



A HANDBOOK FOR DISTRICT OPERATIONS

**ROLES AND RESPONSIBILITIES
OF THE OPERATING COMMITTEE AND THE COMMISSIONER STAFF**

A Handbook for District Operations

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This manual provides you with details on the roles and responsibilities for each of the operating committees on the district committee and the commissioner staff. It also provides you with an outline for monthly work plans for each committee as you support the operations of your district.

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District Committee and Commissioner Staff

An Overview of Roles and Responsibilities

Thank You From America's Youth

Thank you for your help in making council and district operations available to expand Scouting for your community's youth. Most of America's youth will never know that you are behind their Scouting growth, but you and the leaders of the council will know!

As a member of the district Key 3, chairman of one of the operating committees, a committee member, or a part of the commissioner staff, you will help make Scouting a dynamic success in your community. Many more youth will become involved and the Scouting units in your district will provide an even better program to the youth served.

What Is a District?

A Scouting district is a geographical area of the local BSA council, determined by the council executive board. District leaders mobilize resources to ensure the growth and success of units within the district's territory. All districts are responsible for carrying out four standard functions: membership, finance, program, and unit service.

- The membership function strives for growth through the organization of new Scouting units and growth through new members joining existing units.
- The finance function sees that the district provides its share of funds to the total council operating budget.
- The program function concentrates on helping Scouting units with camp promotion; special activities, including community service; training adult volunteers; and youth advancement and recognition.
- The unit service function provides direct coaching and consultation by district volunteers for unit adults to help ensure the success of every Scouting unit.

The membership, finance, and program functions are carried out by members of the district committee. The unit service function is carried out by the district commissioner staff.

The district chairman is a member of the council executive board. The district commissioner meets with the council commissioner and other district commissioners on a regular basis. The chairman of each district operating committee may be a member of the corresponding council committee.

The district chairman, one or more vice chairmen, and district members at large are elected by the district committee from a slate agreed upon and presented by the district's nominating committee. Newly elected officers and members at large take office immediately upon election.

The District Meeting

The entire district committee chaired by the district chairman meets on a regularly scheduled date, usually monthly. The purpose of district meetings is to build momentum, provide group continuity, ensure good coordination, and to make specific assignments to committee members. The district commissioner reports on the special needs of units and requests the help of operating committees to meet those needs.

To help coordinate efforts, many districts devote a major portion of district meeting time to simultaneous meetings of each of the operating committees (membership, finance, camping, etc.). This is also a time-efficient meeting pattern for busy district volunteers. The district chairman, district commissioner, and district executive sit in where needed.

All Scouters reassemble. Each operating committee chair reports on two items: (1) What was accomplished in the past month? (2) What plans do they have for accomplishing during the next month? To help build commitment, the district meeting also provides moments of fellowship and inspiration.

The District Commissioner Staff Meeting

The commissioner staff meets monthly on a regularly scheduled date. This is a uniformed meeting to build enthusiasm for carrying out the district's unit service plans. **Helping units succeed is at the heart of everything that occurs at the meeting.** The two essential meeting events are the training topic and the assistant district commissioner breakout sessions to review unit needs.

Meetings include time for assistant district commissioners and their respective unit commissioners to review the health of each unit and plan who will help meet specific unit needs during the month ahead. Priority is given to unit trouble spots that could badly disrupt a unit, deciding who will provide help, and discussing how to help. Part of the meeting is devoted to a brief commissioner training topic. Each meeting is woven together with inspiration and fellowship.

How Do You Get Started as a New District Volunteer?

The chairman of the committee is appointed by the district chairman, in consultation with the district executive and with the approval of the district committee. Committee members are selected by the committee chairman, in consultation with the district chairman and district executive and with the approval of the district committee. They are registered either as district members at large or as chartered organization representatives. (A chartered organization representative is selected by a chartered organization to coordinate its Scouting program and to represent the organization as a member of the district committee and as a voting member of the local council.)

You will make an important contribution to today's youth. A new Scouter may ask "What do I do first?"

When organizing the committee, a **new chairman** takes these first steps:

1. Meet and get to know your district executive and consult with him or her about your orientation. Establish a time for regular get-togethers with your professional counterpart. Find out how your district is doing in carrying out the specific responsibilities.
2. Seek your district executive's advice on other essential material to review.
3. Meet and get acquainted with existing committee members. Discuss a few of the current committee projects and goals.
4. Your highest priority is to fill vacancies and replace inactive members of your committee. Work with the district executive to develop an action plan for this task.
5. Place key Scouting dates on your calendar, including meetings of the district committee and specific events for your committee.

A new **committee member** takes these first steps:

1. Meet and get to know the committee chairman and your district executive. Discuss your committee responsibilities.
2. Review other materials as suggested by your chairman and district executive.
3. If you are new to the district, go with your committee chairman, your district executive, or an experienced

member of the district committee to visit a Scouting activity, and the council service center.

4. Make plans to work with an experienced Scouter on a district activity or project. The best way to learn is to get your feet wet and work with a person who knows how to do it.
5. Place important Scouting dates on your calendar, including meetings of the district committee and special events for your committee.

How Will You Know When You Have Done a Good Job?

You are successful when the district meets its goals because of your efforts and those of others on the operating committee. A district must achieve a defined set of goals to achieve the National Centennial Quality District Award.

A Self-Evaluation Guide for Successful District Operation is a detailed look at the success of the district.

In today's world, outstanding district volunteers usually have these qualities:

- Is an enthusiastic leader of adults
- Is a ready recruiter; doesn't try to do it all alone
- Inspires confidence and builds morale to a new high
- Places district Scouting responsibilities near the top of his or her community service activity
- Follows through on plans and responsibilities
- Believes in Scouting and its ideals
- Can secure increased financial support from the district
- Has the respect of the heads of chartered organizations, upon whom Scouting is dependent for effective operations
- Has a practical knowledge or can obtain this knowledge of Scouting
- Is aggressive but gets along well with people
- Can convince other community leaders of the value of Scouting for their community and ask them for support.
- Can locate and recruit other people to take part in support of Scouting.
- Always working to involve others in giving of their time, talents, and treasures.
- Can enjoy every aspect of a volunteer's efforts.

