

Mattaponi District Operations Guide



**National Capital Area Council
Boy Scouts of America**

www.boyscouts-ncac.org

or

www.boyscouts-ncac.org/mattaponi/

March 2009

This page intentionally left blank

Table of Contents

| | |
|---|----|
| Introduction..... | 1 |
| The Council..... | 1 |
| The District | 1 |
| District Goals and Objectives | 2 |
| District Functions..... | 2 |
| District Organization..... | 3 |
| The District Executive | 4 |
| The District Committee..... | 4 |
| The District Chairman..... | 4 |
| Operating Committees | 5 |
| Special Committees | 7 |
| Unit Service – The Commissioner Staff | 7 |
| The District Commissioner | 7 |
| Assistant District Commissioners | 8 |
| Roundtable Commissioners | 8 |
| Unit Commissioners..... | 8 |
| District Communications | 9 |
| The Council-District Relationship | 9 |
| Volunteer-Professional Relationships..... | 9 |
| Internal Communications..... | 10 |
| District Committee Meetings | 10 |
| Commissioner Staff Meetings..... | 10 |
| Key Documents..... | 10 |
| District Website | 11 |
| Local Units..... | 11 |
| Resources | 12 |
| Appendix A – Mattaponi District Organization..... | 13 |
| Appendix B – Council/District Activities Procedures | 15 |
| Appendix C – Order of the Arrow | 17 |
| Appendix D – Scouting in the LDS Church in the Fredericksburg Stake | 18 |
| Appendix E – Mattaponi District Timeline | 23 |

Mattaponi District Operations Guide

Introduction

This guide is written to help the District Executive and district volunteers understand basic district operations. It compiles guidance from a number of sources into one coherent document. The Mattaponi District is in an important position – it implements the policies and programs of the National Council, through the National Capital Area Council, to provide a quality program to our youth.

The Council

Mattaponi is one of 20 districts in the National Capital Area Council (NCAC), headquartered in the Marriott Scout Service Center in Bethesda MD. The council is chartered to promote and administer Scouting within a designated geographical area. It is composed of a Chartered Organization Representative from each body chartered to operate a Scouting unit. In addition, community representatives are elected by the council as Members-at-Large.

The council accepts certain responsibilities:

- Extend the program to as many youth as possible.
- Service and maintain the existing program, and build relationships with community institutions.
- Attain certain goals and objectives in outreach and quality.
- Finance the operation of the council and maintain accurate financial accounts.
- Involve as many volunteer workers as possible for the total program.
- Employ an approved professional staff to give direction to the program.
- Ensure that all National Council policies and regulations are carried out.
- Maintain and operate camps.
- Secure a quality program through balanced activities.

NCAC is divided into 5 Field Service areas. Each of these is further divided to create the 20 districts plus a Learning for Life Division and an Exploring Division.

The District

Each district exists by the authority of the local council. The district is represented on the council executive board by its District Chairman. The local council is chartered by the National Council as a policy-making body. The district has no policy-making authority. Councils establish policies and programs. Districts implement the programs and policies of the council in their respective territories.

The council is no stronger than its districts. Districts are the arteries through which the council program flows to chartered organizations and their units and through them to youth. One of the major responsibilities of the top council leadership, therefore, is to build strong districts through

capable district personnel, both volunteer and professional. Careful guidance of district nominating committees in the selection of district officers and district members at large is vital.

Generally, the chairmen of the district operating committees are members of council committees of like name and function. Since the council carries out some different roles than the district, not all council committees must be duplicated in the district. *The Council and District Plan Book*, No. 33032D, notes the primary and support responsibilities of the district and council.

District Goals and Objectives

NCAC is expected to meet certain goals and objectives, passed by the National Council. NCAC, in turn, expects each district to meet certain goals and objectives. Refer to Appendix E for a proposed timeline and milestones which will assist the Mattaponi District in meeting goals and objectives. The functions and responsibilities of the district and each of its organizations are summarized below.

District Functions

Each district is responsible for carrying out its functions in four basic areas:

- Membership
- Finance
- Program
- Unit Service

The order in which the functions are listed is not meant to suggest the order of their importance, but the natural interrelationship and flow of the functions. The Scouting movement cannot achieve its purpose without first organizing units and enrolling members. The district cannot support its units without the funds to do it. Unit programs are supported by the district through its program functions and unit service. All four functions are equally important and necessary. If one suffers from lack of attention, all the work of the district suffers.

The functions of the district include:

- Extending opportunities for youth to join a pack, troop, team or crew.
- Helping units to provide a quality program for their youth.
- Marshaling the resources of the territory in terms of volunteers and money.

Its specific duties are selling the use of Scouting and providing the essential services. The District Committee sells the use of the program to community organizations and helps to organize new units. It provides those things essential to successful Scouting that the Chartered Organization cannot easily provide, including:

- Guidance on how to select quality unit leadership.
- Training for unit personnel in the methods of a good program.
- Inter-unit activities that stimulate good unit programs through participation and competition.
- Promotion of the BSA camping and outdoor program.

- Promotion of the BSA advancement program by providing merit badge counselors and coaching unit committees on advancement procedures.
- Giving guidance to units through effective commissioner service.

The district serves as a vehicle by which Scouting services and programs are carried to the chartered organization and units. It serves as a sounding board for chartered organization and unit needs and thus enables the consideration of those needs as the council program is planned. It also participates in determining the council budget and fundraising for the financing of its program.

District Organization

A well-organized district focuses upon the work to be done. The clearer and simpler the plan, the easier it is for volunteers to understand how they fit in. The kind of volunteer structure depends on the number of units, the size of the territory served, and the nature of the committees making up the district. Each district, regardless of size, has a District Committee to coordinate the work of the district. All districts carry out the same standard functions. The exact method of organizing to carry out the functions is left more flexible and must be adapted to the needs and characteristics of the communities which the district serves. Figure 1 shows a standard district organization from *The District*, BSA Pub #33070E. Mattaponi’s District Committee and Commissioner Staff organizations can be found in Appendix A.

