

The materials in this bound PDF are used by T315 in our program. They were presented in SM/ASM training presented by RTH at the HRB Scout Reservation session 4, 2008. They are published here to help Troops with their planning. Any form that you would like to modify for your personal use can be provided in Word format. Contact Randy Warner bsatroop315@comcast.net and give which form you would like and it's PDF page number and I'll email it back to you.

Red-Tailed Hawk District



*Randy Warner
Scoutmaster*



Troop 315 Meeting Plan

Program Feature:

Date: **January** , **2008** Week: **1**



Order/Activity	Description of Activity	Run By	Time
1	Pre-Opening Activities minutes		
2	Opening Ceremony minutes		
	Patrol Meetings minutes		
	Instruction minutes		
	Interpatrol Activity minutes		
6	Closing minutes		
7	After The Meeting minutes		

Patrol Time Planner

- ✦ go over notes and announcements from the PLC meeting
- ✦ knot of the week
- ✦ menu planning
- ✦ advancement – teach each other skills
- ✦ instructional planning – work on assigned instructional topics; due the week before
- ✦ camping planning – work on plans for campouts that are assigned to Patrol

Announcements, reminders:

Things to do tonight:

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Quality Patrol Checklist

Patrol: _____

- ___ Patrol Leader attended PLC
- ___ Patrol Leader leads meeting, or Assistant was notified and is leading
- ___ Patrol Leader uses notes from PLC meeting and carries out Patrol tasks
- ___ Patrol focused on Scouting; attentive; no silliness
- ___ Scouts working cooperatively
- ___ Scouts seated unless doing a task; all chairs - 4 chair legs on floor
- ___ At least one but no more than one or two Patrol Mentors present
- ___ Patrol Mentors support authority of Patrol Leader
- ___ Patrol Mentors advise on a limited basis; not involved in leading Patrol
- ___ Menus are developed cooperatively
- ___ Scribe records menu development, Patrol notes
- ___ No electronics or toys during Patrol time



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Camping Planning: Patrol Responsibility

The Patrol Leader is responsible for planning:

STEP 1

- Get two copies of the Patrol-Mentor Camping Planner, one for the Patrol Leader and Patrol, and one for the mentor.
- Identify who the adult mentor will be. Tell the Scoutmaster.
- Working backwards from the campout date, fill in the due dates for each section of the planner.

STEP 2

- Begin completing the sections of the Campout Planner, keeping on schedule.
- Request that a signup spreadsheet be created and put out. See Mr Weber.
- The Campout Information Form can be downloaded from the Troop website (camping page) and completed on the computer. Sent to Mr Warner so it can be put on the website. Mr Warner can also make copies.
- Involve the members of your Patrol and your adult mentor on a regular basis. Include the planning in your Patrol time each week.
- Give reports of your progress at PLC meetings prior to the campout.

STEP 3

- The Monday before the campout, present campout details to the PLC, and give a report to the Troop as an announcement.
- The Monday before the campout, one copy of the Campout Planner is to be given to the Scoutmaster who will pass it on to the Senior Patrol Leader.

Note: If Patrol reorganization or Patrol elections change leadership of the planning, whatever has been completed will be passed on to the next group or leader to continue.



PATROL / MENTOR CAMPOUT PLANNER

GENERAL CAMPOUT INFORMATION

(Due when assigned to Patrol)

Date of Campout: _____ Adult Planning Advisor(s): _____

Patrol/PL in Charge of Campout: _____ Patrol Leader: _____

Campout Theme: _____

Campout Location: _____ Estimated Distance: _____ miles

Camping Method: _____ Nights tents/stars _____ Nights facilities provided: _____

RESERVATION REQUIREMENTS

Reservations required for activity: Yes No If so, date made: _____

Deposit required: Yes No If so, amount: \$_____ Date made: _____

Reservation required for camping: Yes No If so, date made: _____

Deposit required: Yes No If so, amount: \$_____ Date made: _____

Additional Fees: Yes No If so, amount: \$_____ for _____

CAMPOUT PLANNING

(Due 12 Mondays before campout – date: _____)

