

# Sam Houston Area Council

# District Committee Work Plan

## 2012



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Work Plan Forms	<a href="http://www.shac.org/district_operations">www.shac.org/district_operations</a> (under Leader Resources)
SHAC Website	<a href="http://www.samhoustonbsa.org">www.samhoustonbsa.org</a>
SHAC Facebook	<a href="http://www.facebook.com/shac.bsa">www.facebook.com/shac.bsa</a>

# District Committee Meeting

Work Plan

Date _____	District _____	Time _____	Place _____
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Key	Name	Phone	Email
<input type="checkbox"/> District Chair	_____	_____	_____
<input type="checkbox"/> District Commissioner	_____	_____	_____
<input type="checkbox"/> District Vice Chair	_____	_____	_____
<input type="checkbox"/> District Finance Chair	_____	_____	_____
<input type="checkbox"/> District Program Chair	_____	_____	_____
<input type="checkbox"/> District Activities Chair	_____	_____	_____
<input type="checkbox"/> District Advancement Chair	_____	_____	_____
<input type="checkbox"/> District Camping Chair	_____	_____	_____
<input type="checkbox"/> District Membership Chair	_____	_____	_____
<input type="checkbox"/> District Training Chair	_____	_____	_____
<input type="checkbox"/> District Secretary	_____	_____	_____
<input type="checkbox"/> District Executive	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____

- |   |       |
|---|-------|
|   | Time  |
| <b>1. Call to order.</b>  | _____ |
| <b>2. Opening ceremony and/or invocation.</b>   | _____ |
| <b>3. Welcome, introductions, and recognitions.</b>   | _____ |
| <b>4. Review minutes and tasks not completed from last meeting.</b>   | _____ |
| <b>5. Training feature of the month.</b>  | _____ |
| <b>6. District Commissioner Report.</b> <i>(Roundtable and specific unit needs requiring operating committee assistance.)</i> | _____ |

- |  |       |
|--|-------|
| <b>7. Operating committee meetings.</b> <i>(These will occupy the major portion of the evening especially related to JTE).</i> | _____ |
| <b>8. Reports and plans of operating committee meetings.</b> <i>(Attach completed work plans for all committees.)</i>          | _____ |

- Activities and Civic Service Committee

- Advancement and Recognition Committee

- Camp Promotion and Outdoor Committee

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- Finance Committee

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- Membership Committee

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- Training Committee

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**8. Reports of special committees and Chartered Organization Representatives.**

\_\_\_\_\_

**9. District Executive's report.**

\_\_\_\_\_

**10 .Other business.**

\_\_\_\_\_

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Next meeting: Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

