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Pomperaug District Scouts BSA Program Planning Guide

2020-2021 Scouting Year



Serving the Scouting Communities of Bridgeport, Easton, Fairfield, Monroe, Stratford, Trumbull Weston and Westport



Planning your unit's Annual Program is an opportunity to plan an exciting year of activities for all of youth of your unit. An annual plan is the foundation to a high performing unit. An annual plan will allow you to recruit more Scouts, offer better programs, and stay financially solvent. Following the steps in this guide can provide opportunities for more Scouts and aid you in obtaining a Journey to Excellence Award, and we want to help!

The steps in the program planning process are not complicated, and this guide will walk you through all of the steps that your unit should take to ensure a quality program.

Our District Team can provide resources and help in recruitment, programs and activities, advancement, finances, fund raising and more. Your Unit Commissioner is there to help coach and guide and represent your unit's needs to the District and Council. Thanks so much for your unit leadership and being a part of our Pomperaug Team. Please do not hesitate to contact us for questions, concerns, and areas that we can help.

Seth Strohecker **District Chairman**

Kathy Dilks District Commissioner seth.strohecker@gmail.com Kathy.dilks@gmail.com

Brett Keeler **District Executive** Brett.Keeler@scouting.org



Program Planning

To Start Planning Your Annual Program Go to: https://troopleader.org/planning-troop-meetings/

One of the key elements of all successful units and an indicator of a potentially successful year would be the unit's annual program plan and planning conference. Research has shown that a common element of a strong unit is a good annual program planned a year in advance that is then shared with all families in the form of a calendar. The important result of a shared annual program calendar is that a unit will attract more families and Scouts will stay involved longer.

Preparation

The unit program planning conference offers the opportunity to draw up an effective, exciting course of action. The conference is organized and conducted by the Senior Patrol Leader with the help of the Scoutmaster. At the above link you can download the guide to setting up this important planning.

The Annual Program Planning Conference

It is not hard to figure out what keeps Scouts in the program. They like to have fun, do really cool challenging stuff, go places, and learn things, even though they might not want to admit it. That is what we call program, and it doesn't just happen by chance. It takes planning and preparations, starting with your planning conference. Use these ground rules, while discussing ideas at your conference, and you can add your own rules, too: It is important to respect the views of each other, Listen and don't interrupt, Keep focused on your task to plan your annual program, Don't get sidetracked, Write out your ideas so everyone can see them, Be in agreement.

Your plan will be a living, breathing document. For it to have real value, you must follow it, share it with everyone, and review it regularly to see if modifications must be made. Good luck on another great year, and don't forget to share your plan and calendar with every Scout family!

The national program planning site, at the link above, also offers a variety of tools and templates to help your unit have a successful program planning conference.

Fall Camporee

Camp Sequassen New Hartford, CT October 15-17

Klondike Derby

Deer Lake Scout Reservation New Hartford, CT January 15-17

CONNJam

Orange Country Fairgrounds Orange, CT May 14-16

Activities

Youth Led Camporees

"Empowering youth to be leaders is the core of Scouting. Scouts learn by doing, and what they do is lead their patrols and their troop. The youth themselves develop a troop program, then take responsibility for figuring out how they will achieve their goals. One of our most important challenges is to train youth leaders to run the troop by providing direction, coaching and support. The youth will make mistakes now and then and will rely upon the adult leaders to guide them. But only through real hands-on experience as leaders can boys learn to lead."

- Scoutmaster Handbook.

This is the concept we are bringing to the Scouts BSA Camporees and Klondike's. Senior Patrol Leaders and other youth leaders from troops participating in the event form the Greenbar (PLC) for the camporee. The host SPL serves as the Camporee SPL. SPL's from each troop are invited to a Roundtable for a planning session and promotion before the event.

This is a valuable learning experience for the Scouts. It is one of the rare opportunities for the Scouts to plan an event for such a large group. Putting on an event of this magnitude requires the Scouts to sharpen the skills they have learned planning their unit level campouts, and helps them grow even more as leaders.

By taking part in these district events you will have the opportunity to earn one of our traveling trophies like the Bumble.



