

# TROOP 33 BSA



**ORGANIZATION  
COMMITTEE**

## Sponsor Coordinator

The Sponsor Coordinator is registered as such on the Troop Charter. This individual has the only official vote in the local council of the Boy Scouts of America as representing our Troop and the sponsoring organization, Tustin Presbyterian Church. The Sponsor Coordinator functions as the liaison between the church and the Troop Committee.

The Sponsor Coordinator is nominally a member of Tustin Presbyterian Church, and preferably, an officer of the church.

Representative duties are:

1. Maintain liaison between Troop Committee and Tustin Presbyterian Church ministerial staff, session, and trustees.
2. Attend the required Council meeting and make the necessary report.
3. Make arrangements through the Church office for use of the Fellowship Hall for Courts of Honor and special events as required.
4. Provide the Church with the required information for reports, bulletins, and publications as requested.
5. Make arrangements through the Church for meeting space, storage space, and special events space and building usage as deemed necessary by the Committee.
6. Provide the qualified adult leaders with the required controlled keys to the Scout areas of the buildings.

An assistant Sponsor Coordinator is registered as a member of the Committee on the Troop's Charter. Duties are to assist and to act in the absence of the Sponsor Coordinator.

## Committee Chairperson

The Committee Chairperson is registered as such on the Troop charter.

Chairperson duties are:

1. Presides over troop committee meetings.
2. Establishes sub committees as needed.
3. Acts as spokesperson for the committee.
4. Assures that the Scoutmaster is implementing the program for the troop as provided by the committee.
5. Assures that the committee is performing its duties and meeting its responsibilities within the policies of the Troop, Chartered Institution, and the Boy Scouts of America.
6. Provides for notification of all committee members at least one week in advance of scheduled committee meetings.

The assistant Committee Chairperson may be registered as a committee member or assistant scoutmaster. She/he will be prepared to accept any of the duties of the chairperson.

### Committee Secretary

The Committee Secretary is registered as a committee member of the Troop.

Secretary duties are:

1. Prepare minutes at each committee meeting.
2. Transcribe notes to typed form for reproduction and mailing with the next meeting notice.
3. Prepare minutes as above for any special Troop meetings as needed.
4. Assist as needed with clerical or mailing functions when requested.

## Treasurer

The Treasurer may be registered as a committee member or assistant scoutmaster.

The funds for the Troop are maintained in a checking account. An emergency savings account is maintained with the use limited to those years income falls below minimum needs.

Treasurer duties are:

1. Chairman of the budget committee.
2. Responsible for all Troop funds.
3. Distribute attendance and dues slips for each patrol at each Troop meeting. Upon completion of forms and collection of dues, the envelopes are returned to the Treasurer for recording and deposit.
4. Maintain a personal attendance and dues record for each member of the Troop.
5. From new members, collect registration fees and register at Council office.
6. Handle re-charter packet from the Council. Collect adult registration fees. Re-register all paid up members of the Troop and committee and pay fees at the Council office following policy for re-charter.
7. Work with Scoutmaster, Camping Chairperson and Fundraising Chairperson to determine the expected monetary requirements for the year.
8. Determine fixed expenses for the year.
9. Upon completion of items 7 and 8 above, meet with the budget committee.
10. Present this budget to the committee for approval or revisions. When final approval is granted, record and follow.
11. Maintain a constant record of all income and expenditures.
12. Prepare and present to the committee a Year End Report covering the year from the first day of March and including the last day of February.
13. Maintain records, in addition to checkbook stubs, of all expenditures by category as outlined in the budget.

14. Maintain records (as in 13 above) for each campout and activity. The totals may be used for the year end report.
15. Collect fees and parent approval forms for all troop activities.
16. The week after the deadline for acceptance of fees and parent approval forms, present to the following individuals a roster of all that are planning to attend that activity: Scoutmaster, Senior Patrol Leader, Camping Chairperson, adult in charge of camp arrangements and Advancement Records Chairperson.
17. Pay refunds as required. Refunds are made only to those that notify the Scoutmaster or Senior Patrol Leader **BEFORE DEPARTURE**. No refunds for food purchased. "NO SHOWS" forfeit all fees.
18. Ascertain that all expenditures are for the benefit of the Troop per budget guidelines. All other expenditures require committee approval.

