

Welcome to Troop 317

**Parent Meeting
October 12, 2010**



Troop 317

Vision



Troop 317 Vision

At all times and in every way, Troop 317 will strive to be a place where:

- Young men become mature and impactful disciples of Christ
- Young men become outstanding Scouts who demonstrate the ideals of the Scout Oath and the Scout Law
- Parents develop a closer relationship with their sons
- ✓ **Adult volunteers serve in the area of their giftedness and are affirmed for their support**
- Perimeter Church benefits from our faithful stewardship of its facilities and collaboration with its ministries.



An excellent program needs

Excellent Parental Support

**Commitment to Scouting
is a two-way street:**

Troop  **Scout/Parent**



Troop to Parent

- **Supporting your efforts through Scouting**
- **Developing your son**
 - **Physically**
 - **Mentally**
 - **Spiritually**
- **First Year Scout program**
- **Life-to-Eagle program**
- **Offering support/encouragement all the way to Eagle and beyond**
- **“Citizens” vs. “Consumers”**



Consumers vs Citizens

Consumers	Citizens
“What’s in it for me?”	“How can I contribute?”
Focused on MY child	Focused on the ministry
Self-centered	Other-oriented
Involvement when there’s an obvious advantage to me	Involvement because of the nature of the community
Engaged when it fits my schedule	Arranges schedule to facilitate involvement



Parents to Troop

- Your support is *critical* to our success
- Supporting your son's activities and meetings
- Encouraging his advancement
- Committing to participate in some way...
 - ASM/Patrol Discipler
 - Committee member opportunities
 - Assist on outings & special projects
 - Merit Badge Counselor – register!
 - Financial support
 - Moms of Troop 317



Troop 317 Parental Involvement

- Our desire is that ***every family*** would find a way to contribute to Troop 317 in their particular area of interest, giftedness or passion.
- If you have a particular skill or interest, please see Luke Van Cleave or your son's ASM to volunteer.
- Your support may be as simple as coming to a Troop meeting to assist the Troop with their tasks or it may involve "sharing" a role with a Committee Member.
- **Weekly Meetings:** Please commit to attending at least one month of Troop Meetings during the Scouting year.
- **Weekend Campouts:** Dads, please commit to attending two weekend campouts during the year.
- **Summer Camp:** Dads are encouraged to stay one or more nights and the whole family is invited for evening activities on the last night.



Troop 317

Committee Positions



Troop 317 Committee

The committee may be seen as a “board of directors” of a Troop.

Members are parents and guardians of the Scouts in a Troop, as well as chartered organization members who are interested in youth programs.



Troop Committee Chairman

- **Organize the Troop Committee to see that all functions are delegated, coordinated, and completed.**
- **Maintain a close working relationship with the Chartered Organization Representative and the Scoutmaster.**
- **Ensure the troop adheres to the policies of the Chartered Organization and the Boy Scouts of America.**
- **Prepare troop committee meeting agendas.**
- **Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.**
- **Recruit qualified individuals for adult leadership.**

Scouting Experience: High

Reports to: Chartered Organization Representative, Troop Committee

Currently held by: Luke Van Cleave – lvcleave@comcast.net



Assistant Troop Committee Chairman

- Assist Committee Chair with duties.
- Be familiar with Committee Chair Job Description.
- Chair all special/temporary sub-committees.
- Have good organization skills and the ability to recruit adults to support the troop.
- Take necessary training and become familiar with BSA policies with intent of taking over as Committee Chair in the future.
- Maintain a close working relationship with the Chartered Organization Representative, the Scoutmaster and Committee Chair.

Scouting Experience: High

Reports to: Troop Committee Chair

Currently held by: **OPEN**



Treasurer

- **Handle all troop funds. Pay all bills and expense reimbursements on appropriate authorization of the Troop Committee.**
- **Maintain checking and savings accounts as needed.**
- **Supervise Scout Accounts.**
- **Keep appropriate records related to troop funds in the troop accounting software.**
- **Work with Fund Raising Coordinators to account for monies earned during fund raisers and track scout account credits earned.**
- **Manage PayPal account and transfers.**
- **Maintain website updates for manual payments.**
- **Monitor and collect past due amounts.**

Scouting Experience: Medium

Reports to: Troop Committee Chair

Currently held by: Brent Deitsch – b.deitsch@comcast.net



Assistant Treasurer

- Needs to be comfortable and knowledgeable using Excel.
- Knowledge of QuickBooks (online) helpful.
- Must be detail oriented.

