VENTURING · BSA®

Crew Committee Challenge

Position-Specific Training for Crew Committee Members



BOY SCOUTS OF AMERICA®



511-902
2014 Printing

SCOUTING U
Learn. Challenge. Lead.™

CONTENTS

Introduction **2**

Course Objectives **3**

Gathering and Welcome **4**

Aims and Methods of Scouting and Venturing **5**

The Chartered Organization **8**

Crew Leadership **11**

Crew Committee Organization and Responsibilities **13**

Selecting and Retaining Adult Leaders **17**

Closing **20**

Appendix **22**

- Methods of Venturing 23
- Crew Leadership Positions 24
- Leadership Position Titles and Descriptions 27
- Crew Organization Chart 29
- Program Capability Inventory 30
- Fiscal Policies and Procedures for BSA Units 31

INTRODUCTION

This course is intended to provide Venturing crew committee members with the basic information they need to help manage a crew. The course includes the 2014 updates to Venturing and aligns with the new Venturing leader materials.

The course is designed to be taught as a separate training in one or two sessions. It can also be taught in conjunction with Venturing Leader Specific Training. The sessions on the aims and methods and the crew leadership organization are the same for all participants. If the two courses are taught together, the session on the chartered organization can be taught after the groups split out. The total time necessary is about 2½ hours (two hours instruction time). This course can be held indoors or in a camp retreat setting. The course is also designed to be conducted in a small-group setting of about six to eight participants, similar to a crew committee meeting. It can be facilitated by unit, district, or council trainers.

When the training is complete, the training code WS12 can be entered into the leader's training record. Crew committee members who complete this training and Youth Protection training are considered "trained."

This syllabus is not designed or intended to be read verbatim. Trainers should be familiar with the content and able to present it without reading. Experienced trainers can use their own words but must be sure to cover the content and meet the objectives of the sessions. One of the keys to success is for the trainers to observe the participants during the sessions to be sure the participants learn the topic before moving on.

Reference:

Venturing leader literature

Materials:

- Whiteboard and dry erase markers
- Easel, blank flip charts, and markers
- Note cards
- Precut Leadership Position Titles and Descriptions—one set per small group (appendix)
- Crew Organization Chart—one per participant (appendix)
- Methods of Venturing (appendix)
- Crew Leadership Positions (appendix)
- Program Capability Inventory (appendix)
- Fiscal Policies and Procedures for BSA Units (appendix)
- Training certificates—one per participant
- Trained strips—optional

COURSE OBJECTIVES

Objectives:

Trained leaders at all levels are the key to quality Scouting programs and to successfully recruiting and retaining youth members. Participants will discuss the roles and responsibilities of a Venturing crew committee and how to keep positively engaged in the functions of a successful crew.

As a result of this course, participants will be able to:

- Explain the nature of the Venturing program and its value to youth.
- Outline the specifics of the Venturing program.
- Explain the relationship between crew officers and adult leaders.
- Appreciate the role the committee plays in support of the Venturing program.
- Explain the relationship between the crew committee and the chartered organization.
- Identify the main functions of a Venturing crew committee.
- List qualities to look for when selecting a crew Advisor.
- List additional resources for Venturing crew committees.

Time:

The Crew Committee Challenge is intended to be delivered in about 2½ hours. A typical schedule might look like this:

Session	Time (minutes)	Method
Gathering and Welcome	10	Discussion
Aims and Methods of Scouting and Venturing	15	Lecture/discussion
The Chartered Organization	15	Group discussion
Crew Leadership	30	Game
Break		
Crew Committee Organization and Responsibilities	40	Guided discussion
Selecting and Retaining Adult Leaders	15	Guided discussion
Closing	10	Reflection

GATHERING AND WELCOME

Time:

10 minutes

Objectives:

The purpose of this session is to:

- Greet participants and make them feel welcome.
- Discuss how the course is going to run and answer questions.

Resources/Materials:

Display of current Venturing literature and materials

Delivery Method:

Discussion

Introduction

Welcome to the Venturing program. As a crew committee member, you can make a difference in the lives of young men and women by contributing to the effectiveness of a program designed to build character, promote citizenship, and develop physical and mental fitness.

Ask: How many of you are new to Venturing? Or new to the Boy Scouts of America?

Have participants introduce themselves and tell the group what they are expecting to do as a member of a crew committee.

Explain that the focus of this training is on the committee and that we will not be going into detail on how to run the Venturing program. Tell them that if they want to learn more they are encouraged to attend a Venturing Leader Specific Training course.

Provide guidelines and procedures for the course.

AIMS AND METHODS OF SCOUTING AND VENTURING

Time:

15 minutes

Objectives:

The purpose of this session is to:

- Outline the basics of the Venturing program.
- State the aims of Scouting.
- Explain how Venturing achieves the aims of Scouting.

Resources/Materials:

- Materials: Flip chart and easel for each small group
- Handout: Methods of Venturing (see appendix)

Delivery Methods:

Lecture/discussion

Introduction

Venturing is a Boy Scouts of America program for youth from 14 (13 years old if completed the 8th grade) through 17 and young adults who are 18 to 20 years old.

Because Venturing is a program for youth and young adults of this age group, Venturers are able to do more and go further as a member of a Venturing crew than in other Scouting programs.

Aims and Methods of Scouting

Say: The BSA promises to its members that Scouting provides life-changing experiences they can't get anywhere else. We achieve that through our aims and methods.

Formally, the BSA has three specific objectives, commonly referred to as the aims of Scouting.

Ask the participants if they can recall the aims of Scouting and briefly discuss.

Note: The aims are character development, citizenship training, and mental and physical fitness.

Instructor note: You may want to make three large cards beforehand, each with one aim on the front and the description of the aim on the back.

Divide participants into three small groups, one for each aim. Have the groups take turns defining their assigned aim.

Distribute copies of Methods of Venturing. Ask each of the groups to take a few minutes and discuss which of the methods supports the aim they have been assigned.

Note: The Venturing methods are: leadership and mentoring, group activities and adventure, adult association, recognition, the ideals, service, and group identity.