Where to Get More Help

Other Scouters

People who can help you be successful include experienced members of the committee, the commissioner staff, and your district executive. If you are the committee chairman, don't forget your important relationship with the district chairman and the district commissioner. The council committee chairman for your area of interest is an important resource, as well as other council staff members, including the Scout executive or other staff leaders, and the council commissioner.

Gatherings of district and council Scouters provide opportunities for learning, sharing, and solving problems. These include council and district events; key district meetings; national BSA seminars; local, regional, and national conferences; council commissioner cabinet meetings; and Philmont Training Center Council and District Operations and Commissioner conferences.

Literature

- A Self-Evaluation Guide for Successful District Operation, No. 34207
- *Commissioner Administration of Unit Service*, No. 34128
- *Commissioner Fieldbook for Unit Service*, No. 33621
- *Commissioner Basic Training Manual*, No. 33613
- *Commissioner Helps for Packs, Troops, and Crews*, No. 33618
- *Continuing Education for Commissioners*, No. 33615
- *Unit Commissioner Program Notebook*, No. 26-006
- *Selecting District People*, No. 34512
- *The District*, No. 33070

Audiovisuals

- *Commissioner Service and District Operation Support*, AV-06DVD08, with sessions:
 - The District Nominating Committee
 - The Unit Commissioner's Orientation: Helping Units Succeed
 - Unit Problem-Solving for Commissioners
 - District Key 3 Orientation
 - Highlights of District Operations:
 - How a District Operates
 - Recruiting District Volunteers
- *Meetings of the District* DVD, AV-06DVD07
- *Commissioner Annual Orientation*, AV-04DVD03

The District Key 3

The Key 3 consists of the district chairman, the district commissioner, and the district executive. It is a leadership team whose members:

- Confer regularly
- Coordinate and support each others' plans and projects
- Face up to facts of the district together
- Share successes and failures
- Welcome each others' suggestions and constructive criticism
- Strive for mutual helpfulness based on good teamwork, common courtesy, and mutual respect
- Provide the liaison between the district committee and the commissioner staff

A typical Key 3 meeting is an informal meeting to plan, strategize, and openly share needs and concerns of the district. One or more of these topics may be discussed:

- Balanced membership and unit growth
- Promised help to units to achieve the Centennial Quality Unit Award
- Training of unit and district personnel
- Camp promotion and outdoor program
- Advancement in packs, troops, and crews
- Unit problems
- Unit rechartering
- Setting plans and reviewing the district plan book (on a regular basis)
- Friends of Scouting (finance)
- Current activities
- Chartered organization relationships
- Personnel needs of the commissioner staff and district committee
- Planning the district meeting agenda
- Reviewing A Self-Evaluation Guide for Successful District Operation (annually)

The week before the district meeting, the Key 3 meeting might be expanded to include operating committee chairmen and other officers to:

- Report on the current month's assignments and priorities
- Set assignments and priorities for the next month
- Make a final check on the district meeting agenda and promotion

Your District Chairman

The district chairman is the top volunteer Scouting leader of the district in a defined geographical area, whose job is to motivate a talented team of people. They preside at district committee meetings and represent the district on the council executive board. They are responsible for the membership, program, and finance functions of the district.

The Major Tasks of the District Chairman

1. Identify and recruit enough of the right people as operating committee chairmen.
2. Initiate plans and help 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 attainment 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.
10. Track and help attain goals for the Centennial Quality District Award and other annual goals.
11. Annually appoint a district nominating committee to select nominees for district officers and district members at large.

Special Roles of the District Vice Chairman (One or more as needed by the district to serve its needs)

- A “stand-in.” Like the vice president or vice chairman of any organization, the district vice chairman substitutes for the district chairman when he or she is temporarily unable to serve (out of town, ill, etc.).
- A “copilot.” A good vice chairman does more than wait for emergency action. A vice chairman should share the weight of leadership as determined by the district chairman. There are many ways in which the vice chairman can help lead: by helping to recruit more district people, for example, or sitting in to help guide an operating committee.

On “special assignment.” The district chairman may ask the vice chairman to carry out a special, ongoing assignment:

- Recruiting personnel
- Coordinating participation of chartered organization representatives
- Coordinating finance support
- Coordinating outreach to low-income, urban areas

What Is a Commissioner Staff?

It is a team of unit specialists and roundtable specialists charged with ensuring a quality program for the youth in all their assigned units. Commissioners help keep units alive and healthy. Unit commissioners conduct most of the direct contact with units. Assistant district commissioners help the district commissioner administer the entire commissioner staff.

A commissioner staff is successful when a district’s youth membership grows and when its units succeed in providing a quality program for youth. Commissioners measure progress by the growing number of units that recharter and meet the requirements for being a Centennial Quality Unit.

Assistant district commissioners are responsible for an assigned share of units in the district and supervise the unit commissioners who serve those units. Together these leaders recruit, train, supervise, and motivate the commissioner staff so Scouting units in the district receive regular helpful service.

What Is a District Commissioner?

A district commissioner is the quality control officer who recruits, trains, and leads a staff of commissioners who coach adult leaders of every unit to succeed. The district commissioner is responsible for the unit service function of the district. They are approved and appointed by the council executive board, with the concurrence of the Scout executive, on the recommendation of the district nominating committee.

As a new district commissioner or assistant district commissioner, you are one of the most important links in the chain that ensures quality Scouting throughout your district or area of service.

What Is a Unit Commissioner?

A unit commissioner is the quality control officer who coaches unit adults toward success. You are one of the most important influences to ensure quality Scouting in the Scout units assigned to you (usually only three). With your help, the units you serve will be prepared to provide an even better program to the boys and young adults they serve and will probably stay in the Scouting program longer.

As a unit commissioner, you should stay in close touch with your assistant district commissioner and district commissioner to discuss how the district can help strengthen each unit's programming and leadership. A commissioner is a person who sets high goals and standards. America's youth deserve no less! **You Are Scouting's Front-Line Diplomat.**

A Self-Evaluation for Unit Commissioners in the *Commissioner Fieldbook* is a more detailed look at the success of a commissioner. These are measurable results for a good unit commissioner.

