

Troop 216 New Assistant Scoutmaster Guide



Latest version is always found on the Troop 216 website, www.troop216cary.org

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Welcome to Troop 216!

The first thing you should do is read the *Troop 216 Parent's Guide*, http://www.troop216cary.org/assets/documents/Troop_216_Parents_Guide_2006.pdf

Troop 216 has one Scoutmaster, **Chuck Gay**, and several Assistant Scoutmasters (ASMs). Adult leaders in a Boy Scout troop are called "Scouters". The role of the Scouters in the troop is to assist the boy leaders in the Troop, so these Scouts can ensure a program that is fun and safe and gives the Scouts opportunities to advance through the ranks of Scouting. The Scouters generally will have the closest contact with the Scouts as they will attend most of the meetings, campouts and activities with the Scouts.

Assistant Scoutmasters

What is an Assistant Scoutmaster and what do they do? An ASM is an adult leader who helps the Scoutmaster with his or her duties. Here is the official list of Scoutmaster duties from the BSA handbook:

The Scoutmaster's duties include:

- General
 - Train and guide boy leaders.
 - Work with other responsible adults to bring Scouting to boys.
 - Use the methods of Scouting to achieve the aims of Scouting.
- Meetings
 - Meet regularly with the Patrol Leaders' Council for training and coordination in planning Troop activities.
 - Attend all Troop meetings or, when necessary, arrange for a qualified adult substitute.
 - Attend Troop Committee meetings.
 - Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
 - Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.
- Guidance
 - Conduct Scoutmaster Conferences for all rank advancements.
 - Provide a systematic recruiting plan for new members and see that they are promptly registered.
 - Delegate responsibility to other adults and groups (Assistants, Troop Committee) so that they have a real part in troop operations.
 - Supervise Troop elections for youth leadership and the Order of the Arrow.
- Activities
 - Make it possible for each Scout to experience at least 10 days and nights of camping each year.
 - Participate in Council and District events.

- Build a strong program by using proven methods presented in Scouting literature.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.

ASMs must be at least 18 years old (ASMs between the ages of 18-20 are restricted in some of the duties they can perform). ASM appointments are subject to the approval of the Charter Organization Representative.

ASMs are appointed by the Scoutmaster. If you are interested in becoming an ASM, please see the Troop 216 Scoutmaster.

An ASM needs training. The Boy Scouts require a certain level of training for all adult leaders. There is additional ASM specific training required. Fortunately most of it can be done online and does not take very long. See the [Training Requirements](#) of this guide for more details.

As an ASM, you will be participating in Troop events and thus should be a prepared Scouter for those events. The Troop 216 Parent's Guide has a nice section on personal camping gear. The Troop has some resources available for personal use by Scouters, primarily tents that can be checked out from the Quartermaster. For campouts, the adults will be grouped together and will share equipment. See the [Troop Campouts, Activities and Events](#) for more information.

Finally, ASMs should subscribe to the Crosswinds District e-mail list. This is a great source of information on local scouting activities and upcoming events. You can subscribe by sending a request to CrosswindsDistrict-subscribe@yahoogleroups.com

Training Requirements

Required Training

ASMs need to have completed the following instruction to be considered trained and wear a “Trained” patch on their uniform:

1. “Youth Protection Training” – Required of all BSA adult leaders. **Must be renewed every 2 years.** Available online at <http://myscouting.scouting.org>
2. “Fast Start” – Required of all BSA adult leaders. Available online at <http://myscouting.scouting.org>
3. Basic Leader Training:
 - a. “This is Scouting” (replaces New Leader Essentials). Available online at <http://myscouting.scouting.org>
 - b. “Scoutmaster and ASM Leader Specific Training” – See Occoneechee Council calendar for upcoming classes at <http://www.ocscouts.org/>.
4. “Introduction to Outdoor Skills” – See Council calendar for upcoming classes at <http://www.ocscouts.org/>.

Optional Training

Additional online ASM training needed for the troop to function properly. These are all available online at <http://myscouting.scouting.org>

- “Climb on Safely” – Needed for climbing/rappelling activities. **Must be renewed every 2 years.**
- “Physical Wellness”
- “Safe Swim Defense” – Needed for water related activities. **Must be renewed every 2 years.**
- “Safety Afloat” – Needed for watercraft related activities. **Must be renewed every 2 years.**
- “Trek Safely” – Needed for hiking/backpacking activities. **Must be renewed every 2 years.**
- “Weather Hazards” – Needed for any Scout trip.
- “American Red Cross Wilderness First Aid Basic” – Needed for Philmont Trek

Advanced Training

Advanced training options that are recommended for ASMs:

- First Aid/CPR training
- “Wood Badge for the 21st Century” – Advanced leadership training.