Have each group report to the entire group.

The Venturing Program

Instructor note: Describe the following points in your own words.

The Venturing program is carried out through a Venturing crew. Its purpose is to provide experiences that will affect the positive development of youth at a critical stage in their lives and to prepare them to become responsible and caring adults.

Venturing has four program areas, or "pillars," around which the program is built:

- **Adventure**—New experiences that push Venturers to new personal heights. Adventures and activities provide the social benefits youth crave at this point of their development. The level of difficulty is variable and may be tailored to the crew's skills and experience, and is defined by the individual and the crew. Adventure is the historic appeal of Venturing.
- **Leadership**—Developing broad interpersonal leadership skills applicable to life situations. Youth need to meet societal expectations of leadership qualities that are growing, especially among a youth's life influencers and with the level of difficulty escalating. Whether they are following, leading, or mentoring, their participation leverages formal training and practical leadership experience (elected or appointed).
- **Personal Growth**—Growth in the skills and ethical/moral foundations that support economic independence, lifelong learning, and timeless values. Social/educational influences provide little positive guidance on key life, social, and moral/ethical skills—and youth know it. The focus is on goal development and personal planning, with small formal "trainings" facilitating practical application.
- **Service**—Developing behavior leading to an ongoing sense of responsibility. Because youth have limited control of their lives, they enjoy the opportunity to assert their values through the choice to serve. Service can be done on a crew or individual basis with a focus on Scouting and/or the community.

Youth join to gain insight through fun-filled programs and hands-on activities provided by the chartered organization, adult committee member volunteers, youth member parents, and other consultants from the community.

The crew is led by elected youth officers but adult mentorship is critical!

The recommended uniform is the spruce green Venturing shirt with green epaulette tabs and gray pants. However, the uniform, if any, is the choice of the crew.

Instructor note: You may get a question regarding the Boy Scout uniform. While the uniform is each crew's choice, Venturing youth should not wear the Boy Scout tan shirt with green shoulder loops.

Conclusion

Our responsibility, as crew committee members, is to ensure we stay true to the aims of Scouting as we assist the crew in achieving the program-specific methods along age-appropriate guidelines.

THE CHARTERED ORGANIZATION

Time:

15 minutes

Objectives:

The purpose of this session is to:

- Describe the relationship between the chartered organization and the crew.
- Summarize the crew's responsibilities to the chartered organization.
- Explain the chartered organization representative's role and responsibilities.

Resources/Materials:

- Resource: The Chartered Organization Representative, No. 33118
- Materials: Whiteboard and/or flip chart and easel

Delivery Method:

Group discussion

Introduction

Begin by explaining that the Boy Scouts of America grants an annual charter to a community organization such as a business, service organization, school, labor group, or religious institution to operate a Venturing crew. This organization is called the chartered organization.

In general, the chartered organization is responsible for selecting leadership, providing a meeting place, and promoting a good program. The program, adult team, and membership of the crew are determined by the chartered organization within the framework of the policies and standards of the BSA.

The crew committee works on behalf of the chartered organization to ensure the crew operates within the organization's and the BSA's policies.

Chartered Organization Relationship

Divide the participants into two groups. Ask the first group to brainstorm and list what the crew might expect from the chartered organization. Ask the second group to brainstorm and list what the chartered organization should expect from the crew. After a few minutes, have the groups share their insights with each other.

Answers to what the crew might expect from the chartered organization may include:

- Provides a safe meeting place
- Provides a storage area for crew equipment
- Assists with recruiting youth and adults
- Includes the crew in the life of the organization (flag ceremonies, fundraising, Scout Sabbath or Sunday, service projects, newsletters, website, etc.)
- Ensures the crew conducts its program according to the policies and regulations of the chartered organization and the BSA
- Assists with crew charter renewal

Answers to what the chartered organization might expect from the crew may include:

- Responsible operation of the crew according to BSA policies and regulations
- Conscientious and courteous use of the facilities provided
- Participation in appropriate chartered organization activities (service, social, etc.)
- Behavior and programs consistent with the chartered organization's goals and ideals
- Activities that show the chartered organization in a positive light
- Invitations to participate in the crew's activities

Chartered Organization Representative

Explain that the person who can make these things happen is the chartered organization representative. The chartered organization representative is a member of the chartered organization who serves as liaison between your crew and the organization, and the chartered organization and the BSA local council. In addition, the chartered organization representative:

- Functions as head of "Scouting department" in the chartered organization
- Is a member of the crew Key 3.
- Secures the crew committee
- Encourages training and participation in relevant activities
- Maintains a close relationship with the crew committee chair
- Helps recruit other adult leaders
- Assists with crew charter renewal
- Encourages service to the organization
- Serves as a voting member of the BSA local council

His or her primary responsibility is to recruit the crew committee and help it recruit an Advisor and associate Advisors. The chartered organization representative sees to it that all adults involved serve the best interests of the chartered organization and the BSA. He or she becomes a member of the BSA council or district, representing the chartered organization and the crew.

If the chartered organization has a pack, team, ship, and/or troop, one representative serves them all.

The Crew Key 3

Explain that the unit Key 3 is a fairly new concept to the BSA and is a critical component to the success of the crew. The crew Key 3 consists of the crew committee chair, the Advisor, and the chartered organization representative. The unit commissioner serves as an advisor to the Key 3. This group usually meets once a month to discuss the crew, its challenges, coming events, and progress toward completing their action plan and Journey to Excellence goals just like any other Scouting Key 3. It is a time for the Key 3 to learn how to spot early warning signs and work together toward continued crew success to support the crew's youth and young adult leaders. The unit commissioner meets with them to support their efforts, to help with problem solving, and to keep the crew moving in sync with the district and council calendars.

Summary

When the relationship between the chartered organization and the crew is strong and the crew is involved in the life of the organization, the crew is nearly always successful in providing quality programs, recruiting and retaining members, and making a difference in the life of the chartered organization and the families involved. The crew committee is instrumental in fostering that relationship.

CREW LEADERSHIP

Time:

30 minutes

Objectives:

The purpose of this session is to:

- Identify the principal crew leadership positions.
- Categorize the principal crew leadership positions.