The outstanding commissioner:

- Is an enthusiastic leader of adults
- Inspires confidence and builds morale in unit adults
- Has practical knowledge of Scouting or, more important, is a fast-track learner
- Is diplomatic and can handle difficult unit situations while maintaining good relations with unit adults
- Strongly believes in Scouting and its ideals
- Respects cultural and socioeconomic differences
- Respects personality differences
- Adapts well to changing unit circumstances
- Is persistent, yet patient, with unit adults
- Stays focused on specific unit needs, and helps each assigned unit become more effective with its program

Your District Executive

The district executive is your best Scouting friend and counselor—the full-time professional in the district. He or she is employed by the council and works under the direction of the council Scout executive. The district executive welcomes all suggestions and knows that you will need close cooperation to get the job done through volunteers.

You can expect your district executive to:

- Provide professional coaching
- Propose plans, usually “pencil drafts,” for your consideration
- Suggest action plans for recruiting additional members of the commissioner staff
- Give inspiration and encouragement
- Maintain regular contact with heads of chartered organizations
- Keep district records up to date

- Arrange for the council's office services such as mailings, meeting notices, etc.
- Provide vital behind-the-scenes administrative skill
- Develop his or her own work schedule
- Work with and support volunteers

District Finance Committee

Major Tasks of the Finance Committee Chairman and Members

1. Report to the district chairman for your district.
2. Ensure implementation of council finance policies.
3. Serve as a member of the council finance committee, if so stated in the council bylaws.
4. Recruit and train a committee to support tasks provided by the council finance committee.
5. Achieve the district's share of council finance campaigns.
6. Organize and carry out a successful Friends of Scouting annual campaign, and meet the goal by the targeted date.
7. Support the council “project selling” program.
8. Support the council endowment development plan.
9. Support and cultivate a cooperative relationship with the local United Way.
10. Inform units of unit financing policy and assist in the review and approval of unit requests.
11. Support district activities that involve income and expenses, ensuring proper policy and controls.
12. Provide recognition to donors, along with information on how their dollars helped serve youth.

Successful financing of the council is the direct result of successfully conducted fund-raising programs within each district. Each district within the council has finance goals. These goals are based upon a fair-share formula, based on the potential of the district and the needs of the council. The district finance chairman assists in determining and raising the goals.

Who Pays for Scouting?

Youth members, including Cub Scouts, Boy Scouts, Varsity Scouts, Venturers, and their parents pay their share. Youth members pay for uniforms, handbooks, personal equipment, camp fees, and their Scouting unit's dues.

Chartered organizations provide meeting places and recruitment of volunteer leaders to work with their youth members. Unit money-earning projects help meet expenses for supplies and activities in the Scouting units. (The Boy Scouts of America grants unit charters to community organizations to use the Scouting program.)

Local councils are funded through a Friends of Scouting campaign, the United Way, endowment fund income, product sales, project sales, foundations, special events, capital campaigns, and bequests. Local councils use Scouting dollars to provide professional field service, volunteer training, council-wide activities, outdoor facilities, and a council service center.

The national organization is funded by membership registration fees, national service fees, and support of the Supply Group. National Scouting dollars are used for program development, training programs, personnel administration, field service to councils, insurance, and benefit costs in support of local councils.

Friends of Scouting Campaign

The annual Friends of Scouting campaign is the most important finance responsibility of the district. Use the Friends of Scouting Resource Manual as a comprehensive resource for planning and carrying out a successful campaign. The manual provides tools for councils to insert their data for local use. It includes timetables, campaign personnel structures, giving levels, job descriptions, meeting agendas, sample brochures, and prospect cultivation tools.

This plan is based on the successful experiences of local councils. It includes time-proven fund-raising principles of:

- People can give only what they have, so a district must search for people with the ability to give.
- People give more when they are involved, so look for people with an interest in Scouting.
- Although some people give to organizations, most people give more if the right person asks them.

Specific Literature

- *District Finance Committee Guide*, No. 33779
- Friends of Scouting Resource Manual found on the national Finance Support Division Web site at www.fsd.org, or by contacting the division at 972-580-2220 for a compact disk.

Specific Audiovisual

- *Council/District FOS Volunteer Recruiting*, AV-05V009

District Membership/ Relationships Committee

The district membership/relationships committee gathers information on prospective chartered organizations, helps organize new units, reorganizes dropped units and units not meeting, and recruits new members in a systematic way. It establishes and maintains mutually beneficial relationships with major community organizations and strategic alliances, both those with and without Scouting units. These include religious, educational, civic, fraternal, and veteran organizations and associations; labor unions; business and industry; professional societies; and other organizations with objectives compatible with the Boy Scouts of America.

Major Tasks of the Membership/Relationships Committee Chairman and Members

1. Report to the district chairman for your district.
2. Recruit enough of the right kind of people to support all functions of the committee.
3. Serve on the council membership/relationships committee.
4. Establish a year-round plan for unit and membership growth.
5. Recruit and train new-unit organizers.
6. Work with district training teams to provide new units with trained personnel.
7. Plan and conduct youth and chartered organization surveys.
8. Cultivate relationships with potential chartered organizations and community groups.
9. Share with other district leaders how to work effectively with various types of organizations.
10. Organize new packs, troops, teams, and crews to meet the needs of serving youth in your district.
11. Analyze district membership figures for all program levels.
12. Be sure a new unit is under the care of a commissioner before the organizer leaves.
13. Conduct membership events in the district: (a) roundup plans, (b) Together plan, (c) relationships conferences.
14. Track and attain membership growth objectives annually as defined through the council's strategic plan.

A district membership committee does the following to ensure a district's steady, balanced membership growth:

1. Gather information:

- 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.
- Analyze district membership figures on the number of Cub Scouts, Boy Scouts, Varsity Scouts, and Venturers 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.

2. Cultivate relationships with community organizations:

- Encourage community organizations to use the Scouting program.
- Conduct district relationships conferences for heads of chartered organizations and chartered organization representatives.
- Share information with other district leaders about how to work more effectively with various types of organizations.
- Promote the religious emblems program.
- Act in close liaison with council leadership to maintain or regain Scouting access to schools.

3. Organize units:

- Recruit and train organizers for new units as well as those needing reorganization.
- Organize new packs, troops, teams, and crews.
- Conduct a Together 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 the organizer leaves.
- Promote the whole Scouting family in the same chartered organization (pack, troop, team, and crew).