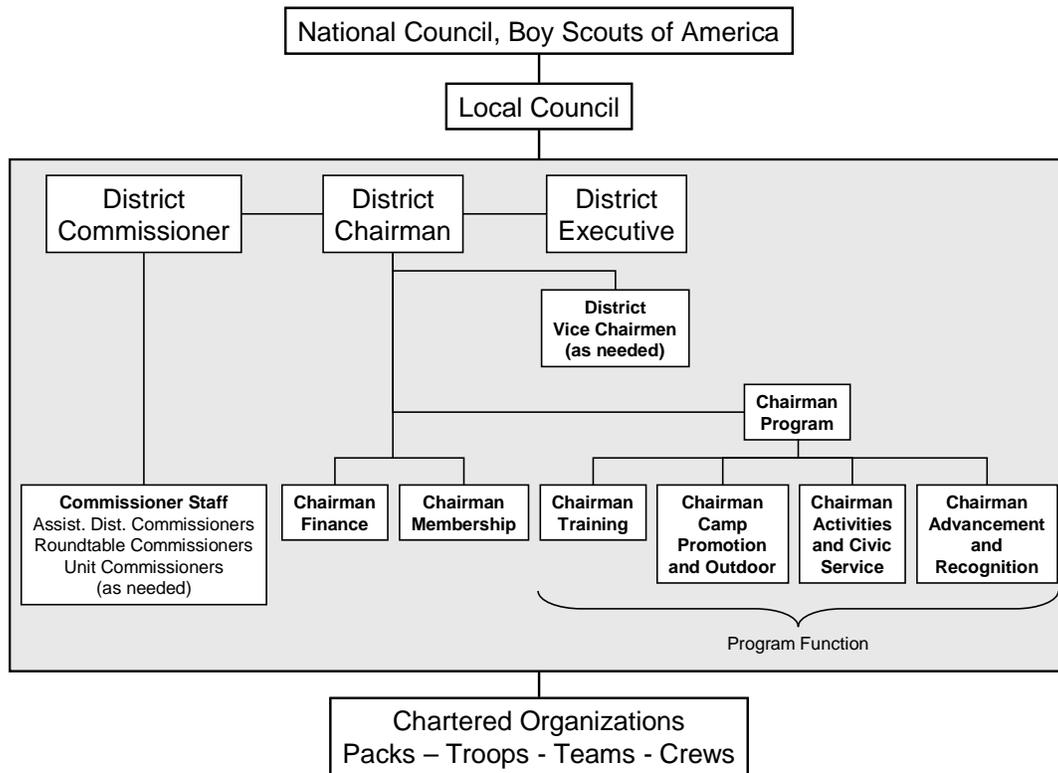


Figure 1 – Standard District Organization

The District Key 3 consists of the District Executive, the District Chairman, and the District Commissioner. This leadership team meets regularly to coordinate and support plans and projects and to furnish a liaison between the District Committee and the Commissioner Staff.

The District Executive

The District Executive is the only full time professional in the district. He or she is employed by the council and works under the direction of the council Scout Executive. Primary responsibilities of the District Executive include:

- Give leadership to the program through the District Chairman and district personnel.
- Give leadership to the recruitment, training and guidance of key personnel.
- Regularly review District Commissioner needs, formulate a recruiting and training program, and assist with on-time charter renewal for all units.
- Develop a plan of action through which each chartered partner receives an annual visit to review unit leadership and program.
- Maintain the necessary records and files to assure a continuity of service.
- Serve as a Cub Scout Day Camp advisor.
- Serve as staff advisor to the local chapter of the Order of the Arrow. See Appendix C for more information.

The District Committee

The committee coordinates all the functions of the district for the purposes of (a) organizing and supporting quality units, (b) carrying out the policies and objectives of the council, and (c) extending the program to the greatest number of youth.

The District Chairman

The District Chairman should be a person who is recognized in the community as outstanding because of his or her character and achievements as a leader with executive ability. He or she has a positive personality and organizational experience that inspires others to support Scouting. Because of his or her business and social relationships, he or she is able to help the district and council secure adequate financial support from within the district's service area. The District Chairman leads the district and:

- Identifies and recruits the right people as operating committee chairmen.
- Helps committee chairmen recruit members to carry out the functions of the district.
- Plans (with the District Executive) and presides at District Committee meetings.
- With the District Commissioner and District Executive, stimulates and coordinates the work of the district to ensure the success of Scouting units.
- In cooperation with the District Executive, ensure the attainment of district goals.
- Represents the district on the Council Executive Board.
- Supports local and national Scouting policies, procedures and practices.
- Annually appoints a District Nominating Committee to select nominees for district officers and district members at large.

Operating Committees

The operating committees of the district carry out the functions of Membership, Finance, and Program. The chairman of each operating committee is a member of the like council committee (except Finance and Camp Promotions, which are options for the council).

Membership and Community Relations

This committee carries out several essential tasks to bring about membership growth in the district:

- Gather information to keep the committee informed of conditions and needs of the district and recommend district membership goals.
- Cultivate relationships with community organizations in the district.
- Organize units.
- Plan and carry out district roundups and other youth recruiting projects.

Refer to the *Membership Committee Guide*, #33080E, for more details.

Finance

The Council Finance Committee carries the major responsibility for finance. The committee's responsibilities include:

- Plan and conduct the annual Family Friends of Scouting campaign.
- Work with the District Chairman to plan and conduct the annual Scouter Friends of Scouting campaign.
- Work with the District Executive to plan and conduct the annual Community Friends of Scouting campaign.
- Keep units informed on national policies concerning unit finance.
- Review and approve all unit money-earning applications.
- Achieve district's share of council finance campaigns.
- Support district activities that involve income and expenses, assuring proper policy and adult control.
- Support the District Popcorn Kernel during the annual popcorn fundraising campaign.
- Plan and conduct an annual special fundraising event, as needed.

Program

The District Program Committee consists of committees for Camp Promotion and Outdoor, Training, Activities and Civic Service, and Advancement and Recognition. The Program Committee Chairman has the responsibility to:

- Ensure the district operating committee chairmen and committee members are trained to carry out the functions of the district.
- Help district operating committee chairmen to recruit an adequate number of members to carry out the program functions of the district.

- Plan, with the District Executive, the district's annual program planning conference and program review meeting.
- Coordinate, with the operating committee chairmen, the district's annual program calendar.

Camp Promotion and Outdoor

The Committee Chairman reports to the Program Committee Chairman. This committee is responsible for planning the district's outdoor and camping approach, and goal setting and achievement of associated objectives. The committee has program specialists for each program, including:

- Cub Scout outdoor activities such as Cub Scout Day Camp, WEBELOS Scout Resident Camp, and family camping.
- Boy Scout camping, such as Boy Scout resident camp and high adventure activities.
- Venture outdoor activities, such as high adventure and superactivities.

The Order of the Arrow Chapter Advisor is a part of this committee. Refer to Appendix C for additional information related to the OA.

Training

The Committee Chairman reports to the Program Committee Chairman and is responsible to:

- Establish district training objectives.
- Train leaders, not just run training courses.
- Recruit and orient training committee and course instructors.
- Prepare an inventory of all leaders who need training.
- Maintain unit and district training records.
- Support specialized council training, such as Cub Leader Pow Wows, Den Chief Conferences, Woodbadge, Powderhorn, and University of Scouting.
- Give assistance to untrained unit leaders.

Activities and Civic Service

The Committee Chairman reports to the Program Committee Chairman and is responsible to:

- Develop and implement a plan for limited district-level activities, such as Spring and Fall Camporees, Klondike Derby, and Pinewood Derby.
- Promote and run Scouting for Food.
- Plan, promote and conduct special projects, such as the 10 Commandments Hike and Luminary.
- Coordinate with council Activities and Civic Service programs.

See Appendix B for specific guidelines for all council and district events and activities.