**11. Closing ceremony.**

\_\_\_\_\_

# District Goals - 2012

District \_\_\_\_\_

Date \_\_\_\_\_

	_____ (year) Final Numbers	_____ (year) District Goal	Progress as of _____ (date)
<b>Activities:</b>	% of Cubs/Webelos registered in day/twilight camp (JTE-D7)		
	% of community service provided by Scouts, leaders, others (JTE-D9)		
<b>Advancement:</b>	% of Boy Scouts who advanced one rank (JTE-D6)		
	% of Cub Scouts who advanced one rank (JTE-D5)		
<b>Camping:</b>	% of Cubs/Webelos Scouts registered in resident and/or family camp (JTE-D7)		
	% of Boy Scouts registered in long-term camp/high adventure (JTE-D8)		
<b>Finance:</b>	FOS Community (JTE-D1)		
	FOS Family (JTE-D1)		
	FOS Total (JTE-D1)		
	Popcorn: Participation		
	Popcorn: Dollars raised (JTE-D1)		
	Scout Fair: Value Pack Participation		
	Scout Fair: Booth Participation		
	Scout Fair: Dollars raised (JTE-D1)		
<b>Training:</b>	% of direct contact leaders trained (JTE-D17)		
<b>Membership:</b>	Cub Scouts (JTE-D3)		
	Boy Scout/Varsity Scouts (JTE-D3)		
	Venturers/Sea Scouts (JTE-D3)		
	Total Youth Population (JTE-D3)		
	% increase market share (JTE-D3)		
	Number of Packs per school		
	% of youth retained (JTE-D4)		
	% of youth (less Venturing) subscribing to <i>Boys' Life</i> (IG)		
<b>Membership/ Commissioners:</b>	% gain of total BSA units (IG)		
	Organize new units		
<b>Commissioners:</b>	% of units rechartered (IG)		
	% of Units achieve the Bronze award (JTE-D13)		
	Recruit and train additional unit commissioners		
	% of units visited 6 time per year and logged into UVTS 2.0 (JTE-D12)		
	Commissioner-to-unit ratio (IG)		
<b>District Committee:</b>	# of District Committee meetings (JTE-D16)		
	# of Chartered Organizations visited by a key person (JTE-D10)		
	% of registrants with email addresses in ScoutNet (JTE-D14; Bonus)		
	% of the 'Voice of the Scouts' surveyed who responded (JTE-D14; Bonus)		
	# Committee members (IG)		
	<input type="checkbox"/> Yes <input type="checkbox"/> No All key District positions are filled? (JTE-16) <input type="checkbox"/> Yes <input type="checkbox"/> No Achieved an overall Net Promoter Score of 45%? (JTE-14; Bonus) <input type="checkbox"/> Yes <input type="checkbox"/> No The district has a written succession plan for district leadership? (JTE-16) <input type="checkbox"/> Yes <input type="checkbox"/> No The <i>Self-Evaluation Guide for Successful District Operations</i> has been completed within past year?		

# District Committee Roster

District _____	Date _____
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	Name	Phone	Email
District Chair	_____	_____	_____
District Commissioner	_____	_____	_____
District Vice Chair	_____	_____	_____
District Program Chair	_____	_____	_____
District Secretary	_____	_____	_____
District Nominating Chair	_____	_____	_____
District Executive	_____	_____	_____
_____	_____	_____	_____
<b>Activities Committee</b>			
Activities Chair	_____	_____	_____
Communications and Media Chair	_____	_____	_____
Day Camp Director	_____	_____	_____
Day Camp Program Chair	_____	_____	_____
Quartermaster	_____	_____	_____
Health and Safety Chair	_____	_____	_____
Scouting for Food Chair	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Advancement Committee</b>			
Advancement Chair	_____	_____	_____
Merit Badge Counselor Coordinator	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Camp Promotions Committee</b>			
Camping Chair	_____	_____	_____
OA Chapter Adviser	_____	_____	_____
_____	_____	_____	_____
<b>Finance Committee</b>			
Finance Chair	_____	_____	_____
Scout Fair Chair	_____	_____	_____
Scout Fair Coupon Book Sales Chair	_____	_____	_____
Scout Fair Participation Chair	_____	_____	_____
Popcorn Chair	_____	_____	_____
Popcorn Participation Chair	_____	_____	_____
Popcorn Distribution Chair	_____	_____	_____



# Activities Committee

District _____	Date _____
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**1. Committee Members and Attendance record.** List Committee members and (✓) check those in attendance

Committee Member	Name	Phone	Email
<input type="checkbox"/> Program Chair	_____	_____	_____
<input type="checkbox"/> Activities Chair	_____	_____	_____
<input type="checkbox"/> Communications and Media Chair	_____	_____	_____
<input type="checkbox"/> Day Camp Director	_____	_____	_____
<input type="checkbox"/> Day Camp Program Chair	_____	_____	_____
<input type="checkbox"/> Quartermaster	_____	_____	_____
<input type="checkbox"/> Health and Safety Chair	_____	_____	_____
<input type="checkbox"/> Scouting For Food Chair	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____

*Activities Plan:      November:      Unit Leader's opinion poll completed      May:      Program Preview*  
*January:      Proposed calendar (Aug – Aug) of District Activities presented to District Committee      August:      All event Budgets due to Council (Jan – Jan)*  
*March:      Final approved calendar (Aug – Aug) distributed to Units*