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.
- Keep a list of all Scouting units that have not added new members during the past six months. District Scouters help coach units that show no growth in members.

Five Sources of Membership Growth

1. Growth from new units
2. Growth from youth recruitment/additional enrollments
3. Growth from program transition (Tiger Cub to Cub Scout, Cub Scout to Webelos Scout, Webelos to Boy Scout, Boy Scout to Venturer.)
4. Growth from stopping dropped units
5. Growth from increasing tenure/more youth reregistered at unit charter renewal

Measurable indications of success are when:

- The percentage of youth served increases for the district.
- New units are organized in parts of the district where units were not easily available to youth.
- Units are reorganized that would otherwise have dropped or had their charters lapse.
- More community organizations have their own Scouting units.

Scouting: A Special Relationship

You are the district's advocate of a very special characteristic of the Boy Scouts of America. The Boy Scouts of America does not operate Cub Scout packs, Boy Scout troops, Varsity teams, or Venturing crews. Rather, the BSA issues charters to community organizations to use the Scouting program as a resource for children, youth, and families.

A charter is issued to a community organization to operate a Scouting unit under adult leadership which the organization has approved. The organization also agrees to provide adequate meeting facilities and to adhere to the principles and policies of Scouting. The local BSA council agrees to help organize units, train leaders, provide outdoor program resources, counsel with leaders, and provide other Scouting services for the chartered organization and its units.

The district membership committee helps Scouting become an integral part of the chartered organization's service to the community. The membership committee interprets Scouting

as a program based on Scouting values to help community organizations meet their needs and goals for children and youth of the community.

Literature

- Community Organization Survey Worksheet, No. 3-222
- District and Council Outline for Training: Training the Chartered Organization Representative, No. 4-113
- *The Together Campaign*, No. 32990A
- *Relationships Resources*, No. 4-400B
- *Foundations for Growth*, No. 4-925
- *Membership Committee Guide*, No. 33080

Audiovisuals

- *Scouting in Rural America*, AV-07V002
- *A Road Worth Traveling: The Big Picture of How to Start a New Scout Unit*, AV-07V014

District Activities and Civic Service Committee

The district activities and civic service committee's job is to provide mountaintop experiences that dramatically capture the attention of the whole Scouting community: a Scout color guard at a city hall ceremony, or presentation of the Award of Merit to leaders at a district recognition dinner. Your efforts help make these great events happen in the lives of Cub Scouts, Boy Scouts, Varsity Scouts, Venturers, and leaders.

Major Tasks of the Activities and Civic Service Committee Chairman and Members

1. Report to the district chairman for your district.
2. Develop and implement a plan for activities and civic service projects in the district.
3. Ensure that activities remain in accordance with national policy.
4. Recruit and orient enough of the right kind of people for the committee functions.
5. Support and strengthen units by assuring program visibility and a well-balanced schedule of activities.
6. Promote and conduct displays and skill events:
 - (a) booth shows, (b) camporees, (c) first aid contests, (d) swim meets, (e) window displays, and (f) shopping mall shows.
7. Encourage Good Turn ideas through units' participation in community projects and civic service activities.
8. Plan, promote, and conduct special Scouting Anniversary Week activities.
9. Coordinate activities at the district annual meeting and Scouters' recognition dinner.
10. Implement council activities and civic service program.
11. Conduct an annual poll of unit leaders to determine unit needs and wishes for district activities.
12. Oversee the district's Good Turn for America projects.

Types of Activities

A district activities committee best helps units by planning a few multi-unit events each year that supplement but do not take the place of the unit program. A balanced plan might include several categories:

Competitive Skill Events. These activities are designed to capitalize on youth's drive to win. They include such events as a district rally, bike rodeo, first aid contest, Klondike derby, advancement hike, field day, swim meet, district pinewood derby®, or whatever else you can think of that meets the aims and purposes of Scouting.

Civic Service Activities. Community service projects often involve more than one unit. One of their important objectives is to foster the spirit of citizenship through service to others. Community service projects might include service to children or disabled senior citizens; safety; conservation; emergency service; hospitals; neighborhood improvement; community celebrations; emphasizing historical, patriotic, ethnic, or international heritage; and food drives for the hungry. **The committee is literally the conscience of the district for practical citizenship training projects for youth members.**

Display Events. They show what Scouts do and help youth develop poise before an audience. Scouting skills become polished for such demonstrations. These events interpret the Scouting program for the community. For example: a booth show, where the public attends; an arena show, where Scouts perform before a seated audience; a Scout parade, which develops a theme or story as the parade passes; and a shopping mall show.

Scouting Anniversary Week. It marks the birth of the Boy Scouts of America, capitalizing on any national publicity during February. You might have rededication ceremonies, parades, community leadership day, Uniform Day, a Scouting show, a winter campout, a rally, pilgrimages, shopping center demonstrations, Scout "courtesy" recognitions, report-to-the-community ceremonies, religious service attendance in uniform, speakers at service clubs, etc.

Recognition Events. These may include such activities as an annual district recognition dinner for adult Scouters and their families, or a Scout of the month radio or television appearance.

Webelos-Ree. An overnight camping experience for Webelos Scout dens with leaders present. The council sets the Webelos Scout–adult ratio for the event. This camporee-style event is intended for Webelos Scouts, with events and activities planned for their ability. Boy Scouts should participate in a leadership and support capacity only.

Camporee. A weekend encampment planned for all troops of the district. Troops camp and cook, using the patrol method, and the program involves a variety of exciting activities for all participants.

Literature

- *Activities and Civic Service Committee Guide*, No. 33082, is a comprehensive resource of ideas.
- *Camporee Guide*, No. 33571
- *Staging Recognition Meetings*, No. 33706

District Advancement and Recognition Committee

The district advancement committee implements procedures that help achieve BSA advancement procedures. The committee helps Cub Scout packs, Boy Scout troops, Varsity teams, and Venturing crews succeed. Units help youth members advance in rank. If they advance, they will have a good experience and will grow in their Scouting adventure.

