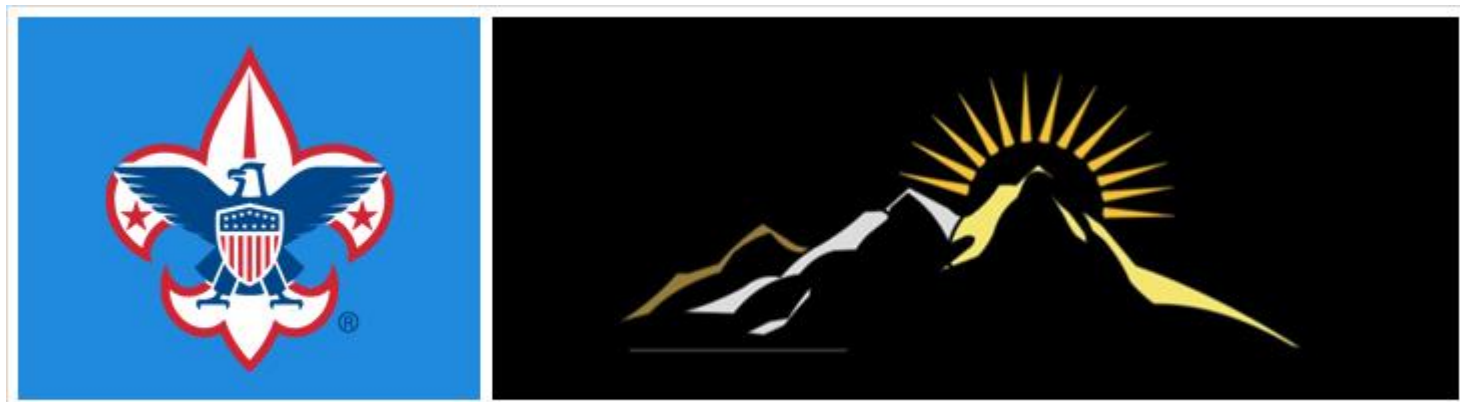


# Journey to Excellence



## **JTE Guidebook for Venturing Crews A Tool to Help Your Crew and You Thrive 2019 Program Year**

*This guidebook was prepared as an assist to Venturing crew leaders and others in using Journey to Excellence tools to plan and deliver excellent Scouting through their crews. More material is available on the National Council JTE Resources webpage.*

Strategic Development Office-National Council-Boy Scouts of America  
Questions? Call Member Care Contact Center-972-580-2489  
JTE@Scouting.org

Revised 11-13-2018

# **JTE Guidebook for Venturing Crews-A Tool to Help your Crew and You Thrive**

## **How to use this Guidebook**

This guidebook was created with busy crew leadership in mind. It is intended to help the crew key 3, the committee chair, the advisor and the chartered organization representative in using the **Journey to Excellence (JTE)** concept as a unit planning tool and year-round checklist of meaningful activities for the scouts. This guidebook was made from various publications and documents available from the National Council website and then instructions on how to use them. Journey to Excellence uses and blends many existing BSA programs, some of which the unit leadership may not be familiar with. The material in this guidebook should answer what these programs are. The information in the guidebook should enable the crew committee to conduct a crew planning session that prepares the pack for a very successful year of fun.

## **This Guidebook consists of (in order)**

- A summary sheet used to show responsible adults for each of the 9 JTE objectives
- The 2019 JTE Scorecard that show JTE measures and levels
- The 2019 JTE Spreadsheet to use as a planning checklist
- Text describing a suggested order of objectives to follow in building your crew calendar
  - Planning and budget-planning component
  - Adventure
  - Leadership recruitment
  - Leadership (youth)
  - Personal development
  - Service
  - Trained leadership
- Venture Crew Adult Leadership Position Trained Requirements Chart
  - Building Venturing
  - Planning and budget-budget component
  - Retention
- Progress Record Sheets for:
  - Advisor's Key-latest revision
  - Venturing Training Award-latest revision
- Instruction sheet for Unit Leader Award of Merit
- Crew budgeting information

## **Leader Training**

Leader training and recognition is extensively discussed in this guidebook and mentioned here. Providing leadership for Journey to Excellence objectives is an important part of earning adult recognitions. Please use the following summary sheet as a tool to guide the crew adults in helping the crew be the best crew it can be.

## Crew Journey to Excellence Planning 2019-Summary

Sheet Crew \_\_\_\_\_ District \_\_\_\_\_

### JTE Overall Goal

- Bronze
- Silver
- Gold

This table lists all 9 JTE objectives in the order presented in the guidebook. For each objective list the responsible adult/mentor, the date they started working on their Venturing Training Award and circle the JTE goal the Scouter is helping the crew achieve

<b>Crew Scoresheet Objective</b>	<b>#</b>	<b>Responsible Adult/Mentor</b>	<b>Venturing Training Award -Start date</b>	<b>Goal</b>
<b>Planning and budget (*planning)</b>	1			<b>B S G</b>
<b>Adventure</b>	4			<b>B S G</b>
<b>Leadership recruitment</b>	8			<b>B S G</b>
<b>Leadership (youth)</b>	5			
<b>Personal growth</b>	6			<b>B S G</b>
<b>Service</b>	7			<b>B S G</b>
<b>Trained leadership</b>	9			<b>B S G</b>
<b>Building Venturing</b>	2			<b>B S G</b>
<b>Planning and budget (*budget)</b>	1			<b>B S G</b>
<b>Retention</b>	3			<b>B S G</b>

Reviewed by the Crew Committee on \_\_\_\_\_

\_\_\_\_\_  
Committee Chair

## **Journey to Excellence**

### **A Tool to Help Your Crew and You Thrive!**

#### **What is *Journey to Excellence*?**

Would you like a tool to help you figure out what activities your crew, your crew committee and you can do to give the best scouting experience to your registered youth?

If so, then reviewing and then using BSA's **Journey to Excellence** is just the tool for you! Journey to Excellence, abbreviated as **JTE**, is a roadmap or a guide or benchmark to show and indicate what a Crew should and can do to have a strong scouting program. JTE can help answer questions like how many and what type of meetings should the crew have? How trained should the adults be? What outdoor activities should the crew do? How does a crew budget?

#### **Read on and discover how JTE can HELP!**

First of all, any scout unit should have a regular **planning process**. There must be a way for your crew to make future plans for meetings, activities and fundraisers. There are many ways to do this. You can use a big calendar that you provide or download one from the National Council Scouting.org Website. You can use a big sheet of paper showing the entire program year or a single sheet per month. It is up to you. The important crew leadership adults must be involved, certainly the crew leadership key 3, the Venturing crew advisor, the crew committee chair and the chartered organization representative. Also involved should be the crew treasurer as well as the parents responsible for advancement, membership, popcorn sales, summer camp, service projects and the others that provide time and resources for the crew. The youth leaders should be involved. It is up to you how to make the yearly plan, however, every unit needs a way to do so. National Council BSA provides suggestions which can be found at the Venturing.org website, once there select *Crew Resources* and then *Annual Program Planning*.

You should also involve your **unit commissioner**, an experienced Scouter dedicated to helping your crew succeed. Let the unit commissioner know when you are going to have your planning session and invite him or her to participate. Helping is their job! Every commissioner should be in contact with unit leadership and ask what they can do to help. Ask at the next roundtable (a district-wide monthly adult leader meeting) if you do not know who your unit commissioner is and get the correct contact information on where to send an invitation to attend the crew's annual planning session.

You will need a **MyScouting account** to have full access to the information available to you as a crew leader and resource. Gaining access is simple. Most importantly you need your official National Scouting ID number. It can be found on your annual membership card or from your unit roster provided with your charter kit. Most information is available without an account however there are additional planning benefits if you do.

Some Scouters might have ended up with two or more ID numbers over time. Your District Executive can help you combine your IDs if that is the case. Take a few moments, write down the numbers, if you know them, and provide them to your district executive or unit commissioner.