### Committee Member

A Committee Member-at-large is registered as committee member on the Troop Charter. We encourage at least one parent from each Scout's family to be a member, preferably both.

Member-at-large duties are:

1. To work as a group in the committee to make the program possible for the members of the Troop.
2. Assure that the Troop is furnished with the best possible leadership.
3. Assure that the adult leadership is providing the Troop the best possible program.
4. Approve, or recommend changes as necessary, the planned program for the Troop submitted by the Scouts.
5. Assure that the adopted program is carried out.
6. Be prepared to furnish substitute leadership in case of an emergency to any of the appointed, elected or acting leaders for the Troop.
7. Advertise the function of the committee to other parents of the Troop.
8. Make certain that each officer of the committee is functioning within the guidelines of our organization and the Boy Scouts of America.
9. Take an active interest in all functions of the Troop operation.
10. Spend at least one weekend camping with your son on a Scouting activity.
11. Attend monthly committee parents meeting.
12. Official votes at parents meetings are limited to registered adults. Be sure your registration is current.
13. Quorum consists of fifty percent active registered adults.

### Advancement Records Chairperson

The Advancement Records Chairperson is registered as an Assistant Scoutmaster.

Advancement Records Chairperson duties are:

1. Be present or fully represented at each Troop meeting.
2. Maintain the personal records book listing all scouting records for each member of the Troop.
3. Keep Scoutmaster posted of the advancement of all Scouts.
4. Provide Board of Review Chairman with the required advancement forms.
5. Provide Scouts with advancement supplies as required.
6. Submit the required advancement forms to the Council office. Purchase awards, complete forms, and distribute to Scoutmaster or Senior Patrol Leader for presentation to the Scouts.
7. Furnish Troop Librarian with the latest issue of the list of Merit Badge Counselors.
8. Supply Scoutmaster, Court of Honor Chairperson, and Board of Review Chairperson advancement data as required.
9. Make necessary reports pertaining to advancement as requested.

### Board of Review Chairperson

The Board of Review Chairperson is registered as an Assistant Scoutmaster. The chairperson can be appointed by the Scoutmaster or elected by the committee.

Board of Review Chairperson duties are:

1. Secure place and reserve date in accordance with the Troop master schedule.
2. Obtain speaker to deliver the Eagle Charge.
3. Determine names of candidates for advancement from the Troop.
4. Prepare information for printing of invitations and programs.
5. Schedule practices for the Court of Honor.
6. Assist in distributing parts and in rehearsing.
7. Obtain correct pronunciation of names from the Advancement Records Chairman.
8. Assign patrol members to set up the room and check support equipment.
9. Assign responsibility for refreshment purchase and serving.
10. Assign responsibility for purchase of corsage and flowers.
11. Remind Advancement Chairperson of quantity and type of mother's pins required for Star, Life, and Eagle.
12. Remind Advancement Chairperson of the engraving required for the Eagle Scout acrylic embodiments and the Eagle Scout plaque.
13. Secure an assistant chairperson who is a potential replacement.

### Friends of Scouting Chairperson

The Friends of Scouting Chairperson is registered as a Committee Member.

Friends of Scouting duties are:

1. Attend the District kick-off meeting for Friends of Scouting and pick up the necessary materials and information.
2. Set a realistic goal for the Troop. This goal will aid district planning and be an incentive.
3. Contact Council office to pick up Friends of Scouting materials for the Troop.
4. Enlist the help of others in making calls. Any person who is interested in Scouting and likes to meet people would be good in Friends of Scouting. No experience in salesmanship is required. To visit with families in the Troop and talk about Scouting is a pleasure.
5. Make a personal call on every family in the Troop (plus several families who continue to support Scouting after their own sons and daughters are out of Scouting and Exploring). The persons who make these calls should be prepared to explain the overall program of Scouting and the need for Friends of Scouting. They should listen to any comments or suggestions and be prepared to answer any questions (informational material is supplied). Each family is encouraged to give what it can - \$75.00 for Sustaining Membership, \$100.00 for Century Club, or any other amount – but, there is no sales pressure. The emphasis is on the benefits of dynamic Scouting and Exploring programs and how we provide a Scouting program.
6. Attend periodic report meetings to turn in whatever has been collected.