Scouting Experience: Low

Reports to: Treasurer, Troop Committee Chair

Currently held by: **OPEN**



Friends of Scouting Coordinator

- **Attend the appropriate RoundTable meeting where FOS is discussed, and pickup Troop materials.**
- **Learn about the annual FOS campaign, and its importance to Troop 317.**
- **Present the FOS campaign to the troop families at the February COH.**
- **Collect, summarize and turn in the FOS pledges to the District.**
- **Give recognition to contributors.**

Scouting Experience: Low

Reports to: Treasurer

Currently held by: Chris Dardaman – cdardaman@gmail.com



Christmas Tree Recycle Coordinator

- Promote the opportunity to the Troop.
- Recruit Scouts to pass out flyers, emails, etc.
- Plan and execute the pickup dates.
- Coordinate transportation and trailers for tree pickup.
- Keep track of finances and Scout participation.

Suggested: Team of Three People

Scouting Experience: Low

Reports to: Treasurer

Currently held by: **OPEN**



Basketball Concession Coordinator

- Promote the opportunity to the Troop.
- Recruit Scouts to man the concession stand for specific dates.
- Procure the items to be sold.
- Coordinate with CSO liaison for specific direction.
- Keep track of finances and Scout participation.

Suggested: Team of Three People

Scouting Experience: Low

Reports to: Treasurer

Currently held by: **OPEN**



Outdoor Program Coordinator

- **Trains and mentors campmasters and assistants**
- **Coordinates with the Advancement Coordinator to incorporate Advancement activities into the Outdoor Program.**
- **Maintain map library for use in making copies for camp out drivers.**
- **Secure Tour Permits for all troop activities.**
- **Serve as transportation coordinator for troop outings.**
 - **Ensure enough drivers are available for each outing.**
 - **Identify emergency contact person for each trip.**
 - **Keep Tour Leaders Binder updated and in the hands of the Tour Leader for each outing, including coordinating with Health and Safety Coordinator to maintain Medical Forms.**
- **Promote attendance at troop camp outs, district/council activities (camporees, expos, etc.), and Summer Camp.**

Scouting Experience: High

Reports to: Troop Committee Chair

Currently held by: Sam Grass – sgrass4540@aol.com



Campmaster / Assistant Campmaster

- Research and select venues for monthly campout, based on theme and proposed activities.
- Secure permission and reservations to use camping sites and facilities.
- Secure Tour Permits for all troop activities.
- Serve as transportation coordinator for troop outings.
- Prepare maps and driving directions for drivers.
- Publish a driving roster for each outing.
- Maintain the Troop Calling Post for campouts.
- Promote attendance at troop camp outs, district/council activities (camporees, expos, etc.), and Summer Camp.

Required: One Campmaster + One Assistant for every campout

Scouting Experience: Medium

Reports to: Outdoor Program Coordinator

Currently held by: **OPEN**



Summer Camp Coordinator

- **Recruit and oversee the following adults for the Summer Camp Committee:**
 - **Registration and Merit Badge Coordinator**
 - **Health and Waiver Forms Coordinator**
 - **Onsite Camp Director (administrative)**
 - **Summer Camp Finance Coordinator**
- **Oversee all registration (Mountain Man, Merit Badge, Offsite Activities, etc.) for Scouts attending Summer Camp.**
- **Oversee all communication to parents about Summer Camp offerings.**
- **Coordinate administration (financial, paperwork, etc.) with Council office.**

Suggested: Team of Five People

Scouting Experience: Coordinator – High, Others – Low

Reports to: Troop Committee Chair

Currently held by: **OPEN**



Communications Coordinator

- Coordinate troop publicity, including placing notices in church and school bulletins, web site, and local newspapers.
- Work with the Troop Scribe to prepare a family newsletter of troop events and activities. Utilize e-mail and other communications media to keep the troop membership and community informed about troop activities.
- Maintain the Troop calendar (Google calendar).
- Maintain the Troop Calling Post roster.
- Work with LTE Coordinator to request, track and receive reference letters for Eagle Scout candidates.
- After a Scout earns his Eagle award, work with LTE Coordinator to request, receive and display congratulatory letters for Eagle Scouts.

