

Troop Committee

Handbook

JAMES W. ALVERSON
UNIT COMMISSIONER
SPARTAN DISTRICT
PALMETTO COUNCIL
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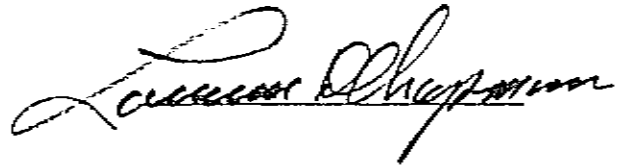
PIEDMONT-APPALACHIAN COLLEGE
of
COMMISSIONER SCIENCE

LEES-McCRAE COLLEGE
BANNER ELK, NORTH CAROLINA

LAURENCE D. CHADMAN, ADVISOR

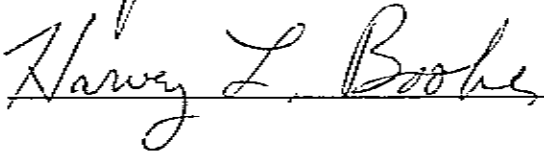
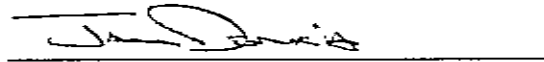
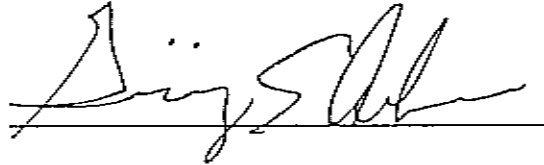
ADVISOR APPROVAL

To the Graduate Council, I am submitting herewith a thesis written by James W. Alverson titled "Troop Committee Handbook". I have examined the final copy of this thesis for form and content. I recommend that this thesis be accepted in partial fulfillment of requirements for Doctor of Commissioner Science.

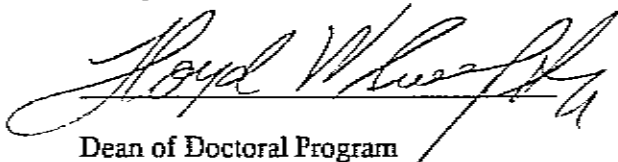


Laurence D. Chapman
Advisor to James W. Alverson

We have read this thesis and recommend it's acceptance



Accepted for Council:



Dean of Doctoral Program

PURPOSE STATEMENT

It is the purpose of this paper to provide Scoutmasters and their Committee Chairman a ready reference of committee job descriptions and a tool for the recruitment of additional adult volunteers. In addition most of the forms and publications needed for the successful running of a troop are also listed. To many Scoutmasters experience a condition called "burnout" because they assume the responsibilities of troop operations without the support of a troop committee. By establishing a fully functional troop committee, the Scoutmaster is able to devote himself to the full-time job of instructing the young men in his troop in this goals and purpose of Scouting.

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Welcome to the wonderful world of scouting. You have decided to become a member of a Boy Scout Troop committee. The amount of time you spend performing the duties of your responsibilities will depend on many factors. It is your choice as to what you can and cannot do, but the more you put into the program the more you will receive. The scoutmaster cannot do everything the troop needs. Everything you do to relieve the troop leadership gives them more time to work on the fundamentals of scouting with the boys. It is with this concept in mind this handbook has been written. The details of each office will be outlined so you as an adult volunteer can make an informed decision as to which area you are best suited and how much time you will be able to devote to the office. Each troop and troop committee are different; and therefore, the committee positions as listed are not engrave in stone but are merely as a reference and general guide.

Since 1910 the Boy Scouts Of America has been building and shaping the lives and character of the youth. By volunteering your time and energy to serve on your troop committee, you will help to prepare tomorrow's leaders of our community, state, and nation. Thanks to dedicated volunteers such as yourself the aims of Scouting - growth in moral strength and character, development of citizenship, and development of physical, mental, and emotional fitness - will continue to flourish. As part of your duties on the troop committee, you will assist the scoutmaster develop the Boy Scout program and follow the eight methods that have been proven to produce successful programs and scouts.

