts
 - Ensure sufficient funds are available in the BSA Store account for BSA Store purchases (ex. Patches, neckerchiefs, Courts of Honor)
 - Ensure sufficient funds are available in the BSA Registration account for BSA registration/membership charges (ex. BSA Recharter fees)
 - Make deposits to each of the accounts (by writing a check to BSA at the Huntsville BSA Office) as required
- Support Friends of Scouting Campaign Coordinator
 - Be prepared to support Friends of Scouting as required or directed by the Committee Chair
- Support Troop Fundraising Event Coordinators (ie. Popcorn, Chili Dinner)
 - Contact the volunteer running the fundraising event so they know who to contact if they have Troop Finance Coordinator questions
 - Provide guidance on maintaining receipts for any expenses they incur to be reimbursed by the treasurer at the completion of the fundraiser

- Meet with the event coordinator at the completion of the event to finalize accounting and be prepared to update scout accounts (if Popcorn sales) or deposit income into Regions Banks (if Chili fundraiser)
- Serve on Boards of Review & Courts of Honor
 - Be prepared to support the Advancement Chair with Boards of Review at the weekly Scout meeting as available; & support the Troop's Court of Honor preparation as required

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A-8 Detailed Tasks of the Advancement Coordinator (Voting Member)

A. Rank Requirements

1. Ensure Scout's requirements have been signed off by Assistant Scout Master (ASM) or other scout member authorized by the unit leader.

Note: *Per Guide to Advancements, "Other non-direct-contact Leaders, such as committee members, committee chairs, unit scouter reserves, and college scouter reserves, may not test or pass Scouts on rank requirement".*
2. Schedule Board of Review (BOR) when requested by Scout via email or in person.
 - Prior to BOR, Advancement Chair will verify that requirements for rank are all signed off by an ASM in the scout's scoutbook.
 - BOR conducted by 3 committee members.
 - Ensure Scout's BOR requirement in his scoutbook is signed by committee members following the BOR.
3. Notify Scoutmaster of Scout's rank advancement .
Provide scoutmaster rank patch to present at conclusion of troop meeting.
4. Update online Scoutbook to reflect the BOR date for the scout's new rank.
5. Rank card with parent pin presented at the subsequent troop Court of Honor (COH)
6. Once a scout achieves LIFE rank, the Eagle Coordinator assumes responsibility to guide the scout's advancement to Eagle.

B. Merit Badges

1. Scout will obtain merit badge "blue card" from the scoutmaster or advancement chair.

Note: Scout will subsequently have the scoutmaster sign the blue card.
Merit Badge Wrangler will identify available merit badge counselors.
2. The assigned merit badge counselor is the only person who can signoff requirements for the merit badge.

Note: Scout can complete merit badge requirements at designated council merit badge days, but these are conducted by approved merit badge

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counselors as well.

3. When the merit badge is complete, the merit badge counselor should sign the blue card and write the completion date.
4. Scout must present the blue card to the scoutmaster for their signature.
5. Signed blue card is then given to the Troop's Advancement chair who will verify signatures and requirements.
6. Advancement chair keeps the 'Merit Badge Application' portion of the blue card, and returns remaining to the scout.
7. Advancement chair logs merit badge into online scoutbook for the scout and approves it.
8. Enter requirements from reports generated from attending events like summer camp and University of Scouting. Some review may be required to ensure requirements have been truly completed. Example: checking '20 nights' camping requirement which the scout had not done.
9. At the scheduled Troop COH, scout will be awarded their earned merit badges.

C. Leadership Positions

1. When leadership positions change, the Advancement Chair obtains the newly appointed leadership roles and patrol leaders from the Senior Patrol Leader and Assistant Senior Patrol Leader.
2. Within the online SCOUTBOOK, the Advancement Chair
 - a) Places end dates for the outgoing leaders
 - b) Enters start dates for the newly appointed leaders

D. Awards

1. Awards are approved by the Advancement Chair
2. Advancement chair purchases awards which are presented at the Troop COH.

E. Troop Court of Honor

1. Master Of Ceremonies
 - a. When the date of the Troop COH has been determined, the Advancement chair seeks 2-3 scouts as Master of Ceremonies (MC).
 - b. Assist the MCs in drafting a COH script.
2. Purchases
 - a. Prior to the Troop COH, the Advancement Chair will generate a purchase order of earned and approved merit badges, ranks (except Eagle) and awards.