Advancement and Recognition

The Committee Chairman reports to the Program Committee Chairman and is responsible to:

- Stimulate advancement and recognition of Cub Scouts, Boy Scouts, Varsity Scouts, and Venturing Crew members.
- Assist packs, troops, teams and crews to evaluated advancement progress as required.
- Review and approve Eagle service project plans, and provide a district representative from the committee to chair all unit Eagle boards of review.
- Review and maintain the Mattaponi District *Life to Eagle Scout Procedures Guide* and the Mattaponi District *Alternate Requirements for Boy Scout Rank Advancement Procedures* guide.
- Recruit and train district Merit Badge Counselors and maintain a district Merit Badge Counselor directory.

Special Committees

The **District Nominating Committee** determines the needs for district volunteer leadership, identifies and recruits men and women with the skills to serve the district, identify and recruit nominees for the positions of District Chairman and District Vice-Chairmen, and identifies individuals to be recommended to the Council Executive Board for appointment as District Commissioner. More detailed information on this important committee, including general guidance, the basic process, a sample prospect list, selection criteria, election procedures, and selected forms is found in the *District Nominating Committee Guidebook*, provided by NCAC.

The **District Recognition Dinner Committee** implements, coordinates and supervises the annual recognition event, usually held in May. This event recognizes the accomplishments of the Scouters, Eagle Scouts who have received the Eagle Scout rank during the last district calendar year, and other Scouts who have earned major honors. This event also recognizes the District Award of Merit recipients that have been selected during the past year. This event can be uniformed or non-uniformed.

The **District 2010 Committee** was established to promote, plan and coordinate special events related to the 2010 celebration of the 100th anniversary of the Boy Scouts of America. This committee will also coordinate with the NCAC Centennial Committee to support council sponsored events.

Unit Service – The Commissioner Staff

The size of a commissioner staff is determined by the number of units in the district. Unit Commissioners usually don't function at their best when serving more than three units.

The District Commissioner

The District Commissioner recruits, trains, supervises, and motivates the Commissioner Staff so that all Scouting units in the district receive regular helpful service. The Commissioner is responsible for the unit service function of the district. Specifically, the Commissioner:

- Supervises and motivates Unit Commissioners to visit each unit regularly, identify unit needs, and make plans to meet unit needs.
- Oversee the annual unit charter renewal plan so that each unit re-registers on time and with optimum membership.
- Works with the District Chairman and District Executive to stimulate and coordinate the work of the district.
- Represents the district as a member of the Council Commissioner Cabinet.
- Attends District Committee meetings to report on conditions of units and to secure specialized help for units.
- Provides coaching to Chartered Organization Representatives as needed.

Assistant District Commissioners

Mattaponi Assistant District Commissioners are established for the city of Fredericksburg, the counties of Spotsylvania, Caroline and King George, and the LDS Community. They report to the District Commissioner and are responsible to:

- Recruit a full staff of Unit Commissioners to serve their assigned units and area.
- Serve units with no assigned Unit Commissioner.
- Maintain regular contact with Unit Commissioners under their supervision.
- Help the District Commissioner train Unit Commissioners and Roundtable Commissioners.
- Keep track of recharter status and progress of all units.

Roundtable Commissioners

Mattaponi Roundtable Commissioners are established for both Cub Scout and Boy Scout units. Venturing units are served by the Virginia South Venturing Roundtable, held quarterly. Roundtable Commissioners:

- Conduct monthly Roundtable meetings.
- Recruit Roundtable staff as needed to handle program elements, projects, and physical arrangements, hosting and participation.
- Attend monthly Commissioners Staff meetings and report on the Roundtable program and attendance.

Unit Commissioners

Mattaponi Unit Commissioners report to their Assistant District Commissioner as assigned. Each Unit Commissioner serves up to three units and is responsible to:

- Help each unit earn the Quality Unit Award.
- Know each phase of Scouting and its literature. Be able to describe how each works.
- Visit regularly with unit leaders.
- Work to ensure effective unit committees.
- Set the example – adapt an attitude of helpfulness, keep promises, display proper uniforming, and be diplomatic.

Unit Commissioner Service unique to the LDS Church is described in Appendix D.

District Communications

The Council-District Relationship

The following lines of communication must function if the council-district relationship is to remain strong:

- The District Executive is employed by the council and works under the direction of the Scout Executive.
- The Council President or Representative should meet periodically with the District Chairmen.
- The District Chairman represents the district in the executive board meetings.
- The Council Commissioner should support the district commissioners and meet with them as needed.
- Local council procedures should be made clear, in writing, and shared with district personnel.
- Council plans and calendars need to be completed and distributed to the field in time to be used by the districts and units as the basis for their own programs.
- Regularly scheduled conferences of the Key 3, usually on a weekly basis, are a major factor in maintaining good relationships.

Volunteer-Professional Relationships

Scouting's special partnership between volunteers and professionals is the core of its success. When the partnership thrives, the movement thrives. When the partnership is working effectively, the partners:

- Are aware of their dependence on each other.
- Have complete confidence in each other.
- Are motivated by the same concerns.

Mutual dependence results because District Executives know they cannot possibly do all the work that needs to be done, and district volunteers know they need the coaching and experience of District Executives.

If the partners have confidence in each other, they will seek each other's counsel. Neither partner has a monopoly on wisdom, judgment, or experience. When the full resources of both parties are applied to decision making, the combination is almost unbeatable. Both are dedicated to the same principles, and both are trying to live out those principles in their lives and at work.

Volunteers make the vital decisions of the movement at district, council, and national levels. Professionals counsel and help prepare volunteers for the decisions to be made, but they never lose sight of where the final authority rests in major decisions.

For more guidance, see *Good Volunteer-Professional Relationships*, BSA Pub #14-145.

Internal Communications

Internal communications is the “oil” that lubricates the district “engine”. Continuous, open communications are vital to effectively planning, promoting and conducting district projects and programs. Formal events, such as District Committee and Commissioner Staff meetings, help Scouters share knowledge and coordinate their areas of responsibility. Informal one-on-one phone calls and emails expedite day-to-day communications. Formal documents (including this guide) compile policies, procedures, lessons learned, best practices, etc. so Scouters easily can find the information they need. The Mattaponi District also maintains a website that provides the latest information and links to other important sites. The following paragraphs discuss some of the ways we communicate.

District Committee Meetings

The District Committee usually meets on the fourth Thursday of the month under the leadership of the District Chairman. The purpose of the meeting is to build momentum, provide group continuity, assure good coordination, and administer specific assignments of individual district Scouters. The District Commissioner reports on the special needs of units and requests the help of operating committees to meet those needs.

Commissioner Staff Meetings

The Commissioner Staff usually meets on the second Tuesday of the month under the leadership of the District Commissioner. Unit Commissioners report on the condition of their units. This gives the District Commissioner a chance to be informed before the District Committee meets. The meeting is focused on the needs of individual units, not district or council needs and projects. This is a time for Assistant District Commissioners and their respective Unit Commissioners to meet and review the health of each unit and plan that will help meet specific unit needs during the month ahead. Priority is given to “trouble spots” that could seriously disrupt a unit. Part of each meeting is devoted to a brief training topic. Training is a continuous process for Commissioners. The District Executive and District Commissioner choose a topic each month that matches current needs to develop specific skills.