Resources/Materials:

• **Materials:**

—Precut Leadership Position Titles and Descriptions (appendix), one for each small group

—PowerPoint slide or poster of crew organization chart

• **Handouts:**

—Crew Leadership Positions (appendix)

—Crew Organization Chart (appendix)

Delivery Methods:

Game

Instructor note: Before the course, make one copy of the Leader Position Titles and Descriptions from the appendix for each small group (three to four people) and cut them apart into individual strips.

Introduction

Let's look at the crew leadership. In order to support the crew, we need to know its structure and where the committee fits in. Rather than tell you about each position, we are going to let you discover it on your own.

Crew Leadership Activity

Hand out to each small group a set of the slips of paper with the titles and descriptions of the crew leadership positions. Have each group organize them so that each position description is matched up with a title. The participants should also categorize the positions into youth leaders, adult leaders, and adult support leadership. Take about 10 minutes for this activity.

Instructor note: Do not distribute the handouts (Crew Leadership Positions and Crew Organization Chart) until after this exercise. Let the small groups come up with the categories themselves.

Pass out a copy of the Crew Leadership Positions handout from the appendix to each person. Give the groups a few minutes to correct any errors they made. The instructor should watch the room, and answer any questions that arise. (5 minutes)

Crew Organization

Distribute the Crew Organization Chart handout to participants. Ask them what strikes them about the organization of the crew committee. They should notice that the crew committee has significantly more direct contact with the youth than might be seen in a typical Scouting unit committee. The crew committee is often much smaller too. Why might this be? Answers may include:

- Youth take a much greater responsibility for many of the functions performed by the committees in packs and troops, i.e., outdoor/activities, membership, and advancement.
- The crew Advisor and associate Advisors coach the youth to take on the training function for the youth officers, and the committee chair and Advisor manage the training function for adults supporting the crew.
- Committee members are expected to assume a coaching role for the crew treasurer and secretary.
- The consultant role is unique to Venturing.

Keep in mind that Venturers are older and are able to take on greater responsibility for the planning, organization, management, and leadership of their programs. More importantly, though, Venturers want the responsibility for their activities and programs.

Summary

Leadership in the Venturing program falls on the youth members. You will notice that adults in the Venturing program are not referred to as leaders but as advisors. Adults in the Venturing program are there to coach and mentor the youth so they will grow in their leadership roles.

CREW COMMITTEE ORGANIZATION AND RESPONSIBILITIES

Time:

40 minutes

Objectives:

The purpose of this session is to:

- Describe the organization of the crew committee.
- Explain the duties and functions of the crew committee.

Resources/Materials:

Resources:

- Unit Money-Earning Application, No. 34427
- Fiscal Policies and Procedures for BSA Units (appendix)

Materials:

—Whiteboard, flip chart, and easel

—Poster (optional, handmade) saying, "A crew committee's primary responsibility is supporting crew leaders in delivering quality program and handling crew administration."

Delivery Methods:

Guided discussion

Introduction

We looked at the crew leadership organization in the last session and learned how the committee fits within that structure. In this session, we will go into a little more detail into what the committee does.

Review

Let's review what we have already learned about the crew committee. Ask someone to shout out a number between 5 and 10. Then tell the participants that it is their responsibility to come up with that number of facts they know or have learned about the crew committee. Have them shout out the facts and keep count of them until the designated number has been reached. Add any important information they may have forgotten and correct any erroneous information.

Facts should include:

- The committee chair conducts monthly committee meetings and coordinates crew efforts.
- The treasurer coaches the youth treasurer and assists with fundraising activities.
- The secretary advises the crew secretary and takes committee meeting minutes.
- The Program Capabilities Inventory (PCI) is the responsibility of the committee.
- Committee members assist youth activities chairs to carry out their responsibilities.
- Consultants interact with the crew by providing technical expertise, special skills, equipment, facilities, or community contacts related to the crew program. They may be one-time participants.

Committee Organization

Briefly review the following:

- Who makes up the crew committee?

The crew committee is composed of adult members—such as parents, chartered organization members, and other interested adults—who support the crew program.

- How many members does a crew committee have?

The crew committee is required to have at least three members. One member must be designated the committee chair, the second is usually the member who mentors the crew treasurer, and the third mentors the crew secretary. Emphasize that three is the minimum number, but there is no maximum.

- Who runs the crew committee?

The committee chair leads the crew committee and is responsible for the administration, oversight, and support of the crew program.

- How is a crew committee organized?

Crew committees can differ in size, but each crew committee has a number of functions to accomplish. Committees vary in the way they go about their tasks and how they fulfill their responsibilities. Some crew committees assign a specific responsibility to each committee member on an annual basis. Other crew committees operate on a task force basis, with committee members agreeing to specific tasks on a month-to-month basis.

Instructor note: Using the handout from the previous session, spend a few minutes to clarify the functions of the committee as needed. You may want to ask participants to explain their own roles on the committee as they understand them.

Discuss the following functions of the crew committee.

Crew Finances

The elected crew treasurer is the crew's financial officer. He or she maintains the records, monitors the crew's budget, collects and disburses crew funds, and accounts for all monies coming into and out of the crew.

How the crew sets up its finances depends on the chartered organization and the committee. The key is to set up a process in the crew where the youth learn financial management and accountability, the youth are protected from financial harm, and the crew is confident that its funds are being responsibly managed.

Like other Scouting units, Venturing crews may conduct money-earning projects only when the chartered organization and local council have approved the project and it is consistent with BSA policies. Refer to the Unit Money-Earning Application.

An adult committee member mentors the crew treasurer and assists in ensuring the crew is fiscally responsible. Distribute Fiscal Policies and Procedures for BSA Units from the appendix.

Recognition

Explain that if any of the participants have been on a troop committee, they will remember that maintaining advancement records, arranging boards of review, and conducting courts of honor were the responsibilities of the committee. Point out that in Venturing, the responsibility for recognition falls to the crew leaders and Advisors.

There are no ranks in Venturing, but there are awards that Venturers may earn.

