VENTURING · BSA®

Venturing Advisor Position-Specific Training



BOY SCOUTS OF AMERICA®



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INTRODUCTION

This course is intended to provide Venturing crew Advisors with the basic information they need to help youth leaders 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 Crew Committee Challenge. The sessions on the aims and methods and the crew leadership organization are the same for all participants. Leaders will break out by role after these sessions to cover the other content. The total time necessary is about three and a half hours. 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. It can be facilitated by unit, district, or council trainers.

When the training is complete, the training code P21 can be entered into the leader's training record. Crew Advisors who complete this training and the Venturing version of Youth Protection training are considered "trained."

Other than the Youth Protection presentation, 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 that the trainers observe the participants during the sessions to be sure the participants learn the topic before moving on.

Reference

Venturing leader and youth literature

Materials

- Whiteboard and dry erase markers
- Easel, blank flip charts, and markers
- Note cards
- Methods of Venturing (appendix)
- Crew Leadership (appendix)
- Pre-cut Leadership Position Game Titles and Descriptions—one per small group (appendix)
- Crew Organization Chart—one per participant (appendix)
- Awards Quiz (appendix)
- Awards Matrix (appendix)
- Planning Materials (appendix)
- Training certificates—one per participant
- Trained strips—optional

COURSE OBJECTIVES

Objectives

Trained leaders at all levels are the key to quality Scouting programs that fulfill the mission of the Boy Scouts of America and attract and retain youth members. Participants will discuss the roles and responsibilities of Venturing crew Advisors and how to keep youth positively engaged in the functions of a successful crew.

Specific Objectives

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 Advisors.
- Value the challenges of working with youth and young adults.
- List the Venturing recognition opportunities.
- Conduct the annual program planning process.

Session	Time (minutes)	Method
Gathering and Welcome	10	Lecture/discussion
Aims and Methods of Scouting and Venturing	15	Lecture/discussion
Crew Leadership	30	Game
Understanding Venturers	30	Guided discussion/reflection
Break		
Advisor Responsibilities	30	Guided discussion
Recognition	30	Guided discussion/quiz
Annual Program Planning	55	Role-play
Closing	10	Reflection

GATHERING AND WELCOME

Time

10 minutes

Objectives

The purpose of this session:

- Share expectations for this course.
- Increase excitement about participants' role in Venturing.

Resources/Materials

- Resource: *Venturing Advisor Guidebook*
- Materials: Flip chart and easel for each small group, index/note cards, Scout Oath and Scout Law displayed so participants can read them
- Display materials: It is encouraged to display Venturing materials and resources during the gathering time.
- Handout: Scout Oath and Scout Law (optional)

Delivery Methods

Lecture/discussion

Note: You may want to plan a gathering activity that will involve participants before the course begins. In any case, instructors should be available to make participants feel welcome and appreciated.

Opening

- Flag ceremony (optional) or other opening of your choice
- Recite Scout Oath and Scout Law

Introduction

Say something like: Welcome to Venturing, and thank you for agreeing to be a part of the BSA's program for older youth and young adults. As a crew Advisor, you can make a difference in their lives by contributing to the effectiveness of a program designed to build character, promote citizenship, and develop personal fitness.

Activity

Form small groups, and ask participants to introduce themselves and tell the group one thing about working with a Venturing crew that they are looking forward to, one thing about working with a crew that worries them, and what they hope to take away from today's course. Have each of the groups share their compiled lists with the rest of the class.

Note: Write these comments on the board or on note cards so you can refer to them during the course as needed.

- Introduce yourself and other trainers.
- Explain the agenda for the rest of the course.
- Conduct your selected opening. This might be a good time to demonstrate the Scout handshake, salute, and sign.

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 from 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 you 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 personal fitness.

Note: You may want to make up three large cards, one aim each with the description on the back, beforehand. Groups can take turns defining their assigned aim.

Divide participants into three small groups, one for each aim.

Distribute copies of Methods of Venturing (appendix). 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, Ideals, Service, and Group Identity.

Have each group report to the entire group.

The Venturing Program

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 areas of program emphasis 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, may be tailored to crew's skills and experience, and individual and crew-defined; it is the historic appeal of Venturing.

Leadership

Developing broad interpersonal leadership skills applicable to life situations; meeting societal expectations of leadership qualities as desirable, which are growing—especially among youth's life influencers; the level of difficulty is escalating: participate/follow, lead, mentor; it 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; focus is on goal development and personal planning; small formal "trainings" facilitate practical application. Youth will set personal goals related to Development of Self, Development of Others, and Development of Faith.

Service

Develop behavior leading to an ongoing sense of responsibility; youth have limited control of their lives. They enjoy the opportunity to assert their values through the choice to serve; crew or individual, Scouting, and/or community focus.

The acronym "ALPS" might help Advisors remember the areas of program emphasis.

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 is the choice of the crew.

Note: You may get a question regarding the Boy Scout uniform. While the uniform is their choice, Venturing youth should not wear the Boy Scout tan shirt with green shoulder loops.

Conclusion

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

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

- Cut-up Leadership Position Game Titles and Descriptions, one for each small group (appendix)
- PowerPoint slide or poster of crew organization chart
- Handouts:

  —Crew Leadership Positions (appendix)

  —Crew Organization Chart (appendix)

Delivery Methods

Game

Note: Before the course, make one copy of the Leadership Position Game 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 Advisors and committee fit in. Rather than tell you about each position, we are going to let you discover it on your own.

Crew Leadership Activity

Hand out the slips of paper with the descriptions and titles of the crew leadership positions—one per small group (you will need to have cut these up in advance). Have each group organize them so that each position description is matched up with a title. They should also categorize the positions into youth leaders, Advisors, and adult support leadership. (10 minutes)

Note: Do not distribute the handouts (Crew Leadership Positions and Crew Organization Chart) until after this exercise. Let 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 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 recognition.
- 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.
- Role of consultants, which 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.

UNDERSTANDING VENTURERS

Time

30 minutes

Objectives

The purpose of this session:

- Describe typical developmental characteristics of Venturing-age youth and young adults.
- Identify effective leadership styles to motivate Venturers.
- Perform a reflection.

Resources/Materials

- Post-it notes or small index cards
- Flip chart or blackboard/whiteboard
- Handout: Young Adult Developmental Issues (appendix)

Delivery Methods

Guided discussion/reflection

Introduction

Ask the participants, "Why do you think older youth and young adults want to join Venturing?"

Write the answers on a flip chart. Expect answers such as:

- High adventure
- Leadership skills
- Fun activities
- Community service
- Social experiences

Venturing can be all those things, but the primary purpose of Venturing is guiding youth into becoming responsible and caring adults. The goals and methods we have already discussed will help us do that.

As Advisors, we can make a real difference in the lives of the young people in our crews if we are aware of the many developmental issues each Venturer is facing.