Key Documents

A number of documents have been developed to help guide district operations. There are also several guides that are either in work or in the early planning stages to meet future needs. Most of these documents are based on lessons learned from past experience, best practices developed from BSA and other literature, the advice of experienced Scouters, and most importantly – the needs of our Scouts.

Life-to-Eagle Scout Procedures Guide – This document, originally developed by Mr. Joe Powell, Mattaponi Advancement Chairman, was updated in March 2009. It is available on the district website at http://boyscouts-ncac.org/openrosters/view_homepage.asp?orgkey=2021.

Alternate Requirements for Boy Scout Rank Advancement Procedures – This document was developed by Mr. Duane Schoenhardt, District Chairman, as a supplement to the ***Life-to-Eagle Scout Procedures Guide***. It is also available on the district website.

Mattaponi Camporee Guide – This document is not yet developed, though resource information, including past plans, lessons learned, best practices, etc. are being gathered. Work on this document is expected to start in summer 2009.

Mattaponi Klondike Derby Guide – This document was initially developed in 1999 and has been updated annually since then. The document was provided to NCAC as a model for Klondikes, and has been given to other districts as well. Copies are available from Mr. Bill Schlang or Mr. Pete Adams.

Mattaponi Day Camp Guide – This document is not yet developed, though resource information, including past plans, lessons learned, best practices, etc. are being gathered. Work on this document is expected to start in summer 2009.

Other documents will be developed and maintained as needed to help guide the operations of the district.

District Website

Mattaponi District maintains a district website as part of the NCAC website. This website contains information needed by the District Committee, the Commissioner Staff, and unit leaders to plan and run district and unit operations. The District Webmaster maintains the website, keeping information current and adhering to NCAC Internet policies.

Local Units

Each unit is sponsored by a group such as a civic organization, church, synagogue, PTA, school, police department, or business. The group receives a Charter from the National Council upon recommendation of the local council, NCAC.

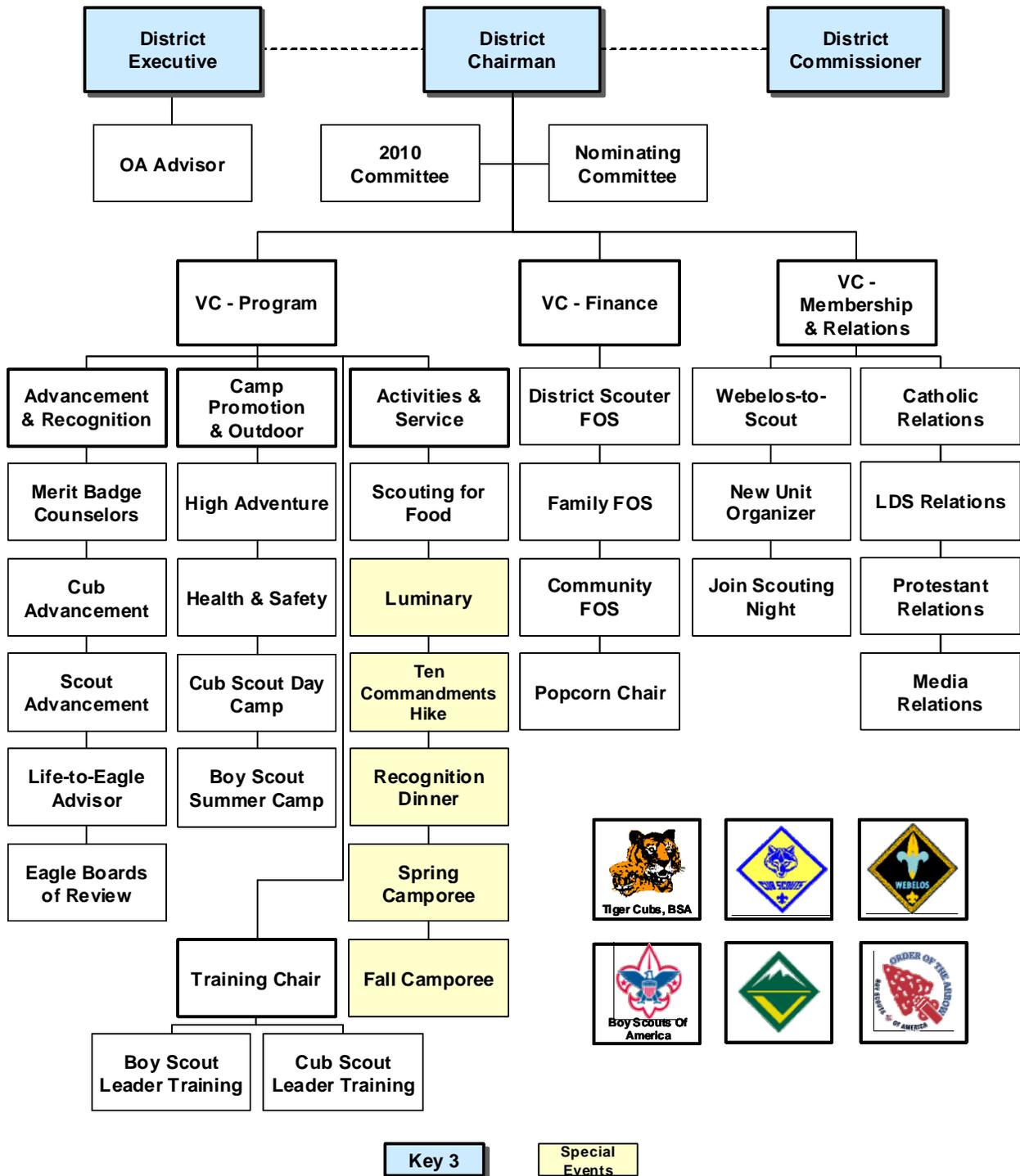
All members of Scouting – young person or adult – register annually. Currently, all units recharter in March, but will recharter in December starting in late 2009. The entire registration fee is transmitted by the local council to the National Council. The National registration fee is \$10.00 per year for each young person or adult. ***Boy's Life*** magazine (for all boys, published monthly by BSA) costs \$12.00 per year. Unit charter fees are \$20.00 per year. Leader and Scout accident and health insurance is \$1.00 per year.