Note: Male Venturers who have earned the First Class rank in a Boy Scout troop may continue to work on the Star, Life, and Eagle Scout ranks in the crew. In this case, the crew committee will carry out an advancement role similar to how a Boy Scout troop would. If this training is for a crew with that circumstance, mention the *Guide to Advancement* and www.Scouting.org/Advancement as resources.

While the crew committee does not take an active role in awards and may or may not have a person assigned specifically to awards, the committee still has a supporting function in ensuring the crew's program offers youth the opportunity for recognition.

Ask participants how the crew committee might do this. Answers may include:

- Cooperate with the crew Advisors on supporting goals for the crew.
- Work together with the crew Advisors to ensure the youth are recognized properly and promptly for their achievements.
- Provide expertise for consultants for Venturing awards.
- Serve on crew reviews for appropriate Venturing awards and boards of review for the Eagle Scout rank when asked.
- Ensure advancement reports are submitted to the local council.
- Help the crew's leaders secure the awards and certificates.

Training

The committee encourages crew leadership to attend ongoing training, such as roundtable, university of Scouting, outdoor skills training, and Youth Protection training, so they remain current with program materials and updates. A member of the committee keeps track of crew training records and submits updated trained leader reports to the district and council.

Note: While the crew Advisor is responsible for overseeing the training of the Venturers, the committee is responsible for overseeing the training of the adult leaders.

Public Relations

The committee coordinates with the youth leadership to provide crew news and announcements for newspapers, chartered organization bulletins and newsletters, social networks, websites, etc. The committee promotes and stimulates service projects, Scouting Anniversary Week, Scout Sunday or Sabbath, and family participation in crew events. Other responsibilities include promoting new membership and letting people in the neighborhood know that Venturing is available.

Activities and Adventure

The committee is responsible for supervising, promoting, and coordinating attendance at crew, district, and council camps and events. Members supervise youth leadership to arrange chaperones, transportation, tour and activity plans, facility/camp reservations, and first aid for all crew outings. Other responsibilities include approving all arrangements and documents, participating in council service projects, and taking advantage of district and council events/activities. Have adult leaders review the *Guide to Safe Scouting*.

MyScouting Tools

Share that the BSA provides a variety of online unit management resources via My.Scouting.org called MyScouting Tools. Explain that these tools are available to unit leadership to manage such things as rosters, training, advancement, recognitions, and more.

Summary

Experience shows that successful Venturing crew committees are often less formal, more flexible, and more involved in meetings and activities than other Scouting committees.

Each committee member's first role is as a coach and guide to the Venturers. In general, committee members should consider themselves part of a partnership with the Venturers to lead the crew effectively, and not as supervisors over the Venturers.

Ask participants if they can sum up what a crew committee does in one sentence. The short answer might be, "Supports the crew leaders in delivering quality program and handling crew administration." Reveal poster or write this on a flip chart.

SELECTING AND RETAINING ADULT LEADERS

Time:

15 minutes

Objectives:

The purpose of this session is to:

- List qualities to look for when selecting a crew Advisor.
- Describe ways to recruit new committee members.
- State the purpose of the Program Capability Inventory.

Resources/Materials:

- Materials: Whiteboard, flip chart, and easel
- Handout: Program Capability Inventory (appendix)

Delivery Methods:

Guided discussion

Introduction

Let's recap. Every crew committee has four basic responsibilities. These are to:

- Provide adequate adult leadership.
- Complete and maintain the crew's Program Capability Inventory.
- Secure equipment, facilities, and program resources.
- Review, support, and approve the crew's program plans.

We have already discussed how the committee supports the crew program (the second two responsibilities); now let's focus on the first two. In this session, we learn how to go about finding these crew leaders.

Recruiting Adult Leadership

Perhaps the single most important responsibility of the crew committee is recruiting adult leaders and volunteers. The quality of the crew program rests on the quality of leadership.

Small Group Activity: A key function of your crew committee is assisting in the selection of the crew Advisor. Ask participants to form groups of two to four and brainstorm qualities they would like to see in a crew Advisor. Give them about three minutes and then ask each group to name their top three items. Answers may include:

- High moral standards
- Commitment to the ideals of Scouting
- Ability to relate to youth of Venturing age
- Ability to keep a cool head under pressure
- Organization skills
- Ability to interact with adults
- Flexibility and the ability to compromise
- Planning skills
- High energy level
- Attention to details

Recruiting the Committee

We have just discussed the committee's responsibility for recruiting adult leaders to support the crew's program. However, we must also recruit adults to work on the support and administrative functions. Ask participants where they might find these people. Answers may include:

- Church
- Outdoor/sports stores
- Military
- Teachers
- Activity/adventure clubs
- Chartered organization
- Service clubs
- Parents
- Graduating Scout leaders

If the committee is small and the program seeks to have the youth perform many of the functions, how might we get adults involved in a crew committee? Ask the participants to share their ideas. Their ideas might include:

- Serve as consultants
- Become coaches for activity chairs
- Join Friends of Scouting
- Arrange for or provide transportation
- Provide unique resources (cabin, boats, access to professional associations or sporting associations)

Distribute copies of the Program Capability Inventory (PCI). Explain that the PCI is an inventory of the program potential of selected adults connected with a crew, the chartered organization, and the community. It is the responsibility of the crew committee to maintain these forms in order to support the program.

Summary

The committee plays a very important role in the success of a crew's program—it takes care of the supporting functions in order for the crew leadership to focus on the youth. For those parents who want to get involved, service on the crew committee may be a way to share their special expertise.

Keep this saying in mind: "It's far better to find 10 people who can do the work than it is to find one who can do the work of 10."

Remember, everyone has something to contribute and may be waiting for you to ask for help. Please look carefully and plan for the future of your crew as well as its present.

CLOSING

Time:

10 minutes

Objectives:

The purpose of this session is to:

- Check for understanding of committee responsibilities.
- List additional resources for Venturing crew committees.