Adolescent Development

Ask participants to write two or three adjectives (positive and negative) that describe a Venturing-age youth on small sheets of paper or Post-it notes. Ask participants to hold on to them for now. (You will need them later in this session during the activity.)

Ask, "What are the first things you notice about Venturing-age youth (teenagers)?"

Possible answers may include:

- Size
- Behavior
- Dress

Many times we misjudge people based on these factors. It is harder to know what is going on in their heads. Teenagers deal with opposing emotions:

- They fear and crave independence.
- They face a constant struggle for power and independence.
- They want to be unique, but are affected by peer pressure.

Write the following headings on the flip chart, and briefly explain (or distribute optional handout).

There are five important developmental issues that Venturing-age youth are facing:

Experimentation

Venturers want to try out life! They want to experience a variety of social roles, responsibilities, values, and personalities. This can include risk-taking.

Movement From Dependence to Interdependence

Venturers are moving away from being dependent on parents, teachers, and other adults (including Advisors) and moving toward becoming interdependent with them.

Social Relationships

Quality social interaction with others is as important for Venturers' health and well-being as it will be at any other time in their lives. The significance of their identity and experiences is in large part created by their social relationships.

Physiological Changes and Sexual Maturity

Venturers are experiencing great physiological changes that influence their relationships with each other and with adults.

Reevaluation of Values

Venturing-age youth are capable of thinking critically and analytically about their personal, family, and social values, making it possible for them to see inconsistencies in our values and leading to the search for opportunities for commitment to new values.

Activity 1

- Ask participants to reveal the adjectives they had chosen to describe Venturing-age youth. Then have participants take turns matching each of the adjectives to the five developmental issues and attaching the notes or cards next to the appropriate developmental issue on the chart.
- Discuss how most of the behaviors we see in young adults can be explained by one of these five areas.
- Summarize the activity by explaining that we need to respect young people enough to understand them. Young people need a constant; they need to be connected to understanding and caring adults who can see their potential. We as adult leaders of youth can be a positive influence.

Leadership Styles for Advisors

Ask participants to get in small groups of two or three and list three to five leadership styles or skills that you as an Advisor would need in order to effectively coach and mentor Venturers. Ask groups to share their insights with the rest of the class. Answers should include:

- Be a mentor.
- Be a coach.
- Walk your talk.
- Be understanding of the teenage years and teens' search for autonomy.
- Be able to relate.
- Show mutual respect as a team member.
- Develop and demonstrate conflict management skills.

Using Questions as a Leadership Style

- The thin line between telling and suggesting is not often clear, and suggesting a course of action may be seen as a demand.
- Using questions as a means to help the crew make their own decisions is a technique called reflection and has been proven to be very successful with this age group.

How to Conduct a Reflection

- Reflection is an effective method for evaluating a situation or activity to better understand and improve on it in the future.
- It is one of the most effective tools an Advisor can use when helping Venturers improve their leadership abilities.
- By asking questions that cause people to think, reflection is a way to look back at recent experiences to understand what happened and use that understanding in looking forward to the next action and new experiences.

- Additional information on conducting reflections can be found in the *Venturing Advisor Guidebook*.
- A good way to practice this skill is with initiative games like the one we are about to do.

Activity 2—Human Knot

Have the group divide into circles. (Circles should have no fewer than six and no more than 16 participants.)

Note: Instructors can join the exercise to make the right number, but they should not contribute to the problem-solving process.

1. Participants should face each other in a tight circle.
2. Each person holds out his or her right hand and grasps the right hand of someone in the circle, as if they were shaking hands. This should be done in unison.
3. Now have each person extend his or her left hand and grasp the left hand of someone else in the circle so that each person is holding the hands of two different persons.
4. This hand-in-hand configuration should come out equal. With hands tightly held, arms intertwined and bodies close together, it's time to explain the problem.
5. The group's members then try to unwind themselves into a hand-in-hand circle. To accomplish this, they will be stepping over, between, and around each other.
6. The initial hand-to-hand contact cannot be broken during the exercise. Hand connections may pivot on one another, but skin contact may not be lost.

Sometimes these human knots will produce two or three distinct circles, and sometimes they will be hopelessly intertwined. Be flexible; the teamwork lesson in this activity is worth the effort. If a group quickly solves their knot, have them make a new one.

Observe the group dynamics to help in specific questions during reflection.

Reflection

When all the groups have completed untying their knots, assemble for a reflection. Ask:

- Did you feel frustrated at any time during this activity?
- Did someone emerge as the leader? Who? Why?
- Was the leader effective in solving the problem?
- Was cooperation necessary to achieve success?
- Can you see how this would be an effective technique to use with your crew?

ADVISOR RESPONSIBILITIES

Time

30 minutes

Objectives

The purpose of this session is to:

- List the main responsibilities of a crew Advisor.
- Identify the events in the life of a crew where the Advisor has impact.

Resources/Materials

- *Venturing Advisor Guidebook*
- *Guide to Safe Scouting*
- Age-Appropriate Guidelines for Scouting Activities
- Whiteboard, flip chart, and easel
- Computer with Internet to access *Guide to Safe Scouting* (optional)
- Crew Meeting Agenda sample

Delivery Methods

Guided discussion

Introduction

We have discussed the Venturing program and the importance of the adult–youth partnership. In this session, we will discuss what you can do as an Advisor to empower your crew.

The Advisor and associate Advisors are the key to the success of the crew. They should share the same interests of Venturers and, if possible, of the program resources of the chartered organization. This is achieved by training the crew's elected officers to lead their crew, and by planning a relevant program guided by the Advisor and crew committee.

Advisor Responsibilities

The Advisor does not have to be an expert in the crew specialty if the crew has one. However, he or she must be a good example for youth and must be able to train and coach the crew's elected officers.

Refer to the position description in the *Venturing Advisor Guidebook.* Highlight the following:

- Fostering an environment within the Venturing crew that has a true sense of community and encourages everyone's growth and responsibility to one another.
- Developing crew officers to lead, plan, make decisions, and carry out a program of activities and adventures.

- Encouraging participation and support for the Venturing crew from the chartered organization, associate Advisors, crew committee, parents, and other adults in the community.
- Upholding the standards and policies of the chartered organization and the Boy Scouts of America.
- Providing the necessary framework for protecting the members of a crew from abuse.
- Ensuring that activities are conducted within BSA safety guidelines and requirements. Advisors should be trained by the BSA.
- Seeking to cultivate within the members of a crew a capacity to enjoy life and prepare for life as an adult.

Explain that as an Advisor, you help the members of your crew to get the most out of Venturing. You can help them explore their interests, values, passions, and goals while having fun doing it.

Following are events in the life of a crew where assistance from the Advisor can make a difference in the quality of the Venturing experience.

Note: Keep this next session moving. There is a lot of information to cover, but the intent is for participants to become aware of all the facets of the program an Advisor must attend to by guiding the crew, not running it.