There are a variety of other training opportunities available to ASMs. Watch the Crosswinds District mailing list for training announcements.

If you have any questions about ASM training requirements, see our Troop 216 training chair, **Justine Fausak**.

Responsibilities

You are expected to attend Troop meetings, outings, and service projects. You are also expected to attend the monthly Scoutmaster/Assistant Scoutmaster meeting scheduled the third Tuesday of every month (the hour before the monthly Patrol Leaders Council). See the Troop 216 calendar for specific times and dates of these events.

Attending the monthly District Roundtable is optional but strongly encouraged. It is a great chance to interact with leaders from other Scout units and to hear news on upcoming district, council and national events.

Role Model

As BSA adult leaders, we are interacting with 11-17 year old boys. They sometimes listen to what we tell them, but they **always** watch what we do. As an ASM, you can help develop our boys into good Scouts by doing the following:

- Set the example by wearing your uniform in full compliance with the Troop's uniform policy.
- Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
- Set the example by being an active Scouter. Be on time for meetings and activities.
- Set the example during Troop campouts by being a good camper, following Troop 216 camping rules, and following the "Leave No Trace" concept.

Other Duties

Other ASM duties include:

- Perform duties as assigned by the Scoutmaster.
- Monitor the Troop for safety violations and behavior unbecoming a Scout and take appropriate corrective actions (often by directing the SPL).
- Encourage rank advancement and leadership among the Scouts.
- Act as an Event Guide for at least one outing per year.
- If you have completed ASM training:
 - Conduct Scoutmaster conferences for all ranks except Star, Life and Eagle (**Star, Life and Eagle Scoutmaster conferences are done exclusively by the Troop 216 Scoutmaster**). One of the rank advancement requirements is for the Scout to request a Scoutmaster conference. The purpose of the conference is for the Scoutmaster (or an ASM) to:
 - spend a few minutes with the Scout,
 - prepare him for his upcoming Board of Review,
 - make sure his rank advancements have been properly signed off,
 - talk about the Troop,

- and generally ensure that the Scout is ready to continue their journey in their trail to Eagle.
- Sign-off on rank advancement requirements for all ranks. **A Troop 216 guideline is to not sign off on your own son's requirements.** Have him ask another ASM to sign off instead.
- Educate parents and non-trained ASMs about the Scouting Program and Troop function.

Troop Campouts, Activities and Events

You are expected to attend Troop campouts, activities and events. The Boy Scouts are “boy lead”, but we require adult leaders to ensure a safe environment and provide logistical support for our Scout activities.

Unlike Cub Scouts, the ratio of Scouts to adult leaders will be high. For Troop 216, we commonly have 30-35 Scouts and 6-8 adult leaders on a campout. The adults will be grouped into an “adult patrol” and will provide their own food and tents, just like we expect from each of the Scout patrols. Again, the idea is to act as a role model for the Scouts on campouts, activities and events. If the Scouts see the adult patrol breaking Troop 216 rules, then they are less inclined to follow the rules.

During Troop activities, it is important to remember the BSA guidelines on adult leadership: two-deep leadership, safety guidelines for certain activities and all the other concepts taught to you during your ASM training. The most important Scout responsibility you need to monitor is the Scout buddy system.

Finally, we want the Scouts to enjoy Scouting and have fun. The ASMs are there to help the Scoutmaster in enabling the Scouts. Let the Scouts lead, help them when they ask (or better yet direct them to an older Scout), and make sure they are acting in an approved, safe fashion.

Event Guides

The Scoutmaster will normally assign a Scout to plan an upcoming Troop event. In addition, he will assign an ASM to be the “Event Guide” for that event. This event guide will assist the Scout in planning the event and provide adult assistance. The duties of an event guide include:

- Working with a Scout to plan and organize a Troop event or outing.
- Ensuring age and rank appropriate activities are incorporated into every Troop outing.
- Coordinating with the Troop Quartermaster to ensure that the Troop’s equipment needs are addressed prior to departure on an outing.
- Securing the use of facilities necessary for a Troop outing.
- Communicating with the Transportation Coordinator to obtain a list of drivers for outings and to facilitate the timely departure and return of the Troop.
- Acting as “Adult Patrol Leaders” to organize meals and tent assignments for all adult campers.