Resources/Materials:

- Materials: Training certificates/Trained strips (optional)
- Handout: Local resource information and contacts (optional)

Delivery Methods:

Reflection

Venturing Resources

What sets Venturing apart from other youth adventure programs and clubs is that it is part of a much larger organization, the Boy Scouts of America, which is led by volunteers like you and supported by a staff of professional Scouters.

Your council and district are there to promote Scouting and provide program, training, and resources to help guarantee your success. This training is only one example. Mention www.Scouting.org and www.MyScouting.org if they haven't already accessed them. Remind them to complete Youth Protection training as soon as possible if they have not already done so.

The district also provides each crew with a unit commissioner, a volunteer who can give direct coaching and consultation to your committee as needed.

Share additional resources and local contact information (e.g., district committee, district commissioner, roundtable, upcoming related training, etc.). This can be a handout.

Encourage them to take advantage of these resources and remind them that one of the best resources is the *Venturing Advisor Guide.* Challenge them to obtain a copy as soon as they can and to review it often.

Ask if there are any unanswered questions remaining.

Present certificates of completion for the course.

Closing

Final Reflection: Ask participants to share how they feel about their assignment to serve on a Venturing crew committee and one of the most helpful or important things they learned in today's training.

Close with something like the following:

Successful Venturing crew committees provide support to the Venturers who are planning and executing program, rather than provide program for them. Keep in mind that Venturers are older and are able to take on greater responsibility for the planning, organization, management, and leadership of their programs.

More importantly, though, Venturers want the responsibility for their activities and programs. For those with previous Scouting committee experience, the role of the crew committee may differ in execution but not in broad principles. Nor does this change the need for a strong Venturing crew committee regardless of the size of the crew.

End with your own thanks and encouragement for the committee members' willingness to serve our youth.

APPENDIX

METHODS OF VENTURING

Leadership and Mentoring—All Venturers are given opportunities to learn and apply proven leadership skills. A Venturing crew is led by elected crew officers. Venturing's program model provides explicit training experiences to help youth lead and mentor as well as opportunities to test and refine their skills during youth-led and youth-mentored adventures.

Group Activities and Adventure—Venturing's emphasis on adventure helps provide team-building opportunities, new meaningful experiences, practical leadership application, and lifelong memories to youth. Venturing activities are interdependent group experiences in which success is dependent on the cooperation of all. Learning by doing in a group setting provides opportunities for developing new skills.

Recognition—Personal growth comes through the Venturing recognition program and through the acknowledgment of a youth's competence and ability by peers and adults. The recognition program is more than just earning awards; as a Venturer progresses through the four levels of the Venturing recognition program, he or she will learn valuable skills and competencies that have been identified as vital to achieving success in education, in a work environment, and in life.

Adult Association—The youth officers lead the crew. The officers and activity chairs work closely with adult Advisors and other adult leaders in a spirit of partnership. The adults serve in a "shadow" leader capacity. The Advisor is there to support and challenge the Venturer to make the best decisions as he or she learns to lead his or her colleagues on adventures of ever-increasing challenge and sophistication.

The Ideals—Venturers are expected to know and live by the Scout Oath and Scout Law and commit to serving God and country, other people, and themselves. A Venturer measures himself or herself against these ideals and continually tries to improve. The goals are high, and Venturers reach for them, continuously meet the challenge, and answer the question of how these statements of personal value guide their life path.

Group Identity—Peer groups are essential for the growth and development of youth. Group identity is the shared sense of belonging to a group with common values and serves as a means to build positive group interactions and self-confidence. Some crews use outward signs of group identity, such as a uniform or jacket, but a crew may decide to form an identity that is more focused on shared commitments.

Service—Service encourages youth to identify a community need and to take action to address that need. Service helps youth make a difference in the world beyond themselves and in the process develop the disposition to put the needs of others first.

CREW LEADERSHIP POSITIONS

Youth Leaders

Crew President

- Key youth leader
- Works closely with the Advisor and leadership team to plan program
- Presides at crew meetings and crew officers' meetings
- Represents crew members through the Venturing Officers' Association

Vice President for Administration

- Responsible for membership and recognition
- Leads the recruiting effort for new crew members
- Recognizes achievements by individual crew members
- Assumes the responsibility of the crew president in his or her absence

Vice President for Program

- Surveys members about their interests to help plan program activities
- Arranges the program planning process, schedules activities, and maintains the crew calendar
- Provides support and accountability for the activity chairs

Secretary

- Serves as the communications officer
- Maintains crew membership and attendance records
- Coordinates publicity
- Takes meeting minutes
- Handles correspondence

Treasurer

- Serves as the financial officer
- Maintains financial records
- Monitors the crew budget
- Collects and disburses crew funds

Activity Chair

- Appointed by the crew president to chair a crew activity or project
- Serves through completion of his or her appointed task and is then reappointed to chair or assigned to work on upcoming crew activities

Adult Leaders

Advisor

- Serves as program advisor to the committee
- Works directly with the Venturers to train and guide them
- Conducts the annual crew officers' seminar
- Upholds the standards, policies, guidelines, and requirements of the chartered organization and the BSA
- Seeks to cultivate within the members of a crew a capacity to enjoy life and to have fun through the Venturing experience

Associate Advisor for Administration

- Takes over for Advisor in his or her absence
- Supports the youth vice president for administration and assists with the crew's recruitment and recognition efforts
- Sees that every youth has a smooth transition into the crew
- Helps plan and conduct induction and recognition ceremonies
- Provides required two-deep leadership

Associate Advisor for Program

- Takes over for Advisor in his or her absence
- Supports the youth vice president for program to help determine the interests of members, plan the year's program, and ensure that the crew calendar is maintained
- Advises youth leadership in the annual crew program planning conference and approves the plan
- Provides required two-deep leadership

Associate Advisor

- Helps the crew Advisor carry out his or her responsibilities and takes over in his or her absence
- Assists crew committee and youth leadership with equipment, transportation, tour and activity plans, activities, projects, and the superactivity
- Provides required two-deep leadership

Other Adult Leaders (Committee)

Chartered Organization Representative

- The direct contact between the crew and the chartered organization, and the chartered organization and the BSA local council
- Responsible for recruiting the crew committee, Advisor, and associate Advisors
- The organization's contact with the district committee and the local council (If the chartered organization has more than one Scouting unit, one representative serves them all.)

