

Scouting Year Checklist

ADULTS

- 1- **Sponsor/Facility:** Put in writing your meeting times, goals and expectations as well as leader contact information for your Charter Organization.
- 2- **Scouts:** Enlist Boys of scouting age
- 3- **Adult Leadership:** Sign up Adults for positions
 - Institutional Representative
 - Committee Chairman
 - Scoutmaster
 - Assistant Scoutmaster(s)
 - Treasurer
 - Committee Members
 - Camping Chairman
 - Webmaster/Phone Tree Chairman
 - Board of Review group
 - FOS Chairman
 - Scouting for Food / Good Turn Chairman
 - Summer Camp Chairman
- 4- **Get Trained!!** – Online at www.olc.scouting.org
 - Boy Scout Leader Fast Start
 - Youth Protection Training
 - Troop Committee Challenge
 - Safety Afloat
 - Safe Swim Defense
 - Specific training for all leaders
 - Train your Senior Scouts plus Unit JLT
- 5- **Information:**
 - Create roster with phone name, address, phone, and email for Scouts & Guardians
 - Create Calendar from info received from Green Bar and pass out to all families
 - Collect Health Forms for all Scouts – The sooner the better!
 - Build or update your unit website
 - Recharter and Troop Insurance
- 6- **Troop Budget:** Decide on how you will fund the troop
- 7- **Plan For:**
 - Quality Unit Award
 - Good Turn (check with Green Bar what they would like to do)
 - Camporee
 - Summer Camp
 - Scout Sunday
 - O/A Nominations

8- **TROOP LEADER:** The Green Bar, under the leadership of the Senior Patrol Leader run the troop, not the Scoutmaster or other adults.

SCOUTS

- 1- **Scouts:** Enlist friends for Unit
- 2- **Senior Leadership:** Vote on Green Bar positions
 - Senior Patrol Leader
 - Assistant Senior Patrol Leader
 - Jr. Assistant Scoutmaster
 - Patrol Leaders
 - Assistant Patrol Leaders
 - Troop Guide(s)
 - Instructors(s)
 - Quarter Master
 - Scribe
 - Historian
 - Librarian
 - Chaplain Aide
 - Den Chief(s)
 - O/A Unit Representative
- 3- **Patrols:** Create patrols
 - Choose Patrol name
 - Create Patrol flag
 - Create Patrol yell
- 4- **Outings:** Vote on monthly outings and vote on a Good Turn Project
- 5- **Meeting Planning:** Greenbar need to plan meetings for each month.
- 6- **Flags:** Set up Color Guard schedule
- 7- **Mentorship:** Buddy up old Scouts with new Scouts