**2. Progress towards goals.**

District Activities Goals:	District Goal	Actual as of
% of Cub Scouts/Webelos Scouts registered in day/twilight camp (JTE-D7)	_____	_____
% of community service provided by Scouts, leaders, others (JTE-D9)	_____	_____

**3. Review work plan for assignments not completed since last meeting.** Jobs not completed are carried forward.

**4. Review of District events** (held since last meeting).

Event _____	Date Held _____	Location _____
# Pre-registered _____	# On-site registration _____	# Units that participated _____
List units that participated _____		
<input type="checkbox"/> Evaluation forms reviewed <input type="checkbox"/> Notes/suggestions for next year documented <input type="checkbox"/> Event Close Out Meeting with DE (required)		
Summary:		

**5. Upcoming District events.** See attached worksheet.

**6. District Communications.** Includes website, social media, newsletters.

**7. Community Service Projects.** Includes documenting LVG"service"j qwtu at [www.goodturnforamerica.com](http://www.goodturnforamerica.com).

**8. Other business.**

Announce the next meeting: Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

**9. Adjournment.**

**Upcoming District events.**

Event _____	Date _____	Location _____
# Pre-registered _____	Units Participating _____	
✓ if complete		Notes
<input type="checkbox"/> Event Chair recruited	- 9 months	_____
<input type="checkbox"/> Facility reserved	- 9 months	_____
<input type="checkbox"/> Key Staff recruited	- 8 months	_____
<input type="checkbox"/> Staff meetings scheduled	- 5 months	_____
<input type="checkbox"/> Event Promoted, monthly	- 4 months	_____
<input type="checkbox"/> Theme selected	- 4 months	_____
<input type="checkbox"/> Program planned	- 4 months	_____
<input type="checkbox"/> Volunteers/units recruited	- 4 months	_____
<input type="checkbox"/> Health/Safety officer requested	- 4 months	_____
<input type="checkbox"/> Registration form completed	- 4 months	_____
<input type="checkbox"/> Quartermaster list submitted	- 3 months	_____
<input type="checkbox"/> Art work designed for t-shirts/patches	- 3 months	_____
<input type="checkbox"/> Bids requested (patches, t-shirts, awards, supplies)	- 3 months	_____
<input type="checkbox"/> Materials/patches ordered	- 3 months	_____
<input type="checkbox"/> Facility arranged (water, sanitation, permits)	- 2 months	_____
<input type="checkbox"/> T-shirts/awards ordered	- 1 month	_____
<input type="checkbox"/> Volunteer meeting held	- 1 month	_____
<input type="checkbox"/> All receipts and PO's submitted to DE	+ 2 weeks	_____
<input type="checkbox"/> Budget closeout meeting with DE (required)	+ 2 weeks	_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
Notes/Action Items		



**Upcoming District events.**

Event _____	Date _____	Location _____
# Pre-registered _____	Units Participating _____	
✓ if complete		Notes
<input type="checkbox"/> Event Chair recruited	- 9 months	_____
<input type="checkbox"/> Facility reserved	- 9 months	_____
<input type="checkbox"/> Key Staff recruited	- 8 months	_____
<input type="checkbox"/> Staff meetings scheduled	- 5 months	_____
<input type="checkbox"/> Event Promoted, monthly	- 4 months	_____
<input type="checkbox"/> Theme selected	- 4 months	_____
<input type="checkbox"/> Program planned	- 4 months	_____
<input type="checkbox"/> Volunteers/units recruited	- 4 months	_____
<input type="checkbox"/> Health/Safety officer requested	- 4 months	_____
<input type="checkbox"/> Registration form completed	- 4 months	_____
<input type="checkbox"/> Quartermaster list submitted	- 3 months	_____
<input type="checkbox"/> Art work designed for t-shirts/patches	- 3 months	_____
<input type="checkbox"/> Bids requested (patches, t-shirts, awards, supplies)	- 3 months	_____
<input type="checkbox"/> Materials/patches ordered	- 3 months	_____
<input type="checkbox"/> Facility arranged (water, sanitation, permits)	- 2 months	_____
<input type="checkbox"/> T-shirts/awards ordered	- 1 month	_____
<input type="checkbox"/> Volunteer meeting held	- 1 month	_____
<input type="checkbox"/> All receipts and PO's submitted to DE	+ 2 weeks	_____
<input type="checkbox"/> Event Close Out Meeting with DE (required)	+ 2 weeks	_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
Notes/Action Items		