Youth Protection

Read the following italicized paragraphs VERBATIM to the participants.

The Boy Scouts of America places the greatest importance on providing the most secure environment possible for our youth members. To maintain a safe environment for youth, the BSA has developed numerous procedural and leadership selection policies, reinforces the Youth Protection message with regular, high-quality training, and provides parents and leaders with numerous online and print resources aimed at the different Youth Protection needs of the Cub Scouting, Boy Scouting, and Venturing programs.

The BSA requires Youth Protection training for all registered volunteers. All new leaders are required to complete Youth Protection training. Venturing leaders must take the Venturing version of the course. To take the training online, go to MyScouting.org and establish an account using the member number you received when you registered for BSA membership. If you take the training online before you obtain a member number, be sure to return to MyScouting and enter your number for training record credit. Your BSA local council also provides training on a regular basis if you cannot take it online. For more information, refer to the back of the BSA adult membership application.

Youth Protection training must be taken every two years. If a volunteer does not meet the BSA's Youth Protection training requirement at the time of charter renewal, the volunteer will not be reregistered. We encourage all adults—including all parents—to take the BSA's Youth Protection training.

To find out more about the Youth Protection policies of the Boy Scouts of America and how to help Scouting keep families safe, go to www.Scouting.org/training and click on the Youth Protection link.

Urge the participants to take Venturing Youth Protection training as soon as possible if they have not done so already.

Crew Officers and Elections

It is very important that crew officers understand the roles and responsibilities of the elected positions. A good time for the Advisor to review this is before an election.

It may sound good to be a program vice president, but does the youth understand how much coordination it entails? Does the youth running for administration vice president understand that he or she may be called upon to carry out the duties of the president?

Crew Code of Conduct and Operating Procedures

The crew code of conduct and operating procedures are adopted by the members of a crew to guide their officers and program. Crew officers are expected to live by and enforce the crew code of conduct and operating procedures.

All members of the crew are expected to abide by these rules and new members may be expected to sign a copy when they join. They should be revised on a regular basis (usually after the election of new officers) and voted on by the membership.

Crew Meetings

A major opportunity for practicing leadership skills is during the crew's regular meetings. A poorly run meeting may not be able to accomplish what it sets out to do, can hamper fellowship, and may actually keep members away.

It is very important to understand that a crew meeting is a youth-run event. Advisors have the chance to influence the quality of the meeting by ensuring the officers are prepared ahead of time.

If time allows, review a sample crew meeting agenda or explain where one can be found.

Crew Officers Training

When done effectively, the crew officers' seminar allows the adult Advisors to enable and empower the youth leadership. This training establishes the climate and values that are important and sets the tone of what is expected of the officers and Advisors.

This is also the time to assess the goals of the crew and involve officers in the preparation for annual program planning.

Introduction to Leadership Skills for Crews

The Introduction to Leadership Skills for Crews course helps teach young adults the attitudes and skills that good leaders demonstrate. The course is designed to be taught to all Venturers in the crew.

The course is flexible and can be taught in its entirety or in sections to a single crew, multiple crews, or as a district or council event.

Note: There are other leadership opportunities open to Venturers such as National Youth Leadership Training (NYLT), National Advanced Youth Leadership Experience (NAYLE), the Kodiak Challenge, and even Wood Badge for Venturers over the age of 18.

Keeping Venturers Safe

Explain that the crew may decide what activities and adventures they would like to pursue, but it is the responsibility of the adult Advisors to manage risk by following the *Guide to Safe Scouting*. Explain or show participants where this information can be found.

Encourage officers and activity chairs to become familiar with the guide as they plan adventures and activities. They should be familiar with what is and is not allowed by the BSA, especially as they work with consultants.

Distribute Age-Appropriate Guidelines for Scouting Activities. Explain that there are activities that only Venturers are allowed to do. Review the handout.

Additional Training

Aside from the leadership and awards training, there are a number of courses available for Venturers.

There are training opportunities available through the BSA, online and instructor-led, to ensure Venturers are prepared for outdoor activities and know the risks and how to have fun and stay safe at the same time. Examples include Safe Swim Defense and Climb On Safely. Ask participants to name others.

Summary

As a Venturing Advisor, you will work with the crew officers to help them take responsibility for the crew's operations. Some areas of responsibility will be harder for them to master than other areas. But learning to take responsibility for others is part of the maturation process—part of growing up. As an Advisor, your role is to facilitate that process.

RECOGNITION

Time

30 minutes

Objectives

The purpose of this session is to:

- Describe the Venturing areas of program emphasis.
- Define the opportunities for Venturing recognition.
- List the Venturing skill-based and STEM awards.
- Explain the purpose of the Advisor conference and board of review.

Resources/Materials

- Handout: Awards Matrix (appendix)

Delivery Methods

Guided discussion/quiz

Introduction

While recognition is one of the methods of Venturing, this method is best approached as an outcome of a balanced annual program plan developed by the members of the crew. This is supported by Venturing's four areas of program emphasis, which are:

- Adventure
- Leadership
- Personal Growth
- Service

Venturing's Areas of Program Emphasis

The areas of program emphasis are influenced by the aims and methods of Venturing and provide a framework for program and recognition.

Write two headings on a flip chart or whiteboard: "Program" and "Recognition." Lead a discussion on the benefits of the areas of program emphasis in each of these areas. Write comments on the board.

As a Program Planning Tool

- Offers a structure for the Venturers to design their own program

  —Provide areas and levels of programming

- Encourages a balanced program

  —Ensure that adventures are more than just fun outings

  —Means of developing leadership skills

- Meets Venturers' social needs

  —Opportunity to participate in and lead adventures

  —Way to provide service

As a Recognition Tool

- Recognition becomes a natural outcome of the program
- Encourage personal growth
- Broaden experience
- Appreciate efforts and accomplishments
- Acknowledgment of competence and ability by others
- Enhance job, scholarship, and college applications

Activity

Divide the participants into four groups. Distribute the awards matrix and assign each group one of the awards. Tell participants to stand up when they think you have described an aspect of the award they have been assigned.

Start off by saying: Venturing's areas of program emphasis guide the recognition requirements. Within the four areas are four levels of increasing responsibility.

Begin the quiz (appendix).

Commend the participants on their effort. A few of the questions may not have been obvious by looking at the awards matrix alone. Briefly review the information from the following sections on recognition wards, Advisor conference, and board of review if not already covered.

Recognition Awards

The four Venturing awards, or Trail to the Summit, constitute a pathway that guides a Venturer from the role of a participant to a leader and mentor for others.

- Venturing Award—Learning about Venturing

  —Designed to be earned within a month of joining a crew

- Discovery Award—Participating in crew activities and adventures
- Pathfinder Award—Leading crew activities and adventures
- Summit Award—Mentoring crew leaders

Advisor Conferences

An Advisor conference is required for each of the four awards. The Venturing Award conference includes the crew president. The purpose of the Advisor conference is to provide an opportunity for the Venturer to reflect on what has been learned and to express future goals.

