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**ALL DOCUMENTS AND RESOURCES PROVIDED IN THIS PLANNING GUIDE CAN BE FOUND IN PRINTABLE PDF’S AT www.nlcbsa.org/pp**
Valued Volunteer:

Thank you for your personal commitment of time, talent and resources to make the Scouting programs in our communities deeply impactful for thousands of youth. Your sacrifice of time, energy and financial resources is critical to fulfilling our collective mission, to prepare young people to make moral and ethical decisions in their lifetimes by instilling in them the values of the Scout Oath and Law.

The Northern Lights Council has collaborated with Chartered organizations and volunteers for many years to provide the highest quality programs and most unforgettable and life changing experiences, that build character, develop leaders and create outstanding citizens and civic servants.

Parents confirm the Northern Lights Council offers their family adventures that enhance leadership skills and develop positive ethical and moral decision making in their son or daughter. Youth will tell you the programs of the Northern Lights Council, Boy Scouts of America are exciting and FUN!

This calendar and program planning guide are a critical resource to use in developing your Ideal Year of Scouting and in planning the program and activities that will keep your Scouts excited and active, earning advancements and progressing along the Scouting trail. There are also some very important policies and procedures to review, such as Youth Protection, meant to keep our youth in a safe and secure environment and to keep our leaders protected against false allegations.

Use this guide to improve the quality of your unit programs, and if you have questions, don’t forget to contact your unit commissioner or district executive, who are always there to help answer questions and be an additional resource for training, advancement, program, camping, volunteer recruitment and any policy and procedures.

Thanks again for being an important member of the Scouting family, and an investor in the next generation of servant leaders who grow into men and women of unshakable character.

Yours in Scouting,

Tim Sayler
Mike Briggs
Richard McCartney
**Youth Protection & Child Safety**

The Boy Scouts of America is committed to providing a safe and secure environment for our youth members. Youth protection requires sustained vigilance, and we work every day to protect children through mandatory policies and procedures at every level of our organization. We are also committed to continuous improvement in our approach to youth protection. The policy of the BSA is that Youth Protection training is required to be a BSA registered volunteer and for any adult participating as a leader for a unit at camp.

**YOUTH PROTECTION REQUIREMENTS:**

- **Open Program** – All aspects of the Scouting program are open to observation by parents and leaders. Parents are encouraged to attend all Scouting Activities.

- **Privacy of Youth & Adults** – Privacy for all youth and adults is safeguarded by the BSA policy. Adult leaders must respect the privacy of members and protect their own privacy, especially in situations such as changing clothes and taking showers at camp. No youth is permitted to sleep in the tent of an adult other than his or her own parent or guardian.

- **Two-Deep Leadership** – Scouting has a strict “two-deep” leadership policy which always requires at least two registered adult leaders 21 years of age or over to be present with youth during Scouting activities, including meetings. There must be a registered female adult leader 21 years of age or over in every unit serving females. All adults accompanying a Scouting unit who are present at the activity for 72 total hours or more must be registered as leaders. The 72 hours need not be consecutive. One-on-one contact between adults and youth members is not permitted, including texting and communications on social media.

- **Mandatory Reporting** – All involved in Scouting are personally responsible to immediately report to law enforcement any belief or good faith suspicion that any child is or has been abused or exploited or endangered in any way. No person may abdicate this reporting responsibility to any other person.

All Incidents need to be reported. During business hours, contact the Scout Executive at (877) 293-5011 toll-free or after hours visit www.nlcbsa.org/report for directions on how to report any abuse, neglect or policy infractions.

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**PARENTS AND SCOUTS**

**Education**

- Parents and youth are required to review the BSA’s Youth Protection materials, available at the front of every handbook, as a condition of enrollment.
- Every application for youth membership advises parents about the basic principles of youth protection.
- Every parent completing a youth membership form acknowledges awareness of the BSA’s Youth Protection policies.

**Empowerment**

Scouts are required to complete personal safety awareness training with parents and leaders as a requirement for rank advancement. The BSA teaches the “three R’s” of youth protection, which convey an important message in a clear manner easily understood by youth members:

- **Recognize** situations that place them at risk, how child molesters operate, and that anyone could be a molester.
- **Respond** to suspected, attempted, or actual abuse, as well as policy violations that may prevent the full use of the barriers to abuse. If a peer is affected, reassure them that they are not to blame and encourage them to seek help.
- **Report** suspected, attempted, or actual abuse to a parent, trusted adult or law enforcement. This prevents further abuse and helps protect other children. Understand that you will not be blamed for what occurred.
Northern Lights Council
www.nlcbsa.org
(877) 293-5011

Note that the map above does not show the eastern portion of Roosevelt county in Montana that is included in our council.

Jon L. Wanzek
Center for Scouting
4200 19th Ave S
Fargo, ND 58103
(701) 293-5011

Office Hours:
Monday - Friday
8:30 am - 5:00 pm

Summer Hours:
Monday - Thursday
8:00 am - 5:00 pm
Friday
8:00 am - 1:30 pm

Capital Credit Union
Scout Center
3320 Hamilton St #1
Bismarck, ND 58503
(701) 223-7204

Office Hours:
M, W, Th, F
9:00 am - 4:00 pm
Tuesday
10:00 am - 6:00 pm

Grand Forks
Service Center
1701 Cherry Street
Grand Forks, ND 58201
(701) 775-3189
By appointment only

Minot
Scout Office
615 S Broadway #L7
Minot, ND 58701
(701) 839-2260
By appointment only

Contact information for individual staff members is available at
www.nlcbsa.org/staff

Camp Wilderness
29984 Journey Trail
Park Rapids, MN 56470
(218) 732-4674
Why & How to Use This Guide

Packs and Troops that plan, promote and execute their “Ideal Year of Scouting“, offer unparalleled experiences for more youth, and are recognized in the Journey to Excellence program.

How would you like

- A stronger program for your Scouts, at less personal cost to you
- More parental involvement
- More Scouts camping
- Better retention of youth members
- More funding, with less time spent fundraising
- To eliminate out-of-pocket expenses for your parents
- Enough money to do all the activities
- Scouting to be simpler, easier and more fun

The Steps of the “Ideal Year of Scouting”

1. **PLAN** Work your way through this guide and map out the advancements, activities, camping, training and parent involvement you’ll need for your Ideal Year of Scouting.