Today's youth face many situations where they must make mature decisions about things that will have life long consequences, yet they lack life experiences, supporting peer groups, and in many cases stable adult role models. The Boy Scouts of America through its volunteers offers young people the opportunity to develop strong character based on a strong set of life principles, have peers who will support and understand their decisions, and have positive adult leaders ready to assist them and provide insight into the consequences of their decisions. As part of the troop committee, you will find the rewards of working with your local troop are bountiful. You will be able to participate in many of the functions where the scouts are able to exercise and develop the character, leadership and ideals of scouting.

SCOUT OATH

On my honor I will Do my best

To do my duty to God and my country and to

obey the Scout Law;

To help other people at all times;

To keep myself physically strong, mentally awake,

and morally straight.

SCOUT LAW

A Scout is Trustworthy, Loyal, Helpful,
Friendly, Courteous, Kind, Obedient,
Cheerful, Thrifty, Brave, Clean, and
Reverent.

SCOUT MOTTO

Be Prepared

SCOUT SLOGAN

Do a Good Turn Daily

The Organization of Scouting - Where do I fit in

Boy Scouting was founded by Lord Robert Baden-Powell in 1908 in England. The Boy Scouts of America was incorporated on February 8, 1910, and chartered by Congress in 1916. The Boy Scouts of America is owned by the *National Council* and led by a Volunteer board of directors, the National Executive Board. The Administration is performed by a paid professional Staff. The National Council maintains quality standards for training, leadership selection, registration records, advancements, and literature development. The National Council also publishes *Boys' Life* and *Scouting* magazines.

The National Council chartered by the U. S. Congress issues charters to each of the local councils throughout the United States and U. S. Territories. The local council, led by a volunteer board of directors, is divided into Scouting districts, led by a volunteer committee, who work to assist the local troops to function within the frame work of the Scouting program.

The Troop is "owned" by a *Chartered-organization*, that receive a charter from the national council every year. The chartered organization may be a religious organization, civic, educational, business, government or professional association. Each chartered organization uses the Scouting program as part of their work with youth, and must have goals that are compatible with the Boy Scouts of America.

The responsibility of the chartered organization is to provide a meeting place, select a Scoutmaster, appoint a troop committee of at least three people (this is where you fit in) and choose a chartered organization representative. The responsibilities of the chartered organization representative includes being a member of the charter organization, serving as liaison between the organization and the troop, securing a committee chairman and other adult leaders, assisting with rechartering and encouraging service to the organization. The charter organization representative is familiar with all activities within the district and is a valuable resource in securing training and program helps as he is an active and involved member of the district committee.

The troop committee's responsibilities are supporting the Scoutmaster in delivering a quality program to the boys, handling registration, tracking advancement, maintaining financial records, assisting with outdoor programs and trips, and other troop activities. With the Scoutmaster, the committee selects the assistant Scoutmasters and often establish a direct relationship between the assistant and a committee member who have similar responsibilities. The troop committee is also an important resource to the troop, by providing areas of expertise in organization, specific fields of interest to the boys undertaking merit badge classes, recruiting new boys, maintenance and

acquisition of troop equipment, and planning new outdoor experiences. The troop committee can assist the Scoutmaster in providing the required two deep leadership on extended troop outings such as summer camp, high adventure treks, or special tours. Also, the committee can assist in special events such as courts of honor, Eagle presentations, and board of reviews for advancement in the higher ranks.

As a member of the troop committee, you can provide service to the troop by working with an assistant Scoutmaster, or with one of the boys in leadership position. By taking an active part in the long range planning of the troop activities, areas of special interest to you can be scheduled to work within your own time constraints. Everyone has something special to offer the troop and through the merit badge programs, outdoor programs, community activities, and physical fitness programs of Scouting, you will find opportunities to work not only with the adults in the organization but most importantly with the boys. Helping to develop the skills and abilities of the boys within the troop is a source of reward that will provide you years of wonderful memories. Your service to the troop, the committee, the district, the council, the region, and the National council is greatly appreciated. Thank you for giving your time and service to the Boy Scouts of America.

Troop Committee Organization and Responsibilities

Every member of the troop committee should have a specific responsibility. The job of maintaining a productive and growing troop is too much for one person. More members on the committee provides less work for each person, more ideas for new and exciting adventures, and more resources being available to the troop. The committee requires at least three people, but the size of the committee is limited only to the number of concerned adults. The size of the troop will also help determine the size of the committee as well. Large troops need more committee members as the time of the Scoutmaster is devoted to the activities of the weekly troop meeting. Small troops need an active and growing committee to insure the future growth of the troop. As the committee grows so will the troop.

