

TROOP 54 ADULT POSITION RESPONSIBILITIES

See Current Roster for names of Adults currently in these Responsibilities

OUTDOOR ACTIVITIES CHAIRPERSON

1. Offer suggestions for destinations to PLC
2. Attend PLC meeting (Feb, Aug) when destinations are chosen by PLC
3. Make reservations with campground authority-obtain supplemental information on campsite and activities, including permits required
4. Determine approximate cost per Scout for campout including food, gas, permits, camping fees, patches, etc. Determine number of miles to be driven. Determine departure and return times with SM and other leaders.
5. Work with Scribe to transmit this information onto the Permission Slip for the campout
6. Assure that the Scribe distributes the permission slips on the correct date as stated on the Troop Calendar
7. Assure that the Scribe collects the completed permission slips on the correct date and that the list of scouts attending is given to the Transportation Coordinator, the SPL, the SM and the Campout Coordinator. This requires attending the meetings when permission slips are due.
8. Discuss supplemental information on campsite and activities and resolve open issues with SM and other adult leaders
9. Confirm reservations
10. Complete Tour Permit Application using information from Transportation Coordinator. Fax permit to CVC
11. Receive approved Tour Permit by fax from CVC
12. Place approved Tour Permit and completed permission slips in White Book in trailer

TRANSPORTATION COORDINATOR

1. Secure vehicle to pull trailer for each campout
2. Get number of attendees from scribe or Activities Chairperson
3. Secure enough drivers, inform them of arrangements and permits required
4. Give information to the Activities Chairperson for Tour Permit
5. Attend Troop Meetings when permission slips are turned in and the meeting before a campout
6. Obtain vehicle information for each scout and maintain a file of such
7. Develop other resources for vehicles to pull trailer

ADULT QUARTERMASTER

1. Work with Troop (boy) Quartermaster
2. Supervise and help procure camping equipment
3. Inventory, store, maintain equipment
4. Maintain storage space
5. Keep registration of trailer up to date
6. Supervise trailer maintenance

CAMPOUT COORDINATOR

1. Work with SPL and PL's to make sure menus, duty rosters, shopping lists, and shopping are done correctly and on time. Shopping includes securing a check from the Treasurer and making sure an adult is identified to shop with the scouts
2. Help scouts plan activities for each campout including writing up a plan for the campout, including a time schedule. This should be distributed to the scouts attending the campout. Included in this should be the consequences of not following the time schedule for Sunday morning so that departure from camp is not delayed
3. Plans what each adult going on a campout will do
4. Attends the troop meetings where menus, rosters etc. are due

FORMS COORDINATOR

1. Maintain waivers and physicals, assuring that they are updated in a timely manner for all scouts and adults
2. Maintain originals and supply copies for camp out usage.
3. Make the Red Book available to parents of new scout candidates.
4. Set up a system to facilitate this

ADVANCEMENT COORDINATOR

1. Encourage scouts to advance in rank
2. Arrange and conduct troop boards of review
3. Work with the PLC to conduct 4 courts of honor per year
4. Have available to the scouts the Merit Badge Counselor list
5. Sign out merit badge blue cards to scouts requesting them
6. Conduct merit badge sign-up sessions for the scouts attending summer camp
7. Make a prompt report on the correct form to the CVC when a troop board of review is held and when merit badges are earned. Secure badges and certificates.
8. Maintain all scout advancement and participation records
9. Work with the troop librarian to build and maintain a troop library of merit badge books
10. Assign an Eagle Advisor when a scout is starting to work on an Eagle project

NEW SCOUT ASSISTANT SCOUTMASTER

1. Work with the Troop Guide to recruit second year Webelos into the troop
2. Attend Cross Overs with the Troop Guide when Webelos are coming into Troop 54
3. Work with the Troop Guide to follow and encourage the new scouts to advance to First Class

TROOP PROGRAM COORDINATOR

1. Attend PLC meetings
2. Assure that the SPL, ASPL's and Troop Guides have meeting plans written out ahead of meetings
3. Attend troop meetings to assure that the SPL and Troop Guides follow their meeting plans
4. Work with the Instructor and SPL to assure the Instructor is included in the meeting plans once a month

SCOUTMASTER

1. Responsible for the image and program of the troop
2. Works directly with the scouts
3. See pages 17-18 in Troop Committee Guidebook

EACH PERSON IS RESPONSIBLE FOR INFORMING THEIR BACK UP WHEN THEY WILL NOT BE AT A MEETING AND TO INFORM THE SCOUTMASTER IF NEITHER ARE NOT ABLE TO CARRYOUT THEIR RESPONSIBILITIES (THIS INCLUDES VACATIONS, GETTING STUCK AT THE OFFICE AND ILLNESSES WHENEVER HUMANLY POSSIBLE)

Issue Date: 11/23/99
Rev 09/27/04