2. **FUND** Determine the expenses from all the activities, advancements, camping and training your unit wants to do, then decide how much fundraising your unit must do to cover those expenses.

3. **GROW** When you have a good plan, communicate it to your current and potential Scouts to engage more youth in the Scouting program, along with their parents to help make it all happen.

4. **TRAIN** Plan to promote trainings to your current and new leaders. Every Scout deserves a trained leader.

5. **ASSESS** Use the Journey to Excellence worksheet to measure the success of your plan and your year.
Planning Your Year

Start with the next few pages and follow the steps.

• Use the Den & Pack Meeting Resource Guide/Troop Program Features to make planning easier

• Determine what advancements each Scout will need for next rank

• Decide what activities the Scouts will do

  • Survey current youth members and parents on which events were a huge success - and which events could go away.

  • Survey current youth members and parents on some new ideas for meetings.

• Decide what camping opportunities to participate in

• Plan to do at least one chartered partner service project and Scouting for Food

• Plan the meeting dates

![Image of 2020 Report to the State participants] (2020_Report_to_the_State_participants.jpg)

A calendar has been provided for you and it can be downloaded at www.nlcbsa.org. You will also find a complete list of camping, district and council activities on pages 31-71.
Family Scouting

Offering iconic Boy Scouts of America programs to both Boys & Girls

What has Happened?
• Since August 2018, families could choose a Cub Scout pack that offers programming for both their sons and daughters (in boy-only dens and girl-only dens)

• In February 2019, the name of the program for older youth changed from Boy Scouts to Scouts BSA. Troops are still single gender – boy-only Troops or girl-only troops.

• The Boy Scouts of America name has not changed, but the program names are now Cub Scouts, Scouts BSA, Venturing and Exploring.

Why the Change?
• Families today are busier than ever and with less free time, families want convenience.

• In a survey of parents not involved with Scouting . . .
  • 90% are interested in programs like Cub Scouts for their daughters.
  • 87% are interested in a program like Boy Scouts for their daughters.

Cub Scouts (Ages 5-10 or Grades K-5), three options:
• Pack with boy-only dens, or

• Pack with boy-only and girl-only dens, or

• Pack with girl-only dens

Scouts BSA (Ages 11-17 or Grades 6-12), two options
• Troop for boys only

• Troop for girls only

Venturing & Exploring (Ages 14-20 or Grades 9-12)
• Both programs have always been co-ed since they started (so the Boy Scouts of America has had girl youth members for many years)

• Venturing – is a hobby or high-adventure based program

• Exploring – is a career interest-based program
Journey to Excellence Recognition Program

The Journey to Excellence (JTE) is the tool we’ve adopted to measure the quality of the Scouting program in our council. A pack that plans their Ideal Year of Scouting, based on goals and standards set forth in the Journey to Excellence, can be confident they’re delivering a quality program, supported by a healthy unit with trained leaders.

**Pack ______ of _________ District**

**2020 Scouting’s Journey to Excellence**

*“The BSA method for annual planning and continuous improvement”*

<table>
<thead>
<tr>
<th>Item</th>
<th>Objective</th>
<th>Bronze Level</th>
<th>Silver Level</th>
<th>Gold Level</th>
<th>Bronze Points</th>
<th>Silver Points</th>
<th>Gold Points</th>
<th>Total Points:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>#1</strong></td>
<td>Planning and Budget: Have a program plan and budget that is regularly reviewed by the pack committee, following BSA policies relating to fundraising.</td>
<td>Have an annual program plan and budget adopted by the pack committee.</td>
<td>Achieve Bronze, plus pack conducts a planning meeting involving den leaders for the following program year.</td>
<td>Achieve Silver, plus pack committee meets at least six times during the year to review program plans and finances.</td>
<td>50</td>
<td>100</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td><strong>#2</strong></td>
<td>Building Cub Scouting: Recruit new youth into the pack in order to grow membership.</td>
<td>Conduct a formal recruitment program by October 31 and register new members in the pack.</td>
<td>Achieve Bronze, and either increase youth members by 5% or have at least 40 members.</td>
<td>Achieve Silver, and either increase youth members by 10% or have at least 60 members.</td>
<td>50</td>
<td>100</td>
<td>200</td>
<td>500</td>
</tr>
<tr>
<td><strong>#3</strong></td>
<td>Retention: Retain a significant percentage of youth members.</td>
<td>Reregister 60% of eligible members.</td>
<td>Reregister 65% of eligible members.</td>
<td>Reregister 75% of eligible members.</td>
<td>50</td>
<td>100</td>
<td>200</td>
<td>500</td>
</tr>
<tr>
<td><strong>#4</strong></td>
<td>Webelos-to-Scout transition: Have an effective plan to graduate Webelos Scouts into troop(s).</td>
<td>With a troop, hold two joint activities or 75% of second year Webelos have completed “The Scouting Adventure.”</td>
<td>60% of eligible Webelos register with a troop.</td>
<td>80% of eligible Webelos register with a troop.</td>
<td>25</td>
<td>50</td>
<td>100</td>
<td>900</td>
</tr>
<tr>
<td><strong>#5</strong></td>
<td>Advancement: Achieve a high percentage of Cub Scouts earning rank advancements.</td>
<td>50% of Cub Scouts advance one rank during the year.</td>
<td>60% of Cub Scouts advance one rank during the year.</td>
<td>75% of Cub Scouts advance one rank during the year.</td>
<td>100</td>
<td>200</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td><strong>#6</strong></td>
<td>Outdoor activities: Conduct outdoor activities and field trips.</td>
<td>Each den has the opportunity to participate in three outdoor activities or field trips during the year.</td>
<td>Each den has the opportunity to participate in four outdoor activities or field trips during the year.</td>
<td>Each den has the opportunity to participate in five outdoor activities or field trips during the year.</td>
<td>50</td>
<td>100</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td><strong>#7</strong></td>
<td>Day/resident/family camp: Cub Scouts attend day camp, family camp, and/or resident camp.</td>
<td>33% of Cub Scouts participate in a camping experience or have improvement over the prior year.</td>
<td>50%, or 33% and have improvement over the prior year.</td>
<td>75%, or 50% and have improvement over the prior year.</td>
<td>50</td>
<td>100</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td><strong>#8</strong></td>
<td>Service projects: Participate in service projects.</td>
<td>Participate in two service projects and enter the hours on the JTE website.</td>
<td>Participate in three service projects and enter the hours on the JTE website.</td>
<td>Achieve Silver, plus at least one of the service projects is conservation-oriented.</td>
<td>25</td>
<td>50</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td><strong>#9</strong></td>
<td>Pack and den meetings and activities: Den and the pack have regular meetings and activities.</td>
<td>Hold eight pack meetings a year. Den or pack meetings have started by October 31.</td>
<td>Achieve Bronze, plus dens meet at least twice a month during the school year.</td>
<td>Achieve Silver, plus earn the Summertime Pack Award.</td>
<td>25</td>
<td>50</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Objective</th>
<th>Bronze Level</th>
<th>Silver Level</th>
<th>Gold Level</th>
<th>Bronze Points</th>
<th>Silver Points</th>
<th>Gold Points</th>
<th>Total Points:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>#10</strong></td>
<td>Leadership recruitment: The pack is proactive in recruiting sufficient leaders.</td>
<td>Have a registered assistant Cubmaster.</td>
<td>Achieve Bronze, and prior to recruiting event, the committee identifies pack and den leadership for the next year.</td>
<td>Achieve Silver, plus every den has a registered leader by October 31.</td>
<td>50</td>
<td>100</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td><strong>#11</strong></td>
<td>Trained leadership: Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.</td>
<td>Cubmaster or an assistant Cubmaster or pack trainer has completed position-specific training.</td>
<td>Achieve Bronze, plus the Cubmaster and den leaders have completed position-specific training or, if new, will complete within three months of joining.</td>
<td>Achieve Silver, plus two-thirds of committee members have completed position-specific training.</td>
<td>50</td>
<td>100</td>
<td>200</td>
<td>400</td>
</tr>
</tbody>
</table>