Major Tasks of the Advancement and Recognition Committee Chairman and Members

1. Report to the district chairman for your district.
2. Stimulate advancement and recognition of Cub Scouts, Boy Scouts, Varsity Scouts, and Venturers.
3. Ensure units establish and maintain proper advancement procedures in accordance with national policies.
4. Recruit and orient enough of the right kind of people for all aspects of the committee function.
5. Establish district advancement goals, develop a plan to achieve them, and track their attainment.
6. Assist packs, troops, teams, and crews and evaluate their progress as needed.
7. Monitor rank advancements throughout the year and provide assistance to units with little or no advancement.
8. Coach troop and team leaders in methods for conducting boards of reviews and courts of honor.
9. Recruit and train an adequate group of merit badge counselors for the district.
10. Publish and maintain a current list of merit badge counselors.
11. Recommend youth members and unit and district Scouters for special awards and recognition (lifesaving awards, Silver Beaver, etc.)
12. Implement council advancement and recognition programs.
13. Review and approve Eagle Scout service project plans submitted by Eagle Scout candidates.
14. Participate in troop/crew boards of review, or conduct district-level Eagle Scout candidate boards of review. (If an Eagle Scout board of review is held at the unit level, at least one district/council advancement committee member must serve on the board.) Promote crew review boards led by the crew president for Gold/Silver awards.
15. Review Eagle Scout candidate appeals if a unit denies their application or turns them down at the board of review.
16. Promote the awards and recognition program for Venturing with all crews.
17. Provide physical facilities and experts in advancement fields that are difficult for units to secure.

What Is Advancement?

Advancement is the process by which youth members progress from rank to rank. Ranks are simply a means to an end, not an end in themselves. Everything youth do to advance, from the day they join until they leave Scouting, should be designed to help them have an exciting and meaningful experience. Education and fun are important functions of the Scouting movement, and they must be the basis of Scout advancement. A fundamental principle of advancement is that youth members will progress as a result of participation in the unit. In a unit with a good program, youth will advance naturally as a result of unit activities, and by taking advantage of the available advancement opportunities.

There are four parts to advancement:

1. The Scout learns in meetings, in activities, and on his own.
2. The Scout passes badge requirements by demonstrating knowledge.
3. The Scout is reviewed to discover whether the experience he has had is in line with what the requirements set forth. (There is no review in Cub Scouting.)
4. The Scout receives the badge to show his achievement.

The council service center is responsible for maintaining adequate advancement records and having advancement-related badges and literature available for purchase.

Other Scouters

Eagle Scout board of review members are a fantastic means of recruiting new district-level Scouters. Almost everyone understands what being an Eagle Scout means. Most would agree to be members of a district Eagle board of review. This could include college presidents, investment firm brokers, bankers, top business leaders, etc. They do not have to be registered in Scouting. There are many instances where prominent citizens have become involved by becoming a member of an Eagle Scout Board of review, and then have become more involved on the district and council levels.

The National Eagle Scout Association consists of many of those who have earned the Eagle Scout Award. A master roster of NESA members is maintained at the National Council and printouts of local members are sent to local councils semi-annually. NESA members can be of great assistance in helping your district's youth members advance in rank. Recruit NESA members to serve as unit Scouters, merit badge counselors, and members of your committee.

Literature

- *Advancement Committee Policies and Procedures*, No. 33088, is a comprehensive and descriptive index of all the resources you will need to plan and carry out a good advancement program in your district.
- *Cub Scout Leader Book*, No. 33221; chapter 11 on advancement.
- *The Scoutmaster Handbook*, No. 33009; chapter 10 on advancement.
- *Venturing Leader Manual*, No. 34655; chapter 10 on Venturing awards.

District Camp Promotion and Outdoor Committee

The district camp promotion and outdoor committee provides outdoor programs that most units are unable to provide on their own, and outdoor programs are often the main reason youth join a Scout unit. From Cub Scout day camp to high-adventure programs, this committee helps make exciting outdoor programs available for Cub Scouts, Boy Scouts, and Venturers.

Major Tasks of the Camp Promotion and Outdoor Committee Chairman and Members

1. Report to the district program chairman for your district.
2. Recruit and orient enough of the right kind of people for the district camping committee.
3. Understand each unit's camping and outdoor record.
4. Implement the council's outdoor promotion plan in the district.
5. Work with commissioners to help packs, troops, teams, and crews plan a year-round schedule of camping and outdoor program events.
6. Promote use of camperships.
7. Give guidance on health and safety concerns.
8. Promote youth participation in camping and outdoor programs: (1) Boy Scout resident camp, (2) national high-adventure programs, (3) Cub Scout outdoor program, and (4) Venturing outdoor program.
9. Assist the council committee with maintaining and developing quality outdoor program facilities.
10. Promote units earning the National Summertime Pack Award and the National Camping Award.
11. Supervise use of off-council campsites by permits and inspections.
12. Track and attain camping and outdoor objectives.
13. Implement the planned council camping and outdoor programs.
14. Guide the Order of the Arrow, through the chapter officers and adviser, to help promote camping in the district.

Outdoor Programs of the Boy Scouts of America

Tiger Cub, Cub Scout, and Webelos Scout Outdoor Programs

Camping and outdoor activities fulfill a Cub Scout's dreams of fun, excitement, and adventure. They provide a natural setting for quality time with family and friends. Camping satisfies a young person's natural curiosity about the pioneering way of life in America. Modern council camps and community parks provide an ideal setting for these activities, and the local council provides qualified leadership. Camping means living in the out-of-doors. You can camp for a few hours or for several days and nights. There are many types of camping, including those listed.

Council-Organized Family Camp. Council-organized family camps are overnight events involving more than one unit. The local council provides all the elements of the outdoor experience, such as staffing, food service, housing, and program. Council-organized family camps should be conducted by trained leaders at sites approved by the local council. In most cases, the youth member will be under the supervision of a parent or guardian. In all cases, each youth participant is responsible to a specific adult.

Den and Pack Field Trips. Den and pack field trips must take place under proper leadership.

Cub Scout Day Camp. A fun-filled day program is conducted by certified staff and leaders at an approved location for one or more days.

Resident Camping. Resident camping for Cub Scouts and Webelos Scouts is conducted by local councils with certified leadership at an accredited camp for two or more nights. They attend with fellow Cub Scouts or Webelos Scouts, their leaders and parents, at a minimum ratio established by the council. Resident camping is an outdoor, theme-oriented experience in tents or cabins with dining hall facilities.

