Cub Scout Roundtable Planning Sheet – 60 minute Format

**Topic:** BSA Structure

**Scout Law**:

**Adventures:**

None for this Topic

**Take Away:** Pack leaders to understand how the pack fits into the district and how they can support the district which in turn helps keep units in the district strong. Provide an overview of district positions and what the inner workings of the district are, an overview of the Friends of Scouting appeal, and council, district, and national training opportunities

**Pack Meeting Themes that work with this topic:**

None for this Topic

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| Time Allotted | Activity | Assigned To | Content Ideas | Notes for Media Team |
| 5 min  | Ceremony | Cub RT Staff or participants | Flag ceremony and recite the Scout Oath and Law. |  |
| 40 min | General Session for all participants: |  |  |  |
|  | 1. Working at the District Level
 | Cub RT Staff assisted by District Committee Members | Overview of District positions and a recruitment opportunity |  |
|  | 1. Friends of Scouting Overview
 | Cub RT Staff assisted by District Committee Members | Explain the importance of FOS at the Council and District level and how to do a unit FOS appeal |  |
|  | 1. Council, District, and National (PTC, etc.) training opportunities
 | Cub RT Staff assisted by District Training Committee Members | Overview what makes a trained leaders and opportunities in Council/District |  |
| 10 min | Q & A | Cub Scout RT Staff | Opportunity to answer any additional BSA Structure topic information questions. |  |
|  5 min | Announcements and Closing | Cub Scout RTC | Closing flag ceremony |  |

**Resource Information**

**General Session**

Overview of Council, District, and Pack structure and relationship

The roundtable you are attending right now is a district event. Why do we need a district? Why do we need a council?

Every good organization has structure and levels of management. The Boy Scouts of America is no different. To keep the wheels of Scouting turning and providing great program in a safe environment, many people work constantly to keep things moving. It all begins at joining night when that parent attends the meeting with their son. Once they join, they are part of something big. They are part of a pack, which is part of a district, which is part of a council, which is part of an area, which is part of a region, which is part of the national organization of Scouting. Having so many individuals involved in the program does require some structure for us to keep moving forward. As a unit Scouter you may work with District volunteers and professionals and Council volunteers and professionals. It is important to understand the part each of these plays in delivering the promise of Scouting.

**The Unit’s Purpose**

Unit is another name for a pack, troop, crew, team, or ship. Along with the chartered partner, the volunteers of a unit (Cub Scout pack) provide the program opportunities as well as applying the Mission Statement and aims and methods of Scouting during den and pack meetings and activities.

**The District’s Purpose**

A Scouting district is a geographic area of the BSA local council, determined by the council executive

board. District leaders mobilize resources to ensure *the growth and success of Scouting units within the district’s territory.*

The purpose of the district is to work through chartered organizations and community groups to

organize and support successful units. The end result of effective district support is more and more youth members receiving a better and better program.

All districts are responsible for carrying out four standard functions:

1. Membership

The membershipfunction strives for growth through:

* the organization of new Scouting units
* recruiting new members and adult volunteers to join existing units
* retaining current members

2. Finance

The financefunction sees that the members of the district provide their share of funds to the total council operating budget.

3. Program

The programfunction concentrates on helping Scouting units with camp promotion, special activities including community service, training adult volunteers, and youth advancement and recognition.

4. Unit service

The unit servicefunction provides direct coaching and consultation by district volunteers (Commissioners) to unit volunteers to help ensure the success of every Scouting unit.

The membership, finance, and program functions are carried out by members of the district committee. The unit service function is carried out by the district commissioner staff. All four functions are equally important and necessary.

**The Council’s Purpose**

The next level of the organization is the council. You wear your council’s name on the left shoulder of your uniform, signifying you are part of that team. The purpose of the council is to guide and support its districts for the achievement of the movement’s purpose. Councils establish policies and programs. Districts carry out the policies and programs in their respective territories. Councils deal with personnel issues, budgets, properties, and more. The council is the corporate legal entity and can be considered a small or sometimes large business.