Nearest emergency help:

Hospital/Phone: _____

Police/Phone: _____

Water: On site or near; location: _____ Water hog needed

Hygiene: Facilities/flush Outhouse/pit Open latrine/dig hole

Fires: Ground Fires Fire rings on site Need half barrels Haul wood Wood on site

SIGN-UP AND PERMISSION

(Due 8 Mondays before campout – date: _____)

Signup/permission is out Last night to sign up: _____

Departure date, time, place: _____

Return date, time, place: _____

Name/Phone of Emergency Contact on campout: _____

Meals: Number by Patrol: _____ Number by Troop: _____ Meals shared: _____ Total: _____

Cost to Scouts: \$_____ Food \$_____ Activity \$_____ Camping (detail in space below if needed)

ONE MONTH PLANS (Due 4 Mondays before campout – date: _____)

- Senior Patrol Leader for campout: _____
- Campfire Master of Ceremonies: _____
- Flag retirement: Yes No If so, person responsible: _____
- Church service: On site Troop - person responsible: _____ Not required
- Troop Quartermaster(s) for checkout/inventory: _____
- Map will be completed by: _____

TWO WEEK PLANS (Due 2 Mondays before campout – date: _____)

- Tour Permit requested
- Attendance counts for food checks requested
- Health form updates requested
- Have SPL announce this is the last night to sign up
- Troop Quartermasters: _____, _____, _____
- Names of adults to pull trailers: _____
- Any special equipment requests completed

ONE WEEK PLANS (Due Monday before campout – date: _____)

- Patrol menus approved by SPL
- Patrol Leaders will do duty rosters
- Food purchase forms and checks distributed by Treasurer
- Trailers prepared for travel

Write Additional Planning Notes Here:

The Patrol Leader's copy of this form is to be turned in to the Scoutmaster the Monday before the campout.
It will be passed on to the Senior Patrol Leader.



TROOP 315 CAMPOUT INFORMATION SLIP

Troop 315 will be camping at _____ from _____ to _____

Theme: _____ Patrol in Charge of Planning: _____

Adult Advisor(s): _____

Departure / Return

Be at **Church** at **5:30pm** on _____ We will leave at **6:00pm**

We will return to **Church** at _____ on _____

Emergency contact information:

In case of emergency contact: _____

The cost of this campout is:

Camping: \$ _____ Food: **\$10.00** Other: **none**: \$ _____

Total: \$ _____

Additional Information:

The signup sheet is located on the Treasurer's table. Initial by your name. Scouts need to have their parent sign permission on the spreadsheet.

MENU	COOK METHOD	GROCERY LIST
MEAL:		
MEAL:		
MEAL:		

This menu has been developed by the Patrol and approved by the Senior Patrol leader, and is not to be changed. Changes need to be cleared with the Patrol Leader or Scoutmaster. Ex: If the Scouts are planning eggs for breakfast and forgot to list them on the menu, you can add them. If the Scouts are planning eggs for breakfast you cannot change to French toast. Adding spices or condiments is encouraged if it stays within budget.

Please limit your patrol to ONE cooler. Please pack all other dry food in a protective box, etc.

List other reminders, information, and needed equipment below:



Troop 315 Receipt Form

Patrol, Scout, or Scouter making transaction: _____

Reason for purchase: _____

Check is provided: yes no Authorized spending limit: \$_____

Amount of Receipt \$_____ If requesting reimbursement: reimburse my account give me a check

Funds from acct: _____ Chair approval: _____

Please attach receipt below and return form to Treasurer. Accounting Use: Trans # _____ or Check # _____



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Food Dude Guide

Each campout, a different scout(s) will be responsible for purchasing the food needed by his Patrol on the campout. This is the "Food Dude." The following things are standard procedure for the Food Dude.