Committee Chair

- Ensures that all committee positions are filled
- Presides at regular monthly meetings of committee and supervises committee operations
- Completes and maintains the crew's Program Capability Inventory
- Secures equipment, facilities, and program resources
- Seeks needed help from unit commissioner, district committee, and other troops and crews
- Sees that the charter renewal application is completed and turned in to council office before the expiration month
- Supports the policies of the BSA

Committee Secretary

- Keeps minutes of crew committee meetings
- Keeps crew record book
- Advises youth secretary
- Helps with charter renewal application and crew Program Capability Inventory
- May also be charged with overseeing crew membership and registration

Committee Treasurer

- Advises youth leadership in developing a sound crew budget plan
- Keeps crew financial record book and is responsible for crew bank account
- Guides the crew in conducting council-approved money-earning projects
- Supervises program and superactivity savings plans

Consultant

- Provides expertise to the crew's program and assists in planning activities

LEADERSHIP POSITION TITLES AND DESCRIPTIONS

The direct contact between the crew and the chartered organization, and the chartered organization and the BSA local council. Responsible for recruiting the crew committee, Advisor, and associate Advisors. The organization's contact with the district committee and the local council. If the chartered organization has more than one unit, one representative serves them all.

Sees to it that all committee positions are filled, presides at regular monthly meetings of the committee, and supervises committee operations. Completes and maintains the crew's Program Capability Inventory. Secures equipment, facilities, and program resources. Seeks needed help from unit commissioner, district committee, and other troops and crews. Sees that the charter renewal application is completed and turned in to council office before the expiration month. Supports the policies of the BSA.

Keeps minutes of crew committee meetings. Keeps crew record book. Advises youth secretary and helps with charter renewal application and crew Program Capability Inventory.

Advises youth leadership in developing a sound crew budget plan. Keeps crew financial record book and is responsible for the crew bank account. Guides the crew in conducting council-approved money-earning projects. Supervises program and superactivity savings plans.

Serves as program advisor to the committee. Works directly with the Venturers to train and guide them. Conducts the annual crew officers' seminar. Upholds the standards, policies, guidelines, and requirements of the chartered organization and the BSA. Seeks to cultivate within the members of a crew a capacity to enjoy life and to have fun through the Venturing experience.

Takes over for Advisor in his or her absence. Supports the youth vice president for administration and assists with the crew's recruitment and recognition efforts. Sees that every youth has a smooth transition into the crew. Helps plan and conduct induction and recognition ceremonies. Provides required two-deep leadership.

Takes over for Advisor in his or her absence. Supports the youth vice president for program to help determine the interests of members, plan the year's program, and ensure that the crew calendar is maintained. Advises youth leadership in the annual crew program planning conference and approves the plan. Provides required two-deep leadership.

Helps the crew Advisor carry out his or her responsibilities and takes over in his or her absence. Assists crew committee and youth leadership with equipment, transportation, tour and activity plans, activities, projects, and the superactivity. Provides required two-deep leadership.

Provides expertise to the crew's program and assists in planning activities.

The key leader who works closely with the Advisor and leadership team to plan program and preside at crew and crew officers' meetings. Represents crew members through the Venturing Officers' Association.

Responsible for membership and recognition. Leads the recruiting effort for new crew members. Recognizes achievement of individual crew members. Assumes the responsibility of the crew president in his or her absence.

Surveys members about their interests to help plan program activities. Arranges the program planning process, schedules activities, and maintains the crew calendar. Provides support and accountability for the activity chairs.

Serves as the communications officer. Maintains crew membership and attendance records. Coordinates publicity, takes meeting minutes, and handles correspondence.

Serves as the financial officer. Maintains financial records. Monitors the crew budget. Collects and disburses crew funds.

Appointed by the crew president to chair a crew activity or project. Each chair serves through completion of his or her appointed task and is then reappointed to chair or assigned to work on upcoming crew activities.