- Venturer meets with his or her Advisor
- Occurs after level award requirements have been completed
- Requisite for the level award board of review

Boards of Review

The final requirement for the Discovery, Pathfinder, and Summit Awards is a board of review. The purpose of the board of review is to determine the quality of the Venturer's experience and to encourage the Venturer's personal development.

- Discovery and Pathfinder Awards—Crew Board of Review
  - —Consists of peers (youth) from the crew.
  - —Led by the youth leaders of the crew.
  - —A group of three board members is appropriate (can be more).
  - —Two members of the crew committee should be present during the board of review, but they serve only in an advisory role.
  - —The crew Advisor and associate Advisors are not members of the board, but should be present.
- Summit Award—Board of Review
  - —Led by a member of the local council advancement committee.
  - —Board composed of youth and adult crew leaders and adult crew committee members.
  - —Summit Award application must be submitted to council to schedule the board of review.

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

Credit for Awards

Sometimes there is confusion in the timing and ways award requirements can be completed when a Venturer has been a Scout or is dually registered. Discuss and clarify the following in your own words:

- Multiple credit—Although there is very little overlap in award requirements, there are certain circumstances when a Venturer may receive multiple credit for similar requirements. The Venturing skill-based awards (Ranger, TRUST, and Quest) do have multiple areas where this may be applicable. For example, a Venturer who becomes certified as a Red Cross First Aid instructor for the TRUST Award could use this to fulfill the Ranger and Quest award requirements as well.
- Past credit—All award requirements must be completed while registered and active as a Venturer. Requirements fulfilled before becoming a Venturer (i.e., merit badges or ranks as a Boy Scout) cannot be used for Venturing recognition. Previously earned certifications (such as first aid or CPR) can be used to fulfill requirements as long as they are still current at the time of fulfilling the Venturing award requirement.
- Service Projects—An Eagle Scout project or Girl Scout Gold Award project cannot be used for the Summit Award service project.

Other Recognition

Young adults have interests in activities that may lead to careers or increased quality of life. These awards can enrich the Venturing experience. Briefly mention the skill-based and STEM awards. Explain that more information is available at www.Scouting.org/STEM.

Skill-Based Awards

For Venturers seeking additional challenges in outdoor adventure, sports and physical fitness, or spiritual life, three expert awards are available for them to earn.

- Ranger Award—Helps them become a master of the outdoors
- Quest Award—Promotes excellence in sporting and physical fitness
- TRUST Award—Learn more about one's own faith and that of others

Skill-based awards do not require an Advisor conference or board of review.

Nova and Supernova Awards

Science, technology, engineering, and math (STEM) fields provide gateways to many exciting careers and hobbies. The Nova and Supernova Awards provide recognition for Venturers seeking to either begin exploring or become proficient in an aspect of STEM.

Nova Awards—Introductory STEM awards for Venturers

—Launch!—Science

—Power Up—Technology

—Hang On!—Engineering

—Numbers Don't Lie—Math

Supernova Awards—Advanced STEM awards for Venturers (earned sequentially)

—Dr. Sally Ride Supernova Award

—Wright Brothers Supernova Award

—Dr. Albert Einstein Supernova Award

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 crew leadership to manage such things as rosters, training, awards, recognitions, and more.

Summary

- Recognizing young people for their achievements helps build their self-esteem. The Venturing awards program helps fulfill this need.
- The term "awards" in Venturing does not have the same meaning it has in Cub Scouting or Boy Scouting. Unlike these programs, Venturers do not earn rank through advancement. Leadership positions are either appointed or elected. However, awards serve the same purpose, which is to encourage personal growth through leadership, service, and adventure.

ANNUAL PROGRAM PLANNING

Time

55 minutes

Objectives

The purpose of this session is to:

- Name the three phases of the program planning process.
- Identify the purpose of the Program Capability Inventory.
- Identify the purpose of the Venturing Activity Interest Survey.
- List the steps of the program planning conference.

Resources/Materials

- Resource: *Venturing Advisor Guidebook*
- Materials:

  —Flip chart or blackboard/whiteboard

  —One-page description of the fictional crew (appendix)

  —10 to 12 completed PCIs related to the fictional crew (appendix)

  —Summary of the fictional crew's interest surveys (appendix)

  —List of council, area, and regional Venturing events (appendix)

  —Blank 12-month planning calendar

Delivery Methods

Role-play with a fictional case study

Note: The Program Capability Inventories and Venturing Activity Interest Surveys in the appendix have been completed as a time-saving measure and to focus on the decision-making process required to plan a successful year of crew programing. It is essential that the facilitator become familiar with the case study materials ahead of time and adhere to the time allotted for each step.

Introduction

(10 minutes)

In a previous session, we spoke about the responsibility the Advisor had to the crew officers, but we saved one of the most important responsibilities for last: planning a program. Planning is a discipline that is often ignored or done poorly. Research conducted by Eli Lilly in Indianapolis showed that a common element of strong units is they all have a good annual program planned

a year in advance that is then shared with all families in the form of a calendar. The important result of a shared annual program calendar is that your crew will attract more families and Venturers will stay involved longer.

Your role as a Venturing Advisor is to help your crew officers plan and implement an exciting yearlong program that will attract and retain youth. Explain that there are three phases to the program planning process:

- Annual program planning preparation
- Program planning conference
- Program implementation

While the focus of this session is on the program planning conference, without prior preparation by the crew officers and Advisor, the conference would not be possible. Also, a plan is only a plan until it is implemented. Each adventure and activity decided on must also go through a planning process as well in order to be successful.

Preparation steps should include:

- The crew Advisor holds a crew officer briefing immediately after the crew's annual election and starts the program planning process. The Advisor explains the process, goals, and what each officer needs to do to prepare for the next step.
- Gather key information.

Ask the participants to brainstorm the types of key information that should be gathered by the youth leaders in advance of the planning sessions. They should include:

- Key school dates, holidays, and exams
- Community event dates, such as proms, homecoming, and graduations
- The chartered organization's key dates
- Personal dates that may affect your crew's activities
- Key district and council dates
- Last year's crew annual plan, if you have one
- Crew priorities and goals
- Venturers' award progress records

The seven-step planning process used for individual activities and adventures can be found in the *Venturing Advisor Guidebook* and the *Handbook for Venturers*, and is part of the Introduction to Leadership Skills for Crews course.

During this training session, the participants will use a fictional case study to learn and practice the steps in the annual planning process. Planning for an individual activity is covered during the crew officer training and is a great opportunity for experienced Venturers to coach and mentor the newer Venturers.