The general responsibilities of the troop committee are as follows:

- Provide and insure a safe and adequate meeting facility
- Advise the Scoutmaster on policies relating to Boy Scouting and the chartered organization
- Carry out the policies and regulations of the Boy Scouts of America
- Encourage leaders in carrying out the program
- Be responsible for finances, adequate funds, and disbursements in line with the approved

- budget plan**
- Obtain, maintain and insure proper care of troop property
- Insure an adequate camping and outdoor program with a minimum of ten (10) days and nights per year
- Recruit and train quality adult leaders as Scoutmaster and assistants. Two deep leadership is required at all times

The unit charter requires that at least three adults serve on the troop committee, however most troops find that five members are needed. Of course some jobs can be combined or subdivided depending on the number of committee members available. As a general outline, the responsibilities of the troop committee are divided into six sections. Additional information for each responsibility is included in the appendix.

Chairman of the troop committee:

- Organize the committee to see that all functions are delegated, coordinated, and completed
- Maintain a close relationship with the chartered organization representative and the Scoutmaster
- See that troop leaders and committee members have training opportunities
- Interpret national and local policies to the troop
- Work closely with the Scoutmaster in preparing troop committee meeting agendas
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called
- Insure troop representation at monthly roundtables
- Secure quality, trained individuals for camp leadership
- Arrange for charter review and recharter annually

Secretary of the troop committee:

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity
- Prepare a family newsletter/calendar of troop events and activities
- Conduct and maintain a troop resource survey
- Plan for family night programs, family activities, courts of honor, and the charter presentation program

Treasurer of the troop committee:

- Handle all troop funds
- Pay bills on recommendation of the Scoutmaster and authorization of the troop committee
- Maintain checking and savings account records
- Train and supervise the troop scribe in record keeping
- Receive troop income each week from the troop scribe
- Keep adequate records in the *Troop/Team Record Book*
- Supervise money-earning projects, including obtaining proper authorizations.
- Supervise the camp savings plan
- Report to the troop committee at each meeting
- Lead in the preparation of the annual troop budget

Outdoor/ Activities advisor of the troop committee:

- Supervise and help procure camping equipment
- Work with the quartermaster on inventory, storage, and proper maintenance of troop equipment
- Help secure permission to use camping sites
- Serve as transportation coordinator
- Encourage monthly outdoor activities or special activities
- Promote the National Camping Award
- Strive to have an outing per month through campouts, camporees, summer camp, and family meetings.

Advancement Advisor of the troop committee:

- Encourage Scouts to advance in rank
- Arrange and conduct monthly troop boards of review
- Conduct quarterly courts of honor
- Develop and maintain a merit badge counselor list
- Make a prompt report on the correct form to the council service center when board of review is held
- Secure badges and certificates
- Work with the troop scribe to maintain all Scout advancement records
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets

Chaplain of the troop committee:

Provide a spiritual tone for troop meetings and activities

Give guidance to the chaplain aide

Promote regular participation of each member in the activities of the religious organization of his choice

Visit homes of Scouts in time of sickness or need

Give spiritual counseling service when needed or requested

Encourage Boy Scouts to earn their appropriate religious emblems

Provide opportunities for Boy Scouts to grow in their duty to God and their fellow Scouts

HELPFUL

HINTS

10 CHARACTERISTICS OF ADULT LEADERS

HIGH MORAL STANDARDS

COMMITMENT TO THE IDEALS OF SCOUTING

ABILITY TO RELATE TO BOYS

ABILITY TO KEEP A "COOL HEAD" UNDER
PRESSURE

ORGANIZING ABILITY

ABILITY TO RELATE TO AND INTERACT WITH
ADULTS

FLEXIBILITY AND THE ABILITY TO COMPROMISE

PLANNING ABILITY

A HIGH ENERGY LEVEL

ATTENTION TO DETAIL

Selecting and recruiting adult leaders

Scoutmaster:

Step 1: After a briefing of the head of the chartered organization or the chartered organization representative by a representative of the Boy Scouts of America, a Scoutmaster selection task force is appointed. At least one task force member must represent the chartered organization. The other members would be from the troop committee, interested parents, or influential community members.

Step 2: Have a meeting of the selection task force and develop a prospect list. Consider members of the chartered organization, current assistant Scoutmasters, parents of troop members or other names suggested by task force members.