**Crew \_\_\_\_\_ of \_\_\_\_\_ District**  
**2019 Scouting's Journey to Excellence**  
*"The BSA method for annual planning and continuous improvement"*

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
<b>Planning and Budget</b>					<b>Total Points: 200</b>		
#1	<b>Planning and budget:</b> Have a program plan and budget that is regularly reviewed by the committee, and it follows BSA policies relating to fundraising.	Have an annual program plan and budget adopted by the crew committee.	Achieve Bronze, plus crew conducts a planning meeting involving youth leaders for the following program year.	Achieve Silver, plus crew committee meets at least six times during the year to review program plans and finances.	50	100	200
<b>Membership</b>					<b>Total Points: 500</b>		
#2	<b>Building Venturing:</b> Recruit new youth into the crew in order to grow membership.	Have a membership growth plan that includes a recruitment activity and register new members in the crew.	Achieve Bronze, and either increase youth members by 5% or have at least 10 members.	Achieve Silver, and either increase youth members by 10% or have at least 15 members with an increase over last year.	100	200	300
#3	<b>Retention:</b> Retain a significant percentage of youth members.	Reregister 50% of eligible members.	Reregister 60% of eligible members.	Reregister 75% of eligible members.	50	100	200
<b>Program</b>					<b>Total Points: 800</b>		
#4	<b>Adventure:</b> Conduct regular activities including a Tier II or Tier III adventure.	Conduct at least four activities including a Tier II or Tier III adventure.	Conduct at least five activities and at least 50% of youth participate in a Tier II or Tier III adventure.	Conduct at least six activities and at least 50% of youth participate in a Tier II or Tier III adventure.	50	100	200
#5	<b>Leadership:</b> Develop youth who will provide leadership to crew meetings and activities.	Have a president, vice president, secretary, and treasurer leading the crew.	Achieve Bronze, plus officers meet at least six times. The crew conducts officer training.	Achieve Silver level, plus each crew activity has a youth leader.	50	100	200
#6	<b>Personal growth:</b> Provide opportunities for achievement and self-actualization.	Crew members earn the Venturing award.	Achieve Bronze, plus crew program includes at least three experiential training sessions.	Achieve Silver level, plus the crew has members earning the Discovery, Pathfinder or Summit awards.	50	100	200
#7	<b>Service:</b> Participate in service projects, with at least one benefiting the chartered organization.	Participate in two service projects and enter the hours on the JTE website.	Participate in three service projects and enter the hours on the JTE website.	Participate in four service projects and enter the hours on the JTE website.	50	100	200
<b>Adult Volunteer Leadership</b>					<b>Total Points: 500</b>		
#8	<b>Leadership recruitment:</b> Have a proactive approach in recruiting sufficient leaders and communicating with parents.	Have a registered associate advisor.	Achieve Bronze, plus the crew holds a meeting where plans are reviewed with parents.	Achieve Silver, plus adult leadership is identified prior to the start of the next program year.	50	100	200
#9	<b>Trained leadership:</b> Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.	Advisor or an associate Advisor has completed position-specific training.	Achieve Bronze, plus the advisor and all associates have completed position-specific training or, if new, will complete within three months of joining.	Achieve Silver, plus at least two committee members have completed crew committee training.	100	200	300

- Bronze:** Earn at least 550 points by earning points in at least 6 objectives.
- Silver:** Earn at least 800 points by earning points in at least 7 objectives.
- Gold:** Earn at least 1,100 points by earning points in at least 7 objectives.

**Total points earned:** \_\_\_\_\_

**No. of objectives with points:** \_\_\_\_\_

- Our crew has completed online rechartering by the deadline in order to maintain continuity of our program.
- We certify that these requirements have been completed:

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Crew President \_\_\_\_\_ Date \_\_\_\_\_

Commissioner \_\_\_\_\_ Date \_\_\_\_\_

*This form should be submitted to the Scout service center or your unit commissioner, as directed by your council.*

# **Scouting's Journey to Excellence**

## **2019 Crew Planning, Performance, and Recognition**

Journey to Excellence uses a balanced approach to measure performance. It guides program planning before the year begins, monitors activities for continuous improvement during the year, and recognizes performance at the end of the year. In planning your strategy, use actual numbers from the previous year to guide your performance improvement goal planning. The period for measuring performance will be the calendar year.

Planning and Budget Measures	
1	The crew has a program plan and budget that is reviewed at all crew committee meetings, and the crew follows BSA policies relating to fundraising and fiscal management as found on the Unit Money-Earning Application form and any other publication that the council has developed for fundraising and fiscal management. A meeting is held with youth leaders where they are involved in developing the plan for the next program year. The crew's program plan should be shared with the unit commissioner.
Membership Measures	
2	The crew has a growth plan, and conducts a formal recruiting event. On December 31, 2019, the crew has an increase in the number of youth members as compared to the number registered on December 31, 2018. A membership growth plan template can be found at <a href="http://www.scouting.org/membership">www.scouting.org/membership</a> .
3	Number of youth members on the most recent charter renewal (A) divided by the number of youth registered at the end of the prior charter year (B) minus any age-outs (C). Total = (A) / (B-C). Age-outs are youth who are too old to reregister as Venturers. If the crew has a December charter, use the one expiring on December 31, 2018; otherwise use the one expiring during 2019.
Program Measures	
4	The crew conducts regular activities outside of meetings. At least one is a Tier II activity (may be less than four days, but requires planning and skill development) or a Tier III activity (at least 4 days and is mentally and physically challenging.)
5	The crew has youth leaders serving as president, vice president, secretary, and treasurer who are leading the activities of the crew. Crew officers hold regular meetings and receive training. Each crew activity has a youth leader.
6	Crew members complete the Venturing award shortly after joining. Experiential training at meetings allows crew members to learn from hands-on experiences. The crew encourages achievement through the advanced Venturing awards.
7	The crew participates in service projects during the year and enters them on the Service Hours website or through Scoutbook. The projects may be completed as joint projects with other organizations. At least one project must benefit the chartered organization.
Volunteer Leadership Measures	
8	The crew has an Advisor, an associate, and a committee of at least three members. Ideally, the chartered organization representative should not be dual registered as one of the committee members. The crew holds a meeting where program plans are shared with parents. Volunteer leaders are selected prior to the next program year.
9	All volunteer leaders have current youth protection training. Advisor and associates have completed position-specific training or, if new, will complete within three months of joining. Two committee members have completed Crew Committee Training.

Scoring the crew's performance: To determine the crew's performance level, you will use the above information to determine the points earned for each of the 9 criteria and then add those individual point scores to determine a composite score. Count only the highest point total achieved in any one criterion. Bronze level requires earning at least 550 points in at least 6 criteria, Silver level requires earning points in at least 7 criteria and 800 points, and Gold level requires earning points in at least 7 criteria and 1,100 points.

**For more resources including workbooks and planning guides: [www.Scouting.org/jte](http://www.Scouting.org/jte)**



2019 Journey to Excellence - Crew - District

Item No.	Objective	Parameter	User Input	Calculated Values	Bronze Points	Silver Points	Gold Points
<b>Planning and Budget</b>							
1	<b>Planning and budget:</b> Have a program plan and budget that is regularly reviewed by the committee, and it follows BSA policies relating to fundraising.	<i>Date:</i> Crew committee adopted annual program plan & budget <i>Date:</i> Planning meeting involving youth leaders <i>Date:</i> Committee meeting #1 <i>Date:</i> Committee meeting #2 <i>Date:</i> Committee meeting #3 <i>Date:</i> Committee meeting #4 <i>Date:</i> Committee meeting #5 <i>Date:</i> Committee meeting #6 <i>Count:</i> Total number of committee meetings	_____ _____ _____ _____ _____ _____ _____	0			
<b>Membership</b>							
2	<b>Building Venturing:</b> Recruit new youth into the crew in order to grow membership.	<i>Date:</i> Crew recruitment activity <i>Count:</i> Number of Venturers registered on December 31, 2017 <i>Less:</i> Youth dropped at recharter <i>Plus:</i> Transfers to other units during the year <i>Plus:</i> New members joining during the year <i>Plus:</i> Transfers from other units during the year <i>Count:</i> Current membership <i>Percent:</i> Growth over end of prior year	_____ _____ _____ _____ _____ _____ _____	0 0.0%			
3	<b>Retention:</b> Retain a significant percentage of youth members.	<i>Count:</i> Number of youth registered at end of charter (12/31/2017) <i>Less:</i> Youth 21 years or older by end of charter year (age-outs) <i>Count:</i> Youth eligible to reregister <i>Count:</i> Number of youth actually reregistered for next year <i>Percent:</i> Retention rate	_____ _____ _____ _____	0 0.0%			
<b>Program</b>							
4	<b>Adventure:</b> Conduct regular activities including a Tier II or Tier III adventure.	<i>Yes/No:</i> Crew has conducted a Tier II or Tier III adventure <i>Count:</i> Current membership <i>Count:</i> Number of youth participating in a Tier II or III adventure <i>Percent:</i> Tier II/ Tier III adventure participation rate <i>Date:</i> Activity #1 <i>Date:</i> Activity #2 <i>Date:</i> Activity #3 <i>Date:</i> Activity #4 <i>Date:</i> Activity #5 <i>Date:</i> Activity #6 <i>Count:</i> Total number of crew activities	<input type="checkbox"/> Yes _____ _____ _____ _____ _____ _____	0 0.0%			
5	<b>Leadership:</b> Develop youth who will provide leadership to crew meetings and activities.	<i>Yes/No:</i> Crew has a president <i>Yes/No:</i> Crew has a vice president <i>Yes/No:</i> Crew has a secretary <i>Yes/No:</i> Crew has a treasurer <i>Date:</i> Officer training <i>Date:</i> Officer meeting #1 <i>Date:</i> Officer meeting #2 <i>Date:</i> Officer meeting #3 <i>Date:</i> Officer meeting #4 <i>Date:</i> Officer meeting #5 <i>Date:</i> Officer meeting #6 <i>Count:</i> Total number of officer meetings <i>Count:</i> Number of crew activities <i>Count:</i> Number of activities with youth leadership	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes _____ _____ _____ _____ _____ _____	0 0			