Annual Planning Meeting Steps

On a flip chart or whiteboard, write:

1. Gather and evaluate information

2. Brainstorm ideas

3. Discuss and evaluate activity ideas

4. Select activities for coming year's program

Explain that these are the four main steps of the crew's annual program planning conference. It is the responsibility of the crew Advisor to coach the crew officers through this process. As you write these four steps on the whiteboard, briefly explain what is included in each of the steps.

Gather and Evaluate Information

Do the goals of the crew align with the information gathered on the Program Capability Inventory (PCI) and the Venturing Activity Interest Survey?

- Program Capability Inventory (PCI): Each Venturing crew uses resources from its chartered organization, various adults associated with the crew, and consultants from the surrounding community. The PCI is used to track skills or resources available to assist the crew program. The crew committee updates and maintains the PCIs. The crew president, program vice president, and Advisor should review the PCIs before the annual planning conference.
- Venturing Activity Interest Survey: Each Venturer should complete the survey and return it to the program vice president prior to the annual planning conference.

Brainstorm Ideas

Brainstorm ideas of what the crew might do based on the Venturing Activity Interest Surveys. Remember not to critique the ideas while brainstorming.

Discuss and Evaluate Activity Ideas

Evaluate the ideas the crew has developed to see if they match the PCIs. Do you have the resources needed for each idea?

Select Activities for Coming Year's Program

You may need to expand the basic program by adding support programs and activities leading toward your big activities or activity.

Activity

The participants will role-play the crew officers (instructors may want to role-play Advisors). They will be given completed forms, after which they will brainstorm ideas, evaluate the activity ideas, and then develop an annual program based upon the selected activities.

Step 1: Gather and Evaluate Information

(5 minutes)

- Distribute the one-page descriptions of the fictional crew (interests, meeting schedule, service, and typical activities). Pass out the completed PCIs and a summary of the crew activity interest surveys.
- Explain that prior to the program planning conference, the crew program vice president will have gathered the completed activity interest surveys from the Venturers and compiled the data into a prioritized list of desired crew interests.
- Distribute a fictional list of council, area, and regional Venturing activities with scheduled dates.

Note: One technique to assist the crew officers as they develop the crew's annual program is to ensure the Venturers prioritize their top five to 10 choices. This will help prevent the crew members from marking they want to do "everything." When the program vice president compiles the data, using prioritized choices allows the data to differentiate between the most important and the just casual interests.

Step 2: Brainstorm Ideas

(15 minutes)

- During this step the crew officers brainstorm ideas for activities the fictional crew might be interested in. This is not a time to be judgmental.
- The recorder should put all ideas on a flip chart or whiteboard so that the entire group is able to see them. Crew officers are advised to be creative. Also, they should build upon others' ideas. The essence of this step is to answer, "What could we do?"

Step 3: Discuss and Evaluate Activity Ideas

(10 minutes)

- The crew officers evaluate the activity ideas in terms of the crew's activity interest surveys. This is where the program vice president's prior compilation of the activity interest surveys will be valuable—the officers will already know which activities are most desired. Those brainstorm ideas that were least important based on the crew's interests may be eliminated.
- Once the activity ideas have been evaluated in terms of the crew's interests, they should again be evaluated in terms of the resources available—the PCIs. Resources will definitely constitute a limitation, but lack of resources should not automatically eliminate an activity from consideration. It may just mean that the crew activity chair will need to expend extra effort in order to find and secure the necessary resources.

Step 4: Select Activities for Coming Year's Program

(10 minutes)

- Pass out a blank 12-month planning calendar. Based on the evaluation, choose the activities that best meet the crew's goals and desires.

- The crew officers should also answer:

  —Have we included activities of interest to everyone?

  —Do the activities fit with the crew's goals?

  —Do the activities fit into the annual program?

  —Have we considered fundraising, service, and recruiting?

- Lay out the meeting schedule, officer meetings, chosen activities, fundraising events, service projects, and recruiting opportunities on an annual calendar. This is the draft annual plan that forms the foundation for the crew's year.

Final Steps

(2 minutes)

- Two final steps should be completed after the conference. Add these to the list you have written on the whiteboard or flip chart:

  1. Draft the plan and calendar

  2. Distribute the calendar

- Once the crew officers have developed a draft annual plan, they will present it to the crew for approval. The crew president and program vice president will then select youth activity chairs and an adult mentor for each event.

- Larger crews may choose to pair an experienced Venturer with a newer Venturer as activity co-chairs. Another technique is to ensure the newer Venturers are assigned to the relatively easier activities in order to learn how to plan and manage a crew activity.

- It is also very important to publish the calendar of events and distribute it to the Venturers, their families, and the chartered organization representative. Point out that the annual program plan is a living document. The crew officers should review it each month at their crew officers meeting to accommodate necessary changes.

Summary

(3 minutes)

- Too many Venturing crews are "one-man bands"—an adult Advisor unable or unwilling to delegate to the crew officers or to other adults. Units operated this way don't last very long as the leaders tend to burn out.

- Constant follow-up is critical to success. When a youth agrees to chair an event, the program vice president should not wait until the planned event to discover that nothing has been done. Canceling events due to poor planning destroys morale in the crew.

- It is important that the program vice president follow up regularly with the activity chairs and that the associate Advisor for program follow up regularly with the adult mentor for the youth activity chair.

- Share that the www.Scouting.org/Venturing website has a wealth of program planning tools, including forms, templates, and presentations.

CLOSING

Time

10 minutes

Objectives

The purpose of this session is to:

- Check for understanding of crew Advisor responsibilities.
- List additional resources for Venturing Advisors.

Materials

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

Delivery Methods

Reflection

Venturing Resources

Share the following:

- What sets Venturing apart from other youth adventure programs or clubs is that it is part of a much larger organization, the Boy Scouts of America, led by volunteers like you and supported by a staff of professional Scouters.
- Your crew committee is an important and valuable resource for you and your youth leaders. Be sure they attend the Crew Committee Challenge course.
- 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. Share other upcoming training opportunities for Advisors. Encourage Advisors in outdoor-oriented crews to take Introduction to Outdoor Leader Skills.
- The district also provides each crew with a unit commissioner, a volunteer who can give direct coaching and consultation to your committee as needed.
- Mention www.Scouting.org/Training, www.Scouting.org/Venturing, and My.Scouting.org as resources.
- Remind them to complete the Venturing version of Youth Protection training as soon as possible if they have not already done so.
- Additional resources—Share additional resources and local contact information (e.g., district committee, district commissioner, roundtable, etc.).

Note: This can be a handout.

Ask if there are any unanswered questions remaining.

Closing

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

Close with the following:

- Successful Venturing 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, Venturers want the responsibility for their activities and programs. For those with previous Scouting committee experience, the role of the committee may differ in execution but not in broad principles. Nor does this change the need for a strong Venturing committee regardless of the size of the crew.
- End with your own thanks and encouragement for their willingness to serve our youth.

Present certificates of completion for the course.