Step 3: Contact the prospect and arrange a convenient time to meet. This should be done by a member of the task force who knows the prospect well. The best place for this meeting is in the prospect's home, with spouse present.

Step 4: Call on the prospect as group. Explain the purpose of the visit to the prospect, and family. Relate the prospect's own abilities to those needed to be a successful Scoutmaster. Tell of the satisfaction of Scouting experiences, but give a realistic overview of the job time demands, support, and special problems within the troop. Answer all questions truthfully and completely, the task force must be sure that the prospect understands all aspects of the job, and should be given a copy of the *Scoutmaster Handbook*.

Step 5: Register the new Scoutmaster after he has been acquainted with the troop committee, key members of the chartered organization, and others involved with the troop. The Scoutmaster is briefed on the general organization of the troop, procedures, meeting place, and program plans. Arrangement are made to introduce the Scoutmaster to the parents of troop members, and turn over records and other materials that will be the responsibility of the Scoutmaster.

Step 6: Set up Fast Start training. Make arrangements for the Scoutmaster to attend the next Scoutmastership Fundamentals and Youth Protection training. Aid The Scoutmaster in obtaining copies of past Program Helps, and Woods Wisdom.

Assistant Scoutmasters:

Use the same procedure for selecting Assistant Scoutmaster as for selecting the Scoutmaster. An Assistant Scoutmaster may someday be the new Scoutmaster. All Assistant Scoutmasters should be given the same training opportunities as the Scoutmaster. In order to assure two deep leadership at all times most troops find four assistant scoutmasters or more are needed.

Committee Members:

A minimum of three committee members, 21 or older, is required. Most troops find that six or more committee members are needed to perform all the duties necessary. Committee members will not be required to spend as many hours performing their duties as the Scoutmaster and the Assistant Scoutmasters, however they should have the same characteristics and be selected using the same steps as used in selecting the Scoutmaster. An aid to securing names for committee members is the *Troop Resource Survey*, which should be completed by every parent of the troop members. It is also recommended that members of the charter organization be encouraged to complete a *Troop Resource Survey*.

Troop Finances:

Every troop should have a checking account at a local bank which requires two signatures, the Scoutmaster and the troop treasurer. An account at a bank that does not charge a monthly service charge is preferable. All Troop funds should be deposited as soon as possible into the troop's account. The *Troop/Team Record Book* is an indispensable tool for this purpose and should be available at every troop committee meeting. In addition, the troop treasurer should maintain separate balances for funds collected by individual patrols. Council offices also offer accounts to maintain funds used in the purchase of rank and merit badge awards, and other expenses charged to the troop on a continuing basis. A petty cash fund handled by the Scoutmaster provides emergency funds for the troop on outings or other events.

Annual Budget:

A plan for receiving and spending the troops funds should be prepared as soon as the troop's

annual program plan has been approved. The *Unit Budget Plan* and the *Troop/Team Record Book* are useful guides. The troop budget should include expenses for membership fees, unit accident insurance, *Boy's Life*, rank and merit badges, unit charter fees, unit flags, camping gear, program supplies, activity funds, and other expenses determined by the program plan. Income for the troop includes dues which can be handled in a variety of methods to be discussed later, unit money-earning projects, and council money-earning projects.

Dues:

It is recommended that the boys pay dues on a weekly basis, however some units have found that monthly collections are easier to handle. A yearly fee provides the troop with a single large collection and is useful in helping to determine the budget, however it does not allow the boy to learn how to pay his own way, and could prohibit some Scout from joining the troop. For those troops that rely on membership due to finance most of the troop operation budget it is suggested that the dues be collected in a split form with the boys still being responsible for a small weekly portion used mainly by the patrol.

Unit money-earning projects:

Depending on the financial needs of the troop these projects can be large or small and can be held on a regular or as needed basis. On going projects can include collection bins for aluminum cans and other recyclable products and lawn care services. As needed projects can be car washes, bake/yard sales, dinners, and product sales (ink pens, candy, greeting cards, donuts, etc.) All money-earning projects should be approved by the troop committee and the patrol leaders' council. A *Unit Money-Earning Application* must be submitted to your local council for approval to insure conformity to the Boy Scouts of America policy.