**2018 Journey to Excellence - Crew - District**

Item No.	Objective	Parameter	User Input	Calculated Values	Bronze Points	Silver Points	Gold Points
6	<b>Personal growth:</b> Provide opportunities for achievement and self-actualization.	<i>Count:</i> Number of members earning Venturing Award <i>Count:</i> Number earning Discovery, Pathfinder, or Summit Award <i>Date:</i> Experiential training session #1 <i>Date:</i> Experiential training session #2 <i>Date:</i> Experiential training session #3 <i>Count:</i> Total number of experiential training sessions	_____ _____ _____ _____ _____	0			
7	<b>Service projects:</b> Participate in service projects, with at least one benefiting the chartered organization.	<i>Yes/No:</i> Crew records service projects and hours on JTE website <i>Yes/No:</i> At least one project benefits the chartered organization <i>Date:</i> Service project #1 <i>Date:</i> Service project #2 <i>Date:</i> Service project #3 <i>Date:</i> Service project #4 <i>Count:</i> Total number of service projects	<input type="checkbox"/> Yes <input type="checkbox"/> Yes _____ _____ _____ _____	0			
<b>Volunteer Leadership</b>							
8	<b>Leadership recruitment:</b> Have a proactive approach in recruiting sufficient leaders and communicating with parents.	<i>Yes/No:</i> Registered advisor <i>Yes/No:</i> Adult leadership identified for next year <i>Count:</i> Number of associate advisors <i>Count:</i> Number of committee members <i>Date:</i> Meeting with parents	<input type="checkbox"/> Yes <input type="checkbox"/> Yes _____ _____ _____				
9	<b>Trained leadership:</b> Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.	<i>Yes/No:</i> Advisor has completed position-specific training <i>Count:</i> Number of associate advisors <i>Count:</i> Number with position-specific training <i>Percent:</i> Associate advisers completing training <i>Count:</i> Number of committee members <i>Count:</i> Number with position-specific training <i>Percent:</i> Committee members completing training	<input type="checkbox"/> Yes _____ _____ _____ _____	0  0.0%  0  0.0%			

**Bronze:** Earn at least 550 points by earning points in at least 6 objectives.

**Silver:** Earn at least 800 points by earning points in at least 7 objectives.

**Gold:** Earn at least 1,100 points by earning points in at least 7 objectives.

**Total points earned:** 0

**No. of objectives with points:** 0

**Use this spreadsheet, found on the JTE Resources webpage under workbooks, to assist in yearly planning. Fill in the spreadsheet cells or mark off the events and the spreadsheet will automatically calculate the JTE measure and number of points. Once you enter the events planned for the year the spreadsheet will indicate the expected measure at the end of the year.**

**Not Gold? Then plan additional events to have the scouting program to be a Gold JTE Unit.**



## Planning Guidance from JTE

With just a few minutes of reading you can learn about the planning assistance JTE can provide. However, first you need the appropriate **JTE Scorecard**. There is one for every program, Cub Scout **packs**, Scout, BSA, **troops**, Varsity Scout **teams**, Venturing **crews** and Sea Scout **ships**. You will find all the scorecards on the Journey to Excellence Resources web page which you can access from My.Scouting.org (*Menu-Legacy Web Tools-Journey to Excellence Resources*). On this webpage is a section titled “**Scorecards**” and then several years listed. Selected the appropriate year, **2019** or beyond, and a list of available scorecards will appear. Select the one you want, the **Crew Scorecard**. The scorecard will appear and can be downloaded as a PDF. One is pages 3 and 4 of this guidebook. You should be able to get additional copies from your unit commissioner, pick one up at roundtable, at the council office or from your district executive. One is included in the unit recharter package. The crew will need one long before recharter time if it is going to be used to help create the crew annual plan.

To begin preparing for the crew planning session review the **JTE Crew Scorecard** included in the guidebook. It is two sided and page one lists 9 areas, called **objectives**, where three measurement levels, Bronze, Silver and Gold, are identified. These three levels can assist you and the crew in determining the importance of each individual objective to the crew. Your crew might find that the activities associated with a particular objective are more important than others to you, your sponsoring partner and your crew’s youth and so you will make plans accordingly. Ultimately, as the unit grows, you will be able to make plans to accomplish a level in all 9 objectives. Points are assigned for each level obtained and unit point totals provide an overall unit measure of **Bronze**, **Silver** or **Gold**. Every crew should strive to be **Gold**.

Each objective is explained in a short summary on the first page and further information is on the back side or second page. There are objectives for youth membership, advancement, outdoor activities, adult leaders, number of meetings, service projects and unit activities and are further explained in this guidebook.

Read through all the objectives and get a feel for the intent and the difference between the three levels where **Bronze** means a unit is *effective*, **Silver** means *excellent* and **Gold** is the standard for an *exceptional* unit. Please note that each objective has a high-end ceiling or target instead of a more traditional yearly goal consisting of a percentage improvement regardless of the measure. This allows for being at the top, **Gold**, and not needing to improve every year to stay **Gold**. This way you can focus on working on other objectives. There is also a minimum standard a crew must meet to be **Bronze**. The fixed **Bronze**, **Silver** and **Gold** criteria are known as **Determined Standards**. Additionally, yearly improvement of a fixed percentage (generally 2%) of an objective not yet Gold and being above the **Bronze** or **Silver** measure qualifies the crew at the next level, the **Silver** or **Gold** measure. This improvement method establishes the **Performance Standard**. None of these 9 objectives will surprise any Scouter with any experience. All the objectives are woven into the operation and program of a Venture crew.

### Before the Planning Session Starts

There are a few items to know, collect or do before the crew planning session. Know where the crew is going to meet, obtain school vacation schedules, know the federal and state holiday schedule, find the council and district schedules, discuss with the crew key 3 who to invite, peruse the various National Council web pages for useful documents (some listed in this guidebook), determine how the crew schedule is going to be shown while it is being planned and have a room big enough for the session itself.

## Where to Start? With a Yearly Plan of course—Objective # 1

A written plan is an excellent tool to create to have an active and fun crew. **Objective # 1, Planning and budget: Have a program plan and budget that is regularly reviewed by the committee, and it follows BSA policies relating to fundraising** provides a road map on what to do. Let's do the program plan first and then the budget once the full plan is put together.

Many planning resources exist on ScoutSource and should be reviewed as suggested above. These tools are well thought out and will greatly assist the program plan. Having an annual program plan (and budget) adopted by the crew committee is required for the **Bronze** measure. **Silver** is the measure if the crew committee involves youth leaders in the yearly planning meeting. If the crew committee meets at least six times during the year and reviews program plans (and the budget) the crew qualifies as **Gold**. Start filling in the crew planning calendar by scheduling and showing these six committee meetings. Put the date of the planning meeting(s) on the planning calendar.

This guidebook also contains a paper printout of a fill-in-the-blanks spreadsheet style workbook that automatically calculates JTE objective levels and points to help the pack planner determine what activities the pack needs to do to achieve the desired medal level. Download the actual spreadsheet from the Journey to Excellence Resources webpage.

## Adventure—Objective # 4

An important crew planning calendar need is to consider **Objective # 4, Adventure: Conduct regular activities including a Tier II and Tier III adventures**. There are many possibilities to consider for an adventure activity. However, let us have some definitions first. A Tier II activity may be less than four days but requires planning and skill development and a Tier III activity must be at least four days and is mentally and physically challenging. If the crew participates in four activities where one is a Tier II or Tier III it qualifies as **Bronze** level. If the crew does five activities and 50% of the youth participate in the Tier II or Tier III activity the crew qualifies at the **Silver** level. If the crew does six activities and 50% of the youth participate in the Tier II or Tier III activity the crew qualifies as **Gold**. Obtain information about Venturing activities from the Scout office, at roundtable, council training events, the district outdoor program chair or other leaders.