Event Checklists

Troop 216 has put together a set of checklists that help the Scout and event guide prepare for a Troop event or outing.

The first thing you should do when you are assigned to coordinate an event, trip or campout is to get copies of the *Troop 216 Before Event Checklist* and *Troop 216 After Event Checklist*. These checklists were created to help plan troop events and contain lots of pointers, hints and reminders about all the planning that's necessary for a troop event:

Troop 216 Before Event Checklist -

<http://www.troop216cary.org/assets/documents/T216BeforeEventChecklistV092109.doc>

Troop 216 After Event Checklist -

<http://www.troop216cary.org/assets/documents/T216AfterEventChecklistV091509.doc>

As you and your Scout plan your event, take time to fill in details in the Before Event Checklist. Once the event is completed, fill out the After Event Checklist. These forms, along with any additional online or printed material about the event, are kept for future reference.

The second thing you should do is find out if the troop has done a similar event in the past. The Scoutmaster keeps a file box containing documentation from past Troop 216 events. We have completed checklists back to Sept 2009. You should always check the file box to see if a similar event was run in the past. The completed checklists are a great source of contacts, maps, things to avoid, camping sites and other goodies that are very useful in planning an event.

Finally, the Scoutmaster and other experienced ASMs are a great source of wisdom on previous Troop outings. It is a good idea to sit down with an experienced Scouter and review your plans.

Additional ASM Roles

In addition to the normal ASM responsibilities outlined earlier, there are several special roles usually filled by the troop ASMs. These include:

First Year Program Coordinator

- Assist the Scoutmaster in establishing New-Scout Patrols.
- Work with Troop Guides to orient and train the members of New-Scout Patrols.
- Communicate with the parents of New-Scout Patrols to ensure they are oriented to the Troop and Scouting.
- Plan and run the New-Scout campout.
- Monitor and encourage rank advancement among the New-Scout Patrols.
- Review preparations for outings to ensure the New-Scout Patrols are prepared for the event.

Rick Myers and **Emerson Sox** are the current First Year Program Coordinators.

Recruiter

- Attends feeder Packs Blue and Gold Dinners and Crossover Ceremonies as the Troop's representative.
- Identifies opportunities to place Den Chiefs with feeder Packs.
- Organizes feeder Packs visits with the Troop and attendance on Troop outings.
- Works with Den Chiefs to promote the Troop among feeder Packs and ensure they function in accordance with the expectations of the position and Den Leader.
- Communicates with Den Leaders to determine that their needs are met.
- Coordinate the prompt registration of incoming recruits.

Tom Brawn is the current Recruiter.

Service Project Coordinator

- Identify service project opportunities for the Troop.
- Works with Scout(s) to plan, organize and execute the Troop service projects.
- Coordinate the service project by recruiting Scouts to participate, recording the hours they work and ensuring required equipment is available.

Jeff Fausak is the current Service Project Coordinator.

Youth Leadership Training Coordinator

- Ensure that the youth leaders in the troop have the training necessary to understand and perform their duties.
- Plan and perform the twice-a-year Youth Leadership Training sessions for the new troop leadership.

Tom Harmon and **Laird Hepburn** are the current Youth Leadership Training Coordinators.

These appointments are made by the Scoutmaster. If you are interested in participating in any of these roles, please contact the Scoutmaster.

Resources

Troop 216 website - <http://www.troop216cary.org>

Troop 216 Parents guide -
http://www.troop216cary.org/assets/documents/Troop_216_Parents_Guide_2006.pdf

BSA Online training - <http://myscouting.scouting.org>

BSA “Guide to Safe Scouting” -
<http://www.scouting.org/scoutsource/HealthandSafety/GSS/toc.aspx>

Uniform information - http://www.troop216cary.org/html/uniform_policy.html

Troop 216 “A Scout is Reverent” presentation -
<http://www.troop216cary.org/assets/images/Troop%20216%20Scout%20is%20Reverent.ppt>

Crosswinds District website – <http://www.crosswinds.cary.nc.us/>

Occoneechee Council website - <http://ocscouts.org/>