- Bronze: Earn at least 525 points by earning points in at least 7 objectives.
- Silver: Earn at least 860 points by earning points in at least 8 objectives.
- Gold: Earn at least 1,050 points by earning points in at least 8 objectives and at least Bronze in #6.

- Our pack has completed online rechartering by the deadline in order to maintain continuity of our program.
- We certify that these requirements have been completed:

  Cubmaster ____________________________ Date ____________

  Committee chair ______________________ Date ____________

  Commissioner _________________________ Date ____________

This form should be submitted to the Scout service center or your unit commissioner, as directed by your council.
A strong Cub Scout program involves year-round activities. The National Summertime Pack award is recognition that a Cub Scout Pack can earn by having a year-round program. Summer is a great time for youth to enjoy the “Outing in Scouting.” When planning your year-round calendar make sure your Pack is attending Resident Camps, along with the local Day Camps. Make it fun, keep it simple and help make memories by getting your Pack outdoors in the summer.

BOY SCOUTS OF AMERICA

National Summertime Pack Award Application

Cub Scout Pack No.___________ of chartered organization__________________________

Name

has qualified for this award by conducting a pack activity in the summer months of___________.

Year

<table>
<thead>
<tr>
<th>JUNE</th>
<th>JULY</th>
<th>AUGUST</th>
</tr>
</thead>
</table>

Type of pack activity

Number of dens participating

Number of dens qualifying (50 percent of the den’s Cub Scouts participating)

Number of the pack’s Tiger Cubs participating

Number of the pack’s Wolf Cub Scouts participating

Number of the pack’s Bear Cub Scouts participating

Number of the pack’s Webelos Scouts participating

Number of parents/family members participating

Please send us the following National Summertime Pack Award items:
# PACK MEETING PLANNING SHEET

Pack Meeting Date: __________________________

<table>
<thead>
<tr>
<th>Theme __________________________</th>
<th>Webelos Activity Badges: ________________</th>
</tr>
</thead>
</table>

## Before the Meeting

<table>
<thead>
<tr>
<th>Person in Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

- Room arrangement
- Materials and equipment

## Gathering

<table>
<thead>
<tr>
<th>Greeters</th>
<th></th>
</tr>
</thead>
</table>

- Den exhibits
- Preopening activity

## Opening

<table>
<thead>
<tr>
<th>Person in Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

- Opening ceremony/prayer
- Song
- Welcome and introductions

## Program

<table>
<thead>
<tr>
<th>Person in Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

- Audience participation stunt
- Den stunts and skits
- Webelos den demonstrations
- Game

## Recognition

<table>
<thead>
<tr>
<th>Person in Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

- Boy recognition
- Leader recognition
- Attendance award

## Closing

<table>
<thead>
<tr>
<th>Person in Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

- Announcements
- Closing ceremony

## After the Meeting

<table>
<thead>
<tr>
<th>Person in Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

- Refreshments
- Cleanup
# Journey to Excellence Recognition Program

The Journey to Excellence (JTE) is the tool we’ve adopted to measure the quality of the Scouting program in our council. A troop that plans their Ideal Year of Scouting, based on goals and standards set forth in the Journey to Excellence, can be confident they’re delivering a quality program, supported by a healthy unit and trained leaders.

## Troop [Blank] of [Blank] District

### 2020 Scouting’s Journey to Excellence

*The BSA method for annual planning and continuous improvement*

<table>
<thead>
<tr>
<th>Item</th>
<th>Objective</th>
<th>Bronze Level</th>
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<th>Gold Points</th>
<th>Total Points:</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Planning and budget: Have a program plan and budget that is regularly reviewed by the committee, following BSA policies related to fundraising.</td>
<td>Have an annual program plan and budget adopted by the troop committee.</td>
<td>Achieve Bronze, plus troop conducts a planning meeting involving youth leaders for the following program year.</td>
<td>Achieve Silver, plus troop committee meets at least six times during the year to review program plans and finances.</td>
<td>50</td>
<td>100</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>#2</td>
<td>Membership: Recruit new youth into the troop in order to grow membership.</td>
<td>Have a membership growth plan that includes a recruitment activity and register new members in the troop.</td>
<td>Achieve Bronze, and either increase youth members by 10% or have at least 25 members.</td>
<td>Achieve Silver, and either increase youth members by 10% or have at least 35 members.</td>
<td>50</td>
<td>100</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>#3</td>
<td>Retention: Retain a significant percentage of youth members.</td>
<td>Reregister 75% of eligible members.</td>
<td>Reregister 85% of eligible members.</td>
<td>Reregister 90% of eligible members.</td>
<td>50</td>
<td>100</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>#4</td>
<td>Webelos-to-Scout transition: Have an effective plan to recruit Webelos Scouts into the troop.</td>
<td>With a pack or Webelos den, hold two joint activities.</td>
<td>Achieve Bronze, plus recruit two Webelos Scouts.</td>
<td>Achieve Bronze, plus provide at least one den chief to a pack and recruit five Webelos Scouts.</td>
<td>25</td>
<td>50</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