Place the date(s) of these activities on the planning calendar and have a Venturing crew associate advisor or crew committee member be responsible for the crew's adventure program and encourage that Scouter to earn the **Venturing Training Award** for accepting responsibility for this important JTE objective.

## Leadership Recruitment—Objective # 8

A crew must have adult leadership and the unit should look to the parents or guardians of youth members for those leaders. Look at **Objective # 8, Leadership recruitment: Have a proactive approach in recruiting sufficient leaders and communicating with parents**. A crew having an associate advisor is the **Bronze** level. It is recommended that committee members be trained as shown in the chart in the next section. Having a crew meeting where crew plans (objective # 1) are reviewed with parents is **Silver** and if adult leadership for next year is identified by May 31 (the next program year) qualifies as **Gold**.

Place the dates for the parents meeting and May 31 (leaders for next year identified) on the planning calendar.

## Get the Crew Adult Leaders Trained-Objective # 9 - Trained Leadership

The crew needs what **Objective # 9, Trained leadership: Have trained and engaged leaders at all levels** describes. What is the crew committee and what do they do? The answer lies in training. A significant amount of crew leader and crew committee training can be accomplished on-line using courses found on My.Scouting.org. However, first and extremely important is that all adults interacting with the youth of your crew must have **Venturing Youth Protection training or YPT, code Y02**. This is a must and a rock-solid requirement and **non-negotiable**. This can be done on My.Scouting.org and must be the first training done by any adult registered and associated with the crew.

Having the crew advisor **or** an associate advisor complete leader position-specific training and mandatory youth protection is required for the **Bronze level**. Having the crew advisor **and all** of the crew associate advisors complete leader position-specific training or, if new, within three months of joining qualifies as the **Silver level**. Having at least two crew unit committee members complete crew committee training is the **Gold level**.

The following is a table of crew leader position-specific training required to be considered **TRAINED** to the basic level and JTE qualified. Crew Committee Challenge (**WS12**) and the initial position specific training (**P21**) are the course numbers if taken as a classroom style course conducted by district or council Trainers. Equivalent training is available on-line at Scouting U.

Crew Adult Leader Position and Code	Leader Position-Specific Training Course Title and Number
(VC) – Venturing Crew Advisor	Leader Position-Specific-Venturing Leader- <b>For Bronze or Silver</b> (P21 or equivalent on-line courses at Scouting U)
(VA) – Venturing Crew Associate Advisor	Leader Position-Specific-Venturing Leader - <b>For Bronze or Silver</b> (P21 or equivalent on-line courses at Scouting U)
(CC) – Crew Chairman	Crew Committee Challenge– <b>For Gold</b> (WS12 or equivalent on-line courses at Scouting U)
(MC) – Crew Committee Member	Crew Committee Challenge– <b>For Gold</b> (WS12 or equivalent on-line courses at Scouting U)

Put the dates on the planning calendar when any new leaders need to complete their training. All new leaders registered in September must complete their training by the end of December. Find the dates of training events and place them on the crew calendar.

Crew adult leadership, Crew Advisor and Associate Advisor or Crew Chairman and Committee Member, choosing to use the on-line training method, will have to access **Scouting U** through My.Scouting.org. Go to *My Dashboard*, then *My Training*, then *Training Center* and select *Venturing* and then the appropriate course registered position. This gives access to Scouting U and carefully follow the instructions provided to establish a set of on-line modules to create a “*My Learning*” plan. Note there are **three** sets of modules for each position, titled “*Before the First Meeting*”, “*First 30 Days*” and “*Positioned Trained*”. Once all three sets are completed for the position and YPT is current the adult is considered position trained.

See the attached *Venturing Crew Adult Leader Position Trained Requirements* table for more information.



# VENTURING POSITION TRAINED REQUIREMENTS

## CREW ADVISOR & ASSOCIATE ADVISOR

### BEFORE 1ST MEETING

SCO_101	GETTING STARTED	8:41
SCO_108	ADVISING VS. LEADING	10:46
SCO_109	POSITIVE YOUTH DEVELOPMENT	10:37
		<b>TOTAL TIME: 31 MIN</b>

### FIRST 30 DAYS

SCO_102	OFFICER SELECTION	4:56
SCO_103	CREW STRUCTURE	8:52
SCO_107	EVENT PLANNING	16:56
SCO_110	AWARDS PROGRAM	12:00
SCO_111	OFFICER TRAINING	6:43
		<b>TOTAL TIME: 50 MIN</b>

### POSITION TRAINED

SCO_104	MEMBERSHIP RECRUITING	6:16
SCO_105	FUNDRAISING & BUDGETING	9:29
SCO_112	ANNUAL PROGRAM PLANNING	14:19
SCO_113	SELECTING ADVISORS	8:50
SCO_114	INTERACTING WITH YOUNG ADULTS	17:10
SCO_800	HAZARDOUS WEATHER TRAINING	31:00
		<b>TOTAL TIME: 1 HOUR 27 MIN</b>

## COMMITTEE CHAIR & COMMITTEE MEMBER

### BEFORE 1ST MEETING

SCO_101	GETTING STARTED	8:41
SCO_103	CREW STRUCTURE	8:52
SCO_108	ADVISING VS. LEADING	10:46
		<b>TOTAL TIME: 29 MIN</b>

### FIRST 30 DAYS

SCO_105	FUNDRAISING & BUDGETING	9:29
SCO_107	EVENT PLANNING	16:56
SCO_109	POSITIVE YOUTH DEVELOPMENT	10:37
SCO_113	SELECTING ADVISORS	8:50
		<b>TOTAL TIME: 46 MIN</b>

### POSITION TRAINED

SCO_102	OFFICER SELECTION	4:56
SCO_104	MEMBERSHIP RECRUITING	6:16
SCO_110	AWARDS PROGRAM	12:00
SCO_111	OFFICER TRAINING	6:43
SCO_112	ANNUAL PROGRAM PLANNING	14:19
SCO_114	INTERACTING WITH YOUNG ADULTS	17:10
SCO_530	JOURNEY TO EXCELLENCE	12:46
		<b>TOTAL TIME: 1 HOUR 14 MIN</b>

## BOARD OF REVIEW

### BEFORE 1ST MEETING

SCO_101	GETTING STARTED	8:41
SCO_106	BOARD OF REVIEW	17:11
		<b>TOTAL TIME: 26 MIN</b>

## CLASSROOM OPTION

THE ONLINE TRAINING PLANS LISTED ABOVE ARE ALSO AVAILABLE IN A CLASSROOM FORMAT:

Crew Advisor & Associate Crew Advisor: P21 Venturing Leader Specific Training  
Crew Committee Chair & Crew Committee Member: WS12 Crew Committee Specific Training

## Continued Training-Adult Recognitions

Encourage the crew leadership, those in the positions in the chart above, to continue their individual training. Recruit an adult to be the crew training coordinator. Schedule the dates of the monthly district roundtable on the crew planning calendar. Find the dates for district and council training events and place them on the schedule as well. University of Scouting, a source of excellent advanced training usually occurs in January. Other advanced leader position-specific training occurs year-round. Encourage the crew trainer to get involved with the district training team.

Encourage the advisor, associate advisor, the committee chair, crew Trainer and all committee members to work on and earn their **Venturing Training Award** (green square knot on tan background). This award (511-058\_WB) requires, among other items, participation in the crew planning session and giving primary leadership in meeting one crew JTE objective area. The JTE objective goals are established in the crew planning session and the adult provides the leadership to achieve the goal. Assign these objectives to crew committee members and ask them to work towards training awards. These objectives are further explained further in this guidebook and the information will help those providing leadership for advancement, membership, service projects, outdoor activities, a crew budget and the recharter process. Put on the planning calendar any training dates that apply and show their assigned responsibilities on the calendar next to the items.

The Venturing Advisor can continue in service and training and be recognized. At 18 months of service there is the **Unit Leader Award of Merit - Advisor** (512-003\_WB) and at 3 years of service there is the **Advisor's Key** (green and white square knot on tan). This award (511-54\_WB) requires, among other things, three years of tenure, conducting a crew planning session for each year and having the crew qualify as a JTE Silver crew for 2 of the 3 years of tenure.