Resources

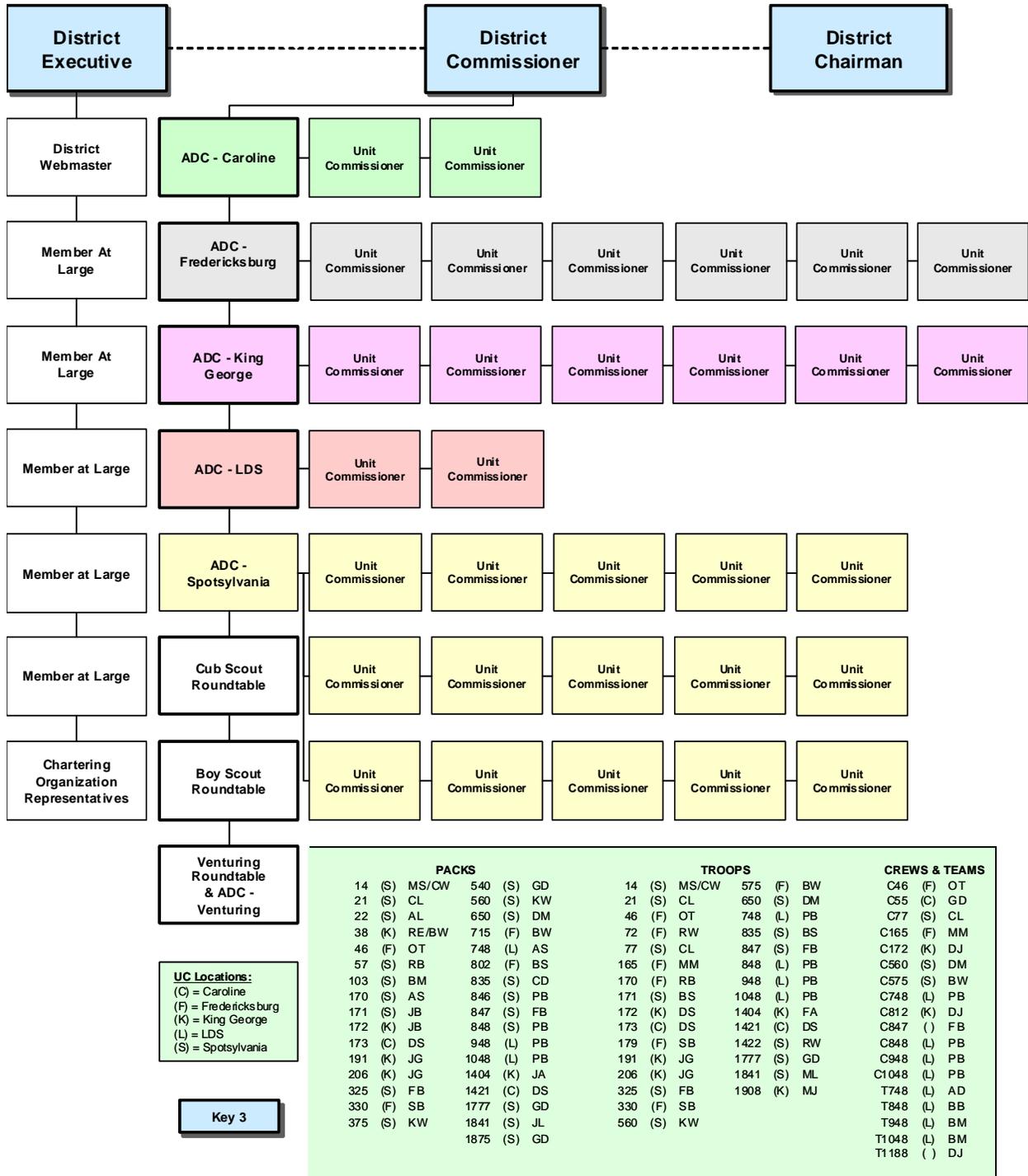
1. *The District Nominating Committee*, BSA Video #AV-06V006.
2. *Highlights of District Operation for the 21st Century*, BSA Video #06V002A.
3. *Recruiting District Volunteers*, BSA Video #06V002A.
4. *Selecting District People*, BSA Pub #34512.
5. *NCAC District Nominating Committee Guidebook*.
6. *The Council and District Plan Book*, BSA Pub #33032D.
7. *Good Volunteer-Professional Relationships*, BSA Pub #14-145.
8. *Membership Committee Guide*, BSA Pub #33080E.
9. *The District*, BSA Pub #33070E.
10. Mattaponi District *Life to Eagle Scout Procedures Guide*.
11. Mattaponi District *Alternate Requirements for Boy Scout Rank Advancement Procedures*.
12. Order of the Arrow *Guide for Officers and Advisors*, BSA Pub #24-413.

Appendix A – Mattaponi District Organization

District Committee Structure



District Commissioner Staff Structure



Appendix B – Council/District Activities Procedures

These guidelines have been approved by the Council Executive Board and District Leadership, and must be followed for all Council and District events and activities (note: the Order of the Arrow procedures will be administered as per the Policy and Procedures specified by the lodge and published in the Lodge Operating Procedures).

Budgeting: A budget for each activity must be completed annually. The budget building process normally occurs each fall for the upcoming year. This should be a mutual endeavor between the volunteer event chairman and professional staff advisor. The professional will submit the completed budget to the appropriate staff leader for approval. Expenses are not authorized until the budget is approved. In establishing a budget it is recommended to review past costs and attendance. The budget should be established with a realistic attendance projection and allow a 10% contingency fund to insure that the event will not lose money. It should also include 10% for council support. All budgets must be closed within 30 days of the event with a final report submitted to the staff leader and the accounting department.

Health & Safety: The latest edition of the “BSA Health and Safety Guidebook” and the “Guide to Safe Scouting” describe the health and safety rules for ALL Scouting events. A qualified first aider will be present at all events. A designated area for first aid treatment will be known to the participants. Reliable emergency transportation and communications are also necessary. First aid logs for each district and the council will be in use at all events. The logs will be returned to the council office the following business day.

Insurance: The National Capital Area Council has purchased accident and sickness coverage for all registered adult and youth members. Coverage and any claims must be submitted on the appropriate form. The National Capital Area Council maintains liability insurance in effect at all times. The council can provide documentation of the coverage to other organizations, when necessary. The council program department will coordinate insurance claims and issue Certificates of Insurance.

Cash Management: To the extent possible, little money should change hands at an event. Most of the business should be handled through the council office. When money is collected at an event, a field receipt is issued to the payer. All money collected, with a copy of each receipt should be picked up by the professional staff adviser or turned into the council office within 48 hours of the conclusion of the event, and complete accounting is turned into the council office within one week of the event. Bills for approved expenses will be paid through the council office. Check requests with attached receipts should be submitted within 5 business days for reimbursement. When incidental expenses may be incurred during the event itself, the professional advisor may secure petty cash from the council prior to the event. Cash and receipts totaling the original issuance will be submitted within two days of the event. The professional staff advisor will be responsible to account for all money related to an event.

Planning: No event can be successful without proper prior planning. Planning begins as soon as the event chairman is selected, about 5-6 months before the event. Besides budgetary considerations, planning will need to provide for personnel and material needs. The professional

staff advisor will provide planning guidance and coaching to assure that the event committee has the tools for success. Proper and timely recruiting of a volunteer chair and staff ensure that the professional fills an oversight role and need not be “hands on” for program details. Backdating is done for all major events to keep important planning steps on the calendar.

Printed Materials: Many council and district activities will have mailing and printing costs. Costs for printing and postage will be included in the event budget. To the extent possible, outside duplicating resources, when donated, will help control costs. Requests for printing and mailing projects done through the council office must be submitted to the council office at least one week prior to the desired completion date. Care should be given to avoid excess use of paper and envelopes in the request.