### Program

<table>
<thead>
<tr>
<th>Item</th>
<th>Objective</th>
<th>Bronze Level</th>
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<th>Silver Points</th>
<th>Gold Points</th>
<th>Total Points:</th>
</tr>
</thead>
<tbody>
<tr>
<td>#5</td>
<td>Advancement: Achieve a high percentage of Scouts earning rank advancements.</td>
<td>40% of Scouts advance one rank during the year.</td>
<td>50% of Scouts advance one rank during the year.</td>
<td>60% of Scouts advance one rank during the year.</td>
<td>50</td>
<td>100</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>#6</td>
<td>Short-term camping: Conduct short-term or weekend campouts throughout the year.</td>
<td>Conduct four short-term overnight campouts.</td>
<td>Conduct seven short-term overnight campouts.</td>
<td>Conduct nine short-term overnight campouts.</td>
<td>50</td>
<td>100</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>#7</td>
<td>Long-term camping: Participate in a long-term camp with a majority of the troop in attendance.</td>
<td>The troop participates in a long-term camp.</td>
<td>60% of Scouts attend a long-term camp.</td>
<td>70% of Scouts attend a long-term camp.</td>
<td>50</td>
<td>100</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>#8</td>
<td>Service projects: Participate in service projects, with at least one benefiting the chartered organization.</td>
<td>Participate in three service projects and enter the hours on the JTE website.</td>
<td>Participate in four service projects and enter the hours on the JTE website.</td>
<td>Participate in five service projects and enter the hours on the JTE website.</td>
<td>25</td>
<td>50</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>#9</td>
<td>Patrol method: Use the patrol method to develop youth leaders.</td>
<td>The troop has a patrol, and each has a patrol leader. There is an SPL if more than one patrol. The PLC meets at least four times a year.</td>
<td>Achieve Bronze, plus PLC meets at least six times. The troop conducts patrol leader training.</td>
<td>Achieve Silver, plus PLC meets at least ten times. At least one Scout has attended an advanced training course, such as NYLT or Order of the Arrow Conference.</td>
<td>50</td>
<td>100</td>
<td>200</td>
<td>200</td>
</tr>
</tbody>
</table>

### Volunteer Leadership

<table>
<thead>
<tr>
<th>Item</th>
<th>Objective</th>
<th>Bronze Level</th>
<th>Silver Level</th>
<th>Gold Level</th>
<th>Bronze Points</th>
<th>Silver Points</th>
<th>Gold Points</th>
<th>Total Points:</th>
</tr>
</thead>
<tbody>
<tr>
<td>#10</td>
<td>Leadership and family engagement: The troop is proactive in recruiting sufficient leaders and communicates regularly with parents.</td>
<td>Have at least one registered assistant Scoutmaster.</td>
<td>Achieve Bronze, plus the troop holds two courts of honor, where troop plans are reviewed with parents.</td>
<td>Achieve Bronze, plus the troop holds three courts of honor, where troop plans are reviewed with parents.</td>
<td>50</td>
<td>100</td>
<td>200</td>
<td>200</td>
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<td>Trained leadership: Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.</td>
<td>Scoutmaster or an assistant Scoutmaster has completed position-specific training.</td>
<td>Achieve Bronze, plus the Scoutmaster and 60% of assistants have completed position-specific training or, if new, will complete within three months of joining.</td>
<td>Achieve Silver, plus two-thirds of active committee members have completed position-specific training and at least one person has attended an advanced training course involving a total of at least five days.</td>
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- **Bronze:** Earn at least 525 points by earning points in at least 7 objectives.
- **Silver:** Earn at least 750 points by earning points in at least 8 objectives.
- **Gold:** Earn at least 1,000 points by earning points in at least 8 objective and at least Bronze in #6 or #7.
- **Our troop has completed online rechartering by the deadline in order to maintain continuity of our program.**
- **We certify that these requirements have been completed:**

  Scoutmaster ___________________________ Date ___________________________
  Committee chair ______________________ Date ___________________________
  Commissioner _________________________ Date ___________________________

This form should be submitted to the Scout service center or your unit commissioner, as directed by your council.
Annual Troop Program
Planning Conference

This is the step where your troop program comes alive. The success of this conference began when you, the Scoutmaster, prepared your senior patrol leader. Be alert throughout the conference to help the senior patrol leader. Don’t wait for them to fail but be careful not to take over. Careful, non-intrusive coaching will help your senior patrol leader build confidence. Share your leadership with them.

Who attends the conference?

The troop’s annual planning conference is attended by the Scoutmaster, assistant Scoutmaster for the new-Scout patrol, assistant Scoutmaster for the Venture patrol, senior patrol leader, assistant senior patrol leader, patrol leaders, and troop guide.

Physical Arrangements

Careful planning should ensure that this planning conference is a first-class experience for your youth leaders. Pick a location that would be special to your Scouts, possibly one offering opportunities for other activities, such as swimming, boating, etc. You can make it a weekend experience, although the conference is easily completed in a day.

Whichever you do, don’t involve the youth leaders in a lot of housekeeping chores that distract them from the primary purpose of planning the troop program. Consider using other troop adults to cook and clean up; let your patrol leaders’ council concentrate on the task at hand. Make sure the facilities are suited for a conference. Is ventilation good? Is there sufficient lighting? Are the chairs comfortable? Are there tables to work on? Is there a way to hang calendars on the wall?

Setting up the conference facility should have been previously assigned to members of the patrol leader’s council. A checkup by the senior patrol leader prior to the conference ensures that nothing is forgotten.