**Be sure and have a crew plan that will have the crew earn at least the JTE Silver JTE Award.**

Progress records for each of these awards are attached at the back of this unit guide.

Woodbadge continues the Scouting Program leader training. It is generally offered by the council once if not twice per year over two Thursday to Saturday or Friday to Sunday training sessions. Place the dates of the next Woodbadge course on the crew calendar.

You now have a plan for fun crew activities and for getting the adult crew leaders trained. What next? Consider the growth opportunities for the youth crew members, the Venturers.

### Leadership-Youth—Objective # 5

Learning leadership skills while having fun is the Scouting way. **Objective # 5, Leadership: Develop youth who will provide leadership to crew meetings and activities** helps a crew achieve this goal. Having a president, vice president, secretary and treasurer lead the crew qualifies as **Bronze**. Have six officer meetings a year and conduct crew officer training qualifies as **Silver** and having a youth leader for each crew activity is the **Gold** measure.

Place the dates of the six officer meetings and the crew officer training session on the planning calendar and recruit an adult leader to facilitate this objective while working on their **Venturing Training Award**.

## Personal Growth—Objective #6

Developing life skills is a central aim of Scouting. **Objective # 6—Personal growth: Provide opportunities for achievement and self actualization** is the guide to use. Achievement is measured by crew member advancements. Having crew members earn the Venturing award qualifies as **Bronze**. Having at least three experiential training sessions is **Silver** and **Gold** is achieved by having youth earn the Discovery, Pathfinder or Summit Awards.

Place known dates of experiential training sessions on the schedule. Recruit a crew committee member to lead the sessions and work towards the **Venturing Training Award**.

## Service--Objective # 7

Then look at **Objective # 7, Service: Participate in service projects with at least one benefitting your chartered organization**. Plan the dates for service projects during the planning session. Participate in Scouting for food, a Veteran's Day parade or a flag ceremony. The possibilities are nearly endless. Before the planning meeting contact your chartered organization and ask about service projects. If that is not possible, plan the date when a crew committee member will contact the chartered organization and coordinate the project. All projects must be entered into the service hour reporting web site accessible from My.Scouting.org (Menu-Legacy Web Tools-Service Hour Reporting). The crew needs to create a service hour account with password. Just 3 service projects qualifies as **Bronze**, 4 as **Silver** and 5 as **Gold**.

Appoint a crew committee member to coordinate crew service projects. That person should have the responsibility to enter the project data into the JTE service hour webpage and that adult can be working on their **Venturing Training Award** while achieving this crew JTE objective.

Service projects can be any activity that benefits another individual, the crew's chartered organization, scouting or any cause of choice. Suggestions include:

Scouting for food	Book and magazine Drives
Assist with council and district activities	Assist the elderly
Remember others during the holidays	Pet shelters
Litter cleanup and beautification	Serving food
Safety related projects	
Assist (not participation) local youth sports groups	
Repair and maintenance of homes, buildings and offices of worthy causes including Scouting	
Assisting medical information distribution and drives (such as blood donations)	

## **Recruiting new Scouts—Objective # 2**

What other dates need to be on the planning calendar? Some very important dates are associated with recruiting new youth. Your crew should have a series of recruiting events, activities like School nights, a signup table at events at your chartered organization's location (if applicable) or a community recruiting roundup. Place these dates on your planning calendar. One of the crew committee members should be the crew membership chair and, while working on their **Training Award** provides leadership for membership. Look at **Objective # 2, Building Venturing: Have an increase in Venturing membership or maintain a larger than average crew size** provides membership goals to consider. Preparing a membership plan that includes a recruiting activity and gaining new members qualifies as **Bronze level**. Having a membership increase of 5% or a crew size of 10 members is the **Silver level** and a gain of 10% or a crew size of 15 members and an increase over last year is **Gold**. Your unit membership plan should list where and how recruiting is to be done and who is responsible. The membership plan needs to address the number of new Scouts expected so the unit is prepared.

An important crew committee position is the membership chair. That person leads the recruiting activities for the crew while working on their **Venturing Training Award**.

## **The Crew Budget—Objective # 1**

**Objective # 1, Planning and budget: Have a program plan and budget that is regularly reviewed by the committee and it follows BSA policies relating to fundraising.** Information about how to prepare a crew budget and a sample budget are attached at the end of this guidebook.

Having a written budget that follows BSA policies and is adopted by the committee is **Bronze level**, having a planning meeting involving youth leaders for the following year is **Silver level**, and if the crew committee meets 6 times to review (program plans) and budget is **Gold level**. Put the committee meetings and planning session dates on the crew calendar.

The schedule you have prepared will help determine your budget. How much money will you spend per scout? Read and fill in the crew budget material based on your expenses and fund raising activities.

## **A Measure of How Well the Unit is Doing—Objective # 3**

The best measure of how well the crew is doing how many Venturing Scouts come back for another year. This is shown by **Objective # 3, Retention: Retain a significant percentage of youth members**. This item measures the percentage of youth who were age eligible and reregistered for the next year. Retention does not count youth who age out. If 50 % of the youth reregister the unit is at the **Bronze Level**, 60 % it is at the **Silver level** and at 75 % it is at the **Gold level**. Retention is a measure of many things, the fun of crew activities and excitement of learning leadership skills. A solid year long schedule with well planned and put on events will build strong units and the scouts will keep coming back because it is fun.

## **Resources Found on the Venturing section of the ScoutSource webpage**

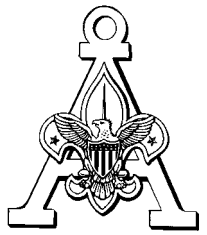
Activity Planner 510-022

Unit Programming tools, many resources including monthly theme program features

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# Venturing Training Award Progress Record



## Candidate's Personal Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Email: \_\_\_\_\_

Crew No. \_\_\_\_\_ District: \_\_\_\_\_

Council Name: \_\_\_\_\_

## Tenure

Complete at least two years of tenure as a registered adult leader in a Venturing crew.

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

## Training

Complete basic training for any Venturing leader position.

Attend a university of Scouting (or equivalent), or attend at least four roundtables/teen leaders' council meetings/ Venturing officers association meetings (or equivalent) during each year of the tenure used for this award.

Approved by:

\_\_\_\_\_  
Crew Committee Chair

\_\_\_\_\_  
Date

## Performance

Do the following during the tenure used for this award:

Participate in an annual crew planning meeting in each year.

Give primary leadership in meeting at least one crew Journey to Excellence objective in each year.

Serve as an adult leader in a crew that achieves at least the Bronze level of Journey to Excellence in each year. The Quality Unit Award is acceptable if the tenure used is prior to 2011.

Participate in at least one additional supplemental or advanced training event at the council, area, region, or national level during the two years.

Approved by:

\_\_\_\_\_  
Crew Committee Chair

\_\_\_\_\_  
Date

## Training Committee Action

The leadership training committee has reviewed this application and accepts the certification that the candidate meets the required standards. The Venturing Training Award is approved.

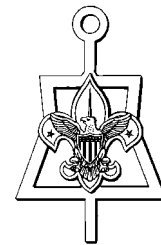
Approved by:

\_\_\_\_\_  
District or Council Training Committee Chair

\_\_\_\_\_  
Date



# Advisor's Key Progress Record



## Candidate's Personal Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Email: \_\_\_\_\_

Crew No. \_\_\_\_\_ District: \_\_\_\_\_

Council Name: \_\_\_\_\_

## Tenure

Complete at least three years of registered tenure as a Venturing crew Advisor within a five-year period. (This can include the tenure used to earn the Venturing Training Award.)

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

## Training

Complete basic training for Advisors.

Attend a university of Scouting (or equivalent), or attend at least four roundtables/teen leaders' councils/Venturing officers association meetings (or equivalent) during each year of the tenure used for this award.

Approved by:

\_\_\_\_\_  
Crew Committee Chair

\_\_\_\_\_  
Date

## Performance

Do the following during the tenure used for this award:

Achieve at least the Silver level of Journey to Excellence for at least two years. The Quality Unit Award is acceptable if the tenure used is prior to 2011.

Participate in at least one additional supplemental or advanced training event at the council, area, region, or national level.

Have an annual crew planning session and have a published crew meeting/activity schedule for the crew in each year.

Approved by:

\_\_\_\_\_  
Crew Committee Chair

\_\_\_\_\_  
Date

## Training Committee Action

The leadership training committee has reviewed this application and accepts the certification that the candidate meets the required standards. The Advisor's Key is approved.

