# 9 STEPS TO SUCCESSFUL SCOUTING

## FOR THE GOOSE CREEK DISTRICT

(Created April. 2007)

**New Leader Helps for Cub Scout and Boy Scout Leaders**


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## 1. TRAINING:

a. Please **complete the following training within 1 week receiving this**. Then report your finished training to your commissioner or your new unit organizer. (If you are unsure who these people are you may email your district executive at jallred@boyscouts-ncac.org for that information or any other information regarding your scouting leadership. District Executives usually change every 3 years, you can always know who the current one is by going to www.boyscouts-ncac.org/goosecreek or simply use the DE@GooseCreekDistrict.org email address)

b. Please complete the following **training** within **one week** of receiving this:

   i. **FAST START TRAINING** (choose the closest option to your position. This is done online, it will take 20-30 minutes): www.boyscouts-ncac.org/pages/67_fast_start_training.cfm)

   ii. **YOUTH PROTECTION TRAINING** (This is done online, it will take 20-30 minutes): www.boyscouts-ncac.org/pages/71_youth_protection_training.cfm

c. Please register and **progress through the rest of this training as fast as you can** (Registration information will be available online for the live training courses, it will cost a few dollars…you may want to speak to your commissioner or District Executive if you need help paying for these courses. These are live classes. You can down load the current training calendar at www.boyscouts-ncac.org/goosecreek. When the dates for live classes approach, their registration becomes available online)

   i. **NEW LEADER ESSENTIALS**: Sign up at www.boyscouts-ncac.org/goosecreek

   ii. **LEADER SPECIFIC TRAINING**: (Please sign up for your program and pertaining position, like Cub Scouts, Boy Scouts, Varsity, Venturing): Sign up at www.boyscouts-ncac.org/goosecreek

   iii. **B.A.L.O.O. Training** (Cub Scout Program Only): Sign up at www.boyscouts-ncac.org

   iv. **INTRODUCTION TO OUTDOOR LEADER SKILLS** (Required for all programs but Cub Scouts. Please be trained here if you are part of a Troop, Team, or a Crew. Committee Members are not required to do this particular training): Sign up at www.boyscouts-ncac.org/goosecreek

   v. **WOODBADGE ADVANCED LEADERSHIP TRAINING** (To be eligible to attend woodbadge training, you need to complete all the above mentioned training to be considered "trained" and eligible to attend Woodbadge. Sign up at www.boyscouts.ncac.org )

   vi. **Additional Help**: At www.boyscouts-ncac.org/goosecreek, you can click on your training chair's name to contact him or her (you can use the email Training@GooseCreekDistrict.org) with questions and more details on signing up for training. For a more detailed run down on what training you are required to do, on the left, you can click "On-Line Training", "Cub Scout Leaders Training Overview", and "Boy Scout Leaders Training Overview."

   vii. **Questions**: The biggest know-it-all in your district is your District Executive.

## 2. UNIT COMMISSIONERS:

a. **Each unit (pack, troop, crew, etc.) has a unit commissioner** assigned to it. You can reach the District Commissioner at Commissioner@GooseCreekDistrict.org.

b. **Your Unit Commissioner is**:

   i. **Your main source of information**. This is the person to go to with your questions about your scouting unit.

ii. **Monitors the health** of their assigned packs, troops, teams, and crews.

## 3. WHO ATTENDS WHAT MEETING:

**a. Den Leaders and Assistant Den Leaders:**

i. Your **weekly or bi-monthly den meetings (Mandatory)** (These can be held at a church, a school, a park, or even someone's home. Please get your meeting place approved by your sponsoring organization. Your sponsoring organization is responsible to provide a place for you to meet.)

ii. Your Pack's monthly **Pack Meetings (Mandatory)**

iii. Your Pack's Annual **Blue & Gold** Banquet

iv. Monthly **Roundtable** on a rotating basis (helps with skit ideas, etc)

v. **Day Camp (go home each night) or Cub World Resident Camp (over night camping or go home each night)**

1. Cub World in Haymarket, Virginia now offers day camp, signup up on your council's website online at www.boyscouts-ncac.org, then click on/hover over "Camps" at the top
2. District Day Camp (Held in Loudoun County)

**b. Cubmasters and Assistant Cubmasters:**

i. Monthly **Roundtable (Highly Recommended)**

ii. Your Monthly **Pack Meetings (Mandatory)**

iii. Your Monthly Pack **Committee Meeting (Optional)**

iv. Other **weekly meetings (Optional)**

**c. All Committee Members:**

i. Your Monthly Troop/Team/Crew and/or **Committee Meeting (Mandatory)**

1. This is meeting is ran by the Committee Chairman
2. The Committee Chairman is responsible to call these meetings and notify the whole committee of each monthly meeting.