Scouting Experience: Low

Reports to: Troop Committee Chair

Currently held by: **OPEN**

Mentors: Troop Scribe



Newsletter Editor

- **Work with the Troop Scribe to prepare a family newsletter of troop events and activities. Utilize e-mail and other communications media to keep the troop membership and community informed about troop activities.**
- **Contact area coordinators for news of upcoming activities and results of completed activities.**
- **Solicit news articles and photos from troop members.**
- **Provide copies of newsletters to Web Master for publishing on Troop Web Site.**

Scouting Experience: Low

Reports to: Communications Coordinator

Mentors: Troop Scribe

Currently held by: **OPEN**



Webmaster – .com

- **Should be familiar with basic HTML.**
- **Updating the website with current information, as provided by other Committee Members.**
- **Researching and implementing new methods of communication.**
- **Utilize new technologies to keep website relevant and useful.**
- **Discover ways to engage a Scout to serve in the webmaster Position of Responsibility.**
- **Maintain Troop photo archive.**

Scouting Experience: Low

Reports to: Troop Committee Chair

Mentors: Scout Webmaster

Currently held by: **OPEN**



Webmaster – .net

- **Solid knowledge of .Net framework using C# and SQL Server.**
- **Updating the website with current information, as provided by other Committee Members.**
- **Creates new events, with input from Program Coordinator, Scoutmaster and Troop Committee Chair.**
- **Build registration, event, and payment processing & accounting functionality enhancements into website as needed.**
- **Keep sub-set of Troop personal contact and event-related information up to date in registration system (membership, phone & email contact, transportation, etc; create new data transfer interfaces to TroopMaster management tool).**

Scouting Experience: Low

Reports to: Troop Committee Chair

Currently held by: **OPEN**



Advancement Coordinator

- **Maintain advancement records for each Scout, and publish each Scout's advancement history on a regular basis.**
- **Monitor and notify Scoutmasters and delegates of upcoming Scoutmaster Conference needs.**
- **Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates.**
- **Work with SPL and Scoutmaster on semi-annual Court of Honor.**
- **Work with the Troop Librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.**
- **Report to the troop committee at each meeting. If not in attendance, submit written report.**

Scouting Experience: High

Reports to: Troop Committee Chair

Currently held by: Merrill Oakes – merrill@fouroakes.com

Mentors: Troop Historian



Database Record Keeper

- **Manage the Troop advancement database using Troop Master software.**
- **Provide instruction to the Troop on the Blue Card process for Merit Badges.**
- **Receive Blue Cards and enter into the database.**
- **Handle Merit Badge (MB) work completed at Summer Camp.**
- **Receive Board of Review (BOR) completed sheets and enter into the database.**
- **Distribute the MB patches and Rank patches at each camp out.**
- **Prepare Court of Honor cards and parent pins for distribution to ASMs for the COH.**

Scouting Experience: Medium

Reports to: Advancement Coordinator

Currently held by: Merrill Oakes – merrill@fouroakes.com



Position of Responsibilities Coordinator

- Mentor the Instructors.
- Mentor the Librarian.
- Distribute POR Sheets for all positions to all Mentors at the first Patrol Leadership Conference (PLC) meeting on the six months set.

Scouting Experience: High

Reports to: Advancement Coordinator

Currently held by: Merrill Oakes – merrill@fouroakes.com

Mentors: Troop Instructor, Troop Librarian



Joining to 1st Class Coordinator

- **Advise New Scouts on the general process of Advancement.**
- **Advises ASMs on early rank advancement opportunities.**
- **Works with Campmasters to plan and execute rank advancement opportunities.**

Scouting Experience: High

Reports to: Troop Committee Chair

Currently held by: Ed Pepper – edpepper@bellsouth.net

Mentors: Troop Guides



Merit Badge Coordinator

- **Recruit and train Merit Badge Counselors for all Merit Badges.**
- **Coordinate the application process with the District Representative.**
- **Arrange Troop-level Merit Badge Clinics.**
- **Develop and maintain a merit badge counselor list.**
- **Work with the Troop Librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.**
- **Coordinates the completion of Merit Badges started at Summer Camp.**

