



YOUR VENTURING CREW or SHIP



THE PURPOSE OF THE BOY SCOUTS OF AMERICA

It is the purpose of the Boy Scouts of America to provide for young men and women an effective program designed to build desirable qualities of character, to train them in the responsibilities of participating citizenship, and to develop in them personal fitness, thus to help in the development of U.S. citizens who:

- Are physically, mentally and emotionally fit.
- Have a high degree of self-reliance as evidenced in such qualities as initiative, courage and resourcefulness.
- Have personal and stable values firmly based on religious concept.
- Have the desire and skills to help others.
- Understand the principles of the U.S. social, economic, and governmental systems.
- Are knowledgeable about and take pride in their American heritage, and understand the U.S. role in the world.
- Have a keen respect for the basic rights of all people.
- Are prepared to fill the varied responsibilities of participating in and giving leadership to American society and in the forums of the world.

The Boy Scouts of America accomplishes this purpose by making its program available in partnership with the existing groups having compatible goals, including religious, educational, civic, fraternal, business, labor, and governmental bodies.

THE KEY TO A SUCCESSFUL VENTURING PROGRAM

Success in any voluntary effort depends on finding the right people to do the right job at the right time under the right kind of leadership. In Venturing, that means an active crew / ship committee, giving support to the Advisor / Skipper and the youth officers. You are one of the right people.

To obtain a charter to use the Venturing program, your sponsoring organization recruits a committee that will do the following:

- Recruit an Advisor/Skipper and one or more Associate Advisors/Mates and see that they get appropriate training for their position.
- Provide adequate meeting facilities.
- Coordinate the crew/ship program with that of the sponsor.
- Conduct crew/ship activities in accordance with the policies of the Boy Scouts of America and the sponsoring organization.
- Be responsible for the finances of the crew/ship.
- Maintain crew/ship property and equipment.
- Provide adequate leadership in the absence of the regular crew/ship leaders.
- Interpret the financial needs of the Sam Houston Area Council to the parents of Venturers and invite their support through the Sustaining Membership Enrollment (Friends of Scouting).
- Provide adequate program activity support throughout the year.
- Re-register the crew/ship 15 days prior to its charter expiration.

USE YOUR RESOURCES

As you assemble the manpower of your sponsoring organization, challenge the best people available to accept responsibilities for providing a stimulating and attractive Venturing or Sea Scout program.

First, determine each person's area of interest (vocational and avocational) and aptitude. Then ask each to fill a position on the crew/ship committee that best suits his or her abilities. Be sure all positions are filled at all times.

Next, see that each person has the literature resources to fully understand the task. The Boy Scouts of America has many booklets and record keeping aids for this purpose.

When the committee members have become familiar with the literature, they should meet with the Advisor/Skipper and the Associate Advisors/Mates to plan to support the crew/ship's annual calendar and get commitments for assistance. At the same time, each person should give a brief outline of his or her responsibility so there is a clear understanding of each other's role

INDIVIDUAL DUTIES

For a crew/ship committee and its sponsoring organization to fulfill the "Purpose of the Boy Scouts of America" to the young men and women in the crew/ship many people must be involved. Successful crews/ships have active committees, which involve as many parents and other adults as possible. This also divides the whole job, making each person's job easier.

Care must be used to assure that the committee does not encroach on the rightful responsibilities of the Advisor/Skipper or other crew/ship leaders, including the youth leaders. Likewise, those leaders must not assume the functions of the committee. Each is important and must be carried out concurrently. The tasks identified below should be accomplished. Some committees divide the work as below, others operate more informally.

Each re-registering crew/ship must have the following adult leaders who are at least 21 years of age: Chartered Organization Representative, Committee Chairperson, two (2) members of the committee - not including the Committee Chairperson, and the Advisor/Skipper. For two-deep leadership, one or more Associate Advisors/Mates are needed. A coed crew/ship must have coed Advisor/Skipper and Associate Advisors/Mates.