Council money-earning projects:

Scout show tickets sales and popcorn sales are examples of two annual council sponsored projects. Units are encouraged to participate by receiving a portion of the proceeds. These are the only money-earning project where the Scouts are allowed to wear their uniforms.

10 Guides to Unit Money- earning Projects

1. Have troop committee, chartered organization, and local council approve project, date, and method.
2. Insure plan and dates do not conflict with other contributors projects.
3. Insure plan is consistent with local ordinances and Boy Scouts of America policies.
4. All Commercial product sales must be sold on own merit.
5. Ticket sales to events other than Scouting events can not depend on the goodwill of Scouting
6. Products, services, and functions must provide fair return on price.
7. Respect the rights of other neighborhood Scouting units when planning project area.
8. Troop plans should not interfere with local businesses or contractors.

9. Insure the project protects the name and goodwill of the Boy Scouts of America.

10. Contracts are to be signed as individuals without reference to the Boy Scouts of America.

Advancement:

Four-step process:

1. A Boy Scout learns by doing. As he learns, he grows in ability to do his part as a member of the patrol and the troop. When a Scout develops knowledge and skill, he begins to teach others and develops his own leadership potential
2. A Scout may be tested on requirements by his patrol leader, Scoutmaster, assistant Scoutmaster, troop committee member, troop member, or anyone qualified to give and pass candidates for rank advancement or merit badges.
3. After a Scout has completed all requirements for rank, he has a board of review. For all ranks except Eagle, a board of review is conducted by members of the troop committee. The Eagle board of review is conducted in accordance with local council procedures.
4. When a Scout passes a board of review he deserves to receive recognition at the next troop meeting, and at the next court of honor. Most troops find that presentation of rank badges at troop meetings and presentation of rank certificates at courts of honor best meet this recognition requirement.

The committee and the advancement advisor should view the video *Boy Scout Advancement*. The advancement advisor should have and be familiar with the booklet *Advancement Policies and Procedures Committee Guide*. The advancement advisor should have an approved list of merit

badge counselors who are at least 18 years of age, of good character, have skills and education in the subject field, and be registered as adult members of the Boy Scouts of America. Useful tools in compiling a list of counselors include *Work sheet for Building a Merit Badge Counselor List*, *Merit Badge Counselor Orientation*, and *Recommending Merit Badge Counselors*.

Service Projects:

In order to help foster a sense of personal responsibility and citizenship, Scouts are required to participate in a service project approved by their Scoutmaster for the ranks of Second Class, Star, Life, and Eagle. Second Class rank service projects may be done as individual projects or as part of a patrol or troop service project, a minimum of one hour is also required. Service projects for Star and Life require six hours minimum and may be done as part of an Eagle Service project with prior approval from the Scoutmaster.

Eagle Service Projects:

For a service project to qualify as an Eagle Scout Service project, a Scout must plan, develop and give leadership to others in a service project benefiting any religious institution, school, or community. The project must be done outside the sphere of Scouting and conform to the wishes and regulations of the organization receiving the service. The organization receiving the service cannot be a business and the project cannot be commercial in nature or a fund raiser. Routine labor or service normally render, or a project without lasting benefit should not be considered. Prior approval of the unit leader, unit committee, and the benefactor of the project must be secured before the Life Scout can begin the project. After completion of the project, the Life Scout submits an *Eagle Scout Service Project Workbook*. The workbook should give detail information about the project, its benefit to others, the group benefiting and personnel involved, members who worked on the project and hours served, and the materials used and how they were acquired (fund-raising is permitted for securing materials and supplies). The approval of the board of review is necessary to insure the Scout demonstrated leadership, directed the project rather than perform the work himself, the project is of real and lasting value, and if approved plans were completed or modified. The Scoutmaster and council members can compile a list of needed service projects or organizations needing help as a reference for Life Scouts.

Board of Review:

All Scouts having completed requirements for all ranks between Tenderfoot and Eagle Palms

must appear before a board of review. The board is made up of three to six members of the troop committee. All unit leaders, relatives and guardians are excluded as members of a Scout's board of review. The purpose of the board of review is to make sure the Scout has met the requirements for the rank, to monitor the Scout's experience in the unit, to encourage further progress, and insure that the Scout is living the Scout Oath and Scout Law. A Scout appearing before a board of review should be in correct uniform with all badges worn properly, and the Scout should be neat in appearance. The Scout should be made to feel comfortable and to talk freely about what he has learned in completing the rank requirements. This is a review not an oral examination.