Follow the agenda. When directing a session, your senior patrol leader should be aware that it’s easy to get sidetracked. If the group starts to drift away from the agenda, a gentle nudge from you may be in order to put them back on course.

Remember the conference ground rules:
1. The Senior Patrol Leader presides.
2. Each event and program are voted on.
3. The majority rules.

(Note: No time limits have been placed on the agenda, but working sessions should last no longer than 45 minutes without a break.)
### Troop Planning Worksheet

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<th>CHARTERED ORGANIZATION DATES CHARTER RENEWAL/CHARTER PRESENTATION/SERVICE PROJECT</th>
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Lodge dues for 2020 are $20 and may be paid on-line at https://scoutingevent.com/429-oadues or at the Bismarck or Fargo service centers. Dues must be current for members to participate in Lodge activities. There are many events planned for 2020!

**May 8-10, 2020 - Eastern Spring Conclave**, Camp Wilderness, Park Rapids, MN. Spring Conclave is the perfect places to complete your ordeal or seal your brotherhood within the Order of the Arrow! Not only will both ceremonies be held, but many other activities for regular members who are looking to come and enjoy a weekend of fellowship!

**May 15-17, 2020 – Western Spring Conclave**, Big 4 Scout Camp, Minot, ND. In addition to an ordeal and brotherhood ceremony, Arrowmen in attendance at this event will get to experience the beauty of Big Four Scout Camp.

**August 3-8, 2020 – National Order of the Arrow Conference (NOAC)**, Michigan State University, East Lansing, MI. NOAC is Scouting’s second largest national program event. The reason for its growing popularity can be attributed to the fact that it is planned and carried out by Arrowmen. Youth involvement ensures that the conference program will be exciting, relevant, and non-stop fun. Check it out!

**August 14-16, 2020 – Fall Conclave**, Heart Butte Scout Reservation, Lake Tschida, ND. This will be the final opportunity to complete an ordeal or brotherhood ceremony for the year, but also to participate in many unique program opportunities for Scouts of all ages, including a surprise! With great opportunities for fun and fellowship, this is an event that won’t want to be missed!

**October 2-4, 2020 – Section Conclave**, Twin Cities, MN. This event will bring together OA Lodges from throughout the upper Midwest for a weekend of exciting programs, fun, fellowship, and training. This year’s event will be hosted at the Northern Star Council’s Base Camp facility in the Twin Cities.

**October 23-25 – Lodge Leadership Development (LLD)**, Bismarck, ND. LLD is a weekend full of fun activities and training. Topics such as unit elections, roles within the lodge, working with advisors, and time management will be covered throughout the weekend. Team building games, a field trip, and fellowship wrap up this exciting weekend! Visit our website at www.pa-hin.com to receive the most up to date information and be sure to like us on Facebook @ Pa-Hin Lodge #27!
Advancement Policies & Procedures

What Is Advancement?
Advancement is the process by which youth members of the Boy Scouts of America progress from rank to rank in the Scouting program. Advancement is simply a means to an end, not an end in itself. Everything done to advance and earn these ranks, from joining until leaving the program, should be designed to help the young person have an exciting and meaningful experience. Advancement is one of several methods designed to carry out the Aims and Mission of the Boy Scouts of America. Advancement for Northern Lights Council youth is governed by the current BSA Guide to Advancement. The current version is available from the Council office. Each unit in our Council is encouraged to have a copy of this essential guide close at hand!

Education and fun are functions of the Scouting movement, and they must be the basis of the advancement program. A fundamental principle of advancement in Cub Scouting, Scouts BSA and Venturing is the growth a young person achieves as a result of his/her participation in a unit program.

Advancement Principles
Council and district advancement committees implement procedures that help achieve the following advancement principles.

Personal growth is the prime consideration in the advancement program. Scouting skills—what a young person knows how to do—are important, but they are not the most important aspect of advancement. Scouting’s goal is the total growth of youth. This growth may be measured by how youth live the Scouting ideals and how they do their part in their daily lives.

Learning by doing. A Scout may read about first aid, or any other topic for that matter. A Scout may hear it discussed, and watch others in action, but a Scout has not learned first aid until doing it themselves.

Each youth progresses at his or her own rate. Advancement is not a competition among individual young people, but is an expression of their interest and participation in the program. Youth must be encouraged to advance steadily and set their own goals with guidance from their parents, guardians, or leaders.

A badge is recognition of what a young person is able to do, not merely a reward for what he or she has done. The badge is proof of certain abilities and is not just a reward for the completion of a task.

Advancement encourages Scouting ideals. Scouting teaches a young person how to care for himself/herself and help others. Advancement should reflect the desire to live by the Scout Oath in his/her daily life.

Advancement in the Four Scouting Program Phases
Advancement is one of the methods used to achieve the aims of Scouting in all three phases of the Scouting program (Cub Scouting, Scouts BSA and Venturing). The aims of Scouting are character building, citizenship training, and physical and mental fitness.

Cub Scouting
The Cub Scout program in the den and pack is the basis for Cub Scout advancement. The steps in Lions, Tigers, Wolves, Bears, Webelos and Arrow of Light advancement procedures are preparation, qualification, and recognition.
Scouts BSA
The Scouts BSA requirements for rank are the basis for a Scout’s advancement. The four steps in the Boy Scout advancement procedure are: learning, testing, reviewing, and recognition.

Venturing
A Venturer who has achieved the First Class rank as a Scout in a troop may continue working toward the Eagle Scout rank as a Venturer until their 18th birthday. All Venturers should work on the Venturing advancement program.

How Advancement is Recorded
Advancement is not officially recognized until it has been submitted to the Council on a printed advancement report. Advancement reports may be picked up in any Council Service Center. Advancement can only be recognized for youth registered in the unit at the time it is processed.

Merit Badge Counselors must be registered as such and for the badges they are qualified for. There is no fee to serve as a Merit Badge Counselor. Merit Badge Counselors are not unit registrants, even when they indicate that they only wish to work with one unit. As such, their application only needs to be signed by the applicant and then submitted to the Council for the Scout Executive or Designee’s signature. The applicant would use position code 42 and a position description of “Merit Badge Counselor” on their application.

ScoutBook or Internet Advancement
Visit www.nlcbsa.org/advancement for links and information about using ScoutBook or Internet Advancement.