**Upcoming District events.**

Event _____	Date _____	Location _____
# Pre-registered _____ Units Participating _____		
✓ if complete	Notes	
<input type="checkbox"/> Event Chair recruited	- 9 months	_____
<input type="checkbox"/> Facility reserved	- 9 months	_____
<input type="checkbox"/> Key Staff recruited	- 8 months	_____
<input type="checkbox"/> Staff meetings scheduled	- 5 months	_____
<input type="checkbox"/> Event Promoted, monthly	- 4 months	_____
<input type="checkbox"/> Theme selected	- 4 months	_____
<input type="checkbox"/> Program planned	- 4 months	_____
<input type="checkbox"/> Volunteers/units recruited	- 4 months	_____
<input type="checkbox"/> Health/Safety officer requested	- 4 months	_____
<input type="checkbox"/> Registration form completed	- 4 months	_____
<input type="checkbox"/> Quartermaster list submitted	- 3 months	_____
<input type="checkbox"/> Art work designed for t-shirts/patches	- 3 months	_____
<input type="checkbox"/> Bids requested (patches, t-shirts, awards, supplies)	- 3 months	_____
<input type="checkbox"/> Materials/patches ordered	- 3 months	_____
<input type="checkbox"/> Facility arranged (water, sanitation, permits)	- 2 months	_____
<input type="checkbox"/> T-shirts/awards ordered	- 1 month	_____
<input type="checkbox"/> Volunteer meeting held	- 1 month	_____
<input type="checkbox"/> All receipts and PO's submitted to DE	+ 2 weeks	_____
<input type="checkbox"/> Event Close Out Meeting with DE (required)	+ 2 weeks	_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
Notes/Action Items		

## Upcoming District event – Day Camp

<b>Event</b> _____	<b>Dates</b> _____	<b>Location</b> _____
Theme _____		
# Pre-registered _____ Packs Participating _____		
<input type="checkbox"/> Yes <input type="checkbox"/> No Camp is promoted monthly from Aug through May (i.e., Roundtable, Website, District events/training)		
<input type="checkbox"/> Yes <input type="checkbox"/> No Camp Director/Program Director and/or DE is attending Council Day Camp meetings		
<b>✓ if complete</b>	<b>Notes</b>	
<input type="checkbox"/> Recruit Camp Director & Program Director(s)	July	_____
<input type="checkbox"/> Select and reserve facility	Aug	_____
<input type="checkbox"/> Finalize Budget	Aug	_____
<input type="checkbox"/> Recruit Key Staff	Nov	_____
<input type="checkbox"/> Review detailed budget with Key Staff	Nov	_____
<input type="checkbox"/> Director/Program Director attend camp school	Nov	_____
<input type="checkbox"/> Schedule all Key Staff meetings	Dec	_____
<input type="checkbox"/> Complete registration form /place on website	Dec	_____
<input type="checkbox"/> Submit Quartermaster request list	Jan	_____
<input type="checkbox"/> Plan program details	Feb	_____
<input type="checkbox"/> Request bids (supplies / gifts / port-a-potties)	Feb	_____
<input type="checkbox"/> Submit initial t-shirt/patch order	Mar	_____
<input type="checkbox"/> Request Day Camp license	Mar	_____
<input type="checkbox"/> Order supplies (crafts / gifts / port-a-potties)	Mar	_____
<input type="checkbox"/> Begin registration	Mar	_____
<input type="checkbox"/> Arrange facilities (water, sanitation, permits)	Apr	_____
<input type="checkbox"/> Request letters (hospital-ambulance, police, fire)	Apr	_____
<input type="checkbox"/> Recruit volunteers	Apr	_____
<input type="checkbox"/> Finalize schedule / map of events	Apr	_____
<input type="checkbox"/> Finalize volunteer training manual	Apr	_____
<input type="checkbox"/> Conduct pre-camp site visit	Apr	_____
<input type="checkbox"/> Order Trading Post items, if applicable	May	_____
<input type="checkbox"/> Conduct volunteer meeting	May	_____
<input type="checkbox"/> Conduct sex offender database checks	May	_____
<input type="checkbox"/> Place final t-shirt/patch order	May	_____
<input type="checkbox"/> Finalize Day Camp standard book	May	_____
<input type="checkbox"/> Pick up patches and t-shirts	June	_____
<input type="checkbox"/> Meet with Key staff to review evals/critique	+ 1 week	_____
<input type="checkbox"/> Submit all receipts/PO's/final budget to DE	+ 2 weeks	_____
<input type="checkbox"/> Hold Event Close Out Meeting w/DE (required)	+ 2 weeks	_____
Notes/Action Items		

