

**Youth Leader Training:** Process-focused, not results focused. We are teaching them a process they'll be refining for the rest of their lives. They need to know we are more focused on the process than the results – good results follow good process if everyone does their share. Nobody expects perfection, but we do expect them to try. Failure will be applauded if there is effort. Success will only be rewarded if there is effort. Also, being responsible for something does not necessarily mean you have to do it... just to be sure it is done. Within reason, you can't always be there, but be sure someone is if you can't be.

### **Patrol Leaders:**

- Have them read the Patrol Leader Handbook over break.
- Focus on certain chapters, including troop structure, patrol spirit and positions with the patrol.
- Set up half an hour to an hour with them – before or during a meeting is fine.
- Get their e-mail address, cell phone number (for texting) and give them yours.
- Ask what he would like to see in the troop and his role in achieving those results.
- Flip through book together and discuss responsibilities.
- Discuss role of adult advisor in working with them. My pitch usually goes something like this: “A lot of the things we expect of you are things that many adults cannot do well. This is why we're here to help you. Adult leaders provide the following:
  - Tools (planning forms, phone script, rosters, agenda for plc, equipment)
  - Guidance (reminders, talk over ideas and process, advice)
  - Support (supplies, transportation, reservations, intervene if there are safety or discipline issues or other issues youth leader has tried and failed to resolve, bring things up at adult committee meetings).”
- Discuss expectations of youth leaders:
  - **SET AN EXAMPLE – FOLLOW SCOUT OATH AND LAW. WEAR UNIFORM AT MEETINGS.**
  - Responsible for helping Scouts in your patrol advance and get the most out of Scouting.
  - Encourage participation in outings.
  - Show up at Troop meetings – early if possible.
  - Show up for outings.
  - Weekly phone calls.
  - Help in planning troop activities at PLC.
  - Help in putting on programs during weekly meetings – especially training.
  - Assign roles within patrols – Scribe, Quartermaster, Grubmaster, etc.
  - Plan at least one Patrol Only activity during term.
  - Work with Troop Guide and Instructor to assure younger scouts advance to First Class.
  - Organize patrol on outings – make sure food plan is in order, supplies are purchased, duties are assigned, etc.
- Go over the position card with the Scout. Have him fill it out – write his name, “what success looks like” and “Goals”.
- Go over advancement planning form, duty roster, meal planning, equipment checklist, Phone Script, call log, and how to use them.

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### **Quartermaster:**

- Set up half an hour to an hour with them – before or during a meeting is fine.
- Get their e-mail address, cell phone number (for texting) and give them yours.
- Ask what he would like to see in the troop and his role in achieving those results.
- Discuss role of adult advisor in working with them. My pitch usually goes something like this: “A lot of the things we expect of you are things that many adults cannot do well. This is why we're here to help you. Adult leaders provide the following:
  - Tools (equipment checklists, rosters, agenda for plc, purchase equipment)
  - Guidance (reminders, talk over ideas and process, advice)
  - Support (supplies, transportation, reservations, intervene if there are safety or discipline issues or other issues youth leader has tried and failed to resolve, bring things up at adult committee meetings).”
- Discuss expectations of youth leaders:
  - **SET AN EXAMPLE – FOLLOW SCOUT OATH AND LAW. WEAR UNIFORM AT MEETINGS.**
  - Show up at Troop meetings – early if possible.
  - Show up for outings – at departure and at return if you cannot go on the trip.
  - Help in planning troop activities at PLC. When something is being planned, talk about what equipment is needed and whether we have it or not. Make calls and get an adult to procure it or procure it yourself if we do not have it.
  - On Sunday or Monday, Check in with whoever is planning the weekly activity to see what is needed – arrive early to be sure it is there. Example, for lashings, is there rope? For first aid, are there bandages and / or props for injuries?
  - Meet with adult advisor and some other Scouts before, during, or apart from a meeting to clean out Quartermaster shed.
  - Talk to Patrol Leaders, SPL, ASPL, Troop Guide, Instructors, to see what equipment is needed for whatever activities they are undertaking / planning.
  - Check out equipment before outings. Check equipment back in after outings.
  - Spend at least some time during every meeting working in the QM shed.
  - Make sure you are the point of contact for checking equipment in and out of the shed.
  - If you cannot be at a meeting, arrange to go by church ahead of time to organize materials required for next week's meeting.
  - **BONUS ACTIVITY – SWAP MEET OR EQUIPMENT CORNER IN SHED.**