## Recruiting

Recruiting Chairperson duties are:

1. Review and approve applications for den chief positions and maintain liaison with cub packs and dens with which our scouts might work.
2. Work with den chiefs and cub packs on recruitment of new scouts.
3. Represent troop at bridge crossing ceremonies for new scouts.
4. Assist in orientation of new scouts and review new scouts qualifications for the scout badge.
5. Work with the committee chairperson to be sure parents of new scouts understand our program and requirements.
6. Arrange for second year WEBELOS and dads that are interested in joining our Troop to attend the District Camp-O-Ree with our Troop.
7. Attend scoutmaster staff meetings on request of the scoutmaster.

## Publicity Chairperson

The Publicity Chairperson may be registered as a committee member or assistant scoutmaster.

Publicity Chairperson duties are:

1. Arrange for publication in the news media, including photos if possible, maximum coverage of the Courts of Honor.
2. Arrange for publicity of special events where the Troop is participating.
3. Arrange for publication in other news media, i.e., company newsletters and newspapers, service club organizations, church bulletins.
4. Assist the Patrol Leaders Council to secure items of interest for meetings that may be considered publicity items to other organizations, i.e., sports films, speakers, etc.
5. Assist the Scoutmaster and assistants with recruiting when requested by them.

## Quartermaster

The Quartermaster is registered as an assistant scoutmaster of the troop.

Quartermaster duties are:

1. Control all equipment making sure none is used for personal use.
2. Check out and in equipment used for meetings.
3. Check out and in equipment used for campouts. Use roster furnished by the Treasurer to determine requirements.
4. Notify Treasurer of equipment that needs repair or replacement so that arrangements for expenditures may be made.
5. Notify Scoutmaster of equipment that is out of service so that substitute items may be used or schedules revised.
6. Notify Scoutmaster of abuse to equipment so that corrective action will be taken. Normal wear is expected.
7. Assign an adult on each campout or activity the responsibility of care of the equipment. (Proper cleaning, packing and accounting.)
8. Make certain that patrol equipment is returned **CLEAN** not later than the next meeting following equipment usage.

## Fundraising Chairperson

The Fundraising Chairperson is registered as a committee member.

Fundraising Chairperson duties are:

1. Make contact with individuals outside the Troop organization as required in support of the event.
2. Organize adult committee support as required.
3. Contact the Scoutmaster for assignment of individual scout participation.
4. Arrange for and provide the necessary equipment and materials.
5. Contact Treasurer for start-up funds.
6. Arrange with Treasurer for collection of funds and accounting.
7. Make certain that the event is within the guidelines of B.S.A. policy.
8. Provide or arrange for transportation as required.
9. Provide for clean-up after the event.
10. Make final report at first parents' meeting after the event.

## Camping Committee

The Camping Committee Chairperson is registered as a member of the committee or as an assistant scoutmaster. The members of the committee are registered as committee members of the Troop.

Camping committee duties are:

1. Develop the troop master camping schedule, to include dates and locations, using information supplied by the P.L.C.
2. Make all necessary reservations and camping arrangements.
3. Investigate each camping location to determine type of troop activities best suited to the area, facilities available, and special equipment and supplies required.
4. Secure, reserve and coordinate all transportation for each campout.
5. Recruit campout coordinator for each campout; designate a person experienced with troop camping to act as an advisor for any new coordinator.
6. Appoint an adult to plan, purchase, prepare and serve for adults, staff and drivers as required. Appoint an advisor to assist as needed.
7. Insure that adequate equipment and expendables are included for each campout. Check in with Quartermaster.
8. Call and convene monthly camping committee meetings.
9. Notify the Treasurer of any costs involved so that fees and troop funds may be adjusted as required.
10. Notify drivers of exact departure times and provide maps as required.
11. Notify Scoutmaster of facilities available so that program plans can be made.
12. Working with the Scoutmaster, Advancement Records Chair and Treasurer, determine the contents of the information sheet to be distributed to the members of the troop.
13. Have the information sheets ready for printing by the P.L.S. meeting preceding the deadline for the event. (Example – for a campout in January, the deadline is December. Therefore the information sheet needs to be ready to print at the P.L.C. meeting in November.)

14. Report at the parents' committee meetings the status of upcoming events.
15. Turn in all receipts to the Treasurer for any expenses within one month of the campout.