THANK YOU TO THE 2019-2020 HOST TROOPS Troop 62 Fairfield host of the Spring Camporee Troop 63 Monroe & Troop 20 Stratford Host of the Klondike Derby

Take the challenge and host a camporee. Contact JC Cinelli jcinelli@gmail.com

2019-2020 Scout Year Eagle Scouts

Joseph McKee **Dennis Johnson** Maxwell DellAquila Matthew Gifford William Parrish Louis Guzzi Eric Romansky **Hugh Carlson Aidan Ellwanger** William Lupoli Jake McGillion-Moore **Kemoy Blair Daniel Syomichev Maxwell Boyle Philip De Munck Dylan Murray Christopher Tyburski Michael Parent Maxwell Evans Tobey Patton Maxwell Victor** Roger Bos, II **Miguel Gura Benjamin Cousins Cole Hoffman Joseph McGuire Alexander Jaber** Andrew Tenreiro **Ryan Sunwoo Kevin Lindwall Connor Downs Timothy Taylor Terence Brannigan**

Advancement

Advancement... An important part of your Troop's Annual Program Planning "The more interesting the program offered by a troop, the better its record of advancement. A troop with many events and frequent outdoor adventures will provide varied opportunities for Scouts to complete advancement requirements."

-Scoutmaster Handbook

Advancement Resources:

• Advancement information can be found at:

https://www.ctyankee.org/resources/Advancement/

• Eagle to Scout: Workbook and Applications can be found at:

https://www.ctyankee.org/resources/Advancement/#1542074320801-4ad8ca15-9ad5 Life to Eagle Workshops are scheduled throughout the year. Watch for email and newsletter notifications. Pomperaug Specific instructions can be found at

https://www.ctyankee.org/districts/pomperaug#1555292663139-186e031b-ebec

 Merit Badge Counseling Training is now available online at <u>https://my.scouting.org</u>

◆ Classroom sessions for Merit Badge Counselors will also be scheduled throughout the year.

Merit Badge Opportunities:

- ◆ Merit Badge College: 4 Saturdays in January-March (Snow Dependent)
- ♦ Scout Day at The Norwalk Maritime Aquarium: March 2021
- Camp Sikorsky: September 2020

Youth Training Opportunities



Youth Leader Training January 8-10, 15-17 Deer Lake Scout Reservation, Killingworth, CT

Training

TRAINING FOR YOUR ADULT LEADERS Leader Online Training

The BSA is pleased to announce the launch of the Scouts BSA Leader eLearning content. Working closely with a team of experts and experienced volunteers, specific content was developed to provide a high-quality learning experience while creating an additional training option for volunteers who need to complete their position specific training requirements.

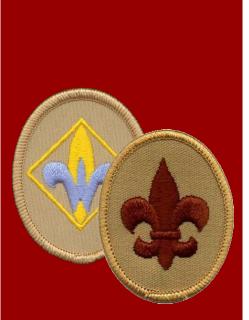
Modules, each ranging from 4-12 minutes in length, were designed to be viewed over a period time, and can be completed on a computer or tablet any time of day – from anywhere. These modules are a valuable resource for leaders to refer to when needed. For Scoutmasters and ASMs, completion of the required eLearning modules for your role in addition to the completion of the Introduction to Outdoor Leader Skills (IOLS) face-to-face course, will trigger you as position trained in the BSA Learn Center.

For Committee Chairs and Committee Members, these online modules replace the Troop Committee Challenge for position trained requirements. If you are already position trained, this will not affect your trained status.

Merit Badge Counselor training is also available, which consists of six online modules that, once completed, will trigger Merit Badge Counselors as position trained. Merit Badge Counselors are reminded that ALL registered positions in Scouting MUST complete online Youth Protection training at least ONCE EVERY YEAR. NO EXCEPTIONS.

Please refer to the Scouts BSA Position Trained Requirements chart to see the online module requirements necessary to be completed for your specific position. Scouters who prefer to complete their courses in a faceto-face classroom environment can find course dates here at: <u>https://www.ctyankee.org/programs-and-activities/training/</u> or contact our district training chair Gene Waring at <u>ewaring@snet.net</u> to set up a personal training session for your unit.