Scouting Experience: High

Reports to: Advancement Coordinator

Currently held by: Fran Hasson – hasson0794@gmail.com



Merit Badge Counselors

- **Take Merit Badge Counselor Training.**
- **Submit Merit Badge Registration Paperwork to District (via Merit Badge Coordinator).**
- **Conduct all Merit Badge classes and counseling within published BSA guidelines. This includes Youth Protection Training and the *Guide To Safe Scouting*.**

Scouting Experience: Low

Reports to: Merit Badge Coordinator

Currently held by: Various, **OPEN**



Board of Review Coordinator

- Recruit and train Board of Review members.
- Provide and collect appropriate paperwork for each Board of Review.
- Return paperwork to Advancement Coordinator.

Suggested: **Need 6-8 Adults every month**

Scouting Experience: Low

Reports to: Advancement Coordinator

Currently held by: Rich Tatgenhorst – rich@axtellproductions.com



Life-To-Eagle (LTE) Coordinator

- Advise Life Scouts on the general process of working towards Eagle.
- Recruit and Train LTE Advisors for each Life Scout.
- Advise Life Scout on Eagle Scout service projects, and coordinate Troop approval.
- Assist Life Scouts with paperwork preparation.
- Conduct Life to Eagle transition orientation to new Life scouts, parents and LTE Advisors.
- Track and report on status of each Life Scout's progress towards Eagle.
- Maintain the Troop Calling Post group for LTE candidates.
- Coordinate Eagle Boards of Review with District Advancement Committee.
- Assist Eagle Scout families with Eagle Court of Honor planning.



Scouting Experience: High

Reports to: Advancement Coordinator

Currently held by: **OPEN**

Life-To-Eagle (LTE) Advisor

- Advise Life Scouts on the specific process of working towards Eagle.
- Advise Life Scout on criteria for Eagle Scout service projects, and coordinate Troop approval.
- Help Life Scout to articulate ideas and present a clearly written project plan
- Provide 1st level of project review, working iteratively to prepare project plan ultimately for District approval.
- Work with Troop leadership to review project plan, and help Life Scout to make appropriate changes to accommodate feedback.
- Assist Life Scouts with paperwork preparation.

Scouting Experience: Medium

Reports to: LTE Coordinator

Currently held by: Numerous individuals – **NEED MORE**



Chaplain

- **Encourage development of biblical foundation within troop.**
- **Provide Christ-centered resources and teaching opportunities for troop meetings and activities.**
- **Give guidance and discipleship to the Chaplain's Aide, including development of “Scouts Own” worship service during campouts.**
- **Promote regular participation of each member in the activities of Perimeter or other evangelical Christian church.**
- **Visit homes of Scouts in time of sickness or need.**
- **Give spiritual counseling when needed or requested.**
- **Organize opportunities for Scouts to earn the Religious Emblem awards.**

Scouting Experience: High

Reports to: Troop Committee Chair

Currently held by: Chris Mitchell – chris.mitchell@us.nestle.com



Adult Training Coordinator

- **Ensure troop leaders and committee members are aware of opportunities for training (online and classroom)**
- **Promote an environment in the Adult Leadership that promotes and values training (YPT, Fast Start, This is Scouting, SALT, ITOLS, Troop Committee Challenge, WoodBadge, Scouter's Academy, etc.)**
- **Maintain an inventory of up-to-date training materials, videotapes, and other training resources.**
- **Maintain the Adult Training Records in TroopMaster.**
- **Be responsible for BSA Youth Protection training within the troop.**
- **Report to the troop committee at each meeting.**

Scouting Experience: Medium

Reports to: Troop Committee Chair

Currently held by: **OPEN**



Scout Training Coordinator

- **Ensure troop staff (Youth) is aware of opportunities for position-specific training.**
- **Ensure that Youth Protection Training for the Scouts is held annually.**
- **Arrange an annual presentation on the dangers of Drug, Alcohol and Tobacco usage (2nd Class Requirement 9-a), and the Three R's of Personal Protection (2nd Class Requirement 9-b).**
- **Promote an environment in the Scouts that promotes and values training (JLT, NYLT, MOALS, etc.).**
- **Maintain an inventory of up-to-date training materials, videotapes, and other training resources.**
- **Maintain the Scout Training Records in TroopMaster.**