CHARTERED ORGANIZATION REPRESENTATIVE

Name: _____

Address: _____ Zip: _____

Phone: (H) _____ (B) _____

EMAIL: _____

1. Is a member of the chartered organization.
2. Serves as head of "Scouting department" in the organization.
3. Recruit a crew/ship committee and encourage training.
4. Maintains a close liaison with the crew/ship committee chair.
5. Helps recruit other adult leaders.
6. Serves as liaison between your crew/ship and the organization.
7. Assists with crew/ship rechartering.
8. Encourages service to the chartered organization.
9. Is an active and involved member of the District Committee.

COMMITTEE CHAIR

Name: _____

Address: _____ Zip: _____

Phone: (H) _____ (B) _____

EMAIL: _____

1. Organize the committee to see that all functions are delegated, coordinated, and completed.
2. Maintain a close relationship with the chartered organization representative and the Advisor/Skipper.
3. See that crew/ship leaders and committee members complete appropriate training.
4. Interpret national and local policies to the crew/ship.
5. Work closely with the Advisor/Skipper in preparing crew/ship committee meeting agendas.
6. Call preside over, and promote attendance at monthly crew/ship committee meetings and any special meetings that may be called.
7. Ensure crew/ship representation at monthly roundtables.
8. Secure top-notch, trained individuals for superactivity.
9. Arrange for charter review and recharter annually.



SECRETARY

Name: _____

Address: _____ Zip: _____

Phone: (H) _____ (B) _____

EMAIL: _____

1. Keep minutes of meetings and send out committee meeting notices.
2. Handle publicity.
3. Assist with any newsletter or web site.
4. Help conduct the program capability inventory and Venturer activity interest survey.
5. Plan for family night programs and family activities.
6. Plan the charter presentation program.

FRIENDS OF SCOUTING

Name: _____

Address: _____ Zip: _____

Phone: (H) _____ (B) _____

EMAIL: _____

1. Insures participation of the crew/ship committee and all parents in the Council "Friends of Scouting" Campaign.
2. Recruits enough adults to serve as enrollers.
3. Insures that each parent is contacted and asked for their financial support.
4. Delivers monies and FOS pledges that have been collected to the District FOS Turn-In Meeting.

MEMBERSHIP

Name: _____

Address: _____ Zip: _____

Phone: (H) _____ (B) _____

EMAIL: _____

1. In consultation with the youth vice president for administration, set up and supervise a systematic, year-round recruiting program.
2. Conduct open houses in the spring and fall.
3. Make sure all new parents are visited at home and personally invited to become a part of the crew/ship with their Venturer.
4. Work closely with nearby Scout troops in providing a program beyond Boy Scouting.
5. Prepare re-registration papers and report to the Chartered Organization.

ACTIVITIES

Name: _____
Address: _____ Zip: _____
Phone: (H) _____ (B) _____
EMAIL: _____

1. Supervise and help procure equipment needed for activities.
2. Work with quartermaster on inventory, storage, and proper maintenance of crew/ship equipment.
3. Help secure permission to use sites and submits TOUR PERMIT to Council Office.
4. Serve as transportation coordinator.
5. Encourage monthly activities related to the crew/ship purpose or special activities.
6. Supervises meeting place inspections for safety.
7. Promotes good health and safety conditions in meeting place and at activity sites.

TREASURER (Finance/Records)

Name: _____
Address: _____ Zip: _____
Phone: (H) _____ (B) _____
EMAIL: _____

1. Handle all crew/ship funds in cooperation with the youth treasurer/purser. Pay bills on recommendation of the officers.
2. Maintain checking and savings accounts.
3. Train and supervise the youth treasurer/purser in record keeping.
4. Receive crew/ship income each week from the treasurer/purser.
5. Keep adequate records.
6. Supervise money earning projects, including obtaining proper authorizations.
7. Supervise any activity savings plan.
8. Report to the crew/ship committee at each meeting.
9. Lead in the preparation of the annual crew/ship budget.

SERVICE

Name: _____
Address: _____ Zip: _____
Phone: (H) _____ (B) _____
EMAIL: _____

1. Visits homes of Venturers in time of sickness or need.
2. Stimulates good turns and civic service.
3. Promotes Emergency Service Plan.
4. Promotes service projects for chartered organization.