As always, the BSA Learn Center continually strives to provide content you need – when you need it. ScoutingU and the BSA Learn Center can be reached through <u>https://my.scouting.org/</u>.



WEBELOS to Scout Transition

Scouts BSA troops should assign an assistant Scoutmaster or a troop committee member to be responsible for new Scouts, which would include developing a relationship with the Cubmaster and the WEBELOS den leaders. This person serves as a resource during WEBELOS overnight activities and builds enthusiasm among youth and their parents for the exciting challenges that await them in Scouts BSA.

1. Select Scouts to serve as den chiefs for each WEBELOS Scout den and Cub Scout den. Arrange for Den Chief Training.

2. Offer to have Scouts in your troop to run a den meeting for local packs. This will help the cubs build a relationship with your troop.

3. Serve as a resource for overnight activities. The troop can be of service to provide equipment, leadership, and logistics for WEBELOS parent-Scout campouts.

4. Conduct an orientation in the Bear Cub Scout dens to explain the changing role as they become WEBELOS Scouts and then again as they become Scouts BSA. Explain how being a WEBELOS Scout will help prepare them for Scouts BSA.

5. WEBELOS den/Scout troop campouts should show WEBELOS Scouts and their parents what to expect when they move into the troop. The troop should cook and camp by patrol, and use skills that the WEBELOS Scouts can participate in.

6. Arrange for WEBELOS dens to visit a troop meeting. This should be planned several weeks in advance.

7. Provide each WEBELOS Scout a copy of the troop's activities for the upcoming year.

8. Work with WEBELOS den leaders to encourage them to plan to move into the troop with their WEBELOS Scouts and to serve either as committee members or assistant Scoutmasters.

9 . Conduct a Scoutmaster conference under the guidance of the Scoutmaster or the assistant designated by the Scoutmaster. This conference should cover the meaning of the Scout Oath and Law, the advancement program, troop camping, the patrol method, summer camp, and personal equipment.

10. Work with the Cubmaster in planning a meaningful crossover ceremony at the pack's blue and gold banquet. Coordinate the ceremony and arrange for each WEBELOS Scout to receive a troop neckerchief and Scouts BSA Handbook along with their Arrow of Light Award. Members of the Order of the Arrow may assist in the ceremony.

11. More information can be found in our district Webelos to Scout Transition guide at <u>https://www.ctyankee.org/wp-</u> content/uploads/2020/02/webelos-to-scout-transition-plan-PD-2020.pdf





Scouts BSA

In 2018 the BSA opened up the Cub Scouting Program to girls. Packs were given the choice to remain boy's only, allow girls into their existing packs, or to create a new girls only pack. Starting in February of 2019, we expanded our inclusion of girls to older girls. The existing troop will still remain boys only, but new troops can be formed that are girls only. The program for girls is the exact same as the current Scouts BSA program. To better align, the program name has changed, the Boy Scout program is now Scouts BSA. The overall organization name, Boy Scouts of America, will remain the same.

Girl troops come in two varieties: separate troops and linked troops. A separate troop will have its own charter organization and adult leadership. A linked unit will be a sister troop to an existing Scouts BSA troop. They will share the same charter organization and troop committee, but will have its own scoutmaster. These units will be allowed to each have the same troop numbers. In addition, a girl troop must have at least one registered female leader.

While unit leaders should help determine if a girl troop is for them, it is ultimately the choice of the charter organization whether to start a girl troop. If a charter organization feels a girl troop is not appropriate for their organization, they can continue on with the Scouts BSA program as it was run before girl troops were started. In our district, many towns already have female Scouts BSA units.

Communication

Stay in touch with the latest updates from the Pomperaug District by signing up for our email list. All emails are targeted by your town, unit type and position, so you will never receive an email that is not relevant to you. Sign up at

https://www.ctyankee.org/districts/pomperaug#1547786017541-55c1eb6fce10.