Webelos Overnight Camping. Webelos camping introduces the boy and his parent to the Boy Scout camping program. Joint Webelos den/troop campouts, with parents participating, help build a strong relationship between the pack and the troop.

Boy Scout and Varsity Scout Outdoor Programs

A boy enjoys learning skills that allow him to take care of himself and test his developing self-reliance. Outdoor and physical fitness skills provide fun and adventure but also prepare a boy to help himself and others in time of need.

Patrol Hiking and Camping. A simple day hike or an overnighter with Scouting friends.

Unit Camping. Quality troops schedule monthly campouts for Scouts in a variety of locations, including the camp.

Resident Camp. Every boy and his troop look forward to spending a week or more at Scout camp. Advancement and leadership opportunities are offered here by a well-qualified camp staff.

National High-Adventure Programs. Older Scouts have a chance to put their camping skills and experience to good use on the rugged trails and waterways at the Philmont Scout Ranch, the Florida Sea Base, or the Northern Tier high-adventure bases.

Council High-Adventure and Specialty Camps. Canoeing, mountain climbing, aquatics camps, Project COPE, and other adventure camping opportunities can round out a boy's outdoor experiences. These programs are operated at some council camps and are available to all Scouts and units.

Venturing Outdoor Programs

Outdoor program is one of the program areas in Venturing, the coed program for high school-age youth. Venturing crew outdoor programs may include such activities as camping, swimming, skiing, sailing, ecological projects, survival skills, and outdoor sports. The district camping committee should be prepared to assist crews in developing outdoor programs.

Superactivities. The highlight of a Venturing crew's program year is a superactivity, which is a major project or trip requiring extensive planning and preparation. The superactivity serves as a long-range goal to retain members' interest and generate publicity and interest in the crew.

BSA Facilities. The camp promotion and outdoor committee should help Venturing crews learn how to use local council camps and training centers, as well as national high-adventure bases.

Also, help crews review and understand BSA health and safety policies. Don't assume crew members and leaders have camping or health and safety know-how.

Outstanding District Camping Committee Members Have These Qualities

- Have outdoor program skills.
- Can interpret to others how camping and outdoor programs help build character, citizenship, and personal fitness in youth.
- Work well with other people.
- Follow through on details.
- Inspire confidence and build morale.
- Can lead a team of people working on a variety of activities.
- Are ready recruiters; don't try to do it all alone.

Literature

- *Camping Committee Guide*, No. 33083
- *Health and Safety Guide*, No. 34415

District Training Committee

The district training committee's job is to get adult leaders trained. One of the keys to the success of the Scouting program is trained volunteer leadership. Second only to the selection of the right person for each responsibility is his or her training in the purposes of Scouting, the methods through which these purposes are achieved, and the techniques of their individual job.

As chairman of the district training committee, a committee member, or as a trainer, you help volunteers find the answers to the two basic questions, "What is my job?" and "How do I do it?" The Boy Scouts of America's leadership training program is designed to meet the needs of each volunteer job. It is varied and flexible enough to reach all leaders through group training experiences, personal coaching, self-study, online learning, or on-the-job training. And you will help make this program a dynamic success in your district.

Major Tasks of the Training Committee Chairman and Members

1. Report to the district program chairman for your district.
2. Establish district training objectives to train leaders, not just run training courses.
3. Participate in council meetings dealing with training policies, program, and procedures.
4. Recruit and orient enough of the right kind of people for the training committee and course instructors.
5. Prepare an inventory of all leaders who need training.
6. Plan, schedule, and coordinate an annual district training program based on your training inventory, which includes implementation of council training programs.
7. Evaluate and report on training progress.
8. Maintain unit and district training records, and coordinate them with the council registrar.
9. Offer training opportunities to every adult volunteer.
10. Promote attendance at all training courses to ensure maximum attendance and participation.
11. Give special assistance to untrained unit leaders.
12. Approve applications for district training recognitions.
13. Give special attention to training new units and leaders in existing units, especially direct contact leaders.
14. Track and attain training objectives.

You are successful when an increasing percentage of your district's unit Scouters have completed appropriate training and have received BSA training awards. The Centennial Quality Unit Award includes a requirement that direct contact unit leaders complete training.

The responsibility of district training committees is training leaders. Seeing that 100 percent of all **DIRECT CONTACT LEADERS**—den leaders, Webelos den leaders, Scoutmasters, Varsity Scout Coaches, Venturing Advisors, and their assistant leaders—are trained is the true measure of success. Many leaders will learn through training courses you conduct. Some will learn in other ways. Your monthly measure of success, however, is how many unit leaders, including new leaders, have completed Fast Start, basic training, and Youth Protection Training.

Literature

- *Leadership Training Committee Guide: Plans, Procedures, Materials*, No. 34169, is a comprehensive and descriptive index of all the resources you will need to plan and conduct training events in your district.

Audiovisuals

- Most BSA training courses include selected audiovisuals. A list of available resources is in the *Leadership Training Committee Guide: Plans, Procedures, and Materials*.

Guidelines for District Committee and Operating Committee Meetings:

Work Plan Sample Agendas

The District Committee Meeting

Planning the Meeting

Preparation for the district meeting calls for advance planning by the district chairman, district commissioner, and district executive; and most important of all, a conference between the district executive and the chairman of each of the district operating committees to check on progress and develop a work plan for the coming month.

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

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

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

Any volunteer movement such as Scouting is peculiarly dependent on emotional motivation. It is important to every district meeting to add fuel to the fires of interest and enthusiasm, and to strengthen people's will to carry on this cooperative venture in serving youth.

Introduction of guests. Have someone introduce the guests (be sure the names are pronounced correctly and clearly.)

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

Training. Every gathering of Scouters is an opportunity to add something to the individual's understanding of Scouting, and of the job and how to do it. Brief discussions, videos, demonstrations, charts, and literature displays are some of the tools that can be used.

District commissioner's report. Before the operating committees meet, the district commissioner will request operating committee assistance for specific unit situations.

Operating committee meetings. This is the bread-and-butter part of a good district meeting. Each committee must have an agenda worked out by the district executive and operating committee chairman. The agenda includes specific plans, assignments, and follow-up on assignments. The major purpose of these meetings is to make assignments and to follow up on assignments previously accepted.