# Advancement and Recognition Committee

District _____	Date _____
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**1. Committee Members and Attendance record.** List Committee members and (✓) check those in attendance

Committee Member	Name	Phone	Email
<input type="checkbox"/> Program Chair	_____	_____	_____
<input type="checkbox"/> Advancement Chair	_____	_____	_____
<input type="checkbox"/> Merit Badge Counselor Coordinator	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____

**2. Progress towards annual goals.**

District Advancement Goals:	District Goal	Actual as of _____
% of Boy Scouts who advanced one rank	_____	_____
% of Cub Scouts who advanced one rank	_____	_____

**3. Review work plan for assignments not completed since last meeting.** Jobs not completed are carried forward.

**4. Unit Advancement Review.** Packs, Troops, and Crews that have not reported any advancement in the last six months or have had a drop of 25% or more compared to last year.

Unit Number/Type	Key Contact & Contact Info	Notes	Assignment Accepted By

**5. Merit badge counselors needed.** Attach list of MB Counselor Summary Report (or closest district equivalent)

Merit Badges	Person assigned to secure counselors

**6. Progress on District merit badge counselor list and training of merit badge counselors.**

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**7. Boards of Review.** Troops that need help with board of reviews.

Troop Number	Committee Chair & Contact Info	Notes	Assignment Accepted By

**8. Eagle Boards of Review or Eagle Project Review Scheduled.**

Troop Number	Date/Time/Location	Contact and Contact Info	Notes	Assignment Accepted By

**9. Recognitions** (Council and district awards and lifesaving meritorious awards)

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**10. Other business.**

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Announce the next meeting: Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

**11. Adjournment.**

# Camp Promotion and Outdoor Committee

District _____	Date _____
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**1. Committee Members and Attendance record.** List Committee members and (✓) check those in attendance

Committee Member	Name	Phone	Email
<input type="checkbox"/> Program Chair	_____	_____	_____
<input type="checkbox"/> Camping Chair	_____	_____	_____
<input type="checkbox"/> OA Chapter Adviser	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____

**2. Progress towards annual goals.**

District Camping Goals:		District Goal	Actual as of _____
% of Cub/Webelos Scouts registered in resident and/or family camp			
% of Boy Scouts registered in long-term camp and/or high adventure (in-council & out-of-council)			
Current Status as of _____ (date)		District Goal	Registered to Date
Cub Scouts	# of Packs registered for Bovay Resident Camp		
	# of Cubs/Webelos registered for Bovay Resident Camp		
Boy Scouts	# of Scouts registered for out-of-Council long-term camp		
	# of Scouts registered for SHAC long-term camp		
	# of Scouts staffing long-term camp		
	# of Scouts participating in high adventure programs		
Venturing / Sea Scouts	# of Venterers/Sea Scouts registered for Venturing Summit		
	# of Venterers/Sea Scouts participating in camping / weekend activity		
	# of Venterers/Sea Scouts participating in high adventure programs / long cruise		