## Special Projects Chairperson

The Special Projects Chairperson may be registered as a committee member or assistant scoutmaster.

Special Projects Chairperson duties are:

1. Make contact with individuals outside the Troop organization as required in support of the special project.
2. Organize adult committee support as required.
3. Contact the Scoutmaster for assignment of individual scout participation.
4. Arrange for and provide necessary equipment and materials.
5. Make certain that the special project is within the guidelines of the budget.
6. Provide or arrange for transportation as required.
7. Special projects will be of two types:
  - a. Committee assigned such as requests from sponsor, requests from civic organizations, etc.
  - b. Troop assigned such as troop equipment repair, service on Eagle candidate service projects, renovation of troop meeting rooms.
8. Final report is made to the committee.
9. Requests that are not covered in the budget must be presented to the committee for approval. The Special Projects Chairperson may make this request after a study has been made as to costs, etc.

# TROOP 33 BSA



**ORGANIZATION  
SCOUTMASTER STAFF**

## SCOUTMASTER

The Scoutmaster is registered as Scoutmaster, with a tour of duty of one year starting on March 1. The Scoutmaster may choose to serve an additional year term if interested.

The Scoutmaster is expected to attend and be responsible for all troop meetings, patrol leaders council meetings, campouts, and summer camp.

The Scoutmaster is the only adult that has direct communication with the members of the troop. The only exceptions to this is the case of a scout requesting advancement information from the advancement records chairperson or dues or parent approval forms with the treasurer.

The Scoutmaster duties are:

1. Make certain that all activities are conducted under qualified leadership, safe conditions, and policies of the troop, chartered institution, and the Boy Scouts of America.
2. Supervise the patrol leaders council meetings. See that the schedules as adopted at these meetings conform to number one above.
3. Conduct scoutmaster conferences as required in the Boy Scouts of America advancement program. This function may be delegated to a qualified assistant scoutmaster, with the scoutmaster reviewing the results of this conference.
4. Assume responsibility of the operation of the troop.
5. Take a personal interest in each scout encouraging his advancement and participation in all activities.
6. Delegate responsibility to other adults and groups so that they have a real part in the troop operation.
7. Train and guide boy leaders to run their troop.
8. Help boys grow by encouraging them to learn for themselves.
9. Assist the senior patrol leader to prepare and present this report to the committee.

10. Using the roster furnished by the treasurer for a specific campout or activity arrange and notify members of their patrol assignments in time to allow for patrol planning.
11. Maintain and carry on all outside activities the signed parent MEDICAL RELEASE form for each scout participating in the event.
12. Report immediately any problems that continue unchecked to the committee chairperson for immediate action.
13. Help train an assistant as your replacement.

## ASSISTANT SCOUTMASTERS GUIDELINES

An assistant scoutmaster is registered as assistant scoutmaster on the troop charter. Committee members may function as assistant scoutmasters if so directed by the scoutmaster; example, a chef conducting a cooking demonstration for a troop meeting.

All assistant scoutmasters should be prepared and learn how to assume the duties of the scoutmaster.

Assistant Scoutmasters duties are:

1. Assist the scoutmaster as requested by the scoutmaster.
2. Be in uniform if working on a direct assignment with the scouts. The proper uniform will consist of the same uniform as prescribed for the scouts at the time of the activity.
3. Be at the meeting before 7:00 p.m. in the prescribed uniform.
4. Assist as requested to start the meeting promptly at 7:00 p.m. and end at 8:00 p.m.
5. Assist the quartermaster as requested.
6. Assist with scoutmaster conferences when requested by the scoutmaster.
7. Attend patrol leaders council meetings when invited by the scoutmaster.
8. Assist on campouts and be prepared to take an active part in the activities as directed by the scoutmaster.
9. Assist in the loading and unloading of equipment for campouts. The scoutmaster will be busy directing the scouts at this time.
10. Invite and assist troop adult leaders on campouts until they get the "feel of things."
11. Develop a plan of running the troop if you were scoutmaster.

## ASSISTANT SCOUTMASTER STAFF AND PLANNING

Assistant Scoutmaster Staff and Planning duties are:

1. Meet with Patrol Leaders council once per month and advise S.P.L. on conduct of meeting.
2. Meet with S.P.L. and A.S.P.L.'s prior to the P.L.C. meeting to provide advice on the objectives to be accomplished at the P.L.C. meeting and objectives to aim for in planning the coming month's program.