Approved by:

\_\_\_\_\_  
District or Council Training Committee Chair

\_\_\_\_\_  
Date



# Unit Leader Award of Merit

## Background

Quality unit leadership is the key to a quality unit program—and it leads to better Scout retention. Statistics show that if young people stay engaged in the program for at least five years, the BSA's influence likely will stay with them for the rest of their lives. A quality Scouting experience will help keep Scouts in the program, and the Boy Scouts of America created the Unit Leader Award of Merit to recognize the quality unit leaders who make that happen.

The Unit Leader Award of Merit replaces the Scoutmaster and Venturing Crew Advisor award of merit programs. This new recognition has revised requirements, and Cubmasters and Skippers are also eligible for this recognition.

## Requirements

The nominee must

1. Be a currently registered Cubmaster, Scoutmaster, Advisor, or Skipper who has served in that position at least 18 continuous months.
2. Meet the training requirements for the registered position.
3. Distribute a printed or electronic annual unit program plan and calendar to each family in the unit.
4. Have a leader succession plan in place.
5. Effectively use the advancement method so that at least 60 percent of the unit's youth have advanced at least once during the last 12 months.
6. Cultivate a positive relationship with the chartered organization.
7. Project a positive image of Scouting in the community.

## Nomination Procedure

1. The unit committee chair completes the Unit Leader Award of Merit Nomination Form on behalf of the unit committee. For Boy Scout troops, Venturing crews, and Sea Scout ships, the nomination must include endorsement by the senior patrol leader, crew president, or ship's boatswain, respectively.
2. The unit or district commissioner certifies that the form is complete.
3. The unit submits the nomination form to the council for approval by the Scout executive and council commissioner or president. **The council is responsible for processing the award.**

## The Award

Upon receipt of the approved nomination form, the council may present the Unit Leader Award of Merit, which includes a certificate, square knot with the appropriate device, and a special unit leader emblem. Recognition of this achievement may be presented at appropriate district or council events, such as district or council leader recognition dinners, training events, and board meetings.

The award may be presented to the unit leader for each program, Cub Scouts, Boy Scouts, Venturers, and Sea Scouts, if the individual meets the requirements in each program. Only one knot is worn with the devices of each program that the award was earned in.

Unit Leader Award of Merit certificate, No. 512004

Cubmaster emblem, No. 610094

Unit Leader Award of Merit square knot, No. 610091

Venturing Advisor emblem, No. 610095

Scoutmaster emblem, No. 610093

Skipper emblem, No. 635892



# Unit Leader Award of Merit Nomination Form

Submit to your local council service center.

Nominee's name as it is to appear on the certificate: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Select one:**

- |                                      |                 |                              |
|--------------------------------------|-----------------|------------------------------|
| <input type="checkbox"/> Cubmaster   | Pack No. _____  | Chartered organization _____ |
| <input type="checkbox"/> Scoutmaster | Troop No. _____ | Chartered organization _____ |
| <input type="checkbox"/> Advisor     | Crew No. _____  | Chartered organization _____ |
| <input type="checkbox"/> Skipper     | Ship No. _____  | Chartered organization _____ |

**Service**

Inclusive dates for the service in the above-selected position (include month and year; must be at least 18 continuous months of service in this position).

From \_\_\_\_\_ to \_\_\_\_\_ Number months of service \_\_\_\_\_

**Training**

Date nominee completed training requirements for this position (month and year) \_\_\_\_\_

**Unit Program Plan**

- Yes, this nominee's unit has an annual unit program plan and calendar, and it is shared with all families in the unit.

Unit committee chair initial \_\_\_\_\_

**Succession Plan**

- Yes, the unit has a replacement recruited and committed to take over the nominee's position as unit leader if necessary.

Replacement's name \_\_\_\_\_ Unit committee chair initial \_\_\_\_\_

**Advancement**

- Yes, at least 60 percent of the members of the nominee's unit have advanced at least once during the past 12 months.

Unit committee chair initial \_\_\_\_\_

**Chartered Organization Relationship**

- Yes, this nominee has a good relationship with the chartered organization.

Unit committee chair initial \_\_\_\_\_

**Community Image**

- Yes, this nominee has a positive image in our community.

Unit committee chair initial \_\_\_\_\_

Please attach a statement by the unit committee chair on behalf of the unit committee attesting to the nominee's performance as unit leader. For Scoutmaster nominations, also attach a statement by the troop's senior patrol leader. For crew Advisor nominations, also attach a statement by the crew president. For Skipper nominations, also attach a statement by the ship's boatswain.

Nominated by \_\_\_\_\_ Certified by \_\_\_\_\_  
Unit committee chair Unit or district commissioner

Date of nomination \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_ and \_\_\_\_\_ Date \_\_\_\_\_  
Scout executive Council commissioner or president



Note: Yearly Fee is now \$33.00 per year

# Planning Your Crew's Annual Program Budget

What is the unit budget plan? First of all, it is a part of the annual program planning process that will lead to a successful year and increased tenure of your members. Just like in any family, planning and managing your income and expenses is very important.

The key to having a great year is to have a great annual program plan, and that plan should also contain an annual budget plan. What follows are some suggestions for how to build that unit budget.

Having an annual program plan and budget leads to a well-managed, well-financed unit.

Recognizing this, the BSA recommends the following recipe:

1. Plan your crew's complete annual program. (This is a MUST.)
2. Develop a budget that includes enough income to achieve the program.
3. Identify the amount of product (popcorn, for example) that will need to be sold per youth member to reach the income goal.
4. Identify service and/or work projects that the crew can participate in to bring income to the unit.
5. Get commitments from parents and youth.
6. Make fundraising fun!

## BASIC EXPENSES

**1] Registration.** When a youth joins, the crew normally asks him or her to pay the full \$24 national registration fee\*, regardless of the number of months remaining in the unit's charter year. The unit sends to the council the prorated amount for those remaining months.

Note that fees are figured on a monthly basis: 1 month, \$2.00; 2 months, \$4.00; 3 months, \$6.00; 4 months, \$8.00; 5 months, \$10.00; 6 months, \$12.00; 7 months, \$14.00; 8 months, \$16.00; 9 months, \$18.00; 10 months, \$20.00; 11 months, \$22.00; 12 months, \$24.00.

The balance of the youth's fee is kept in the unit treasury to supplement his or her dues in paying the next full year's fee. This procedure ensures prompt registration at charter renewal.

**2] Unit Liability Insurance Fee.** Crews are required to pay an annual unit liability insurance fee of \$40. This fee is submitted with the crew's annual charter application and helps to defray the expenses for their general liability insurance.

**3] Boys' Life.** *Boys' Life* magazine, the official publication of the Boy Scouts of America, is available to all members at \$12, which is half the newsstand rate. (Prorated fees are available for youth who join a unit during the year.) Every youth is encouraged to subscribe to *Boys' Life*.

**4] Unit Accident and Liability Insurance.** Protecting the leadership and parents from financial hardship due to high medical bills from an unfortunate accident is a must for all involved in Scouting. Specific details on insurance programs are available from the local council.

**5] Awards and Recognition.** Every youth member is encouraged to achieve advancement and awards each year. The Venturing Awards and Advancement program has a number of options that will help your Venturers grow and enjoy your program.

**6] Activities.** Well-conceived and well-planned activities are critical to a successful annual program plan. A complete program should include an annual Open House to welcome new members into the crew and monthly activities such as camping, hiking, service projects, bicycling, climbing, and trips. It is suggested that the complete cost of these outings be built into the unit's budget.

**7] Summer Camp/Activity/Trip.** Central to a complete Venturing experience is a BIG summer activity, whether it is a trip to camp or to Europe. Local and national opportunities abound for Venturers to have an exciting, program-rich summer experience. Consider one of the national high-adventure bases.

**8] Program Materials.** Each unit needs to provide a certain amount of program materials. Depending on the type of program, these could include craft tools and supplies, Kodiak supplies, camping equipment, videos and books, or ceremonial props. (Note: Units may not hold title to property; only chartered organizations or the local council legally can own property.)

**9] Training Expenses.** Trained leaders are key to delivering a quality and safe program. Both adult and youth leader training should be considered an integral annual crew expense. It also supports the element of leadership development, one of the methods of Venturing.

\* The same rate applies for registered adult Scouters.



**10] Uniforms.** Each crew determines its own uniform; however, it is recommended that Venturers wear the green Venturing shirt. The Venturing uniform gives Venturers a place to display the awards and advancements they have earned and provides a sense of belonging.

**11] Reserve Fund.** The reserve fund might be established by a gift or loan from the chartered organization, by members of the committee, or by a unit money-earning project. The reserve fund should meet unexpected expenses.