- ✦ The Patrol Leader leads the Patrol in menu planning. The Patrol Mentor who sits in with the Patrol on Mondays is to guide the planning of the menu. The menu must be approved by the Senior Patrol Leader (or Scoutmaster if he's unavailable).
- ✦ On the Monday before the campout, the **Food Dude will take the Patrols' menu to do the shopping.** He can also get a cooler from the trailer if he wants to. Shopping is usually done the Thursday night before the campout.
- ✦ On the Monday before the campout **the Food Dude will also see the Treasurer to get the Patrol's food check.** Spending is authorized up to the amount specified on the attached authorization sheet. If you go over, the shoppers are responsible for paying the overage and collecting it from the Patrol members. With good planning, this is rarely necessary. The checks are usually ready the Monday before the campout. Those who sign up late will not be included in the food count.
- ✦ **Scouts who are approved late** (by the Scoutmaster) to attend the campout, after the checks have been distributed, are responsible for their own food, or for getting cash to the food dude for the extra food being purchased.
- ✦ **The receipt should be attached to the receipt form** and returned to the Treasurer at the following Monday meeting.
- ✦ **Adults and the Patrol Leader are not authorized to change the menu.** The menu that the Patrol prepared is the menu to be followed. Ex: pancakes were planned but it gets changed to French toast... not okay.
- ✦ **It is okay to fix omissions on the menu.** Ex: pancakes were on the menu but syrup was left off the ingredients list. (Ask.... maybe they didn't want syrup.) You may also adjust amounts if the Scouts didn't plan enough food, or planned too much.
- ✦ **Avoid unnecessary bulk purchasing.** Ex: just because eighteen eggs is the same price as a dozen doesn't mean they're needed. This usually ends up in food waste that has to be dealt with on the campout or upon returning home. Scouts should purchase only what they need, and eat everything they purchase.
- ✦ **Always purchase a couple of rolls of paper towels, and if we're camping primitive, two rolls of toilet paper.** Also, consider cooking spray, vegetable oil, hot chocolate (can) and other drink mix, salt and pepper and other spices, quart or gallon freezer bags, pot scrubbers, wooden matches, two pair of rubber gloves, etc. These items are expendable and frequently need to be replaced.



Troop 315 Quality Camping Award

PATROL: _____

Category – Item (Score 1-5)	Judge 1	Judge 2	Judge 3	Judge 4
Campsite				
Organized campsite				
Clean campsite				
Complete cleanup after meals; cooking, etc				
Camp box orderly				
Section Total (20 points)				
Patrol Method				
Share responsibilities				
Cooperation				
Teamwork				
Section Total (15 points)				
Cooking				
Menu present and followed				
Duty roster present and followed				
Balanced meals; variety; uniqueness				
Section Total (15 points)				
Scout Spirit				
Participation in campfire				
Helpfulness				
Participation in program				
Followed scout oath & law				
Section Total (20 points)				
Deductions				
Loud at night				
Taking excessive time for break down (tent ect.)				
Section Total (10 points)				
Judge Grand Totals				



Tent Checkout Record

Campout: _____

Date: _____

Quartermasters:

Red - _____ White - _____ Brown - _____

Indicate the name of the person taking the tent home.

Tent	Name	In	Tent	Name	In
1			25		
2			26		
3			27		
4			28		
5			29		
6			30		
7			31		
8			32		
9			33		
10			34		
11			35		
12			36		
13			37		
14			38		
15			A		
16			B		
17			C		
18			D		
19			E		
20			F		
21			G		
22			H		
23			I		
24			J		



Troop Equipment Requisition

Equipment needs for Patrol or other campouts that are not all-Troop events must be requisitioned two Mondays in advance of the event. Please complete this form and return to the Scoutmaster. His signature is required to help ensure that BSA health and safety guidelines are being met and that there are no conflicts with other Troop events. *A youth Campout Coordinator will use the Detailed Camping Planner to make sure all of the planning requirements of the camping group are being met.*

Date of Event: Location:

Patrol or group:

Names of those attending:

Adult(s) who are coordinating:

Is trailer support needed?
If so, which trailer and who's pulling?