Scouting Experience: Medium

Reports to: Troop Committee Chair, Scoutmaster

Currently held by: **OPEN**

Community Service Coordinator

- Promote a service-oriented environment for the Scouts, in keeping with the Values, Mission and Goals of Troop 317.
- Ensure troop youth are aware of opportunities for service.
- Coordinate workdays and other service opportunities with Perimeter Church, and other benefiting organizations (Scouting for Food, Compassion in Action, etc.).
- Identify and coordinate community service projects for Scout's rank advancement requirements.
- Prepare Community Service Report for Quality Unity requirement.

Suggested: **Team of 4-5 volunteers**

Scouting Experience: Low

Reports to: Troop Committee Chair

Currently held by: Kimberly Scales –

kscales@floodstudentmissions.org



Membership Coordinator

- **Schedule, plan and execute our twice-yearly Troop Open Houses, where interested parties come to hear about our Troop Values, Mission and Goals.**
- **Coordinate publicity with the Communications Coordinator.**
- **Follow-up with Open House attendees and gauge interest in joining.**
- **Schedule, plan and execute our twice-yearly Joining Days, including Parent Orientation.**
- **Collect appropriate paperwork from joining Scouts and families (applications, medical records, etc.).**
- **Obtain signatures on joining documents, transport to the Scout Center, and complete registration.**
- **Maintain Scout records (address, phone numbers, email addresses) in TroopMaster.**
- **Coordinate Webelos visits with packs.**



Scouting Experience: Low

Reports to: Troop Committee Chair

Currently held by: **OPEN**

Health and Safety Coordinator

- **Maintain a binder of Medical Forms for use on campouts and at Summer Camp.**
- **Accept and process Medical Forms for new Scouts as they join.**
- **Track expired health forms, and request updates.**
- **Maintain Troop 317 First Aid Kit.**
- **Interpret BSA Guide to Safe Scouting and apply to troop activities.**
- **Maintain currency on BSA Health and Safety requirements, and report changes and updates to the troop committee at meetings.**

Scouting Experience: Low

Reports to: Troop Committee Chair

Currently held by: **OPEN**



Equipment Coordinator

- Evaluate needs for Troop-level camping equipment.
- Evaluate needs for Patrol-level camping equipment.
- Inventory, properly store and maintain all troop equipment.
- Make periodic safety checks on all camping gear, and encourage the troop in safe usage of all outdoor equipment.
- Coordinate transportation for the Troop trailer, when needed.

Scouting Experience: Low

Reports to: Troop Committee Chair

Currently held by: Joe Hasson – joejrhasson@gmail.com

Mentors: Quartermaster



Troop Committee Secretary

- Attend all troop committee meetings, record the minutes, with special emphasis on decisions made, actions taken, and policy made.
- Transcribe and distribute copies of the minutes to all adult leaders as soon as possible following the committee meeting to ensure members have time to follow up on action items.
- Provide electronic copy of meeting minutes to troop web master for posting on troop web site.
- Send out committee meeting notices.
- At each meeting, report the minutes of the previous meeting. Provide copies for those attending.
- Handle troop correspondence as needed.



Scouting Experience: Low

Reports to: Troop Committee Chair

Currently held by: **OPEN**

Court of Honor Coordinator

- Work with Perimeter Church to evaluate and reserve facilities for the Court of Honor.
- Coordinate the setup and cleanup of the room.
- Arrange the meal for the COH (catered, potluck, etc.).
- Coordinate the decorations for the tables.