1. **Working at the District Level** (Note to presenter – this is a great opportunity for recruiting new District Committee members. Maybe they cannot volunteer at this time, however they may step up at a later time.)

At the head of the District are the District Chairman, the District Commissioner, and the District Executive, also known as the Key Three. The District Chairman and District Commissioner are volunteers. The District Executive is a paid professional. In addition, there are several committees which meet periodically and conduct the business of the district.

The operating committees of the district have the responsibility to carry out the functions of membership, finance, and program. The chair of each district operating committee is a member of the like council level committee (except for finance and camp promotion which are options for the council).

*Membership Committee*

This committee carries out several essential tasks to bring about membership growth in the district:

1. Gathers information to keep the membership committee informed of conditions and needs of the district, conduct boy-fact surveys, and recommends district membership goals. Uses the target market data provided by zip code by the national BSA Service Center.

2. Cultivates relationships with community organizations and school administrative personnel in the district. Helps establish and maintain healthy relations with schools, religious organizations, and other community organizations, and conduct events such as district relationship conferences.

3. Organizes units. Schedules units to be organized or reorganized each year and carries out the schedule. In some districts, the committee has specialists for organizing packs, troops, teams,

and crews.

4. The district may assist a unit in conducting a round-up night or other recruitment event.

*Finance Committee*

The council finance committee carries the major responsibility for finance. Some districts use district

finance committees, and some use only a district task force for planning and conducting the annual Friends of Scouting campaign. Where a district finance committee is used, its chair usually serves on the council finance committee and the district committee. Councils raise their operating budgets in a variety

of ways. Included in most are the United Way, Friends of Scouting, project sales, product sales, camp participation fees, and other funding projects. Therefore, the structure of the district finance committee depends on local circumstances. Refer to *District Finance Committee Guide,* No. 33779.

*Camp Promotion and Outdoor Committee*

The camp promotion and outdoor committee has program specialists as needed for each program.

1. Cub Scout outdoor activities. This group plans and carries out the district’s Cub Scout day

camps and other Cub Scout activities. It helps Cubmasters schedule camping activities for each

year, and promotes pack participation in council Cub Scout and Webelos Scout resident camp and

family camp.

2. Boy Scout camping. This group interprets the place of camping in Boy Scouting and Varsity Scouting

and promotes troop/team participation in the council Boy Scout camp and high-adventure activities.

3. Venturing outdoor activities. Venturing specialists work with Advisors and Venturers to select and

conduct outdoor events and superactivities. This committee is responsible for planning the

district’s outdoor and camping approach, and goal setting and achievement of these objectives. Refer

to the *Camping Committee Guide,* No. 33083, for further information.

*Activities and Civic Service Committee*

This committee serves packs, troops, teams, and crews, and also posts. The committee can be divided into civic service and activities sections, as conditions require. Members who are familiar with each phase of Scouting are needed for program-related activities. Refer to the *Activities and Civic Service Committee Guide,* No. 33082, for further information.

*The Training Committee*

The functions of the committee can be handled by the committee as a whole. However, a small

group of specialists/consultants for each program is needed to recruit, train, and supervise the work of

Cub Scout, Boy Scout, Varsity Scout, and Venturing trainers. Refer to the *Leadership Training Committee*

*Guide: Plans, Procedures, and Materials,* No. 34169.