The Pomperaug District also puts out a monthly newsletter with more articles on policy changes, upcoming events, planning idea and much much more. You can check out the newsletter at https://www.ctyankee.org/districts/pomperaug#1547785154959-03697783-5ccl



Recruitment

Membership recruitment is one of the pillars to ensure that your unit thrives now and for years to come. Recruitment should not be a once a year activity, but should be a continuous process throughout the year, with extra emphasis put on the activity in the Fall and Spring. Recruitment is not just for recruiting youth though, actively recruiting adult volunteers is also an essential part of the process. Also, your recruitment efforts should not focus solely on recruiting current Cub Scouts, as they only represent about 10% of school aged children eligible to become members of Scouting.

The national BSA office has developed a new marketing campaign "Scout Me In" to help in your recruitment effort. Recruitment materials of all kinds have been developed to aid your unit in its recruitment effort, and all of them can be used free of charge. More information about the marketing campaign and materials can be found at https://blog.scoutingmagazine.org/2018/05/02/scout-me-in/.

Another great source of information and recruitment materials is the national marketing hub and brand center. It contains a wealth of knowledge you can use in planning your recruitment efforts. This information can be found at https://scoutingwire.org/marketing-membership/.

Also, did you know that the council office provides services to help with your recruitment efforts? They will print custom flyers for your recruitment events with all of the necessary information, yard signs and other marketing materials free of charge, but adequate notice must be given. Also, our district executive loves to help out at Scout talks and is one of the best at it. If it fits in his schedule, he will gladly assist you with your Scout talks. If you are interested in any of these services contact our district executive Brett Keeler at <u>Brett.Keeler@scouting.org.</u>



Recruit More Youth with Facebook

If you could increase the number of youth your unit recruits by 17%, how much would you be willing to pay? How about just \$10-\$20? Would you make that investment? This is not a fantasy, but a reality. Over the past few year the BSA has been doing research to uncover ways to more effectively recruit youth, and this research gives insight into effective way to recruit more youth. These key findings can help you recruit more youth (and their parents too!) using Facebook.

The first key to making you recruitment efforts on Facebook is to use high quality images on your Facebook events that show Scouts in action. Things such as archery, camping and canoeing will attract people to your event. Having photos of your youth at your events is great, but if these are just snapshots they might get passed over by non-members. If you are in need of high quality photos for your events, the BSA has a large library of photos available free to use and is available to download at https://scouting.webdamdb.com.

Next, where is the best place to hold your event? Research shows that the school is the best place to hold your recruitment event. This is for two reasons. First, it is a place the families you are trying to target are already familiar with. The other is that it is neutral territory. Places like the Church your unit meets at may be open and accommodating, but a non-member may think that this means your unit is only open to members of the church's congregation. You can see how a non-member might think this even though it is not the case. If a school is not available to you, a park can be a good alternative, as it is another neutral territory.

The last key ingredient is to have your unit invest \$1 a day into promoting your event on Facebook in the two weeks leading up to your recruiting event. By boosting your post, you can ensure that your event will be seen by thousands of people. When you pay to have your post boosted, you will be able to set a geofence around the location of your event, so that only people in your area will see the post. Also, Facebook has an extensive list of demographics which you can further target, such as parents with children in an age bracket.

Boosting a post of Facebook is easy, and a tutorial on how to boost your event, as well as some of the other results from the BSA's research can be found here:

https://www.dropbox.com/s/fvbyc4u45aeh9rq/Digital%20Marketing.pdf ?dl=0

Entering Service Hours

Community service should be part of every unit's program. The BSA has a long history dating back to before World War II. Performing service hours is even part of the of a unit's Journey to Excellence score. However, these points can only be earned if the service projects are logged into the BSA's service hours reporting tool. The good news is that this is not complicated to do.

Service hours can now be entered in the internet advancement tools at <u>https://scoutbook.scouting.org/</u>. One you log in, you can enter service hours in through the record progress menu on the dark gray menu bar that runs across the screen. From here you will pick service hours. A new menu will pop up where you can select the date of the service project, type of service project, location of project, people who attended the project, and length of project. A video tutorial of this process can be seen at <u>https://blog.scoutingmagazine.org/2020/05/28/scoutbook-introduces-a-faster-way-to-track-your-scouts-progress/</u>.