List all equipment being requested (and how many):

✦ Scoutmaster's signature: _____

✦ *Upon completion, this form will go on to the Properties Chair, Assistant Scoutmaster for the Outdoor Program, and Troop Quartermaster team to coordinate the use of the equipment.*



TROOP 315 UNIFORM INSPECTION ~ CLASS A

- ___ 1 pt - Scout shirt, tucked in
 - ___ 2 pts - all patches present, current, and in correct place
 - ___ 1 pt - neckerchief with patch and tie slide
 - ___ 1 pt - Scout belt
 - ___ 1 pt - beads (if OA and/or Mic-O-Say required and missing -1)
 - ___ 1 pt - Scout uniform pants/ shorts, or dark pants/ shorts
 - ___ 1 pt - proper shoes
 - ___ 1 pt - coat off; uniform visible; hat off unless it's a Scout hat
 - ___ (1 pt bonus - has Scout Handbook; PLC/Patrol Ldrs have folders)
-
- ___ 8 PTS = PASSING (10 pts-- possible score)



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 - ___ (1 pt bonus - has Scout Handbook; PLC/Patrol Ldrs have folders)
-
- ___ 8 PTS = PASSING (10 pts-- possible score)



TROOP 315 UNIFORM INSPECTION ~ CLASS B

- ___ 1 pt - Scout shirt, tucked in
- ___ 1 pt - Scout belt
- ___ 1 pt - beads (also OA and/or Mic-O-Say; if missing -1)
- ___ 1 pt - Scout uniform pants/ shorts, or dark pants/ shorts
- ___ 1 pt - proper shoes
- ___ 1 pt - hat off unless it's a Scout hat
- ___ (1 pt bonus - has Scout Handbook; PLC/Patrol Ldrs have folders)

___ 6 PTS = PASSING (7 pts-- possible score)



TROOP 315 UNIFORM INSPECTION ~ CLASS B

- ___ 1 pt - Scout shirt, tucked in
- ___ 1 pt - Scout belt
- ___ 1 pt - beads (also OA and/or Mic-O-Say; if missing -1)
- ___ 1 pt - Scout uniform pants/ shorts, or dark pants/ shorts
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Credit for Position of Responsibility

Positions of responsibility and Scoutmaster assigned projects fulfill the four-month or six-month leadership requirements for advancement. Scouts who do not attend regularly or who do not fulfill their duties will not receive full credit. In other words, *it's more than just calendar dates*. Scouts may be asked to continue in their position until they actually provide four or six *months of leadership*.

To receive credit for leadership, please complete the following and turn it in to the Scoutmaster:

Name: _____

Rank that you are earning: _____

Length of time you are to supposed to hold your leadership position for this rank: _____ months

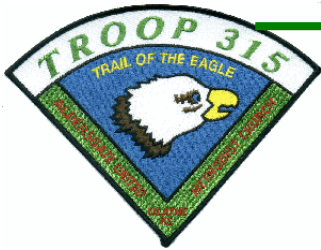
Leadership position or project: _____

Start date: _____ End date: _____

Did you attend most all campouts and Troop meetings during this period? ___ yes ___ no

Do you think you really gave four/six months of leadership in your position? ___ yes ___ no
(Be prepared to discuss this answer with the Scoutmaster; you will be interviewed about your leadership.)

Service awarded: _____ Date: _____
(Scoutmaster signature)



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(Be prepared to discuss this answer with the Scoutmaster; you will be interviewed about your leadership.)

Service awarded: _____ Date: _____
(Scoutmaster signature)



Service Project Approval and Attendance Form

This form is to be used to get approval for, and to track, individual service projects. This form should be used for all individual service projects that are not Troop organized. All individual service projects must have Scoutmaster or Community Service Coordinator approval in advance to ensure they will qualify for advancement purposes. Troop-sponsored projects and Eagle projects do *not* require prior approval in Section A. Section B should still be filled out for record keeping purposes unless a member of the Troop is providing a list of participants.

1. Fill out Section A and get the signature of the Scoutmaster or Community Service Coordinator before completing the service hours.
2. Complete the service hours and get section B signed by a member of the Service Project Organization upon completion.
3. Return the form to the Scoutmaster for signature in section C and then Community Service Coordinator for recording.