ScoutBook is the preferred online platform, with Internet Advancement being phased out in the future.

With ScoutBook, you can do much more than just record advancements. It has rosters, parent portals, communication functions and more.

Advancement Reports
ScoutBook and Internet Advancement can be used to print a paper advancement report that must be submitted when purchasing rank badges in the Scout Shop. Forms are also available to download and complete by hand at www.nlcbsa.org/advancement
Funding Your Year

Budget Planning is a large part of the unit’s program planning process. Providing a quality program to our Scouts is the top priority of every unit and it takes financial resources in order to accomplish this. It is important each unit plans out the expenses for the year along with what fundraising will need to be accomplished in order to carry out the program.

Basic Expenses
- Registration Fees - $60/year per youth, $36 per adult
- Liability Insurance (charter fee) - $60/year per unit
- Accident Insurance - $4.00/year per youth/adult
- Boy’s Life magazine - $12/year
- Activities
  - How much will each meeting and extra activities cost?
  - Summer Camps, Winter Camp, Day Camp & Resident Camps
  - Does the unit pay for part or all these activities for individual youth?
- Advancements
  - What type of awards and approximately how many does the unit plan to hand out?
- Troop or Den/Pack Dues
  - Does the unit charge a due to help cover Troop/Den/Pack Costs?
- Reserve Fund
  - Does the Unit have adequate funds in reserve for unforeseen expenses?

Budget Worksheet
To help leaders create a budget for the unit, the Northern Lights Council has made available an excel budget worksheet. The worksheet can be downloaded from the council website on the Program Planning resource page located at www.nlcbsa.org/pp

Fundraising Opportunities
The Northern Lights Council provides youth with fundraising opportunities to help pay for the unit’s expenses along with awards, camps, registration fees, youth life and much more. Teaching our youth that they can earn their own way is just one of the many values that Scouting teaches our Youth. Each year through the popcorn sale and spring product sales, local units earn close to $600,000 to help provide quality program.

• Trails End Popcorn Sale
  - Conducted in the Fall (September – November timeframe)
  - Helps the unit pay basic expenses
  - Prizes and incentives for youth
  - Last year close to $2 million was sold in the Northern Lights Council with 70% of that money staying local

• Spring Product Sale
  - Conducted in the Spring (March – April timeframe)
  - Helps youth earn their way to Summer Camp, Day Camp & Resident Camps.
EVERYONE WINS WITH POPCORN!
COMMISSION EARNED ON ALL PRODUCTS SOLD INCLUDING ONLINE SALES

Trail’s End Rewards for Scouts, K Club, Top Sellers And more…

REGISTER YOUR UNIT TO SELL POPCORN
AT https://www.nlebsa.org/popcorn

To register
1. You will need the following information for your unit prior to completing the online registration:
   District Name, Unit Type (Pack, Troop, Crew or Post), Unit #, Popcorn Kernel & their contact information including email address, along with the Unit Leader (Cubmaster, Scoutmaster, Crew or Post Advisor) and their contact information including email address & what your Unit’s plans are for the sale: Both “Show N Sell” & “Take Order” or only “Take Order”.

New Products Available in 2020!

28 oz Popping Corn in a resealable plastic jar
Blazin’ Hot Popcorn (popped) Big Bag
Sweet and Salty Kettle Corn (popped) Big Bag
Cheese Lover’s Box with 2 Big Bags (one White Cheddar & one Blazin’ Hot)

Timeline
August 3-14 Key Leaders Briefings (8 locations)
   Two leaders must attend to receive +2% commission
August 15 Take Order form & prize sheets received from council by mail
August 15 Popcorn Sale starts (Take Order Only)
August 24 First popcorn order due & Due date for units to turn in Calendar & Budget to receive +2% commission
September 10-11 First popcorn distribution to units by district
November 2 First payment & Final popcorn order
November 19-20 Final popcorn distribution to units by district
December 11 Final payment due
   Achieve 5% growth in gross sales to receive +2% commission
After December 11 3% late fee assessed

Register your Unit to participate in the sale by
June 30, 2020
and your unit will be entered into a drawing for a $50 Scout Shop gift card.

Note - There will not be any district popcorn academies in 2020. The council will be providing a video for units to use during their own kick-off.
Fiscal Policies & 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 pack or troop need its own tax identification number? If so, where do we get it?
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.

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.

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 pack or troop 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 packs, troops, crews, and other units. In their opinion, most 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 pack or troop 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. Packs, troops, and other 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 several 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 Ways, 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 unit?
Units are not supposed to solicit gifts, but they can receive gifts. Anyone can contribute to Scout pack, troop, or 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 voluntarism grants and will contribute to charities where I volunteer my time. Can these gifts go to our unit?
Employee incentive awards and voluntarism grants usually cannot go to a pack, troop, or 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.
Guide to Unit Money-Earning Projects

A unit’s money-earning methods should reflect Scouting’s basic values. Whenever your unit is planning a money-earning project, this checklist can serve as your guide. If your answer is “Yes” to all the questions that follow, it is likely the project conforms to Scouting’s standards and will be approved.

1. **Do you really need a fund-raising project?**
   There should be a real need for raising money based on your unit’s program. Units should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual youth members are expected to earn their own way. The need should be beyond normal budget items covered by dues.

2. **If any contracts are to be signed, will they be signed by an individual, without reference to the Boy Scouts of America and without binding the local council, the Boy Scouts of America, or the chartered organization?**
   Before any person in your unit signs a contract, he must make sure the venture is legitimate and worthy. If a contract is signed, he is personally responsible. He may not sign on behalf of the local council or the Boy Scouts of America, nor may he bind the chartered organization without its written authorization. If you are not sure, check with your district executive for help.

3. **Will your fund-raiser prevent promoters from trading on the name and goodwill of the Boy Scouts of America?**
   Because of Scouting’s good reputation, customers rarely question the quality or price of a product. The nationwide network of Scouting units must not become a beehive of commercial interest.

4. **Will the fund-raising activity uphold the good name of the BSA? Does it avoid games of changes, gambling, etc.?**
   Selling raffle tickets or other games of chance is a direct violation of the BSA Rules and Regulations, which forbid gambling. The product must not detract from the ideals and principles of the BSA.