Report of the operating committee chairman.

Report on two things: (1) What was accomplished in the past month? (2) What plans do they have for accomplishing during the next month?

Reports of chartered organization representatives. They may be called on occasionally.

Other business. Any items of district business that have not been fully covered in reports of the operating committees should be covered here.

Open forum. The principal reason for holding the forum nearer the end of the meeting is that it permits keeping the earlier parts of the meeting on schedule. If questions or problems are brought up in the earlier parts of the meeting, instead of stalling the meeting at that point, the chairman notes them for discussion during the open forum.

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

Announcements, closing.



Meeting results

It is up to the Key 3 to see that each meeting has the following results:

- The principal outcomes of each meeting should be the quality operation of units, the organization of new units, and the fund-raising efforts of the council.
- Notes related to the work plan of the district should be kept by each operating committee chairman and copies shared with the district Key 3.
- Significant outcomes of the meeting can be reported in the local news media, informing the public and further committing committee members to carry out announced plans.
- The district chairman and the district executive should be in frequent contact with operating committee chairmen over details of committee member assignments, encouraging, helping, checking on progress, and promoting the steady flow of district work until it is time for another meeting.
- The district commissioner takes details of the meeting back to the commissioner staff.

Training

Use the DVD *Meetings of the District*, AV-06DVD07, to train the district Key 3 and operating committee chairmen in how to have productive district meetings that achieve the objectives of the district.

Annually, you should conduct the district committee training workshop, using the manual No. 34160D as a guide. This can be conducted on a council or district basis. This workshop has individual sessions for each operating committee to provide them with support of their job responsibilities.

Work Plans

District _____

Council _____

District Committee Meeting

Work Plan (Sample Agenda)

Time _____ Date _____ Place _____

District Chairman _____

Note: Attach and give work plans for all committees to the district chairman, district commissioner, district executive, and operating committee chairmen.

1. **Call to order.**
2. **Opening ceremony and/or invocation.** Keep this short and simple.
3. **Welcome, introductions, and recognitions.** Ask committee chairmen to introduce the new members of their committees.
4. **Training feature of the month.** No longer than 20 minutes.
5. **Highlights of the job that needs to be planned and executed tonight** (district chairman).
 - A. Touch on the highlights of this month's work plan for each committee.
 - B. Announce time allowed for the operating committee meetings.
 - C. As each item is discussed, be sure an assignment is made, accepted, and recorded on the work plan in each committee meeting.
6. **Unit service.** Unit conditions and roundtables (district commissioner)
Specific unit needs requiring operating committee assistance.
7. **Operating committee meetings.** These will occupy the major portion of the evening (especially related to achievement of the Centennial Quality Unit Award). The Key 3 can have a quick huddle then disperse, each to assist or sit in on one of the committee meetings.

8. Reports and plans of operating committee meetings. (Obtain completed plans from each chairman.)

A. What was accomplished in the past month?

B. What plans have been made to accomplish during the next month?

_____Membership Committee

_____Finance Committee

_____Training Committee

_____Camp Promotion and Outdoor Committee

_____Activities and Civic Service Committee

_____Advancement and Recognition Committee

9. Reports of special committees and selected chartered organization representatives.

10. District executive's report.

11. Other business. Hold an open forum if time permits.

Announce the next meeting: Time _____ Date _____ Place _____

12. Closing ceremony.

13. Adjournment. Have refreshments and fellowship.

District _____

Council _____

Membership Committee

Work Plan (Sample Agenda)

Time _____ Date _____ Place _____

Chairman _____

1. Attendance record. List names—check those in attendance.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

2. Review work plan for assignments not completed. Jobs not completed are carried forward.

3. Present membership.

	New Units	Total Units	Total Youth
One year ago	_____	_____	_____
Goal this report	_____	_____	_____
Actual this report	_____	_____	_____
December 31 goal	_____	_____	_____
Needed to reach goal	_____	_____	_____

4. New-unit organization. Review District New-Unit Chart, No. 14-116A, for each unit currently being organized.

Chartered Organization	Key Contact	Phone Number	Situation	Next Step	Assignment Accepted By
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Discuss assignment of organizers, trainers, and commissioners.

5. Potential new chartered organizations.

Organization	Type of Unit	Assignment Accepted By
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Units to be reorganized.

Chartered Organization	Key Contact	Phone Number	Situation	Next Step	Assignment Accepted By
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

7. Membership management.

A. These units have not reported any new youth in the past six months.

Unit Number	Leader	Phone Number	Assignment Accepted By
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. Roundup: Follow up with these units to get unit commitments and encourage achievement of their goals:

Unit Number	Leader	Phone Number	Need Goals Set	Encourage Goal Achievement	Assignment Accepted By
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

C. Recruitment plan details such as methods used, kickoff, supplies, report meetings, etc.

8. Boy-fact surveys.

School	Assignment Accepted By
_____	_____
_____	_____
_____	_____
_____	_____

9. Other business.

Announce the next meeting: Time _____ Date _____ Place _____

10. Adjournment.

District _____

Council _____

Finance Committee

Work Plan (Sample Agenda)

Time _____ Date _____ Place _____

Chairman _____

1. Attendance record. List names—check those in attendance.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

2. Review assignments accepted at last meeting. Jobs not completed are carried forward.

3. Friends of Scouting.

	By Date	Goal	Have	Assignment Accepted By
Prospects	_____	_____	_____	_____
Workers	_____	_____	_____	_____
Supplies	_____	_____	_____	_____
Kickoff	_____	_____	_____	_____
Report meetings	_____	_____	_____	_____
Victory celebration	_____	_____	_____	_____

Dollars raised.	Date	Goal	Actual	Percent
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

4. Project sales.

Projects	Prospect	Assignment Accepted By
_____	_____	_____
_____	_____	_____

Dollars raised _____ Goals _____

5. Popcorn or other product sales.

Product

Assignment Accepted By

6. Approved unit money-earning projects.

Unit Number

Project

Approval

7. United Way relationships.

(For districts that have a United Way relationship.) Progress:

8. Other business.

Announce the next meeting: Time _____ Date _____ Place _____

9. Adjournment.

District _____

Council _____

Camp Promotion and Outdoor Committee

Work Plan (Sample Agenda)

Time _____ Date _____ Place _____

Chairman _____

1. Attendance record. List names—check those in attendance.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

2. Review work plan assignments not completed. Jobs not completed are carried forward.

3. Troops that have not registered for summer camp. Contact each troop and have a camp promotion meeting for parents and Scouts.