Outdoor/Activities:

The major reason the Boy Scout of America attracts most of the boys who join a local unit is the outdoor programs. A Successful unit should plan and provide opportunities for the boys to experience a minimum of ten days and nights of camping and other outdoor experiences in a variety of locations and climates. It is the responsibility of the troop outdoors/activities advisor along with the Scoutmaster to insure two 'déeep leadership, transportation, proper food, and equipment. Proper advanced planning includes filing of *Local Tour Permit Application* for trips under 500 miles and *National Tour Permit Application* for trips more than 500 miles. Copies of the *Guide to Safe Scouting* should be made available and read by all leaders involved.

Transportation:

Private cars and licensed buses should be used for the transportation of Scouts. **NO SCOUT CAN RIDE IN THE BACK OF A PICKUP TRUCK.** All vehicle occupants must have seat belts, and all drivers must be licensed, at least 18 years of age with an accompanying adult leader of at least 21 years of age, and have adequate insurance. To insure safety for the troop members all driving should be done in daylight, within established speed limits and not in convoy.

Camping and equipment:

Camping trips of 1 to 2 nights duration planned on a regular basis, and a long term summer camp at a council facility provides needed opportunities for Scouts to use learned skills, develop new skills, and meet rank advancement requirements. The outdoor/ activities advisor working with the Scoutmaster and troop quarter-master insure that proper equipment and supplies are available for the planned activities. A detailed inventory should be maintained with location and condition

of equipment listed, as well as assignment to individual or patrol.

Restricted Activities:

The following activities have been declared unauthorized due to legal considerations and potential danger to participants:

All-terrain vehicles (ATVs) are banned from program use.

Boxing and all martial arts are not authorized activities.

Chain saws and mechanical log splitters may not be used by Scouts under 18 years of age.

Exploration of abandoned mines is an unauthorized activity.

Club football competition or contact football is an unauthorized activity

Selling of fireworks must not be authorized at any level

Flying in hang gliders, ultralights, experimental-class aircraft, and hot-air

balloons, parachuting, and flying in aircraft as part of a search-and-rescue mission are unauthorized activities.

Motorized go-carts and motorbike activities are unauthorized.

All motorized speed events, including motorcycle races, boat races, drag races demolition derbies and related events are not authorized.

Participation in or sponsorship of amateur or professional rodeo events are not authorized.

"War games" or "paint ball" activities where individuals shoot dye at one another is unauthorized.

Bungee jumping and related activities are unauthorized

Hazing and initiations are unauthorized activities.

References :

Advancement Policies and Procedures Committee Guide, No. 33088

Advancement Report, No. 34403

The Barbecue: Working with the Troop Committee, AV-048; viewer's guide, AV-048VG

Boy Scout Advancement, AV-02V001; syllabus, AV-02G001

Boy Scout Handbook, No. 33229

Boy Scout Requirements, No. 33216

Boy Scout Uniform Inspection Sheet, No. 34283

Chartered Organization Fast Start, No. AV-034; viewer's guide, AV-034VG

Fast Start Videos:

The Troop Meeting, AV-023

The Outdoor Program, AV-024

Troop Organization, AV-025

(all three on one video, AV-026)

viewer's guide, AV-026VG

Fieldbook, No. 33200

First Class Tracking Sheet, No. 34105

Guide to Safe Scouting, No. 34411

Insignia Guide, No. 33064

Junior Leader Handbook, No. 33500

Local Tour Permit Application, No. 34426

Merit Badge Counselor Information, No. 34405

Merit Badge Counselor Orientation, No. 34541

National Tour Permit Application, No. 34419

Personal Health and Medical Record, No. 34412

Personal Health and Medical Record, Class 2, No. 34414

Recommending Merit Badge Counselors, No. 34532

Religious Emblem Program (slides), AV-661

Rules and Regulations of the Boy Scouts of America, No. 57-492

Scoutmaster Handbook, No. 33002

Selecting Quality Leaders, No. 18-981

Troop Committee Guidebook, No. 34505

Troop Resource Survey, No. 34437

Troop/Team Record Book, No. 34510

Unit Budget Plan, No. 28-426

Unit Money-Earning Application, No. 34427

Woods Wisdom, Troop Program Features, No. 34251

Work Sheet for Building a Merit Badge Counselor List, No. 34436