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**Historian:**

- Set up half an hour to an hour with them – before or during a meeting is fine.
- Get their e-mail address, cell phone number (for texting) and give them yours.
- Ask what he would like to see in the troop and his role in achieving those results.
- Discuss role of adult advisor in working with them. My pitch usually goes something like this: “A lot of the things we expect of you are things that many adults cannot do well. This is why we’re here to help you. Adult leaders provide the following:
  - Tools (planning forms, phone script, rosters, agenda for plc, equipment)
  - Guidance (reminders, talk over ideas and process, advice)
  - Support (supplies, transportation, reservations, intervene if there are safety or discipline issues or other issues youth leader has tried and failed to resolve, bring things up at adult committee meetings).”
- Discuss expectations of youth leaders:
  - **SET AN EXAMPLE – FOLLOW SCOUT OATH AND LAW. WEAR UNIFORM AT MEETINGS.**
  - Make sure there are photos of every outing, event, Eagle Project, Eagle Court of Honor, regular Court of Honor, annual picnic, etc. This does not necessarily mean you need to be there. Check with adults before or after an event. Designate another Scout to take pictures.
  - Prepare a power-point presentation of troop activities – short enough to be interesting, long enough to show a variety of activities with Scouts of all ages.
  - Show up for outings.
  - Help in planning troop activities at PLC. Some ideas could be getting an old Scoutmaster to come talk about “how it used to be”. Getting Mr. Crittendon, our Unit Commissioner, to talk to the troop about how Boy Scouts of America started in the Washington, DC area. Get someone to come to a troop meeting and explain about the Cory Corales award... who was Cory Corales and what is the award?
  - Find out if there are any good books on Scouting History, Scout Lore, etc. Ask Librarian to buy the book / books. Read it / them. Return them to Library.
  - Learn history of the Troop and share it. Learn history of Scouting and share it.
- Go over the position card with the Scout. Have him fill it out – write his name, “what success looks like” and “Goals”.

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**Librarian:**

- Set up half an hour to an hour with them – before or during a meeting is fine.
- Get their e-mail address, cell phone number (for texting) and give them yours.
- Ask what he would like to see in the troop and his role in achieving those results.
- Discuss role of adult advisor in working with them. My pitch usually goes something like this: “A lot of the things we expect of you are things that many adults cannot do well. This is why we’re here to help you. Adult leaders provide the following:
  - Tools (forms, rosters, help buy books, agenda for plc, equipment)
  - Guidance (reminders, talk over ideas and process, advice)
  - Support (supplies, transportation, reservations, intervene if there are safety or discipline issues or other issues youth leader has tried and failed to resolve, bring things up at adult committee meetings).”
- Discuss expectations of youth leaders:
  - **SET AN EXAMPLE – FOLLOW SCOUT OATH AND LAW. WEAR UNIFORM AT MEETINGS.**
  - Show up at Troop meetings.
  - Inventory merit badge books.
  - Check inventory of planning forms, rosters, phone scripts, etc.
  - Talk to merit badge coordinator to be sure we have up-to-date merit badge books, and to be sure there are enough books for upcoming classes.
  - Talk to older Scouts, especially those who just made Eagle, to see if they can bring in their merit badge books.
  - Remind Scouts to bring the books for merit badges they have completed to Courts of Honor.
  - Talk to Historian and see if there are any books on Scouting history that would be of interest to Scouts. (a PLC)
  - Talk to Troop Guide and Troop Instructor to see if there are any instructional materials needed. (at PLC)
  - Show up for outings.
  - Help in planning troop activities at PLC.
  - Help in putting on programs during weekly meetings – especially training.
  - Assign roles within patrols – Scribe, Quartermaster, Grubmaster, etc.
  - Plan at least one Patrol Only activity during term.
  - Work with Troop Guide and Instructor to assure younger scouts advance to First Class.
  - Organize patrol on outings – make sure food plan is in order, supplies are purchased, duties are assigned, etc.
- Go over the position card with the Scout. Have him fill it out – write his name, “what success looks like” and “Goals”.

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**Scribe:**

- Set up half an hour to an hour with them – before or during a meeting is fine.
- If possible, prepare a template for phone list, meeting minutes, post-PLC action items, attendance at outings and meetings.
- Get the Scout's e-mail address, cell phone number (for texting) and give them yours.
- Ask what he would like to see in the troop and his role in achieving those results.
- Flip through book together and discuss responsibilities.
- Discuss role of adult advisor in working with them. My pitch usually goes something like this: "A lot of the things we expect of you are things that many adults cannot do well. This is why we're here to help you. Adult leaders provide the following:
  - Tools (rosters, agenda for plc, equipment)
  - Guidance (reminders, talk over ideas and process, advice)
  - Support (supplies, transportation, reservations, intervene if there are safety or discipline issues or other issues youth leader has tried and failed to resolve, bring things up at adult committee meetings)."
- Discuss expectations of youth leaders:
  - **SET AN EXAMPLE – FOLLOW SCOUT OATH AND LAW. WEAR UNIFORM AT MEETINGS.**
  - Responsible for helping SPL, ASPL and PLs keep in touch with troop.
  - Gather phone numbers, e-mail addresses, cell phone numbers, facebook access, twitter, etc. for every member of troop.
  - Work with and train Patrol Scribes to achieve goals.
  - Track attendance at outings.
  - Track attendance at meetings.
  - Help in planning troop activities at PLC – especially communications.
  - Take minutes at PLC and circulate to PLC shortly thereafter. Include action items for PLC members and adult leaders.
  - Show up at Troop meetings.
- Go over the position card with the Scout. Have him fill it out – write his name, "what success looks like" and "Goals".