Section A – Preapproval, to be submitted and signed before completing service

Scout Name	
Project Name	
Project Date	
Project Coordinator's Name	
Service Organization	
Scoutmaster or Community Service Coordinator Approval Signature	

Section B – Verification, to be recorded and signed by the organization upon service completion

Date	Start Time	End Time	Hours	Brief Summary of Tasks Completed
/ /				
/ /				
/ /				
/ /				
Total Time in Hours:				
Organization Approval - Coordinator's Signature			Phone	
Title			Date	/ /

Section C – Scoutmaster signature for credit; then turn in to the Community Service Coordinator

Signature		Date	/ /
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Preparing young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Roles of Patrol-Time Mentors

Thank you for taking on this VERY important role in our Troop!

Establish the authority of the Patrol Leader

- your primary objective is to maintain that the Patrol Leader is in charge and others are allowing him to lead a productive meeting time
- Scouts are seated, engaged and participating; Patrol Leader may stand to lead
- Scouts need to raise their hand to talk if things get loud (90% of your discipline may be managed if Scouts are seating and raise their hand to speak)

The Sandwich Principle from the BSA Sweet 16 of Scouting Safety

- 1. Qualified Supervision ----→ 16. Discipline
- keep Scoutmaster informed of ongoing problems
- if a Scout is a problem, seek the help of the SLP and Scoutmaster or remove the Scout (send him upstairs)
- parents will be contacted if the behavior warrants



Patrol Time Tasks - review PL's note list – keep things moving

- announcements; SLP assigned tasks
- menu planning
- instructional time planning
- Patrol-assigned campout planning for Troop
- skits
- knots

Enforce *Patrol Time Expectations*

- Mentor's reminders regarding expectations and behavior are encouraged
- see sample "discipline talk" for ideas

Meal Planning

- Encourage use of recipe books for meal planning
- Require menu form; Scribe records; goes with Food Dude for shopping
- Patrol Leader is responsible for the Duty Roster

Advancement

- in Cub Scouts – "did it" = sign it -- in Boy Scouts – "learn it" = sign it
- when Scouts rush through advancement, they do not have time to master skills and knowledge.
- Scoutmaster Team will sign advancements (*may* do so based on your observations); other authorized adults signing requirements should be trained at the Boy Scout level

Coverage

- one Mentor may be adequate; two Mentors can be okay; more than two is probably too many
- when parents want to sit in, refer to SM Team

From the online Youth Protection course

Notes on Discipline

1. **Adult Leader responsibility:** It is the responsibility of adult leaders to maintain order in a unit. Be consistent with routines and rules for behavior. Monitor youth leaders carefully. In a Boy Scout troop, the program is run by the youth but supervised by adults. Adult leaders need to be within seeing and hearing distance of all activity.

Note: It is advisable to organize patrols and dens in similar age groups. This prevents the temptation for older Scouts to take advantage of younger Scouts because of their size or seniority in the troop.

2. **Involve the parents** of a youth who is behaving improperly on a consistent basis. The worst-case scenario may be removal of a boy from a unit. But it may be the only viable option.

3. **Establish a "Code of Conduct"** based on the Scout Law: A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent. Have your unit compile its own "Code of Conduct" early so there's ownership in acting responsibly. These concepts could apply to both Cub and Boy Scout units.

4. **Be clear about expectations and consequences.** The unit's Code of Conduct can be beneficial here. The adult leaders are responsible for the appropriate behavior of the boys in the unit.

5. **Consequences:** Time-outs work for Cub Scout aged boys. For Webelos Scouts and Boy Scout-aged boys, allowing them to experience logical consequences of their actions is valuable and supports the ideals of Scouting. If a privilege, activity, materials and equipment, or another person is disrespected in any way, a logical consequence needs to be applied.

6. **Activity with a purpose:** Be prepared to keep your meetings highly organized with plenty of physical and mentally challenging activities to keep the boys engaged. This means there is less time available for being off-task and it creates fewer opportunities for discipline to be necessary.

7. **With adolescents,** try to avoid power struggles. Offer choices as much as possible. Learn to negotiate over challenging issues.