**3. Review work plan for assignments not completed since last meeting.** Jobs not completed are carried forward.

**4. Order of the Arrow report.** See Chapter Operations Plan Book at [www.colonneh.org](http://www.colonneh.org) (under Documents)

Progress on OA Chapter JTE Goals	
Membership (JTE-OAC2, 5)	
Ordeal Completion (JTE-OAC3)	
Brotherhood (JTE-OAC4)	
Unit Elections (JTE-OAC6)	
Lodge/Section/National attendance (JTE-OAC7)	
Communications / Unit Reps (JTE-OAC7)	
Chapter meetings & Event participation (JTE-OAC9)	
Chapter planning (JTE-OAC10)	
Lodge Projects (JTE-OAC11)	
Service Projects (JTE-OAC12)	
Camping Promotions (JTE-OAC13)	
District / Council Support (JTE-OAC14, 15)	
LLD Training (JTE-OAC16)	
Ceremony Teams	

**4. Cub Resident Camp.** Packs that have not registered for Resident camp.

Number	Cubmaster & Contact Info	Notes	Assignment Accepted By

**5. Troop/Team Camping.** Troops/Teams that have not registered for summer camp or need help with year-round camping or high-adventure.

Number	Scoutmaster and Contact info	Notes	Assignment Accepted By

**6. Crew/Ship Activities.** Crews/Ships that have not registered for the Venturing Summit or need help with camping or high-adventure/cruises

Number	Advisor and Contact info	Notes	Assignment Accepted By

**7. Camping and Outdoor Promotions**

	Notes
Bovay Resident / Adventure Camps	
Boy Scout Summer Camp	
Boy Scout Year-Round Camping	
Conservation programs / Hornaday Award	
District/Council Camping Programs	
High Adventure Programs (Crews/Troops/Teams)	
Outdoor Training Opportunities and NYLT	
Pack Camping (e.g., Bovay, Cub World)	
Webelos overnight campouts	
Winter Camp	

**8. Informing Units**

	Notes
Camperships for members with financial need	
Cub Scout Outdoor Program Guidelines	
Guide to Safe Scouting	
Medical Forms	
National Outdoor Challenge Application	
Site approval form for Pack/Webelos camping	
Summertime Pack Award	
Tour Plans	

**9. Other business.**

Announce the next meeting: Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

**10. Adjournment.**









# Finance Committee

District _____	Date _____
----------------	------------

**1. Committee Members and Attendance record.** List Committee members and (✓) check those in attendance

Committee Member	Name	Phone	Email
<input type="checkbox"/> <b>Finance Chair</b>	_____	_____	_____
<input type="checkbox"/> <b>Scout Fair Chair</b>	_____	_____	_____
<input type="checkbox"/> Scout Fair Coupon Book Sales Chair	_____	_____	_____
<input type="checkbox"/> Scout Fair Participation Chair	_____	_____	_____
<input type="checkbox"/> <b>Popcorn Chair</b>	_____	_____	_____
<input type="checkbox"/> Popcorn Participation Chair	_____	_____	_____
<input type="checkbox"/> Popcorn Distribution Chair	_____	_____	_____
<input type="checkbox"/> <b>FOS Steering Committee Chair</b>	_____	_____	_____
<input type="checkbox"/> <b>FOS Chair</b>	_____	_____	_____
<input type="checkbox"/> FOS Community Chair	_____	_____	_____
<input type="checkbox"/> FOS Family Chair	_____	_____	_____
<input type="checkbox"/> FOS Pacesetter Chair	_____	_____	_____
<input type="checkbox"/> FOS Scheduling Chair	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____