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- b. This purchase order can be forwarded to the “Scout Shop” via email to be fulfilled prior to pickup.
Note: In the email, note that rank cards and parent pins are also to be purchased. Merit badge “pocket cards” **are not** to be purchased.
 - c. Ensure sufficient funds exist in the Troop’s scout shop account prior to pickup. The Troop’s Treasurer should be contacted if funds need to be added.
 - d. Sort COH ranks, merit badges and awards for each scout.
 - e. Generate a report of ranks, merit badges, and awards to be used by the MCs at the COH.
3. Advancement Report
 - a. Print the Troop Advancement Report from online Scoutbook and deliver it to the council office.

F. Committee Meetings

1. Attend committee meetings and provide advancement updates.
2. In preparation, update the minutes posted by the Troop Secretary.
3. Include any questions, issues, activities, ranks/awards/merit badges.

A10 - Detailed Tasks of the Equipment Coordinator

- Work with the Scout Quartermaster on inventory and proper storage and maintenance of all troop equipment
 - o Plan and invite Quartermasters and/or Troop via Patrol Leader Council to inventory gear annually between September and December
 - o Provide gear inventory to Committee and St John’s annually as requested
- Supervise and help the troop procure camping equipment
 - o Recommend purchasing new and/or replacement gear to the Committee at least annually
- Make periodic safety checks on all troop camping gear, and encourage safe and proper use of all outdoor equipment
- Advise Committee and Finance Coordinator of anticipated equipment requirements in preparation of the annual budget
 - o Consider large purchases for replacing aging gear or annual purchase to replace a portion (e.g. purchase few tents annually)
- Serve on boards of review and courts of honor
 - o Self-explanatory
- Report to the troop committee at each meeting

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- o Self-explanatory
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A11- Detailed Tasks of the Outdoor Activities Coordinator

- Enter camping nights, hiking miles into Scoutbook; throughout the year
- Verify camping nights entered into Scout and Adult Records in Scoutbook; Jan-Mar
- Print list of Order of the Arrow (OA) eligible Scouts and Adults, and request OA election from the OA chapter; March
- Seek persons to be Campmasters for upcoming camping weekends; throughout the year
- Inform committee of Campmaster needs and Activity status; Monthly
- Setup location and dates for Annual Planning campout; May-Jun
- Act as Campmaster for Annual Planning campout; December
 - o Scoutmaster conducts Intro to Leadership Skills for Troops (ILST) training
 - o Outdoor Activities Chair conducts Annual Planning portion
- Update the master activities list in Google drive after planning campout; December
- Follow up with Campmasters to secure sign-in sheets and store in Google drive; throughout the year

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A22 – Detailed Tasks of the Webelos Whisperer (from Webelos Whisperer Continuity file)

Outline of yearly timeline and tasks

| | July | August | September | October | November | December | January | February | March | April | | May | June |
|----------------|------------------------------|------------------------|--|---|--|--|--|--|--|--|--|----------------------------------|------------------------|
| Communications | Update Pack POC List | Update Pack POC List | Post announcement on district Facebook page | Follow up each month after Campout and Scout meetings | | | | | Ask for commitment to Troop 350 / Receive crossover date, time, and location | | Distribute Troop information to new parents until they are registered with troop email | | |
| | | | Announce Campout and Scout Meetings to Pack POCs | | | | Save the Date: | | | | | | |
| Campouts | Identify AOL Campout Leaders | Make Camp reservations | Attend PLC for Planning | Execute AOL Campout | | | | | Individuals attend Campout | | | New Scouts attend troop campouts | |
| Scout Meetings | | | | Parent briefing by Troop Committee Chair | Parent briefing by Troop Committee Chair | Parent briefing by Troop Committee Chair | Parent briefing by Troop Committee Chair | Parent briefing by Troop Committee Chair | Parent briefing by Troop Committee Chair | Main Parent Meeting by Troop Committee Chair | Educate Troop Guides on new Scouts | Guide new Scout patrol | Guide new Scout patrol |
| | | | | Main AOL Scout Meeting | Individual AOLs attend as desired | | | | | New AOLs attend 1st Scout Meeting | Form new Patrol | Patrol Name / Flag | Work on Scout Rank |

There are three areas to consider when executing the duties of the Webelos Whisperer: 1) communications, 2) campouts, and 3) scout meetings.

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Communications:

July: Update the Cub Scout Pack list. This can be done through many different ways. First, go to www.beascout.org, click on Cub Scouts, entire in the Madison zip codes. The following packs should be updated: 351, 350, 83, 201, 947, 451, 275, 94, and 8. Historically Troop 350 has gained new scouts from Pack 350, 351, and 201, with a few from the other packs.