**12] Other Expenses.** These could include a gift to the World Friendship Fund, meeting refreshments, service project costs, and/or contingency funds.

### **SOURCES OF INCOME (AND A WARNING!)**

The total cost for the complete year should be figured during your budget building process. Ideally, all income would come from one fundraising event at the beginning of the program year; however, a spring fundraiser could be planned as well. Some crews plan monthly fundraisers like a carwash or book sale, but be aware that you could wear out your members with too much fundraising.

### **Some Important Points:**

**Paying your own way.** This is a fundamental principle of the Boy Scouts of America. It is one of the reasons no solicitations (requests for contributions from individuals or the community) are permitted by units. Young people in Scouting are taught early on that if they want something in life, they need to earn it. This principle is among the reasons that adults who were Scouts are found to have higher incomes. The unit's entire budget must be provided for by the families, through either fundraising or other means such as dues or fees.

Except for council-sponsored fundraisers, all other fundraising projects require the submission of the Unit Money-Earning Application, No. 34427, to the local council. To ensure conformity with all Scouting standards on earning money, leaders should be familiar with the eight guides listed on the back of the application and in the financial record books. This policy also protects you from doing a fundraising project that might have just been done by another unit.

### **OTHER RESOURCES**

Additional information concerning unit budget plans, the treasurer's responsibilities, camp savings, forms, and records can be found in the *Venturing Leader Manual*, No. 34655.

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## **The Crew Operating Budget Worksheet**

To develop your crew's budget, complete the worksheet and then share it with the crew members and their parents. The crew president and vice president of finance should review the budget and put it in final form prior to presenting it to the entire crew. Be sure to keep parents involved and informed. Program calendar and budget information needs to be communicated regularly to families, especially at the start of the program year.



Sample Crew Budget			
Annual Cost Per Venturer/Unit	No. of Venturers/ Adults	Total Cost	Unit Cost
\$ 33.00	20	\$ 660.00	
\$ 12.00	5	\$ 60.00	
\$ 40.00	1	\$ 40.00	
\$ 10.00	25	\$ 250.00	
\$ 15.00	25	\$ 375.00	
\$ 15.00	25	\$ 375.00	
\$ 15.00	25	\$ 375.00	
\$ 15.00	25	\$ 375.00	
\$ 15.00	25	\$ 375.00	
\$ 15.00	25	\$ 375.00	
\$ 20.00	25	\$ 500.00	
\$ 15.00	25	\$ 375.00	
\$ 15.00	25	\$ 375.00	
\$ 15.00	15	\$ 225.00	
\$ 50.00	5	\$ 250.00	
\$ 20.00	2	\$ 40.00	
\$ 50.00	2	\$ 100.00	
\$ 50.00	1	\$ 50.00	
		\$ 5,175.00	
\$ 52.00	25	\$ 1,300.00	
\$ 500.00	1	\$ 500.00	
		\$ -	
		\$ 1,800.00	
		\$ 3,375.00	

\$ 12,857.00	x 25%	= \$ 3,214.25
\$ 12,857.00	/ 25	= \$ 514.28
<b>Unit Goal</b>	<b>No. of Members</b>	<b>Member Goal</b>
Camp Fees Budget		
\$ 350.00	x 25	= \$ 8,750.00
		\$ 500.00

Date budget completed:	7/1/12
Unit No.:	555
District:	Somewhere
Projected No. of Venturers:	25

\$ 600.00	12	\$ 7,200.00
-----------	----	-------------

## Crew Operating Budget

### PROGRAM EXPENSES:

Registration and insurance fees	Total youth + adults @ \$24 ea	\$ 33.00	\$ -
Boys' Life	Total subscriptions @ \$12 ea	\$ 12.00	\$ -
Unit charter fee	Yearly flat fee @ \$40		\$ 40.00
Awards	Venturing, Discovery, Pathfinder, & Summit	\$ 10.00	\$ -
<b>Activities</b>	<b>Location</b>		
(1) Activity			\$ -
(2) Activity			\$ -
(3) Activity			\$ -
(4) Activity			\$ -
(5) Activity			\$ -
(6) Activity			\$ -
District events	Camporees		\$ -
	Other		\$ -
Special activities	Ranger Day		\$ -
Handbooks	One for each new Venturer @15 ea.	\$ 15.00	\$ -
Training	ILSC, Powder Horn, Kodiak, NYLT, NAYLE, etc.		\$ -
Crew equipment purchases	Tents, cook stoves, etc		\$ -
Advisor camp fees			\$ -
Advisor recognition	Thank yous, veterans awards, etc.		\$ -

### TOTAL UNIT BUDGETED PROGRAM EXPENSES:

### INCOME:

Annual dues (weekly)		\$ -
Surplus from prior year (beginning fund balance)		\$ -
Other income source		\$ -
<b>INCOME SUBTOTAL:</b>		\$ -
<b>TOTAL FUNDRAISING NEED:</b>		\$ -

### FUNDRAISER CREW GOAL:

\_\_\_% includes qualifying for all bonus dollars

### FUNDRAISER GOAL PER MEMBER:

	/	\$ -
<b>Need</b>	<b>Commission</b>	<b>Unit goal</b>
	/	\$ -
<b>Sales goal</b>	<b>No. of Venturers</b>	<b>Venturer goal</b>

\*Resident camp \*Total youth @ \$240 ea. \$ 500.00

Additional sales that would cover summer camp costs

Additional camp sales goal per Venturer

### UNIT DETAIL:

Advisor:	_____
Assistant advisor:	_____
Committee chair:	_____
Treasurer:	_____
Fundraiser chair:	_____

Date budget completed:	_____
Unit No.:	_____
District:	_____
Projected No. of Venturers:	_____

### OPTIONAL OPPORTUNITIES:

High adventure	Philmont, Sea Base, Northern Tier, jamboree, etc. approx \$1,200 ea.	\$ -
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\* Many units include all or a portion of the resident camp fee in the annual budget. This helps ensure that all youth have the opportunity to attend.

# UNIT MONEY-EARNING APPLICATION

Applications are not required for council-coordinated money-earning projects such as popcorn sales or Scout show ticket sales.

Please submit this application to your council service center at least two weeks in advance of the proposed date of your money-earning project. Read the 10 guides on the other side of this form. They will help you in answering the questions below.

Pack  
 Troop      No. \_\_\_\_\_ Chartered Organization \_\_\_\_\_

Team  
 Crew  
Community \_\_\_\_\_ District \_\_\_\_\_

Submits the following plans for its money-earning project and requests permission to carry them out.

What is your unit's money-earning plan? \_\_\_\_\_  
\_\_\_\_\_

About how much does your unit expect to earn from this project? \_\_\_\_\_ How will this money be used? \_\_\_\_\_  
\_\_\_\_\_

Does your chartered organization give full approval for this plan? \_\_\_\_\_

What are the proposed dates? \_\_\_\_\_

Are tickets or a product to be sold? Please specify. \_\_\_\_\_  
\_\_\_\_\_

Will your members be in uniform while carrying out this project? (See items 3-6 on other side.) \_\_\_\_\_  
\_\_\_\_\_

Have you checked with neighboring units to avoid any overlapping of territory while working? \_\_\_\_\_

Is your product or service in direct conflict with that offered by local merchants? \_\_\_\_\_

Are any contracts to be signed? \_\_\_\_\_ If so, by whom? \_\_\_\_\_

Give details. \_\_\_\_\_

Is your unit on the budget plan? \_\_\_\_\_ How much are the dues? \_\_\_\_\_

How much does your unit have in its treasury? \_\_\_\_\_

Signed \_\_\_\_\_ Signed \_\_\_\_\_  
(Chartered Organization Representative) (Unit Leader)

Signed \_\_\_\_\_ Signed \_\_\_\_\_  
(Chairman, Unit Committee) (Address of Chairman)

**FOR USE OF DISTRICT OR COUNCIL FINANCE COMMITTEE:** Telephone \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_  
\_\_\_\_\_



## GUIDES TO UNIT MONEY-EARNING PROJECTS

A unit's money-earning methods should reflect Scouting's basic values. Whenever your unit is planning a money-earning project, this checklist can serve as your guide. If your answer is "Yes" to all the questions that follow, it is likely the project conforms to Scouting's standards and will be approved.

### 1. *Do you really need a fund-raising project?*

There should be a real need for raising money based on your unit's program. Units should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual youth members are expected to earn their own way. The need should be beyond normal budget items covered by dues.