Suggested: **Team of 4-5 volunteers**

Scouting Experience: Low

Reports to: Troop Committee Chair, Scoutmaster

Currently held by: Phyllis Tatgenhorst – ptatgenhorst@gmail.com



Uniform Closet Coordinator

- **Work with Troop parents to collect used uniforms.**
- **Promote donation of used uniforms.**
- **Organize and label uniforms for easy distribution.**
- **Regularly communicate the quantity and sizes of uniforms to the entire Troop.**
- **Work with the incoming Scouts to make sure that uniforms are available.**
- **Work with existing Scouts for a uniform exchange.**

Scouting Experience: Low

Reports to: Troop Committee Chair

Currently held by: Laurie Van Cleave – uniforms@troop317.com



Adult Recognition Coordinator

- Understand the Adult Recognition program.
- Work with the COR to recognize Adults for their service with appropriate awards.
- Track and process Adult “square knot” recognitions as appropriate.
- Track and recommend Adult recognitions for volunteers who serve throughout the year at the various Courts of Honor.

Suggested: **3-4 Volunteers**

Reports to: Chartered Organization Representative

Scouting Experience: Medium

Currently held by: **OPEN**



Committee Member At-Large

- **Read their son's Scout Handbook.**
- **Understand the Aims and Methods of scouting.**
- **Get Trained: Fast Start, This Is Scouting, Troop Committee Challenge and Youth Protection Training.**
- **Show support to individual scouts and the troop by attending Courts of Honor and as many troop meetings as possible.**
- **Attend as many Committee Meetings as possible.**
- **Support troop fund raisers, service projects, and activities.**
- **Participate on Board of Reviews as requested by the BOR Coordinator.**
- **Assist the area Coordinators when requested.**



Breakout Sessions



Equipment Overview



Equipment – in priority order

- Water Bottle
- Mess Kit
- Hiking shoes / boots
- Sleeping Bag
- Sleeping Pad
- Headlamp
- Rain Gear
- Tent
- Backpack



Water Bottle

- Nalgene
 - Lightweight
 - Readily Available / replace-able
- Easily transportable
 - Clips to belt, backpack, etc.
- Watch for BPAs
- Camelbak type is handy, but bulky, and not suitable for everyday use. Backpacking, yes



Mess Kit

- Lexan / Plastic
 - Bowl
 - Cup
 - Spork
 - Scout Knife

- Most cooking gear is provided by the Troop



Hiking Shoes / Boots

- Sturdy
- Well-fitting
- Leave time to break-in prior to a hike

- For hiking / backpacking:
 - Hiking socks (Thorlo, Fox River, etc.)
 - Sock liners (coolmax, polypropylene, etc.)



Sleeping Bag

- 15-20 Degree bag is sufficient for most of Troop 317 campouts, even for Summer Camp
- Rather than buying a zero-degree bag, we suggest you buy a separate liner for colder campouts, usually around \$30 (Cocoon)
- Down bags are lighter weight and more compressible, but are more expensive



Sleeping Pad

- Available in three-quarters length and full-length
- Self-inflatable, but can be “topped-off” with a valve
- Lightweight
- Adds GREATLY to the comfort and enjoyment of a campout
- Thermarest, REI-brand



Headlamp

- Instead of a flashlight
- Easily available at Wal-Mart, starting around \$10
- Cap lights are ok, but are less flexible, and not as easily adjusted
- Traditional flashlights are difficult to use while pitching tents, setting up camp, etc.



Rain Gear

- At a MINIMUM – a poncho is acceptable
- Rain gear can be very expensive, so think through sizing, etc. prior to a major purchase
- Lightweight, breathable
- Quick-dry clothing is also helpful



Tent

- Sharing of tents early on is a good way to save initial cash outlay
- Wal-Mart “starter” tents (~\$35) are fine – for a while
- As your son gets more interested, you’ll probably want to invest \$150-\$200 in a 2-man lightweight backpacking tent
- REI Half-Domes are EVERYWHERE 😊



Backpack

- Debate over Internal / External Frames
 - Each has benefits and drawbacks
- Backpacks can be RENTED prior to purchase
- Backpacks MUST be fitted to the individual
 - Shoulder straps, hip belt, overall length
 - REI Service is spectacular
- Hydration kits (Camelbak, Platypus) start to make sense, once you purchase a backpack



Where to Buy

- REI
 - Membership with dividend
 - Online and store presence
 - Great service and return policy
 - “Scratch-and-Dent” sale
- Dick’s Sporting Goods (online and store)
- Coleman Outlet Store (Commerce, GA)
- www.campmor.com
- Many, many others...



Comments / Questions