**ii. Monthly Roundtable (Highly Recommended)**

**d. Committee Chairmen:**

i. Your Monthly Troop/Team/Crew and/or Pack **Committee Meeting (Mandatory)**

ii. Your District's Monthly **Roundtable** Meeting **(Highly Recommended)**

**e. Charter Organization Representative (COR): (This person is the official liaison between your unit and the sponsoring organization)**

i. Your District's Monthly **District Committee Meeting (Recommended)**

**ii. Monthly Unit Committee Meeting (Highly Recommended)**

**iii.** The main purpose of this person is to approve leadership, on the adult applications, of all new leadership for the sponsoring organization

**f. Scoutmasters and Assistant Scoutmasters:**

i. Your Troops **Weekly Meeting (Mandatory)**

ii. Your Troop's Monthly Troop **Committee Meeting (Highly Recommended)**

iii. Your District's Monthly **Roundtable** Meeting **(Highly Recommended)**

iv. **District Events** as shown on the District Calendar at http://www.boyscouts-ncac.org/pages/690_calendar.cfm, click on "Goose Creek District" and see below.

v. Please note that you can **register online** for **district events** at www.boyscouts-ncac.org/goosecreek, and **council events** at www.boyscouts-ncac.org. You can also view the **council calendar** at this same site, just click on "Council Calendar"

vi. Your troop's **Courts of Honor**

**g. Varsity Coaches and their assistants:**

i. Your Team's **Weekly Meeting** (**Mandatory**)

ii. Your Team's Monthly Troop **Committee Meeting (Highly Recommended)**

iii. Your District's Monthly **Roundtable** Meeting (**Highly Recommended**)

iv. **District Events** as shown on the **District Calendar** at http://www.boyscouts-ncac.org/pages/690_calendar.cfm, click on "Goose Creek District" and see below.

v. Please note that you **can register online** for **district events** at www.boyscouts-ncac.org/goosecreek, and **council events** at www.boyscouts-ncac.org. You can also view the **council calendar** at this same site, just click on "Council Calendar."

**h. Venture Crew Advisors and their assistants:**

i. Your Crew's **Weekly Meeting** (**Mandatory**)

ii. Your Crew's Monthly **Committee Meeting (Highly Recommended)**

iii. Your District's Monthly **Roundtable** Meeting

iv. **District Events** as shown on the District Calendar at http://www.boyscouts-ncac.org/pages/690_calendar.cfm, click on "Goose Creek District" and see below.

v. Please note that you **can register online** for district events at www.boyscouts-ncac.org/goosecreek, and council events at www.boyscouts-ncac.org. You can also view the council **calendar** at this same site, just click on "Council Calendar."

## 4. ROUNDTABLE:

a. Goose Creek District Cub Scout and Boy Scout roundtables and the OA Chapter meeting are held concurrently at **7:30 PM** on the **second Wednesday of each month** (except in July when no meeting is held) at **Leesburg United Methodist Church** at 107 W Market St. All Scout leaders are encouraged to attend the roundtable. (You will need to refer to your district's calendar, as noted above, to see when Venturing Roundtable is held. Please contact your unit commissioner for times and locations for your Venturing and Varsity Roundtables)

## 5. DISTRICT COMMITTEE MEETING:

a. The Goose Creek District Committee meets at **8:00 PM** on the **fourth Tuesday of each month** except in December it meets the second Tuesday. In July there is no meeting held. District Committee meetings are held at the **Leesburg Presbyterian Church**, which is at 207 West Market St., Leesburg. April's meeting is the Annual District Business Meeting. The business meeting is where the new district committee is voted on. All Chartered Organization Representatives are a member of the district committee and are highly encouraged to attend the annual meeting and the monthly meetings.

## 6. DISTRICT COMMISSIONERS (UCs, ADCs, DC):

a. The Goose Creek District Commissioners meetings are at **7:30 PM** on the **second Thursday of each month** (except for July, when no meeting is held). District Commissioners meetings are held at the **Leesburg Presbyterian Church**, which is at 207 West Market St., Leesburg.

   All Goose Creek District Scouters are welcome to attend the District Committee and Commissioner meetings.

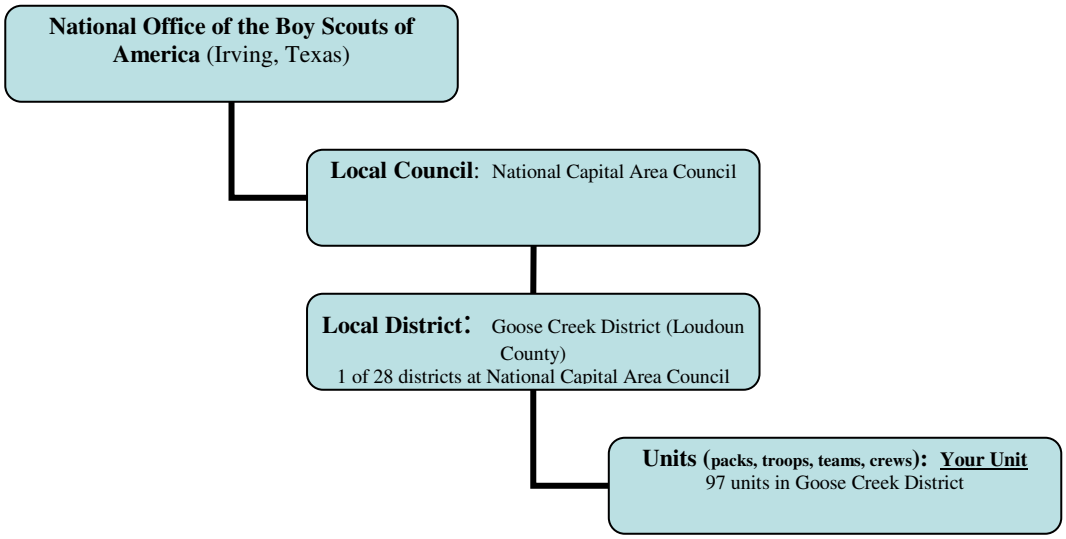
## 7. PAPERWORK:

a. **All adults and youth who participate in scouting must register with their council by having their application properly filled out, paid for, and turned into your District Executive or Council Office ASAP**. (Round Table is a great time to turn this in) One of the reasons we do registration is to protect the sponsoring organization and participants against **legal liabilities.** BSA's accident, liability, and other **insurances** won't take effect for participating individuals until their registration is given to your district's professional(s). **IF YOU DON'T COMPLETE YOUR PAPERWORK ON TIME YOU PUT MANY PEOPLE AT RISK**. Please do NOT wait until the annual re-charter to register your adults and youth; doing so is very irresponsible. Turning in registration to your unit leadership doesn't count as "registered" if the leadership doesn't give it to the District Executive or the office in a timely manner (within 30 days). Registration must end up with the District Executive or the Council Office to count. Unit leaders may recieve registration money and applications but **should NEVER hold them over 30 days**. Your Committee Chairman is PRIMARILY RESPONSIBLE for registering all participants on time. Unit leaders, like the scoutmaster, are secondarily responsible. Please don't dump this responsibility on other people, please take ownership.
b. You can **download registration forms** at http://www.boyscouts-ncac.org/pages/1309_forms_documents.cfm, and you may use them to register.
c. All youth registration must be **turned into your district professional** (**District Executive** or District Director). Their **contact information** is available at www.boyscouts-ncac.org/goosecreek. You may turn in registration at Roundtable. There is always a professional at the Boy Scout and Cub Scout **roundtables**. (Exceptions: You may give registration to your unit commissioner, who will give it to your professional. You also may turn in registration directly to the Bethesda office.)
d. At **the top of some registration forms**, please make the following **notation**, "Multiple" if the person is already registered and is taking on another position (This does not work during rechartering). Also, write "Change" if you are changing your primary registration from one position to another (This does not work during rechartering).
e. Please work with your unit commissioner or district executive to understand **how to properly have paperwork filled out**. If paperwork is filled out incorrectly or is missing/short money, the individual won't get registered even if properly turned-in.
f. **If you cannot get in touch with your unit commissioner, or you don't know who the person is**, please contact your district professional (District Executive). He or she can also answer any registration questions or concerns…or any other scouting question.

## 8. RESOURCES:

a. **Council** website www.boyscouts.ncac.org
b. **District** website www.boyscouts.ncac.org/goosecreek or www.goosecreekdistrict.org
c. **Order** scout items online at www.scoutstuff.org
d. Download a **wide variety of scouting forms** at http://www.boyscouts-ncac.org/pages/1308_online_resources.cfm; see bottom left corn that reads "Online Resources"… "Forms and Documents."

e. Review and update your unit's council/national advancement records: https://scoutnet.scouting.org/iadv/ui/home/default.aspx
f. Units can record youth member advancements from any online location, doing away with paper forms and delays: www.boyscouts-ncac.org/pages/48470_internet_advancement.cfm
g. QuickTime videos and Podcasts are available. Explain rank requirements for Tenderfoot, 2nd, and 1st class ranks. Keep up with the technology the kids are using. Download these and make them available to your Scouts. (If you need help downloading them, ask an 11-year old. ☺) www.boyscouts-ncac.org/pages/49893_early_rank_requirements_video.cfm
h. Join our mail list server. Go to the District Website and Goose Creek Email Groups on the left. Follow the direction on the page.

## 9. Leadership Positions and Descriptions:

a. **Institution Head**: Represents the sponsoring organization. The sponsoring organization owns the unit.
b. **Unit Committee Chairman**: Plans and directs the Pack committee meetings, approves pack leadership, supports all unit leaders.
c. **Unit Committee**: Helps identify and recruit new leaders, organizes drives to recruit new youth, helps plan the unit programs and fund raising (popcorn, etc.)
d. **Cubmaster**: Plans, organizes, and conducts monthly Pack Meetings
e. **Den Leaders**: Plans, organizes, and conducts den meetings
f. **Scoutmaster/Coach/Crew Advisor**: Helps (Senior Patrol Leader/Team Captain/Crew President, etc.) plan, organize, and conduct weekly (Troop/Team/Crew) meetings. Helps the boys plan Courts of Honor (A healthy program may need to hold Courts of Honor on a monthly basis to distribute youth awards in a timely manner)