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 youth with team-building opportunities, new meaningful experiences, practical leadership application, and lifelong memories. 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.

Venturing 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 adults 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 their colleagues on adventures of ever-increasing challenge and sophistication.

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 as you reach for them, you continuously meet the challenge and answer the question of how these statements of personal value guide your 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

The key youth leader. Works closely with the Advisor and leadership team to plan program and preside at crew and crew officers' meetings. Represents crews' members through the council and/or district Venturing officer association.

Administrative Vice President

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.

Program Vice President

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, and handles correspondence.

Treasurer

Serves as the financial officer. Maintains financial records, monitors the crew budget, and collects and disburses crew funds.

Activity Chair

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.

Adult Leaders

Advisor

Supports the crew president and 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—to have fun through the Venturing experience.

Associate Advisor for Administration

Takes over for the Advisor in his or her absence. Supports the youth administrative vice president 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 the Advisor in his or her absence. Supports the youth program vice president to help determine the interest 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; 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 (PCI). Secures equipment, facilities, and program resources. Seeks needed help from unit commissioner, district committee, and other Scouting units. Sees that the charter 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 and helps with charter application and crew Program Capability Inventory (PCI). May also be charged with overseeing crew membership and registration.

Committee Treasurer

Advises youth leadership in 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 GAME 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 committee, and supervises committee operations. Completes and maintains the crew's Program Capability Inventory (PCI). Secures equipment, facilities, and program resources. Seeks needed help from unit commissioner, district committee, and other Scouting units. Sees that the charter 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 application and crew Program Capability Inventory (PCI).

Advises youth leadership in 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.

Supports the crew president and 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—to have fun through the Venturing experience.

Takes over for Advisor in his or her absence. Supports the youth administrative vice president 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 program vice president to help determine the interest 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; 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 crews' 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, and 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

Administrative Vice President

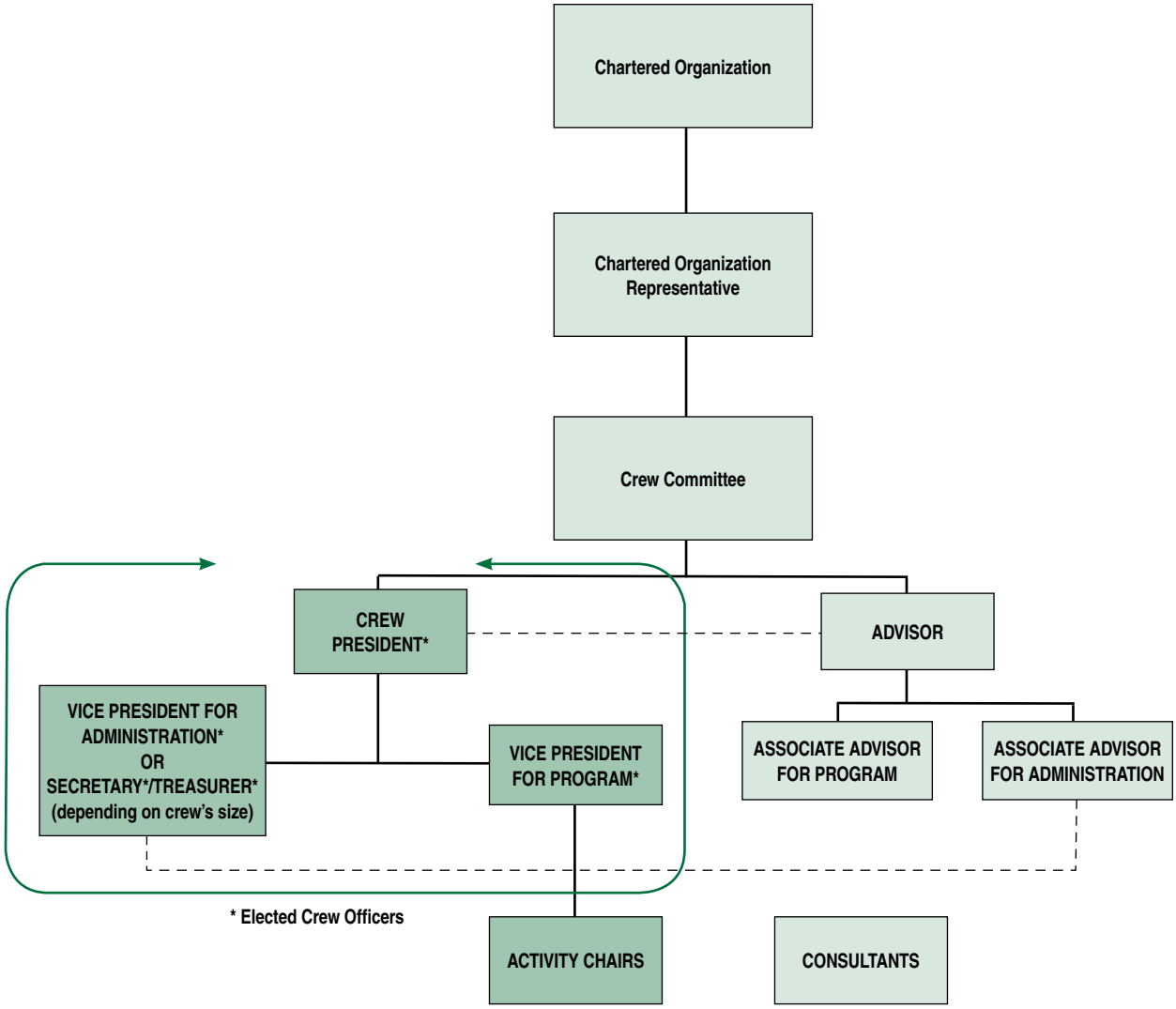
Program Vice President

Secretary

Treasurer

Activity Chair

CREW ORGANIZATION CHART



YOUNG ADULT DEVELOPMENTAL ISSUES

Experimentation

Venturers want to try out life! They want to experience a variety of social roles, responsibilities, values, and personalities. This can include risk-taking.

Movement From Dependence to Interdependence

Venturers are moving away from being dependent on parents, teachers, and other adults (including Advisors) and moving toward becoming interdependent with them.

Social Relationships

Quality social interaction with others is as important for Venturers' health and well-being as it will be at any other time in their lives. The significance of their identity and experiences is in large part created by their social relationships.

Physiological Changes and Sexual Maturity

Venturers are experiencing great physiological changes that influence their relationships with each other and with adults.

Reevaluation of Values

Venturing-age youth are capable of thinking critically and analytically about their personal, family, and social values, making it possible for them to see inconsistencies in our values and leading to the search for opportunities for commitment to new values.

AWARDS QUIZ

Ask participants to stand when you read a comment that pertains to their assigned award.