Sample discipline "talk"

- ◆ Ok, let's sit down and let PL bring us up to date on what's new and what we are supposed to be doing tonight.
- ◆ Guys, the Patrol Leader is in charge. Please sit and quietly let him lead.
- ◆ It looks like we're not allowing everyone a chance to have input. Let's try raising our hands and have the Patrol Leader call on you to talk.
- ◆ Our/your behavior does not fit with the Scout Oath and Law. Let's change the way we're acting.
- ◆ It looks like we're off-task again. Your Patrol Leader has been given a list of tasks that you're to be doing. Let's do them.
- ◆ (Patrol Leader) we're off-task. What should we be doing right now?
- ◆ Guys I don't see that we're following the guidelines in the Patrol Expectations. Let's calm down and do so.
- ◆ Your behavior is not helping the Patrol accomplish anything. You need to focus and make sure you are participating in a positive way.
- ◆ No, we're not going to allow put-downs and arguing. Find a nice way to participate or keep quiet.
- ◆ We're breaking the rules with all the body contact. If you are unable to keep your hands off each other we'll need to separate or I'll have to start sending you upstairs to Mr Warner.
- ◆ Guys, we're not the only ones in the church and we're too loud. It's okay to have fun but you have to be quieter out of respect for the others here.
- ◆ If we can't be quieter when practicing skits, your Patrol Leader will have to find something else for you to do right now.
- ◆ I've asked you a couple of times already to stop _____. Mr Warner expects me to send up upstairs if you can't keep on task and participate in a positive way.
- ◆ Your behavior has been too disruptive to allow you to stay. Mr Warner has told the Mentors to send Scouts upstairs if they are disrupting Patrol time so I need you to go upstairs. (arguing) No I already gave you X chances. You need to go to Mr Warner now. Now.



ADULT TRAINING

Adults are encouraged to immediately begin training, even if you do not intend to have leadership roles in the immediate future.

Boy Scout Youth Protection Training (within 90 days) and **United Methodist Safe and Sacred Spaces Training** (before you recharter a second year) are required if you intent to camp with us or participate in other activities, so that's a good place to start immediately. If you were Youth Protection trained as a Cub Scout leader, your training is still good (although we encourage you to refresh your training). Provide a copy of your training cards to Mr Owings for our records.

Additionally, please:

- 🦋 take Fast Start training; it's available online and is a short training
- 🦋 take New Leader Essentials at a Roundtable the first Thursday of the month
- 🦋 strongly consider training for a position by choosing one:
 - Troop Committee Challenge
 - Scoutmaster/Asst Scoutmaster Job specific with Outdoor Leader Skills

Completing these three levels in addition to Youth Protection qualifies you to wear the "Trained" patch. It will also be important to you as additional opportunities become available to participate in Scouting with our Troop.

Many training courses are available online. See the Training page on the Troop website for details and more training information.

TRAINING MATRIX

X = Required (X) = Recommended									
Quick Reference Training Matrix	Tiger Den Leader	Den Leder	Webelos Den Leader	Pack Committee	Cubmaster/ Assitant Cubmaster	Troop Committee	Scoutmaster/ Assistant Scoutmaster	Venturing Leader	Varsity Leader
Fast Start	X	X	X	X	X	X	X	X	X
Youth Protection Training	X	X	X	X	X	X	X	X	X
New Leader Essentials	X	X	X	X	X	X	X	X	X
Tiger Leader Job Specific	X								
Den Leader Job Specific		X							
Webelos Leader Job Specific			X						
Pack Committee Job Specific				X					
Cubmaster/ Assistant Cubmaster Job Specific					X				
Troop Committee Challenge						X	(X)		
Scoutmaster/ Assistant Scoutmaster Job Specific						(X)	X		
Venturing Adult Leader Trining								X	
Varsity Adult Leader Training									X
OUTDOOR SKILLS:	At least one supervising adult on the outdoor event must be trained. Explanations of these are in the table above.								
BALOO	(X)	(X)		(X)	(X)				
WLOE			(X)						
Outdoor Leader Skills						(X)	X	X	X