Chartered Organization Representative

Committee Chair

Committee Secretary

Committee Treasurer

Advisor

Associate Advisor for Administration

Associate Advisor for Program

Associate Advisor

Consultant

President

Vice President for Administration

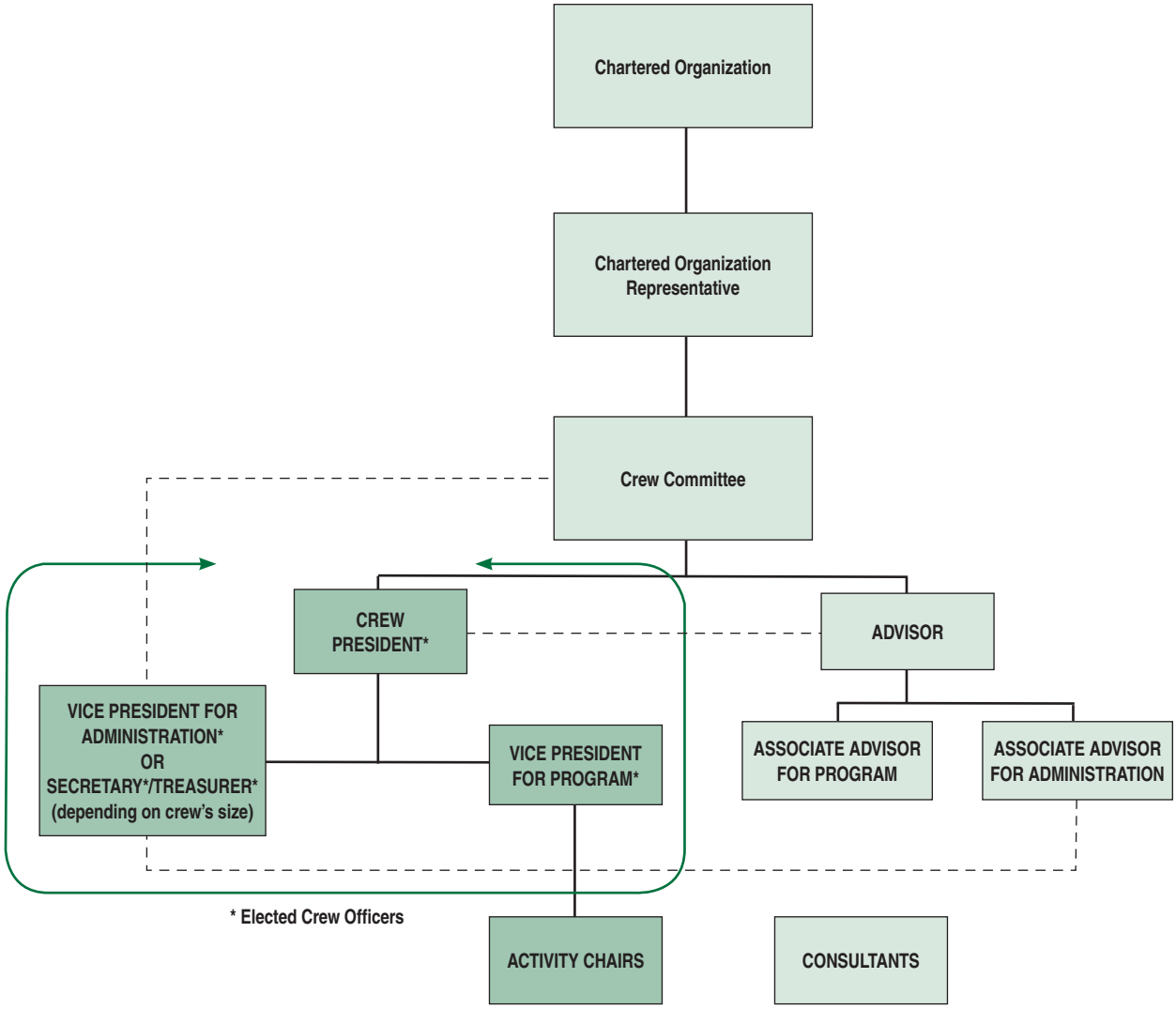
Vice President for Program

Secretary

Treasurer

Activity Chair

CREW ORGANIZATION CHART



PROGRAM CAPABILITY INVENTORY

Venturing Crew No. _____ **Organization** _____

Instructions

Each year our Venturers need adult volunteers to serve as Advisors, program consultants, and helpers with transportation, chaperoning, counseling, and planning.

We would like to know in which areas of interest, hobbies, or contacts you would be willing to help our Venturers.

If they decide to call on you for help, an appointment will be made with you well in advance.

Thank you for your willingness to assist our Venturers and please return this PCI form to: _____

_____

(Please complete.) **Date** _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone (home) _____ (business) _____

Occupation _____ Position _____

Yes! I would be willing to help in the areas designated below:

Hobbies and Skills

Backpacking ___
Basketball ___
Bicycling ___
Bowling ___
Camping ___
Canoeing ___
Caving ___
Climbing/rappelling ___
Coaching ___
Computers ___
Cooking ___
Counseling ___
Creating ___
Equestrian ___
First Aid ___
Fishing ___
Geocaching ___
Marksmanship ___
Mountaineering ___
Organizing ___
Orienteering ___
Outdoor living history ___
Photography ___
Promoting ___
Public speaking ___
Sailing ___
Scuba diving ___
Shooting ___
Snow sports ___
Softball ___
Swimming ___
Training ___
Water sports ___
Other ___

Memberships

Please list your clubs, associations, fraternal groups, etc.:

Contacts

Please list people you would be willing to ask to share their careers, hobbies, or skills:

Special Program Assistance

___ I have an SUV ____ van ____ or truck ____.

___ I have a workshop.

___ I have family camping gear ____ RV ____ or pop-up camper ____.

___ I can make contacts for special trips and activities.

___ I have access to a cabin ____ or camping property ____.

___ I have access to a boat ____ or airplane ____.

___ I can help with leadership skills.

___ I can help with _____.
(Career information)

___ I can help with _____.
(Vocational information)

___ I can help with community service projects.

___ I can help with fundraising projects.



FISCAL POLICIES AND PROCEDURES FOR BSA UNITS

Frequently Asked Questions

Should our unit have a checking or savings account?

Yes. Unit funds should be deposited in a checking or savings account that requires two signatures on every check or withdrawal. The unit leader could be one of the signees, but it is recommended it be a committee person. It could be that the unit leaders have a petty cash fund (with the limit set by the committee) that is accounted for with receipts each month.

Does a unit need its own tax identification number? If so, where do we get it?

All units need a tax ID number (also referred to as an "EIN"—Employer Identification Number). Units should NOT use the Social Security number of an adult leader. If they do, the IRS will attribute all banking transactions, unit purchases, etc., to that leader as an individual. Units may use the tax ID number of their chartered organization, if given permission. This may be especially useful for the unit if that organization is tax-exempt.

Most units obtain their own tax ID number by completing IRS Form SS-4. There is no fee involved. The current form and instructions are available on the IRS website (www.irs.gov). Also, the IRS now allows you to provide the information over the phone and immediately receive a unit EIN. The IRS phone number is 800-829-4933.

Who is responsible for the finances of the unit?

The unit committee is responsible for the unit's finances. A treasurer is assigned and the committee chair should receive the bank statement for monthly reconciliation. All unit funds should pass through the bank account; this includes but is not limited to dues, money from unit fundraisers, product sales, and gifts. An exception might be registration fees that are collected as part of an organized School Night program. In this case, fees are collected by district/council representatives and are transmitted to the Scout service center.

Should our unit consider insuring our unit equipment?

Yes. It is suggested that your unit insure its equipment. Remember, the chartered organization owns the unit, and all funds used by the unit remain the responsibility of the chartered organization as long as the charter issued by the BSA remains in place. It is recommended that an inventory of the unit's equipment be given annually to the chartered organization, and needs for insurance coverage discussed at that time. Frequently, unit equipment can be added to an existing policy of the chartered organization at minimal cost.

Can our unit deposit funds with the local council?