Refunds: Registration for an event should be done prior to the event. Requests for individual and unit refunds must be made in writing through the council office and must be submitted within the time frame specified in the event registration forms. No refunds will be made for registration fees of less than \$25.00. All other refunds are subject to a 15% administrative fee, unless the event is cancelled by the council. Only under extreme personal emergencies will a refund be issued for a no show. The staff advisor for the event will process requests for refunds.

Religious Services: All overnight weekend events should include opportunities for the participants to observe their religious customs. About two months prior to the event, the chairman should arrange for clergy to be present at the appointed time. Proper facilities will be needed to hold the services.

Sanitation: All event locations need to provide for the disposal of human wastes. Where possible, facilities should be chosen where bathrooms, toilets, latrines, privies, or outhouses are already present. Port-a-johns should be used prudently in accordance with the approved budget and Health Department regulations. Where unit camping is involved a “pack-it-in pack-it-out” philosophy should be applied to trash disposal. In other cases trash receptacles will be needed, but care should be given to avoid additional disposal costs.

Trading Posts: At some events Scouting paraphernalia and edibles may be sold. The professional advisor may bring items from the Council Scout Shop on a consignment basis. She (he) will be responsible to account for the items and money. The professional is responsible for the administration of the consignment. The consignment must be closed within 2 weeks of the event and there can be no more than 2 outstanding consignments at any time. All of this is to be coordinated through the Scout Shop and the accounting department. If a food concession is operated it must meet health regulations and be included in the budget.

Appendix C – Order of the Arrow

The Scout Executive is the final authority of the Order within the council and, because of this, holds the title of Supreme Chief of the Fire. It is the Scout Executive's job to see that the lodge adheres to national policy.

Chapter Advisors and Staff Advisors are appointed annually by the Scout Executive to support the purpose of the Order and give active leadership to that purpose.

All Advisors should be Scouters with considerable experience in the Order of the Arrow.

It must at all times be remembered that the Order is an extension of Scouting, an integral part of it, rather than a separate program. The Chapter Advisor and Chapter Chief serve on the District Camping Promotion and Outdoor Committee.

It should be possible for each chapter to train ceremonial teams to conduct Ordeals and Ordeal Ceremonies, as well as the Brotherhood Membership Ceremonies. Some chapters develop dance teams and hold banquets, campouts and other Order of the Arrow activities.

Because the OA is principally a youth organization, unit, district and council Scouters are not selected for membership as recognition. Selection should take place only when the adult's position in Scouting will make OA membership more meaningful in the lives of the youth membership. Unit Scouters must still meet all OA eligibility requirements.

Members of the professional service of the Boy Scouts of America are considered *ex officio* members of the Lodge of the Council in which they are employed. Members of the professional service designated by the Scout Executive to serve in camp positions should be given an opportunity to complete the Ordeal and the Ordeal Ceremony if they have not previous been inducted into a Lodge of the Order of the Arrow.

Refer to *Guide for Officers and Advisors*, BSA Pub #24-413, which can be located at the following website: <http://old.scouting.org/boyscouts/oa/pdf/24-413.pdf> for specific information.

Appendix D – Scouting in the LDS Church in the Fredericksburg Stake

Scouting under sponsorship of the Church of Jesus Christ of Latter-Day Saints does not operate independently of the priesthood and the family. The Scout unit becomes an extension of the home and the Church and functions as an integral part of the Church’s activity program for boys and young men. A Cub Scout Pack, a Boy Scout Troop, and a Varsity Team should be chartered by every ward and branch that has two or more boys of the particular age served by the program. Venturing is recommended as the activity arm of the priest’s quorum.

Because age is used by the Church in organizing quorums, membership in a Scouting unit is likewise determined by age (vs. school grade). Boys join Cub Scouts at age 8 in conjunction with their baptism, and become Boy Scouts at age 11, Varsity Scouts at age 14, and Venturers at age 16. Though units may be smaller than most non-LDS units, separate age-group units are encouraged to maintain priesthood quorum integrity and identity, as well as priesthood lines of authority. Individuals do not need to be members of the Church to register and serve with Church-sponsored units. Women do not participate as youth members of Venturing crews, nor do they serve as leaders in troops, teams, and crews, except as unit Committee Members or as Assistant Scoutmasters working with 11-year-old Scout patrols. Figure D-1 shows LDS units in the Fredericksburg Stake.

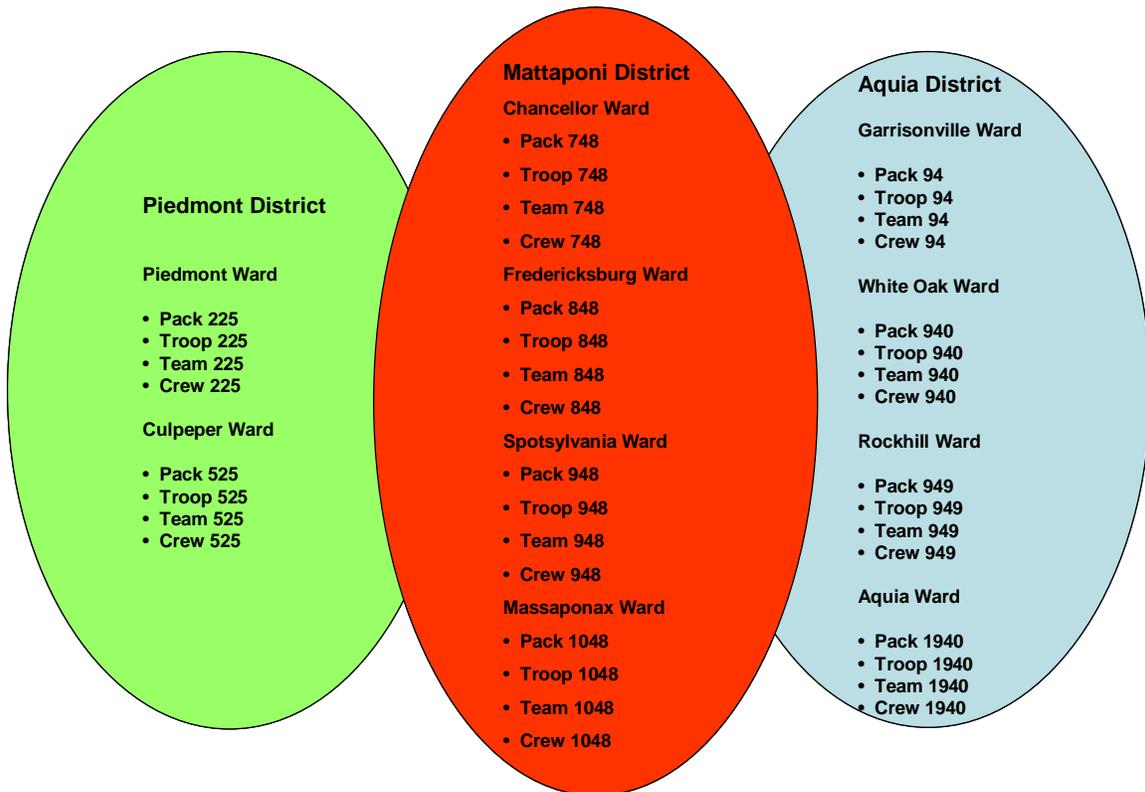


Figure D-1 – The LDS Church Fredericksburg Stake

Unit Leadership

Under the direction of the ward’s bishop, men are “called” to serve as advisers to the three quorums and serve as the “Young Men presidency” of the ward. Generally, these men also serve as Scoutmaster, Varsity Scout Coach, and Venturing Crew Advisor. If assistant quorum advisers are called, they may serve in these roles or may assist the quorum adviser. In the Primary, one of the Primary presidency members serves as a member of the pack committee and one serves as a member of the Troop Committee representing the 11-year-old Scout patrol.