Troop Number	Scoutmaster	Phone Number	Assignment Accepted By
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Current Status	Goal	Actual
Number of troops registered for long-term camp	_____	_____
Number of Boy Scouts registered for long-term camp	_____	_____

4. Packs that have not registered for resident or day camp.

Pack Number	Person to be Contacted	Phone Number	Assignment Accepted By
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Current Status

Goal

Actual

Number of packs registered for camp _____

Number of Cub Scouts registered for camp _____

5. Year-round camping. These units need help with their year-round camping.

Troop Number	Leader	Phone Number	Committee Chairman	Phone Number	Assignment Accepted By
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

6. Crews that need help with plans for high-adventure program.

Crew Number	Crew Advisor	Phone Number	Assignment Accepted By
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. Outdoor training and other outdoor programs.

8. Other business.

Announce the next meeting: Time _____ Date _____ Place _____

9. Adjournment.

District _____

Council _____

Activities and Civic Service Committee

Work Plan (Sample Agenda)

Time _____ Date _____ Place _____

Chairman _____

1. Attendance record. List names—check those in attendance.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

2. Review assignments accepted at last meeting. Activities currently being planned.

3. Civic service plans and promotion, including Good Turn for America projects. Check service assignments:

Project	Assignment Accepted By
_____	_____
_____	_____
_____	_____
_____	_____

4. Cub Scout activity

These units need to be contacted:

Pack Number	Cubmaster	Assignment Accepted By
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Boy Scout activity _____

These units need to be contacted:

Troop Number	Scoutmaster	Assignment Accepted By
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Venturing activity _____

These units need to be contacted:

Crew	Advisor	Assignment Accepted By
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Activity awards. The following units need to be recognized.

Unit Number	For	Assigned To
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Future district activities. Activities for which planning has yet to begin.

9. Other business.

Announce the next meeting: Time _____ Date _____ Place _____

9. Adjournment.

District _____

Council _____

Advancement and Recognition Committee Work Plan (Sample Agenda)

Time _____ Date _____ Place _____

Chairman _____

1. Attendance record. List names—check those in attendance.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

2. Review work assignments not completed. Jobs not completed are carried forward.

3. Packs that have not reported any advancement in the last six months:

Pack Number	Cubmaster	Phone Number	Assignment Accepted By
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Troops that have not reported any advancement in the last six months:

Troop Number	Scoutmaster	Phone Number	Assignment Accepted By
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Troops that need help with board of review:

Troop Number	Troop Chairman	Phone Number	Assignment Accepted By
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Merit badge counselors needed:

Merit Badge Subjects

Person Assigned to Secure Counselors

_____	_____
_____	_____
_____	_____

7. Persons assigned to complete district merit badge booklet.

8. Crews that have not reported any advancement in the last six months:

Crew

Number

Advisor

Phone Number

Assignment Accepted By

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. Advancement report.

Goal

Actual

Cub Scout advancements

Boy Scout advancements

Venturer advancements

Total advancements

10. Recognitions (Council and district awards and lifesaving meritorious awards)

11. Other business.

Announce the next meeting: Time _____ Date _____ Place _____

12. Adjournment.

District _____

Council _____

Training Committee

Work Plan (Sample Agenda)

Time _____ Date _____ Place _____

Chairman _____

1. Attendance record. List names—check those in attendance.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

2. Review work assignments not completed. Jobs not completed are carried forward.

3. Current situation.

Unit Leaders	Number We Now Have	Leaders Trained Goal	Leaders Trained
Cubmasters and assistants	_____	_____	_____
Den leaders/Webelos leaders and assistants	_____	_____	_____
Scoutmasters and assistants	_____	_____	_____
Venturing Advisors and associates	_____	_____	_____

4. Packs that have leaders needing Cub Scout training and packs needing to fill the position of pack trainer. Contact leaders and secure a commitment to schedule training and/or recruit a unit pack trainer.

Unit Number	Committee Chairman	Phone Number	Assignment Accepted By
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Leaders who need Boy Scout training. Contact leaders and set date to conduct training.

Unit Number	Scoutmaster	Phone Number	Assignment Accepted By
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. **Leaders and officers who need Venturing training.** Contact leaders and set date to conduct training.

Unit

Number

Advisor

Phone Number

Assignment Accepted By

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. **Units with two-deep leadership.** (Assistant leader needs training.)

	Number of Units	Number of Units with Two-Deep Leadership
Packs	_____	_____
Troops	_____	_____
Crews	_____	_____
Total	_____	_____

8. **Adult basic training courses.** Show time, date, and place.

9. **Supplemental and advanced training courses.** Show time, date, and place.

10. **Other business.**

Announce the next meeting: Time _____ Date _____ Place _____

11. **Adjournment.**

District Committee Meeting Work Schedule

Job Step to Be Done	Days Before						
Secure district meeting place (or check if already arranged for entire year).	-45						
Arrange for food and/or beverages for district meeting (if available).	-30						
Prepare work plan (pencil draft) for all operating committees.	-18						
Review work plans with staff leader.	-18						
District meeting notice prepared and sent to council office (to be mailed on -10).	-18						
Review work plan with each operating committee chair.	-13						
Prepare work plan (draft with running script) for district chair.	-11						
Review work plan with staff leader.	-11						
Review pencil draft work plan with the district chair.	-10						
Work plans typed in final form.	-9						
District committee plan typed (original and two copies). Attach committee work plans—set for district chair, commissioner, and self.	-9						
Review work plans typed in final form.	-9						
Final district meeting phone check up each chairman and committee.	-2						
Complete district meeting arrangements and food or beverages.	-2						
Final preparation for district meeting: Organize work plans and materials, charts, etc.	-1						
Set up room for district committee meeting.	0						
District Committee Meeting	0						
District committee meeting—record and publish attendance, file work plans, follow up plan, personal follow-up with each chair.	+1						