Yes. Most councils allow units to deposit funds to their credit in the council service center, thus making it convenient for units to make purchases without sending cash. A "unit account" is established for each unit that deposits funds with the council. At a minimum—at least annually—the council should provide a detailed statement of activities of your unit account for your unit to review.

What happens to the unit funds and equipment should the unit dissolve?

In the event of the dissolution of a unit or the revocation or lapse of its charter, the unit committee shall apply unit funds and property to the payment of unit obligations and shall turn over the surplus, if any, to the local council. In the case of a chartered organization, any funds or equipment that may have been secured as property of the unit shall be held in trust by the chartered organization or the council, as may be agreed upon, pending reorganization of the unit or for the promotion of the program of the Boy Scouts of America.

When should our unit submit a BSA Unit Money-Earning Application?

For all unit fundraising. All unit money-earning projects must be approved in advance by using the BSA's Unit Money-Earning Application. Approval must be made by the chartered organization and the local council.

Is our unit considered tax-exempt by the IRS?

That depends on who charters your unit. The only time a unit can be considered "tax-exempt" is if its chartered organization is also tax-exempt and includes the unit. The BSA National Council grants a *charter* to religious organizations, service clubs, businesses, and others who want to charter a Scout unit. A unit is actually "owned" by its chartered organization. Chartered organizations vary widely in tax status.

What is IRS Form 990-N, and does our unit need to file one annually with the IRS?

Form 990-N is an abbreviated filing for small tax-exempt organizations with annual gross receipts of $50,000 or less. The BSA national office consulted with the IRS and outside counsel about whether this filing requirement applies to Scouting units. In their opinion, most Scout units **do not** have to file Form 990-N. **For most units, no filing is required.** The only exception is for the very small number of units that have filed for separate, federal tax-exempt status under Section 501(c) (3) of the Internal Revenue Code. Those units must file either Form 990-N (if their annual gross receipts were $50,000 or less) or the more detailed Form 990 or 990EZ (if annual gross receipts were more than $50,000).

Can our unit be covered under the BSA's group exemption?

No. The IRS allows only local councils (and council trust funds) to be included under the BSA group exemption. Scout units cannot be included under the BSA group exemption because they "belong" to their chartered organization. *(Note: Tax issues for Girl Scout troops are handled differently by the IRS because of how Girl Scout cookie sales are structured.)*

IRS Form SS-4 asks for a "GEN." What is that, and do we have one?

The "GEN" is the Group Exemption Number for the BSA. As discussed, only councils are covered under the BSA group exemption. Units cannot use this number. However, once your unit receives an EIN, the unit may still qualify for a number of state and sales tax exemptions as a nonprofit organization under your state laws. Check with your state; this varies widely across the country.

A volunteer suggested that our unit apply for its own tax-exempt status. Can we?

Units should not incorporate or apply for their own tax-exempt status. For one thing, units are not legal entities. Even if they were, this is an expensive and time-consuming process. Units are only permitted to raise funds through approved unit money-earning projects. Units could lose their charter if they tried to get their own tax-exempt status and solicit tax-deductible gifts.

We can't solicit gifts for our unit?

No. Simply put, units are not permitted to solicit any gifts. Both the Charter and Bylaws and the Rules and Regulations of the BSA make this very clear; only local councils may solicit individuals, corporations, United Way chapters, or foundations for gifts in support of Scouting. Units, unit leaders, and youth members may not solicit gifts in the name of Scouting or in support of unit needs and activities (except in unusual circumstances where the unit has received permission to do so from the local council). Units are also prohibited from soliciting gifts on their websites.

Does that mean people can't make gifts to our troop?

Units are not supposed to solicit gifts, but they can receive gifts. Anyone can contribute to a unit—and many donors don't need or care about charitable deductions. Obviously, defining a "solicited gift" is not always easy. But we rely on our unit leaders to set good examples and honor the intent and spirit of these important guidelines. We know it's hard to stop people from being generous, especially toward Scouting.

Can gifts go to the local council to benefit our unit, then "pass through" the council to us?

No. Your unit "belongs" to your chartered organization, not to your local council. IRS guidelines prohibit any charity from accepting gifts that are "passed through" to a person or unrelated entity. A council could accept a gift in the name of your unit and hold it in a unit account. The unit could then "draw down" on the account for camp fees, uniform and supply needs, etc. (This is how colleges handle student scholarships.) But be sure to first ask your local council if it has the staff and time to do this. This is entirely the council's decision. A council accepting a gift in the name of the unit does not necessarily extend tax benefits to the donor.

My local company has employee volunteerism grants and will contribute to charities where I volunteer my time. Can these gifts go to our unit?

Employee incentive awards and volunteerism grants usually cannot go to a unit due to the company's giving restrictions. Corporate donations often can go only to charities that are "501(c)(3) charities," and many units are not chartered by tax-exempt charities. Also, many companies won't make gifts to religious organizations. If a unit is "tax-exempt," it's often because it's chartered to a church, synagogue, etc., so it couldn't receive corporate funds either. Of course, corporate awards and grants may go to any local council for use at the discretion of the council.

Can my unit credit amounts from fundraising to an individual toward their expenses?

No. The IRS has stated that crediting fundraising amounts constitutes private benefit. However, the unit could use the funds (all or a percentage) raised to reduce or eliminate dues and various registration fees, purchase uniforms and Scouting books, and purchase camping equipment. The unit could also use its funds to provide assistance to individual Scouts in cases of financial hardship.

Are purchases by my unit exempt from sales and use tax?

State and local laws vary widely on this topic. The unit may qualify for a number of state and sales tax exemptions as a nonprofit organization under your state laws. Check with the state where you are making the purchase; this varies widely across the country. In some cases, the council may be issued certificates of sales tax exemption; others require only that verbal verification be made to the merchant at the time of purchase that the purchases will be used to benefit the programs of Scouting, while still others allow no exemptions for any not-for-profits.

Questions? Need more information?

Please contact your local council.

THANK YOU FOR ALL YOU DO FOR SCOUTING AND THE YOUTH IN YOUR COMMUNITY.

Prepared. For Life.®

511-902
2014 Printing