A unit committee should be as large as needed to carry out its responsibilities to the individual Scouting unit. All committee members, whether members of the Church or not, must understand and be willing to maintain Church standards. Where leadership or the number of young men or boys is limited, one committee could represent all units in the ward.

Figures D-2 and D-3 show the basic organization of the LDS Scouting organization at the Stake and Ward levels. Since Scouting is a formal part of the LDS Church activity program for boys and young men, this structure provides the support they need to ensure a well-run program.

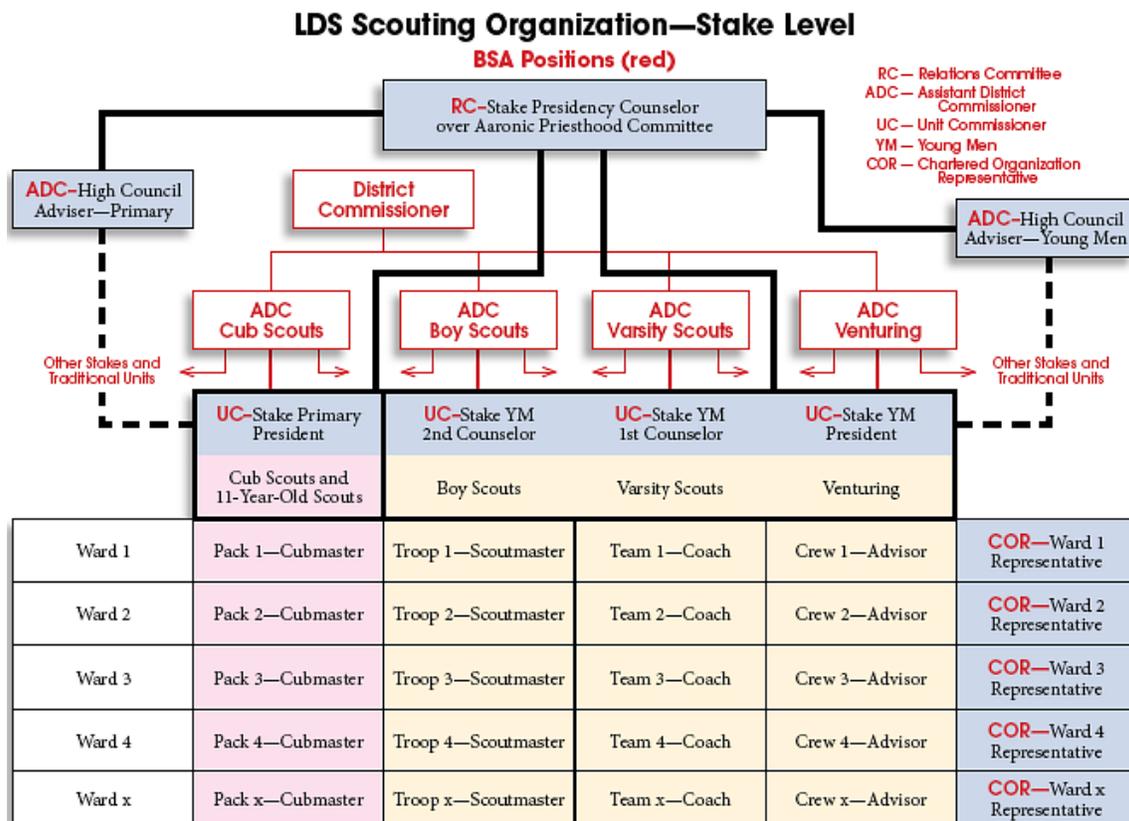


Figure D-2 – LDS Scouting Organization at the Stake Level

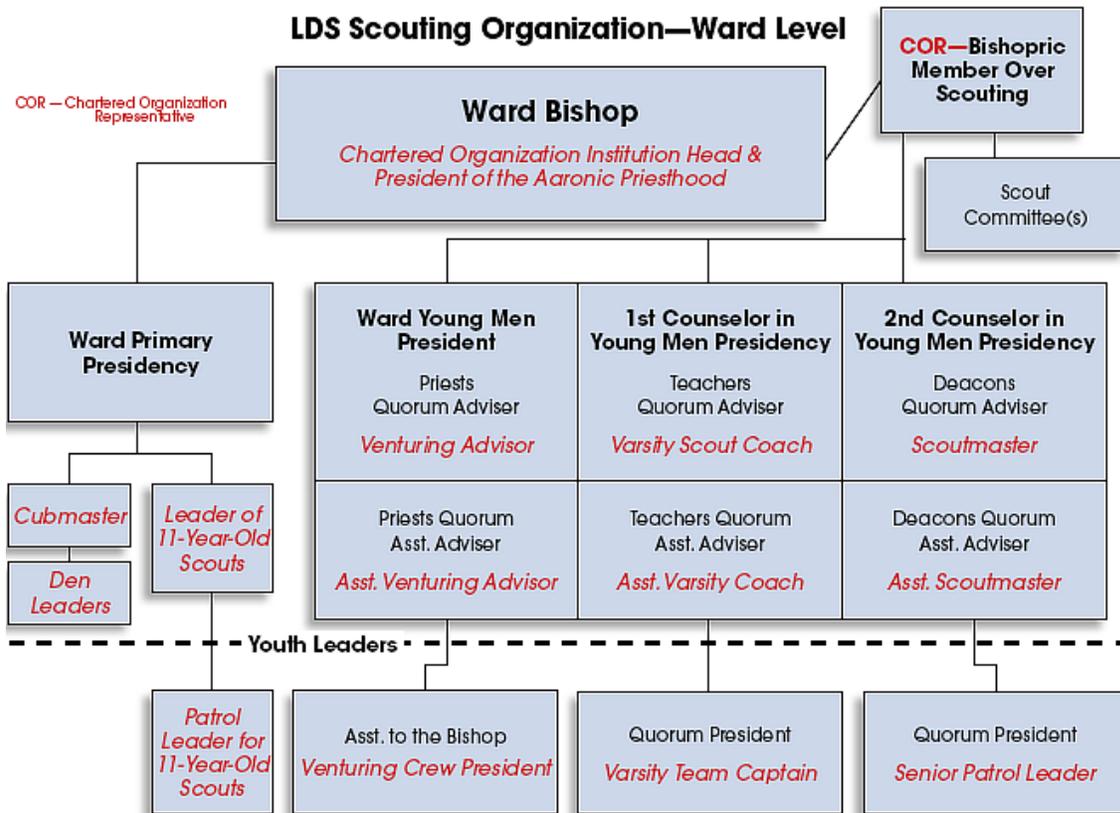


Figure D-3 – LDS Scouting Organization at the Ward Level

Eleven-Year-Old Scouts

A patrol of 11-year-old Scouts (under the direction of the Primary, with the boys being registered in the Boy Scout troop) is comparable to what is known as the “New Scout patrol” in Scouting nomenclature. The ward Primary president works with an adult who is called to be an assistant Scoutmaster with the 11-year-old patrol (this assistant Scoutmaster is known as the leader of the 11-year-old Scouts). The primary goal of the Scouts in this patrol should be to attain Tenderfoot, Second Class, and First Class rank advancement within a year.