**2. Progress towards annual goals.**

District Finance Goals:	Goal	Actual as of	Percent of Goal
FOS Community			
FOS Family			
FOS Total			
Popcorn: Participation			
Popcorn: Dollars raised			
Scout Fair: Coupon Book Participation			
Scout Fair: Booth Participation			
Scout Fair: Dollars raised			

**3. Review work plan for assignments not completed since last meeting.** Jobs not completed are carried forward.

**4. Fundraisers.**

Popcorn Participation	
Popcorn Distribution	
Popcorn Sales	
Scout Fair Coupon Book Participation	
Scout Fair Booth Participation	
Scout Fair Coupon Book Turn-in / Sales	

**5. Friends of Scouting.**

**A. FOS Presenters.** Review last year’s presenter. Determine this year’s presenters. Identify new presenters. Presenter training date: \_\_\_\_\_

Name	Contact Info	Presenter Last Year Y/N	Presenter This Year Y/N	Recruited by	Date

**B. FOS Schedule.** See attached worksheet

**6. Community Friends of Scouting.**

**A. Kick Off meeting:** Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

**C. Patron Event or Leadership Dinner:** Chair: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Name	Organization	Contact Info	Recruited by:	Date:





# Membership Committee

District _____	Date _____
----------------	------------

**1. Committee Members and Attendance record.** List Committee members and (✓) check those in attendance

Committee Member	Name	Phone	Email
<input type="checkbox"/> Membership Chair	_____	_____	_____
<input type="checkbox"/> New Units Chair	_____	_____	_____
<input type="checkbox"/> Webelos-to-Scout Transition Chair	_____	_____	_____
<input type="checkbox"/> Fall Recruitment Chair	_____	_____	_____
<input type="checkbox"/> Spring Recruitment Chair	_____	_____	_____
<input type="checkbox"/> Venturing Chair	_____	_____	_____
<input type="checkbox"/> Exploring Chair (if needed)	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____

**2. Progress towards annual goals.**

District Membership Goals:	District Goal	Actual as of
% gain in traditional membership including Exploring members OR <input type="checkbox"/> % increase market share		
Number of Packs per school		
% of youth retained		
% of youth (less Venturing) subscribing to <i>Boys' Life</i>		
% gain of total BSA units		
Organize _____ new units.		
Cub Scouts		
Boy Scout/Varsity Scouts		
Venturers/Sea Scouts		
Total Youth Population		

**3. Review work plan for assignments not completed since last meeting.** Jobs not completed are carried forward.

**4. New-unit organization / reorganization.** Discuss assignments of organizers, trainers, commissioners; identify potential new chartered organizations; address units that need to be reorganized.

Chartered Organization	Contact & Contact Info	Situation	Next Step	Assignment Accepted By

Review District New-Unit Chart, No. 14-116A, for each unit currently being organized.

The Steps	Who Is Responsible	The Steps	Who Is Responsible
1. Identify the Prospect	District membership committee	7. Train the Leaders	District training team
2. Approach the Prospect	Influential Scouter	8. Plan and Organize the Program	Unit committee and new-unit organizer
3. Make the Sales Call (Presentation)	Influential Scouter, new-unit organizer, and district executive	9. Recruit Youth Members	Unit committee and new-unit organizer and Orient Parents
4. Organization Adopts the Program	Chartered organization head	10. Complete the Paperwork	Unit committee and new-unit organizer
5. Organizing Committee Meets	Chartered organization representative and new-unit organizer	11. First Unit Meeting	Unit leadership
6. Select and Recruit Key Leaders	Organizing committee	12. Charter Presentation/Follow Up	New-unit organizer, unit commissioner, and COR