### 2. *If any contracts are to be signed, will they be signed by an individual, without reference to the Boy Scouts of America and without binding the local council, the Boy Scouts of America, or the chartered organization?*

Before any person in your unit signs a contract, he must make sure the venture is legitimate and worthy. If a contract is signed, he is personally responsible. He may not sign on behalf of the local council or the Boy Scouts of America, nor may he bind the chartered organization without its written authorization. If you are not sure, check with your district executive for help.

### 3. *Will your fund-raiser prevent promoters from trading on the name and goodwill of the Boy Scouts of America?*

Because of Scouting's good reputation, customers rarely question the quality or price of a product. The nationwide network of Scouting units must not become a beehive of commercial interest.

### 4. *Will the fund-raising activity uphold the good name of the BSA? Does it avoid games of chance, gambling, etc.?*

Selling raffle tickets or other games of chance is a direct violation of the BSA Rules and Regulations, which forbid gambling. The product must not detract from the ideals and principles of the BSA.

### 5. *If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Scouting?*

All commercial products must sell on their own merits, not the benefit received by the Boy Scouts. The principle of value received is critical in choosing what to sell.

### 6. *If a commercial product is to be sold, will the fund-raising activity comply with BSA policy on wearing the uniform?*

The official uniform is intended to be worn primarily for use in connection with Scouting activities. However, council executive boards may approve use of the uniform for any fund-raising activity. Typically, council popcorn sales or Scout show ticket sales are approved uniform fund-raisers.

### 7. *Will the fund-raising project avoid soliciting money or gifts?*

The BSA Rules and Regulations state, "Youth members shall not be permitted to serve as solicitors of money for their chartered organizations, for the local council, or in support of other organizations. Adult and youth members shall not be permitted to serve as solicitors of money in support of personal or unit participation in local, national, or international events."

For example: Boy Scouts/Cub Scouts and leaders should not identify themselves as Boy Scouts/Cub Scouts or as a troop/pack participate in The Salvation Army's Christmas Bell Ringing program. This would be raising money for another organization. **At no time are units permitted to solicit contributions for unit programs.**

### 8. *Does the fund-raising activity avoid competition with other units, your chartered organization, your local council, and the United Way?*

Check with your chartered organization representative and your district executive to make certain that your chartered organization and the council agree on the dates and type of fund-raiser.

**The local council is responsible for upholding the Charter and By-laws and the Rules and Regulations of the BSA. To ensure compliance, all unit fund-raisers MUST OBTAIN WRITTEN APPROVAL from the local council NO LESS THAN 14 DAYS before the fund-raising activity.**

#34427





# VENTURING ACTIVITY INTEREST SURVEY

Complete the following. Your responses will be used to help develop the program of activities throughout the year, so it is very important that you provide complete responses.

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

1. What specific interests do you have that you would like our crew to pursue this year?

2. Do you have any ideas or suggestions for activities that would address those interests?

3. Consider for a moment the six experience areas (citizenship, service, leadership, social, outdoor, fitness). How would your interests fit into any of these areas?

# VENTURING ACTIVITY INTEREST SURVEY—ALPHA LIST

Please check those activities, tours, projects, and seminars that you would like the crew to plan as part of its program for the year.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Airport tour                     | <input type="checkbox"/> Fishing                   | <input type="checkbox"/> Project COPE                   |
| <input type="checkbox"/> Auto maintenance                 | <input type="checkbox"/> Geocaching                | <input type="checkbox"/> Public speaking                |
| <input type="checkbox"/> Automobile plant/dealership      | <input type="checkbox"/> Gourmet cooking           | <input type="checkbox"/> Recognition dinner             |
| <input type="checkbox"/> Backpacking                      | <input type="checkbox"/> Government official       | <input type="checkbox"/> Recycling center               |
| <input type="checkbox"/> Barbecue party                   | <input type="checkbox"/> Halloween party           | <input type="checkbox"/> Shooting sports meet           |
| <input type="checkbox"/> Beach party                      | <input type="checkbox"/> Ham radio                 | <input type="checkbox"/> River rafting                  |
| <input type="checkbox"/> Bike hike                        | <input type="checkbox"/> Hiking trail cleanup      | <input type="checkbox"/> Road rally                     |
| <input type="checkbox"/> Block party                      | <input type="checkbox"/> History, study the town's | <input type="checkbox"/> Sailing                        |
| <input type="checkbox"/> Bowling                          | <input type="checkbox"/> History, trace family     | <input type="checkbox"/> Saving money                   |
| <input type="checkbox"/> Buy a car, how to                | <input type="checkbox"/> Hobby smorgasbord         | <input type="checkbox"/> Scholarships                   |
| <input type="checkbox"/> Camping trip                     | <input type="checkbox"/> Holiday party             | <input type="checkbox"/> Scuba diving                   |
| <input type="checkbox"/> Canoeing                         | <input type="checkbox"/> Horseback riding          | <input type="checkbox"/> Senior citizens, assistance to |
| <input type="checkbox"/> Car wash                         | <input type="checkbox"/> Hunter education          | <input type="checkbox"/> Skating                        |
| <input type="checkbox"/> Career clinic                    | <input type="checkbox"/> Ice-skating party         | <input type="checkbox"/> Slide show, plan a             |
| <input type="checkbox"/> Cave exploring                   | <input type="checkbox"/> Industry, local           | <input type="checkbox"/> Snow sports weekend            |
| <input type="checkbox"/> Child care                       | <input type="checkbox"/> Intercrew activities      | <input type="checkbox"/> Spaghetti dinner               |
| <input type="checkbox"/> Civil defense                    | <input type="checkbox"/> Job interviewing skills   | <input type="checkbox"/> Sports medicine                |
| <input type="checkbox"/> Climbing/rappelling              | <input type="checkbox"/> Leadership skills         | <input type="checkbox"/> Sports safety                  |
| <input type="checkbox"/> College or university visit      | <input type="checkbox"/> Lifesaving, swimming      | <input type="checkbox"/> Sports tournament              |
| <input type="checkbox"/> College panel discussion         | <input type="checkbox"/> Military base trip        | <input type="checkbox"/> State capitol, visit           |
| <input type="checkbox"/> Communications                   | <input type="checkbox"/> Morality, ethics          | <input type="checkbox"/> Summer jobs clinic             |
| <input type="checkbox"/> Community cleanup activity       | <input type="checkbox"/> Mountaineering            | <input type="checkbox"/> Swim meet                      |
| <input type="checkbox"/> Conservation project             | <input type="checkbox"/> Movies                    | <input type="checkbox"/> Swim party                     |
| <input type="checkbox"/> Cooking                          | <input type="checkbox"/> Music listening           | <input type="checkbox"/> Television station             |
| <input type="checkbox"/> Court session                    | <input type="checkbox"/> Newsletter writing        | <input type="checkbox"/> Tennis clinic                  |
| <input type="checkbox"/> Cruise, sailing                  | <input type="checkbox"/> Orientation flight        | <input type="checkbox"/> Train trip                     |
| <input type="checkbox"/> Cycling/mountainbiking           | <input type="checkbox"/> Orienteering              | <input type="checkbox"/> United Way, support the        |
| <input type="checkbox"/> Dance                            | <input type="checkbox"/> Outdoor living history    | <input type="checkbox"/> Watercraft                     |
| <input type="checkbox"/> Diet and nutrition               | <input type="checkbox"/> Pancake breakfast/supper  | <input type="checkbox"/> Water sports                   |
| <input type="checkbox"/> Disabled citizens, assistance to | <input type="checkbox"/> Parents' night            | <input type="checkbox"/> Weather bureau                 |
| <input type="checkbox"/> Drug abuse/alcoholism            | <input type="checkbox"/> Part-time jobs clinic     | <input type="checkbox"/> Wilderness survival            |
| <input type="checkbox"/> Egg hunt for children            | <input type="checkbox"/> Photography               | <input type="checkbox"/> Winter camping trip            |
| <input type="checkbox"/> Emergency preparedness           | <input type="checkbox"/> Physical fitness          | <input type="checkbox"/> Winter sports                  |
| <input type="checkbox"/> Family picnic                    | <input type="checkbox"/> Planetarium               | <input type="checkbox"/> Other _____                    |
| <input type="checkbox"/> Family sports day                | <input type="checkbox"/> Plants and wildlife       | _____   |
| <input type="checkbox"/> Fashion show                     | <input type="checkbox"/> Play, produce a           | _____   |
| <input type="checkbox"/> Fire safety                      | <input type="checkbox"/> Power station             | _____   |
| <input type="checkbox"/> First-aid training               | <input type="checkbox"/> Progressive dinner        | _____   |