Tiger Cubs

The Church does not sponsor Scouting programs for boys younger than 8 years old, however, Church members are not restricted from registering their youth in a Cub Pack that does.

Service at the District and Council Levels

It is important that youth leaders of the Church become involved in district and council Scouting. Latter-Day Saint leaders who have a desire to serve are encouraged to volunteer on district and council committees and to work with other volunteers and the council professional staff to carryout the total Scouting program.

The LDS Scouting Handbook (p.1) states: “Priesthood leaders may participate as volunteers in district and council Scouting committees and activities to solidify relationships between Scouting and the Church. In every instance, leaders should do everything possible within Church policies to create goodwill, mutual understanding, and cooperation between the two [organizations].”

Refer to “LDS Leadership Positions and Possible BSA Positions” as posted on www.ldsbsa.org.

Outdoor Program: Policies for Church Units

Latter-Day Saint members are directed by the Church to not travel to or from camps on Sundays. Most campouts should end on Saturday night. For long-term camps, such as annual Scout camps and jamborees that include Sunday camping, efforts should be made to allow participants to attend their Church services; any planned activities should be consistent with keeping the Sabbath holy. For Primary-age boys, day camp attendance is strongly encouraged, but Cub Scouts (ages 8 through 10) do not go on any Scout-sponsored overnight camping trips other than family camps. Eleven-year-old Boy Scouts may camp on a one-night overnighiter three times a year in order to satisfy the requirements of the Tenderfoot, Second Class, and First Class rank advancements.

For more information, refer to the LDS Scouting Handbook.

Fund-Raising

Stakes and wards should fund all youth activities, including Scouting, from the budget allowance. If budget allowance funds are insufficient, young men may individually earn their own money for the cost of one annual camp. Annual day-camp experiences for Cub Scouts also qualify as annual camps. If budget allowance funds are insufficient and young men are unable to individually earn enough for the one annual camp, as a last resort, they may hold group fund-raising activities (including the sale of popcorn, if done in accordance with the Budget Allowance Guidelines). Wards do not charge young men, including Cub Scouts, fees or dues for weekly or monthly activities. Young men and Cub Scouts may hold group fund-raising activities to pay for equipment for the unit if there is not sufficient budget allowance.

Those conducting fund-raising activities should:

1. Comply with tax and liability guidelines presented in the Church Handbook of Instructions, Book 1, Section 15. For more information, they should contact their stake president or bishop.
2. Not sell products or services door-to-door.
3. Provide meaningful value or service.
4. Provide a positive experience and build harmony and unity within the group.
5. Obtain the bishop’s approval for the activity.

Priesthood leaders should take special care to see that members are not made to feel obligated to contribute to fund-raising activities. Contributions should be voluntary. Since Scouting is an integral part of the Church program for youth, registration fees and activity expenses are covered

by the ward budget. A subscription to Boys' Life magazine is encouraged, but optional, and can be purchased by the Scout or his family.

Friends of Scouting is a BSA fund-raiser that benefits each local council. The Church supports Friends of Scouting as a separate voluntary solicitation. Every member of every ward should be offered the opportunity to contribute to Friends of Scouting.

For more information on popcorn sales and other fund-raising activities, please refer to www.ldsbsa.org.

Appendix E – Mattaponi District Timeline

| TASK | 2009 | | | | | | | | | | | | 2010 | | | | | | | | | | | |
|----------------------------|------------------|----------------------|-------|-------|-------|-------|-------|-------|-------|-----------------------|-------|---------------------|---------------------|-------------|----------------------|-------|-------------------|-------|--|--|--|--|--|--|
| | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | | | | | | |
| National Events | | | | | | | | | | BSA 100th Anniversary | | BP's Birthday | | | Key Scouter Workshop | | National Jamboree | | | | | | | |
| Council Events | | Key Scouter Workshop | | | | | | | | | | | | | | | | | | | | | | |
| District Committee | Annual Bus. Mtg. | Annual Mtg. | Key 3 | Key 3 | Centennial Camporee | Centennial Camporee | Annual Mtg. | SOTM | Key 3 | Centennial Parade | Key 3 | | | | | | |
| Nominating Committee | | | | | | | | | | | | | | | | | | | | | | | | |
| Program Committee | | | | | | | | | | | | | | | | | | | | | | | | |
| Advancement & Recognition | | | | | | | | | | | | | | | | | | | | | | | | |
| Camp Promotion & Outdoor | | | | | | | | | | | | | | | | | | | | | | | | |
| Cub Scouts | | | | | | | | | | | | | | | | | | | | | | | | |
| Goshen Scout Reservation | | | | | | | | | | | | | | | | | | | | | | | | |
| Camp Snyder | | | | | | | | | | | | | | | | | | | | | | | | |
| Activities & Civic Service | | | | | | | | | | | | | | | | | | | | | | | | |
| Training | | | | | | | | | | | | | | | | | | | | | | | | |
| Council Training Events | | | | | | | | | | | | | | | | | | | | | | | | |

Mattaponi District Timeline, continued

| TASK | 2009 | | | | | | | | | | | | 2010 | | | | | | |
|----------------------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|--|
| | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | |
| Finance Committee | | | | | | | | | | | | | | | | | | | |
| Family FOS | | | | | | | | | | | | | | | | | | | |
| Community FOS | | | | | | | | | | | | | | | | | | | |
| Scouter FOS | | | | | | | | | | | | | | | | | | | |
| Popcorn | | | | | | | | | | | | | | | | | | | |
| Membership & Relations Committee | | | | | | | | | | | | | | | | | | | |
| Webelos-to-Scout | | | | | | | | | | | | | | | | | | | |
| Join Scouting Night | | | | | | | | | | | | | | | | | | | |
| District Commissioner Staff | | | | | | | | | | | | | | | | | | | |
| Roundtable | | | | | | | | | | | | | | | | | | | |
| Recharter | | | | | | | | | | | | | | | | | | | |
| Program Launch (at Roundtable) | | | | | | | | | | | | | | | | | | | |
| Order of the Arrow | | | | | | | | | | | | | | | | | | | |