5. **If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Scouting?**
   All commercial products must sell on their own merits, not the benefit received by the Boy Scouts. The principle of value received is critical in choosing what to sell.

6. **If a commercial product is to be sold, will the fund-raising activity comply with BSA policy on wearing the uniform?**
   The official uniform is intended to be worn primarily for use in connection with Scouting activities. However, council executive boards may approve use of the uniform for any fund-raising activity. Typically, council popcorn sales or Scout show ticket sales are approved uniform fund-raisers.

7. **Will the fund-raising project avoid soliciting money or gifts?**
   The BSA Rules and Regulations state, “Youth members shall not be permitted to serve as solicitors of money for their chartered organizations, for the local council, or in support of other organizations. Adult and youth members shall not be permitted to serve as solicitors of money in support of personal or unit participation in local, national, or international events.”

   For example, Scouts and leaders should not identify themselves as Scouts/leaders or as a pack or troop participating in the Salvation Army’s Christmas Bell Ringing program. This would be raising money for another organization. At no time are units permitted to solicit contributions for unit programs.

8. **Does the fund-raising activity avoid competition with other units, your chartered organization, your local council, and the United Way?**
   Check with your chartered organization representative and your district executive to make certain that your chartered organization and the council agree on the dates and type of fund-raiser.

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The local council is responsible for upholding the Charter and By-laws and the Rules and Regulations of the BSA. The ensure compliance, all unit fund-raisers MUST OBTAIN WRITTEN APPROVAL from the local council NO LESS THAN 14 DAYS before the fund-raising activity.
Growing Your Unit

The main premise that leaders need to keep in mind about a Scouting unit is this – the unit is either growing and has a bright future, or it is declining and will not be in operation at some time in the future (growing or dying).

There are three keys to keep your unit growing:

1. Have a solid **program plan** for the next 12-24 months
2. Have a plan for **recruiting youth** on a year-round basis
3. Actively **recruiting adults** to assist with unit operations

**Program Plan**
The content of this guide is designed to help unit leaders build a solid program plan that:

- Is fun
- Leads youth members to advance in rank
- Is consistent (meeting dates, times and locations are on a regular schedule and don’t change)
- Financially sustainable (an annual budget is developed, funding sources are identified, expenses are planned and accounted for, youth are given the opportunity to raise money to support their participation)
- Meets the needs of the charter organization, parent’s expectations, and youth expectations

**Recruiting Youth**
Many leaders hear the word recruitment and just think of Cub Scout recruitment in the fall. While that is our biggest organized recruiting event that we do every year in the council, that is only the tip of the iceberg. Recruitment needs to be a year-round activity for both packs and troops. Below are some key dates/events that will help grow your unit.

**Year round – BeAScout.org & Bring a Friend to Scouts**

- Make sure your pack or troop information is up-to-date on BeAScout.org so parents searching for information online will know who to contact for more information. A tutorial can be found on the council and national websites to explain how this information can be updated.
- Have a competition within your unit to see who can recruit their friends to join and give out a special prize

**Webelos to Scout Transition**

- Troops should begin recruiting 5th grade Webelos in August, finishing in Feb/March when the Webelos officially “crossover” to the troop. See a detailed timeline on page 29

**Spring Recruiting**

- **Troops** can host an “Open House” inviting 5th and 6th graders that may not have been in Cub Scouts
  - Flyers can be distributed to schools and/or your existing troop members can invite their friends to attend
  - Do the open house early enough so that new members have the chance to attend summer camp with the troop
Spring Recruiting
- **Packs** can host a special “Join Night” in April/May for K-4th grade youth
  - Flyers can be distributed at schools and/or existing pack members can invite their friends to attend
  - Youth that join in the spring will have the chance to attend Day Camp or Resident camp in the summer with the pack

Fall Recruiting
- All leaders should attend the Fall Recruitment training/kickoff in their district (see district calendars on pages 31-71)
- **Packs and Troops** should work together to invite youth to attend a fall “Join Night” at the local school

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Recruiting Adults
Pack and troop leaders need to put the same effort into recruiting adults as they do in recruiting youth. Without enough adult volunteers, the work load of operating a unit will fall on the shoulders of a few people. When they move on, it can be difficult to transition the workload to other adults. Here are some ideas to help in recruiting more adults to help in your unit.

- Communicate an **expectation** that all parents will be required to be involved in the unit in some capacity. Most parents that come to a “joining meeting” don’t know what Scouting is about. If the expectation that you set is “parents are involved”, they will follow along. If the expectation that you set is “we need one person to be a leader”, they will follow along. Which expectation do you think is the better one for the health of the unit?
- Don’t try to recruit every adult to be the Cubmaster or Scoutmaster. Use the “Parent Information” worksheets to determine what skills and interests each adult has, and then find the best fit for them. Some adults have the talent and time to be a “direct contact” leader, while others may be better utilized on the pack or troop committee or just helping occasionally with an event or project. But **every** adult can do **something** to help the unit and be involved in Scouting with their child.
Parent Information

Parent’s Name ____________________________ Grade(s) __________

Address ________________________________ City __________ State ______ Zip __________

Preferred Phone __________________________ Alternate Phone _______________________

Email ____________________________

Cub Scouting is for parents as well as boys. We have a great group of parents who help according to their abilities. The information you share will help the pack committee determine ways you can help.

My Job or profession: __________________________

My hobbies: __________________________

My Scouting experience: __________________________

☐ I am available to help with my son’s den meetings.
☐ I am available to help with pack meetings and events.
☐ I am available to serve on the pack committee.
☐ I am available to help on these days of the week: __________.
☐ I am available to help during these times of the day: __________.