Service hours can also be entered from your smart phone using the Scouting app. A similar process to that on the website is used to enter in service hours.

Recruiting Adults

Recruiting youth is only half of the recruiting equation, the other side of this is recruiting adults. While it is not uncommon for adults to volunteer to help out when their Scout signs up, that is not always the case. This does not mean that they are unwilling to volunteer though. Often times adults are apprehensive to volunteer because they are unfamiliar with the Scouting program, and think they will be overwhelmed and not be able to do a good job. There are several strategies you can employ to get adults to support your unit.

The first thing to do is to have the parents or guardians of new Scouts fill out a talent survey. The BSA has developed a form for units to use that can be found at <u>https://filestore.scouting.org/filestore/pdf/512-</u><u>116_WB.pdf</u>. This form will give you the information needed to ask the adults to take on a role that will align with their current skill set. This gives two advantages. The first is the adult will likely be more proficient in the role, and the other is they will be more likely to take on these responsibilities.

Once you have identified the roles to ask a potential volunteer to do, it is time to make the ask. If you want to increase your odds of success in this, start off by asking for a small or even one time role, such as running a court of honor or organizing a service project. Getting them to say yes to a small role will get them comfortable with your unit and will open up the opportunity for you to ask them to take on a larger role in the future. By using this incremental method, you will likely be able to increase your adult volunteer ranks.

If your unit is reluctant to recruit new youth to your unit because there is not enough adult leadership, then you need to reconsider. By recruiting more youth you are also increasing your pool of adult volunteers. Each new youth you recruit brings with them at least one new potential adult volunteer. There is no better way to recruit more adults than by recruiting more youth.

If you find that all else fails, call a parents meeting. At the meeting have on a whiteboard a list of all of the roles that need to be filled and ask for volunteers. If no one steps up to volunteer to fill these roles, start crossing some of the more popular unit activities off the list, such as summer camp or high adventure trip. Say that you will have to cancel these since there is no one willing to step up to volunteer. When the program the youth enjoy is potentially taken away, volunteers will start to come forward.



Commissioner Service

Roundtable

Roundtable is a training and programming opportunity offered by a team of experienced district volunteers each month. Each month different topics related to different parts of the Scouting program are discussed. In addition to being a great learning opportunity for adult volunteers, it is also a great opportunity to network with Scout leaders from other units and get new ideas from other units.

Our district's roundtable is held every month from September through June on the second Tuesday starting at 7:30PM.

Over the summer the district round table team will be developing the roundtable topics for the next Scouting year. Announcement of the roundtable topics will be announced on the district website, newsletter, and email list.

Unit Commissioners

Scouting magazine calls the Commissioner "a combination of adviser, counselor, information and idea resource person, and cheerleader." Commissioners have one essential goal: Do whatever it takes to help unit leaders succeed in effectively delivering the ideals of Scouting.

Commissioners are district volunteers that coach and guide unit leaders, help maintain the standards of the Boy Scouts of America, and oversee the unit charter renewal plan.

The district leadership has been working hard over the last few years to increase our unit commissioner staff. While most of our units currently have a unit commissioner, we are striving to get a unit commissioner for every unit within the district. If your unit currently does not have a unit commission and believe that it would be a benefit to your unit, contact our district commissioner, Kathy Dilks at <u>kathy.dilks@gmail.com</u>, to get one assigned to you.

We are always looking to expand our team. If you are interested in becoming a commissioner, contact our district commissioner, Kathy Dilks at <u>kathy.dilks@gmail.com</u>, for more information.

Recharter

The BSA issues a charter through the local council to a chartered organization (like the civic group, religious institution, or other organization that owns your unit) which allows it to use a BSA program to serve youth in its community. The BSA requires that the charter be renewed annually to continue using the program. We call that annual renewal "recharter." This recharter process takes place in the fall.

In addition to renewing the unit charter, recharter time is when all youth and adult members (leaders) renew their membership in the BSA. Member renewals are most of the work. If your unit collects all or part of its member dues or fees on an annual basis, that collection often takes place at recharter too. Your unit should also complete the application for the Journey to Excellence Award.