*Advancement and Recognition Committee*

This committee serves Cub Scouting, Boy Scouting, Varsity Scouting, and Venturing. Since the committee

must visit all units at least annually to interpret advancement and evaluate progress, specialists for each program division usually are needed. The number needed will depend upon the number of packs, troops, teams, and crews in the district. The district is responsible to see that an up-to-date merit badge counselor directory is available and that all merit badge counselors are registered as adult members with the Boy Scouts of America. Refer to *Advancement Policies and Procedures,* No 33088, for further information. The recognition arm of this committee deals with all Scout volunteer leaders. It is important to say thank you for service well done, to encourage future service, and to inspire other adults to serve. This committee’s responsibility is to identify leaders who should be recognized and thanked, and then to arrange for recognition. A major task of this committee is the annual selection of recipients for the District Award of Merit. Other district awards are limited only by your creativity. “Scouter of the Year” awards can go to any volunteer leader. Special awards can be created in the name of a long-time volunteer and presented annually in his or her honor or memory. Some districts invite each unit to nominate a Scouter of the year, and this leader then receives district-level recognition. Earned training awards, Wood Badge beads, and commissioner’s Arrowhead Honors also should be presented. Most districts celebrate their successes and present their District Awards of Merit and other recognitions at an annual dinner. If desired, this can be combined with the District annual meeting, where the new district committee leaders for the upcoming year are elected and installed.

1. **Friends of Scouting Overview**

It would be a wonderful world if everything in life were free. Since that is not the case, we do have to give consideration to budget issues and fundraising. One of the ways the council raises money is through the Friends of Scouting Campaign. (Note to presenter – your council will be able to share information with you regarding the amount of FOS funds it raises each year and how that amount helps with the council’s budget.)

But why do we need money you ask? There are camps to build, to maintain and improve, and to operate. A professional staff is needed for the support and guidance of volunteers. There is training to provide, activities to plan and implement, and a service center to own or rent and operate. All these things are necessary to the movement’s achievement of its purpose, and they cost money.

While the council’s income will come from many sources, one of the most important is the Friends of Scouting Campaign conducted annually.

Under the campaign, people who support Scouting enroll as Friends of Scouting through their contributions. This is usually the major source of income raised by volunteers within the council. The Friends of Scouting campaign has three parts:

1. District/division enrollment.Here memberships are secured from district committee members,

commissioner staff members, and others who are demonstrating their support by serving Scouting.

2. The community enrollment.All prospects who are not enrolled in the district or family enrollments

are enrolled here, such as former youth and adult members, community businesses, and previous contributors.

3. The family enrollment.All parents of Cub Scouts, Boy Scouts, Varsity Scouts, and Venturers are encouraged to enroll as families. Though most families welcome the opportunity to give, this is entirely voluntary and not a condition for membership in Scouting. It is important to communicate that money contributed to Friends of Scouting enables the council to support and build Scouting throughout the community. An ideal time to conduct the family enrollment is during the Cub Scout pack’s Blue & Gold Banquet and Arrow of Light Ceremony, when a large number of parents will be in attendance.

1. **District, council, and national training opportunities**

Training is an important function of the district committee. This district training team keeps up to date on changes in training and makes sure that there are many opportunities for leaders to receive training. Select the district’s very best people to be trainers. Every boy deserves a trained leader and a trained leader helps improve retention of youth in the program.

When a district helps to recruit a leader, that is only the beginning. The district will help the leader succeed by providing training. Training is necessary, not only for the information it gives, but for other reasons as well.

• It builds the confidence of leaders, which in turn builds the confidence of unit members in their

leaders. This helps ensure success.

• It increases the tenure of leaders because they derive greater satisfaction from their position.

• It gives leaders the chance to become acquainted with and network with other leaders.

For all unit leaders, several levels of training are available: Fast Start, Youth Protection, position specific,

This Is Scouting, supplemental, and advanced. The various training courses are flexible enough to include individual or group training, though training as a group is usually best. In addition to unit leader training, district training volunteers support the council in its responsibility for Wood Badge training, the training of district volunteers, and training certain youth leaders. They also encourage all volunteers to participate in the training recognition plan, which motivates and recognizes progress in the leadership development plan. Council level training for Cub Scout volunteers is also available. Examples are a University of Scouting and various outdoor trainings. District and council volunteers and certain youth leaders can benefit from national training opportunities offered at Philmont Training Center as well.

**Closing**

Announcements and closing flag ceremony