1. Focus on the new crew member (V)
2. Includes adventure, leadership, personal growth, and service (V, D, P, S)
3. Requires a crew board of review (D, P, S)
4. Focus on setting and achieving goals (D, P, S)
5. Participating in crew activities (D)
6. Requires an Advisor conference (V, D, P, S)
7. Leading crew activities (P)
8. Needs council approval (S)
9. Mentoring others (S)
10. Meant to be exciting and fun (V, D, P, S)

Key

V = Venturing Award
D = Discovery Award
P = Pathfinder Award
S = Summit Award

AWARDS MATRIX

	Adventure and Activities	Leadership	Personal Growth	Service
Summit	Mentoring and participation	Ongoing leadership development	Goal-setting and personal growth	Leading others in service
Pathfinder	Leading and participation	Leading others	Goal-setting and personal growth	Participating in service
Discovery	Participation	Preparing to lead	Goal-setting and personal growth	Participating in service
Venturer	Initial participation, orientation to the crew, Personal Safety Awareness training, induction into the crew			

PROGRAM CAPABILITY INVENTORY EXAMPLES

PROGRAM CAPABILITY INVENTORY

Venturing Crew No. 2345 **Organization** First UMC

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:

Amanda - Crew President

(Please complete.) **Date**

Name Amanda

Address 452 First Street

City St Louis State MO Zip

Phone (home) (business)

Occupation Marketing and Public Relations Position

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

Hobbies and Skills

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

Memberships

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

Alpha Phi Omega, First UMC volunteer

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.

PROGRAM CAPABILITY INVENTORY

Venturing Crew No. 2345 **Organization** First UMC

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:

Amanda - Crew President

(Please complete.) **Date**

Name Bob

Address 452 First Street

City St Louis State MO Zip

Phone (home) (business)

Occupation Accountant and Publisher Position Owner of publishing company

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

Hobbies and Skills

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

Memberships

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

AICPA, Rotary Club

Contacts

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

Scouting contacts that are certified in different activities, and council facilities

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.

PROGRAM CAPABILITY INVENTORY

Venturing Crew No. 2345 Organization First UMC

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:

Amanda - Crew President

(Please complete.) Date

Name Craig

Address 598 Jefferson Road

City St Louis State MO Zip

Phone (home) (business)

Occupation Civil engineer Position

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

Hobbies and Skills

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

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:

I can call on other Scouting contacts and contacts in the community as needed.

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.

PROGRAM CAPABILITY INVENTORY

Venturing Crew No. 2345 Organization First UMC

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:

Amanda - Crew President

(Please complete.) **Date**

Name David

Address 413 Lindbergh Blvd.

City St Louis State MO Zip

Phone (home) (business)

Occupation Engineer Position

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

Hobbies and Skills

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

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:

Scouting contacts that we can use as consultants

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.

PROGRAM CAPABILITY INVENTORY

Venturing Crew No. 2345 Organization First UMC

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:

Amanda - Crew President

(Please complete.) **Date**

Name Debbie

Address 1545 Wasatch Street

City St Louis State MO Zip

Phone (home) (business)

Occupation Technical Support Position

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

Hobbies and Skills

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

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:

Husband is a fencer and certified in shooting sports of the BSA

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 computer skills (Vocational information)

✓ I can help with community service projects.

✓ I can help with fundraising projects.

PROGRAM CAPABILITY INVENTORY

Venturing Crew No. 2345 Organization First UMC

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:

Amanda - Crew President

(Please complete.) Date

Name Dee

Address 452 First Street

City St Louis State MO Zip

Phone (home) (business)

Occupation Hairstylist Position

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

Hobbies and Skills

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

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:

I would be willing to ask clients to share their 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.

PROGRAM CAPABILITY INVENTORY

Venturing Crew No. 2345 Organization First UMC

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:

Amanda - Crew President

(Please complete.) **Date**

Name Eric

Address 1742 East Horizon Drive

City St Louis State MO Zip

Phone (home) (business)

Occupation University staff - student work program Position Assistant Director

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

Hobbies and Skills

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

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:

Can contact professors if we need a consultant for any topic

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.

PROGRAM CAPABILITY INVENTORY

Venturing Crew No. 2345 Organization First UMC

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:

Amanda - Crew President

(Please complete.) Date

Name Jacob

Address 1525 Mission Way

City St Louis State MO Zip

Phone (home) (business)

Occupation Retail/Farming Position Manager

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

Hobbies and Skills

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

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.

PROGRAM CAPABILITY INVENTORY

Venturing Crew No. 2345 Organization First UMC

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:

Amanda - Crew President

(Please complete.) **Date**

Name John

Address 1125 Valley Ave

City St Louis State MO Zip

Phone (home) (business)

Occupation Insurance Position Manager

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

Hobbies and Skills

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

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:

Scouting contacts

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.

PROGRAM CAPABILITY INVENTORY

Venturing Crew No. 2345 Organization First UMC

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:

Amanda - Crew President

(Please complete.) **Date**

Name Michele

Address 315 Wasahington Street

City St Louis State MO Zip

Phone (home) (business)

Occupation Hairstylist Position

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

Hobbies and Skills

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

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.

PROGRAM CAPABILITY INVENTORY

Venturing Crew No. 2345 Organization First UMC

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:

Amanda - Crew President

(Please complete.) **Date**

Name Mike

Address 431 Peachtree

City St Louis State MO Zip

Phone (home) (business)

Occupation Retired Position

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

Hobbies and Skills

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

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:

Scouting contacts we can use as consultants

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 _____ (Canoe information)
- I can help with _____ (Vocational information)
- ✓ I can help with community service projects.
- I can help with fundraising projects.

PROGRAM CAPABILITY INVENTORY

Venturing Crew No. 2345 Organization First UMC

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:

Amanda - Crew President

(Please complete.) **Date**

Name Sarah

Address 123 State Street

City St Louis State MO Zip

Phone (home) (business)

Occupation Student at community college Position

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

Hobbies and Skills

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

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, a 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.

PROGRAM CAPABILITY INVENTORY

Venturing Crew No. 2345 Organization First UMC

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:

Amanda - Crew President

(Please complete.) **Date**

Name Stacey

Address 240 Jefferson Ave

City St Louis State MO Zip

Phone (home) (business)

Occupation Pharmacist Position

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

Hobbies and Skills

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

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 First Aid Information (Vocational information)
- ✓ I can help with community service projects.
- ✓ I can help with fundraising projects.

PROGRAM CAPABILITY INVENTORY

Venturing Crew No. 2345 Organization First UMC

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:

Amanda - Crew President

(Please complete.) **Date**

Name Tim

Address 572 Pine Street

City St Louis State MO Zip

Phone (home) (business)

Occupation Graphic Design & Printing Position

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

Hobbies and Skills

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

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:

I can call on Scouting contacts and friends as needed

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.