The rechartering process can now be completed online at the internet rechartering site at

https://scoutnet.scouting.org/ucrs/UI/home/default.aspx. In order to complete the recharter you will need to finalize your youth and adult roster. For the adults, you will also need to ensure that their Youth protection training is up to date (must have been completed this calendar year) and that they have completed their position specific training, or you will not be able to submit your recharter. Once you complete your recharter, all of the required signatures can be obtained either digitally or on a paper from that can be printed off from the site. You also have the option to pay online, however, it is not recommended to pay online. This is because the council fees cannot be paid through the site. Also, if changes need to be made to your charter after it's submitted, then the money cannot be refunded. However, if payment is made directly to the council, a single payment can be made, and refunds issued if needed.

As part of the recharter process, your unit should also fill out a Journey to Excellence form. This form is a scoresheet that measures how well your unit is performing at many of the basic functions of your unit, such as membership recruitment and retention, camping, program, advancement, etc. There are several categories for the unit to rate itself that will go in to determining your final score. Units can then earn bronze, silver or gold status based on the total points accumulated. Many of these categories are easy to fill out, but if you are unsure about how to score any of these categories, a district volunteer can assist you.

Each year in November our district holds a recharter day, where units can submit their paperwork, pay fees, and ask questions to help complete their charter.

Fee Changes

Earlier this year both the National Council and CT Yankee Council announced changes to their fees.

The fee change from the national office will go into effect beginning on August 1st. The new fees will be as follows:

- \$66 for Cub Scouts, Scouts BSA, Venturing and Sea Scouts
- \$42 for Exploring participants
- \$42 for all adult volunteers (includes cost of background check)
- \$75 for a unit charter fee

In addition to these fees, the National Council will also be implementing at \$25 joining fee for all new applications. This fee will not need to be paid by anyone who is renewing their membership. This fee will also start on August 1st.

The Board of Directors for the CT Yankee Council has approved a fee change that will take effect starting on January 1st, 2021. This change in fees are:

- \$36 operations fee (for youth members)
- \$12 operations fee (for adult members)
- \$12 insurance fee

District Calendar

June	
28 -30– Camp Phoenix	
July	
1 -31– Camp Phoenix	
August	
1 -14– Camp Phoenix	
September	
1 – District Committee Meeting	
8 – District Roundtable	
11-13 Order of the Arrow September Ordeal (Camp Pomperaug)	
October	
2-3 – Scout Day at Lime Rock (Lime Rock Auto Race Park)	
2-4 – Order of the Arrow Fall Ordeal (Camp Sequassen)	
6 – District Committee Meeting	
13 – District Roundtable	
15-17 – Fall Camporee (Camp Sequassen)	
November	
3 – District Committee Meeting	
10 – District Roundtable	
TBA - Recharter Day	
December	
1 – District Committee Meeting	
8 – District Roundtable	
January	
5 – District Committee Meeting	
12 – District Roundtable	
15-17 – Klondike Derby (Camp Sequassen)	
15-17 – Youth Leadership Training (Deer Lake)	
February	
2 – District Committee Meeting	
9 – District Roundtable	
18– District Dinner	
March	
2 – District Committee Meeting	
9 – District Roundtable	
April	
6 – District Committee Meeting	
13 – District Roundtable	
TBA – Fishing Derby (Deer Lake Scout Reservation)	
Мау	
4 – District Committee Meeting	
11 – District Roundtable	
14-16 – CONNJam (Orange Country Fairgrounds)	
June	_
1 – District Committee Meeting	
8 – District Kickoff	

Pomperaug District Organization

What is a District? A Scouting District is a geographical area of the BSA local Council. District volunteer leaders mobilize resources to ensure the growth and success of Scouting Units within the District's territory. All Districts are responsible for carrying out four standard functions:

1. Membership 2. Finance 3. Program 4. Unit Service

The membership, finance, and program functions are carried out by members of the District Committee. The Unit service function is carried out by the District Commissioner Staff.