Board of Review usually meets the first week of the month. This is a full class A uniform.

Are there activities scheduled such as Camp-O-Ree or High Sierra trip which suggest that some meetings might be used for preparation?

Is there some specific preparation such as planning meals for a weekend camping trip which patrols should accomplish during their patrol meeting?

3. Meet with staff during patrol meetings for long range planning ideas for troop program and/or special staff activities. Develop recommendations for camping committee to be presented in September for the coming year's major activities.
4. Work with Scoutmaster in assisting staff to plan a few special activities for staff during the year.
5. Advise Quartermaster on check in/out of patrol and troop equipment for activities. Also work with Quartermaster to schedule periodic inspection and maintenance of troop and patrol gear.
6. Advise librarian/scribe on conduct of his duties.
7. Be ready with encouragement, advice, and timely reminders about planning objectives and deadlines and do not let the scouts or yourself forget that it is their troop program to run within scouting guidelines.
8. Attend Scoutmaster's staff meetings on request of the Scoutmaster.

### ASSISTANT SCOUTMASTER ADVANCEMENT

The Assistant Scoutmaster Advancement duties are:

1. Check with the advancement records chairperson for listing of scouts that are not advancing.
2. Contact the scout and find out why he is not advancing in rank.
3. Attempt to work out a plan of advancement with the scout.
4. Assist Board of Review chairperson to obtain members for the board.
5. Present scout to the Board of Review if requested by the Scoutmaster.
6. Advise the Assistant Senior Patrol Leader advancement as required to help him do a good job.
7. Attend the scoutmaster's staff meeting on request of the Scoutmaster.

### ASSISTANT SCOUTMASTER RECRUITING

Assistant Scoutmaster Recruiting duties are:

1. This position may be performed by the committee recruiting chairperson.
2. The duties of both the assistant scoutmaster recruiting and the assistant scoutmaster recruiting are the same.
3. If both positions are filled they may work together to cover more dens in the area.
4. Attend scoutmaster staff meetings as requested by the Scoutmaster.

## ASSISTANT SCOUTMASTER PATROL DADS

Assistant Scoutmaster Patrol Dads' duties are:

1. Meeting with the committee members to recruit and maintain a full roster of patrol dads.
2. Have a ready list of new dads to replace those that must vacate the position.
3. Encourage patrol dads to participate on campouts and take an active part in the other patrol activities.
4. Follow up to ascertain that patrol dads are accomplishing their duties.
5. Attend scoutmaster staff meetings on request of the Scoutmaster.

## PATROL DAD

Patrol dads are registered as assistant scoutmaster or committee members on the troop charter.

Patrol Dad duties are:

1. Meet with your patrol at patrol meetings as scheduled by the P.L.C.
2. Prior to patrol meetings review and plan for meeting with the patrol leader and advise on objectives to be accomplished, meeting place, and time schedule. Subjects might include:
  - a. Review patrol menu for upcoming camping trips planned and submitted by the patrol member.
  - b. Work on skills or specific merit badge requirements.
  - c. Practice scouting skills in preparation for Camp-O-Ree events.
  - d. Plan program for the troop meeting which the patrol is to conduct.
3. Attend troop meetings when a member of your patrol is in charge of the program.
4. Advise patrol leader on preparations for troop meeting program and review "troop meeting outline" to be submitted by the patrol leader to S.P.L. at least two weeks before the meeting date.
5. Hold scoutmasters conference with scouts in your patrol for ranks through First Class and review qualifications prior to request for scoutmasters conference for ranks of Star and above. This does not replace scoutmasters conference with the scoutmaster, just an aid for the scout.
6. Get to know the boys in your patrol, their advancement status, their potential strengths and weaknesses; encourage the older scouts to assist the newer scouts with advancement. Work with assistant scoutmasters and Scoutmaster to head off potential problems and encourage program ideas and events which will appeal to your scouts and help them grow and advance while having fun.
7. Be ready with encouragement, advice, and timely reminders about planning objectives and deadlines and do not let the scouts or yourself forget that it is their patrol and troop program to run within scouting guidelines.

8. Attend scoutmasters staff meeting on request of the Scoutmaster.