CREW 2345 DESCRIPTION

Crew 2345 consists of the following breakdown of youth and adults as seen on the youth and adult handouts:

- Youth gender breakdown: 12 females and 12 males
- Youth age breakdown: three 14-year-olds, three 15-year-olds, four 16-year-olds, three 17-year-olds, four 18-year-olds, six 19-year-olds, one 20-year-old
- Adult gender breakdown: five females and eight males

The officers have a sit-down meeting once a month to finalize upcoming events with the crew Advisor and main associate Advisors. The whole crew membership is invited to attend these meetings, but they primarily attend activities. The meetings are run by the youth with mentoring advice from the adults present as events are being planned.

The crew tries to hold two events a month: one that lasts a few hours and one that lasts either a full day or overnight.

- Short events in the past have included ice skating, hikes, bowling, game night, local museums, climbing gym, swimming, local theme park, and capture-the-flag games.
- Long events in the past have included lock-ins, mystery campouts, camping trips, tentless camping, canoe trips, shooting sports weekends, discover scuba events, and wilderness camping.
- Service events each year include community cleanups, Scouting for Food, safe Halloween event for Cub Scouts, and volunteering to staff local council events.
- Fundraising each year includes one mandatory fundraiser for general crew funds (all members participate) and additional opportunities for the crew's expenses, coordinated by crew committee members for youth to participate in. Every year the officers work with the crew Advisor to plan the budget for the next year and then present it for final approval to the crew committee.

The past two summers, the crew has offered adult leadership to any youth wishing to attend the council Venturing summer camp as well as planning a crew superactivity. Most youth chose one trip or the other, but two youth each year chose to go on both trips. The superactivity two years ago was a trip to Colorado. During the trip, they went whitewater rafting, horseback riding, hiking, and biking on Pike's Peak, and they spent two days traveling to and from Colorado. This past summer the crew took a group to Philmont for a summer trek in the backcountry. Past superactivites have included trips to Wisconsin, Tennessee, and Arkansas for a variety of high-adventure activities.

CREW 2345 YOUTH

Name	Gender	Age	Position
Stephanie	Female	14	
Linhphi	Female	15	Finance Vice President
Alex	Female	15	
Kaitlyn	Female	15	Communications Vice President
Madison	Female	16	
Alex	Female	16	
Gabrielle	Female	17	
Amanda	Female	18	President
Bonnie	Female	19	
Jennifer	Female	19	
Emily	Female	19	
Christina	Female	19	
Sean	Male	14	
John	Male	14	Crew Guide
Jack	Male	16	
Louis	Male	16	Administrative Vice President
Michael	Male	17	Program Vice President
Will	Male	17	
Zack	Male	18	
Evan	Male	18	
Tory	Male	18	
Ian	Male	19	
Dustin	Male	19	
Evan	Male	20	

CREW 2345 ADULTS

Name	Gender	Age	Professional Field	Crew Position
Bob	Male	57	Accountant/Publisher	Advisor
Dee	Female	52	Hairstylist	Assoc. Advisor of Admin.
Eric	Male	27	University Staff	Assoc. Advisor of Comm.
Sarah	Female	21	Student	Associate Advisor
Jacob	Male	30	Retail/Farming	Associate Advisor
Michele	Female	44	Hairstylist	Associate Advisor
David	Male	54	Engineer	Associate Advisor
Mike	Male	64	Retired	Associate Advisor
John	Male	45	Insurance	Committee
Tim	Male	47	Graphic Designer	Committee
Stacey	Female	48	Pharmacist	Committee
Debbie	Female	53	Technology	Committee
Craig	Male	41	Civil Engineer	Committee Chair

ACTIVITY INTEREST SURVEY RESULTS

Activity	# Interested
Camping trip	20
Ice-skating party	15
Swimming	15
Holiday party	14
Project COPE	14
Cooking	13
Horseback riding	12
Shooting sports	12
Canoeing	10
Intercrew activities	10
Bowling	10
Geocaching	9
River rafting	9
Leadership skills	8
Dance	8
Photography	8
Movies	7
Skiing	7
Orienteering hike	6
Cave exploring	5
Community cleanup project	5
Beach party	4
Halloween party	4
Winter camping	4
Outdoor living history	3
Barbecue party	3
Family activity	3
Scuba diving	2

UPCOMING VENTURING EVENTS

Month	Event	Hosted by	Description
September	Fall fun rally	Council	Weekend camping trip filled with hundreds of activities, a dance on Saturday night, and camp activities such as shooting sports, caving, climbing, and leadership training courses.
October	Haunted Cub World	Council	Service project for older Scouts to set up scary (and safe) Halloween event for local Cub Scouts.
November	Scouting for Food	Council	Local food drive run by the council to benefit local food banks.
January	See You on the Slopes	Area	Join Venturers from around the area at the local ski hill for a night of skiing, snow tubing, and games.
February	Winterfest	Region	Join thousands of Venturers and Explorers for a weekend of events and competitions in Gatlinburg, Tennessee. Saturday night dance.
March	Mobile Lock-In	Council	Meet us at the St. Louis Rec Center to board buses to tour St. Louis after dark. We will be visiting the St. Louis Zoo and the county morgue, and then spending the night in the rec center. There we will have ice-skating, swimming, and a movie.
June	Venturing Recognition Night	Council	We will be presenting at a short ceremony Venturing awards, including this year's Venturing leadership awards, to all youth who have earned them.



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.

PARTICIPANT COURSE ASSESSMENT

The purpose of this course assessment is for the faculty to learn from your evaluation of the training program. We are committed to continually improving the effectiveness of our training and value your feedback.

Please rate the following:

Course Promotion

The information you received about the course content, location, timing, and point of contact.

☐ Very Good ☐ Good ☐ Needs Improvement ☐ Poor

If your rating was Needs Improvement or Poor, please let us know how we could have done more to help you.

_____

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_____

Effectiveness of the Faculty

Was the faculty effective at helping you understand the materials and achieve the learning objectives?

☐ Very Good ☐ Good ☐ Needs Improvement ☐ Poor

If your rating was Needs Improvement or Poor, please let us know how we could have done more to help you.

_____

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Recommendation

Would you recommend this course to other Scouters?

☐ Yes! ☐ Maybe ☐ Probably Not ☐ No!

Course Content

Did the lessons and training methods modeled provide you with the information you need to help you work with Venturing-age youth and young adults?

☐ Very Good ☐ Good ☐ Needs Improvement ☐ Poor

If your rating was Needs Improvement or Poor, please let us know how we could have done more to help you.

_____

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_____

Facilities

Did the facilities support delivery of the course?

☐ Very Good ☐ Good ☐ Needs Improvement ☐ Poor

If your rating was Needs Improvement or Poor, please let us know how we could have done more to help you.

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Overall

Is there anything else you feel we need to know?

☐ Very Good ☐ Good ☐ Needs Improvement ☐ Poor

If your rating was Needs Improvement or Poor, please let us know how we could have done more to help you.

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Thank you for taking the time to give us your feedback.

The Training Team

Prepared. For Life.®

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