Check the items below that you enjoy doing, have knowledge of, or have access to:

General Activities:
☐ I have a car or truck
☐ I enjoy reading books
☐ I have a boat
☐ I enjoy camping
☐ I enjoy craft projects
☐ I enjoy fishing
☐ I can maintain my site
☐ I have a Facebook account
☐ I enjoy watersports
☐ I have first aid training

☐ I can make contacts for special trips and activities
☐ I teach swimming
☐ I have access to camping property
☐ I can lead songs
☐ I enjoy sewing

☐ I can identify birds
☐ I can identify trees
☐ I can identify plants
☐ I can identify animals

Activities for 1st Graders:
☐ Knot tying
☐ Animal identification
☐ Bird identification
☐ Weather identification
☐ Weather safety
☐ Fire suppression
☐ First aid
☐ Legal education
☐ Safety
☐ Wildlife safety
☐ Swimming
☐ Music
☐ Life saving

Activities for 5th Graders:
☐ Knife safety
☐ Wood carving
☐ Singing
☐ Cooking
☐ Field trips
☐ Field trips
☐ Animal identification
☐ Bird identification
☐ Plant & tree identification
☐ Gardening
☐ Team games
☐ Local history
☐ Safety
☐ Nutrition
☐ Art projects
☐ Photography
☐ Disability awareness
☐ Woodworking
☐ Wilderness survival
☐ Science
☐ Engineering
☐ Home repairs
☐ Musical instruments
☐ Team games

Growing Adult Leadership

Adults must be asked personally to help. Everyone feels that they are too busy and won’t raise their hand to volunteer. Don’t waste your time standing in front of a group of adults and ask for volunteers – it doesn’t work.

DON’T tell people that “unless we find a _______, our unit will be disbanded”. Remember that people jump onto bandwagons and they jump off sinking ships. If the parents think your unit is a sinking ship, it is already sunk.

DO tell them how much fun you have had in Scouting while being a leader and the neat things you have been able to do with, or for, the youth.

DO tell them why you think they would be good at what you are asking them to help with.

EXPLAIN to them that there are many resources available to help them learn about Scouting and that other adults will help them get comfortable with their assignment.

Lack of Knowledge and Fear of Failure are two common obstacles that need to be overcome. Find the right spot for each parent to ensure that they are comfortable with their assignment and help them so that they don’t fail.
Developing a Leadership Succession Plan

Do you know who is going to be the next committee chairperson, Cubmaster or Scoutmaster? Now is the time to start thinking about finding the answer to that question. Here are some things to keep in mind when looking for a "key" leader within a pack or troop:

- Since a "key" leader is someone that is keeping the unit organized and giving direction to other adults, they must be someone that is good at communicating, recruiting and delegating.
- They need to understand that it is "our" unit, not "my" unit. They need to be able to get along with other people and seek "win-win" solutions.
- Most people aren't comfortable with suddenly "becoming" one of the key leaders. They need time to understand what the role involves. Having them serve as the "incoming ______" or "assistant ______" for six to twelve months is often the best approach.
- "Key" leadership positions are very important to the health and well-being of the unit. Thought, time and effort should be given to recruiting the best person for the job. Don’t just ask someone that you know will say yes. The best leaders are often the ones that are hesitant to say yes.
- When recruiting a "key" leader, don’t do it alone. The charter organization representative and another leader should always be involved in the actual recruiting meeting.
- Make sure that all "key" leadership positions are filled before summer arrives. You can’t count on parents that join in the fall to suddenly be ready to take on an important position.

Key Leader Positions Needed

Position - 

Prospect #1 

Prospect #2 

Position - 

Prospect #1 

Prospect #2 

Position - 

Prospect #1 

Prospect #2 

Share this list with your:
- Charter Organization Representative
- Unit committee chairperson
- Unit commissioner and/or District executive
Webelos to Scout Transition Timeline

August
- Troops should get names, address & phone numbers of 2nd year Webelos.

September
- Troops should contact Webelos dens and introduce their troop.
- Troops should include Webelos on their newsletter mailing list.

October
- Webelos conduct a campout with a troop(s).

November
- Troops should be attending Webelos meetings and talking to the Webelos about how a troop functions.

December
- Webelos should be attending troop meetings.

January
- Webelos and troops should be getting applications filled out and finalizing plans with those crossing over into their troop.

February
- Troops should be participating in a “bridging over” ceremony at the Blue and Gold banquet.

March
- Troops should have an activity planned so new Scouts get involved and comfortable the other troop members.

April
- Troops should be conducting a summer camp orientation.

Summer
- Ensure all new Scouts attend summer camp with the troop.
What Makes A Trained Leader?

Adult leaders in units are considered trained and eligible to wear the official Trained emblem when they have completed Youth Protection Training and the training courses outlined below, or have completed Youth Protection Training and a previous basic training course when it was current.

Youth Protection Training is a joining requirement for all registered adults and has an expiration date!

CUB SCOUT LEADERS

Position-Specific for your position

SCOUTS BSA LEADERS

Scoutmaster and Assistant Scoutmaster Position-Specific and Introduction to Outdoor Leader Skills (Scoutmasters and assistants)

Troop Committee Challenge (committee members)

VENTURING

Venturing Advisor Position-Specific (Advisors and assistants)

Crew Committee Challenge (committee members)

CHARTER ORGANIZATION REPRESENTATIVES

Charter Organization Representative training

Need Help?
Contact Scouting University
972-580-2000
www.Scouting.org/training

All training courses are available online through my.scouting.org
Online Resources

In addition to the contents of this planning guide, there are many other resources available through the Northern Lights Council website.

Program Planning – need some additional help in building your plan? Visit:

www.nlcbsa.org/pp

Current Information – stay up to date about what is going on in the council and the districts

Council news at www.nlcbsa.org/news

District news at www.nlcbsa.org/districts

Many other resources at www.nlcbsa.org/resources

Forms – Many common forms are available to download and print

• Youth and Adult application forms
• Membership Transfer form
• Eagle Rank forms
• Award nomination forms
• Annual Health and Medical Record
• Many others

https://www.scouting.org/resources/forms/

Guide to Safe Scouting – this guide is an overview of Scouting policies and procedures gleaned from a variety of sources. Every leader should review the contents when planning activities for their unit.

https://www.scouting.org/health-and-safety/gss

Unit Money Earning Application – includes rules regarding unit money earning projects

https://filestore.scouting.org/filestore/pdf/34427.pdf

Camping Opportunities – information about options for all programs

www.nlcbsa.org/camp

Shopping for Scouts and Leaders – the Fargo Scout Shop has a wide variety of Scouting items available.

www.nlcbsa.org/scoutshop

Training Opportunities – in addition to online courses, face-to-face training sessions are held with the council

www.nlcbsa.org/training  www.nlcbsa.org/woodbadge  www.nlcbsa.org/nylt