August: Refine the POC list to hopefully include the Den leader of each AOL den for each Pack. Some pack leaders may not respond or others may forward to their den leaders for you to work directly with.

September: Post announcements on district and other Pack Facebook pages. If you send the district a post (such as a simple flyer) through their message tab they will put information on their site for the troop meetings and campout. Announce the campout information, to include a registration form link, to the Pack POCs.

October through February: Have a sign-up list at each meeting the AOLs participate in. I found that some show up who were forwarded your email, but you won't have their direct POC information. Have a signup sheet available to capture their information and add them to your contact list. Follow up after each meeting an AOL attends to give them the troop AOL handout.

March and April: Individually contact each AOL parent that attended a meeting or a campout to determine whether or not they have decided on a troop or not. Once they commit compile a list by Pack and ensure the Scoutmaster is aware of the date, location, and time of each scout.

April through June: Consolidate the parent emails of the AOLs who did transfer over to Troop 350 and forward troop email information for the first couple of weeks to ensure the parents are getting all the information from the troop while they register for the email distribution list.

Campouts:

August: If it hasn't already been done, the date and location for the AOL Campout should be established in August. Deconflict the dates with the Cub Haunted Woods weekends if at all possible, and don't plan it to be at the same location. This campout is designed to be a Scouts BSA campout, with new AOLs. Also identify any other Assistant Scoutmasters that will assist with the campout. Reserve the campsite at Camp Jackson, or other locations such as Monte Sano State Park. Camp Jackson website is <https://1bsa.org/camp-jackson/>

September: Attend the Patrol Leaders Committee and have the scouts plan out what will be done at the campout. See the previous agendas in the share drive folder. Set up the

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google drive registration form, prepare the campout flyer for the website, and distribute it to the troop members and also to the pack and den leaders. See examples for all of these in this document and on the share drive.

October: Execute the AOL Campout, or assist the ASM who is. A little bit of micromanaging here will need to be done. Per Scouts BSA the AOL parents will have to come to the campout also. You should mark off an area for them to camp in, which is separate from the scouts and other adults. Then make sure you inform the AOLs of the buddy rule. Lastly, let the parents sit down and relax. The point of the campout should show the parents the transition from Cub Scout camping where adults are in charge, to Scouts BSA led camping where scouts are leading things. I recommend telling the parents to bring a book, or take a nap during the mid-day!

November through January: These campouts are either too cold for Cub Scouts or aren't meant for them, such as the December troop planning campout.

February through March: There will likely be a few AOLs who could not attend the October campout for various reasons. Ensure all information for these campouts are distributed to the den leaders.

April through July: The AOLs have crossed over!! Ensure they receive the April through July announcements, to include scout camp information, to ensure they get pulled into the troop's email announcements.

Scout Meetings:

AOLs have to visit a scout troop as a part of their AOL Badge. They can do this on there own or in a group. The whisperer should identify a scout meeting in October a couple of weeks before the AOL Campout to invite the AOL dens. This should be advertised at least three to five weeks ahead to ensure everyone is aware.

There are two ways to approach the AOL scout meeting. The Patrol Leaders Council should decide which one they desire to do. Attend the September PLC where they will be deciding the next month's meeting topics.

The first approach is to do a roundtable with some of the following stations:

- 1) Fire starting (burn the rope contest)
- 2) Knot tying
- 3) Whittling Chit – knife usage
- 4) Others.

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The second approach is to also do a roundtable but do requirements #1 through #4 for the Outdoor Adventurer AOL badge.

Complete the following requirements

Activities to fulfill these requirements are listed below. Choose one activity for each requirement to complete Outdoor Adventurer .

Requirement 1

Learn about the Scout Basic Essentials.

Requirement 2

Determine what you will bring on an overnight campout — including a tent and sleeping bag/gear — and how you will carry your gear.

Requirement 3

Review the four points of the BSA SAFE Checklist and how you will apply them. on the campout.

Requirement 4

Locate the campsite where you will be camping on a map.

Requirement 5

With your patrol or a Scouts BSA troop, participate in a campout.

Requirement 6

Upon arrival at the campout determine where to set up your campsite: kitchen, eating area, tents, and firepit. Help the patrol set up the patrol gear before setting up your own tent.

Requirement 7

Explain how to keep food safe and the kitchen area sanitary at the campsite. Demonstrate your knowledge during the campout.

Requirement 8

After your campout, discuss with your patrol what went well and what you would do differently next time. Include how you followed the Outdoor Code and Leave Not Trace Principles for Kids.

**Requirements
#1 – 4
October 7th
Meeting**

**Requirements
5 through 8
on Campout**

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