**5. Membership management.** Units who have not reported any new youth in the past six months.

Unit Number/Type	Leader / Contact Info	Notes	Assignment Accepted By

**6. Recruiting Planning.**

	Notes
Cub Fall/Spring Rally Nights (e.g., Promotion, Boy Talks, Rally Night Training, application turn-in night)	
Boy Scout Recruiting (e.g., Promotion, Boy Fact surveys)	
Venturing / Sea Scout Recruiting	
Webelos to Scout Transition	
New unit contact follow up (for one year)	

**7. Other business.**

Announce the next meeting: Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

**8. Adjournment.**



# Training Committee

District _____	Date _____
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**1. Committee Members and Attendance record.** List Committee members and (✓) check those in attendance

Committee Member	Name	Phone	Email
<input type="checkbox"/> Program Chair	_____	_____	_____
<input type="checkbox"/> <b>Training Chair</b>	_____	_____	_____
<input type="checkbox"/> Boy Scout Training Chair	_____	_____	_____
<input type="checkbox"/> Cub Scout Training Chair	_____	_____	_____
<input type="checkbox"/> Venturing Training Chair	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____

**2. Progress towards annual goals.**

District Training Goals:	District Goal	Actual as of
% of Direct Contact Leaders* trained	_____	_____

Note: 2011 Council Goal: 100% Top Unit Leaders trained (i.e., Cubmaster, Scoutmaster, Varsity Coaches, Crew Advisors, Skippers)  
2012 Council Goal: 100% Direct Contact Leaders\* trained

**3. Review work plan for assignments not completed since last meeting.** Jobs not completed are carried forward.

**4. Current Training Report.** (Direct Contact Leaders\*). Information available from Council Training Chair.

Report as of _____ (date)	Total Registered	Total # Trained	Total Number Untrained	Total % Trained	Goal
Assistant Cubmaster*	_____	_____	_____	_____	_____
Assistant Scoutmaster*	_____	_____	_____	_____	_____
Assistant Den Webelos Leader*	_____	_____	_____	_____	_____
Assistant Den Leader*	_____	_____	_____	_____	_____
Cubmaster*	_____	_____	_____	_____	_____
Den Leader*	_____	_____	_____	_____	_____
Leader of 11-Year-Old Scout*	_____	_____	_____	_____	_____
Mate*	_____	_____	_____	_____	_____
Pack Committee Chair/Member	_____	_____	_____	_____	_____
Pack Trainer	_____	_____	_____	_____	_____
Scout Parent Coordinator	_____	_____	_____	_____	_____
Scoutmaster*	_____	_____	_____	_____	_____
Skipper*	_____	_____	_____	_____	_____
Tiger Cub Den Leader*	_____	_____	_____	_____	_____
Troop Committee Chair/Member	_____	_____	_____	_____	_____
Varsity Scout Coach*	_____	_____	_____	_____	_____
Varsity Team Committee Chair/Mem	_____	_____	_____	_____	_____
Venturing Crew Advisor*	_____	_____	_____	_____	_____
Venturing Crew Assoc. Advisor*	_____	_____	_____	_____	_____
Venturing Crew Comm Chair/Mem	_____	_____	_____	_____	_____
Webelos Den Leader*	_____	_____	_____	_____	_____

Trained = Fast Start, Youth Protection Training, This is Scouting (or NLE), and Position Specific Training

- Boy /Varsity Scout Leaders also need IOLS
- Venturing Crew Leaders also need IOLS if they have an outdoor program
- Varsity Committee/Varsity ScoutParent Coordinator need Varsity Specific **plus** Troop Committee Challenge

**5. Units who need training.** Contact leaders and secure a commitment to schedule training.

Unit Number/ Type	Unit Contact & Contact Info	Notes	Assignment Accepted By

**6. Units who need a Training Contact at Unit level.** (e.g. Pack Trainer, Troop Committee Member).

Unit Number/ Type	Unit Contact & Contact Info	Notes	Assignment Accepted By

**7. Upcoming Trainings.**

Course	Date/Time/Location	Lead Trainer	Notes

**8. Adult Training Recognition (knots)**

**9. Other business.**

Announce the next meeting: Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

**10. Adjournment.**