PARENT COORDINATOR

Name: _____
Address: _____ Zip: _____
Phone: (H) _____ (B) _____
EMAIL: _____

1. Assign each Unit Scouter Reserve to help with at least one specific task, assignment, or project annually.
2. Provide an orientation for all parents about how the crew/ship works and the benefits to their family.
3. Keep parents updated on the crew's/ship's program and their child's involvement.

RECOGNITION

Name: _____
Address: _____ Zip: _____
Phone: (H) _____ (B) _____
EMAIL: _____

Advancement is not a method in Venturing, but recognition is. Some youth will chose to work in awards, some will not.

1. Encourage Venturers to take advantage of the recognition program.
2. Arrange crew reviews as needed.
3. Conduct recognition ceremonies as frequently as they are needed.
4. Develop and maintain a consultant list for activities and Venturing recognition.
5. Make a prompt report on the correct form to the council service center when a crew review is held. Secure badges and certificates.
6. Work with the youth secretary and vice president administration to maintain all Venturing recognition records.

ADVISOR/SKIPPER

Name: _____
Address: _____ Zip: _____
Phone: (H) _____ (B) _____
EMAIL: _____

1. Foster a true sense of community in the crew that encourages everyone's growth and responsibility to one another.
2. Develop crew officers to lead – to plan, make decisions and carry out a program over an extended period.
3. Encourage participation and support from the chartered organization, adult leaders, parents, and community.
4. Uphold the standards and policies of the chartered organization and the Boy Scouts of America.
5. Protect the members from abuse.
6. Conduct activities within BSA safety guidelines. Take BSA training.
7. Help the crew members enjoy life through the Venturing experience.
8. Help youth to grow by encouraging them to learn for themselves.
9. Coach the President/Boatswain in working out the details of the crew/ship program activities.

ASSOCIATE ADVISORS/MATES

Name: _____
Address: _____ Zip: _____
Phone: (H) _____ (B) _____
EMAIL: _____

Name: _____
Address: _____ Zip: _____
Phone: (H) _____ (B) _____
EMAIL: _____

1. One responsible to work with Vice President Administration, the other Vice President Program.
2. Take charge of the crew/ship meeting in the absence of the Advisor/Skipper.

MONTHLY COMMITTEE MEETING AGENDA

ROLL CALL of committee, Advisor/Skipper and Associate Advisors/Mates.

READING of action on minutes of previous meeting.

REPORTS:

- a. Advisor/Skipper (crew/ship progress, officers' meeting results, disciplinary problems, activities planned and other needs of the crew/ship, candidates for crew reviews.)
- b. Chartered Organization Representative (crew/ship relations, District and Council plans).
- c. Finances (crew/ship fund raising projects).
- d. Service (Good Turn projects).
- e. Recognition (youth awards, crew reviews).

OLD AND NEW BUSINESS including plans for recruitment, visiting parents, service to sponsor, and District and Council activities.

MESSAGE from commissioner (if present).

FIX TIME, PLACE and **DATE** for next month's committee meeting.

ADJOURNMENT.



UNIT COMMISSIONER (DISTRICT LEVEL)

Name: _____

Address: _____ **Zip:** _____

Phone: (H) _____ **(B)** _____

An able helper to units in your area. Look to him/her as your friend.

DISTRICT EXECUTIVE (COUNCIL LEVEL)

Name: _____

Address: _____ **Zip:** _____

Phone: (H) _____ **(B)** _____

A member of a team of specially trained professional Scouters responsible for maintaining high standards. He or she works closely with all committees of the District and the Commissioner Staff.

WHO PAYS FOR SCOUTING

THE VENTURER pays for his/her books, equipment registration fee and uniform (if any), from personal savings, Council Scout Fair Tickets Sales, Council Popcorn Sales, participation in crew money earning projects and personal work.

THE CREW/SHIP pays for its program needs and equipment from members' dues, Council Scout Fair Ticket Sales commissions, Council Popcorn Sales commissions, and unit money earning projects.

THE COUNCIL pays for its service to chartered sponsoring organizations, year-round camping, program services, special activities, and Service Center operation from several sources. The United Way through their community drives, provide approximately 25% of the Council's financial needs. The remaining 75% come from the annual Friends of Scouting Campaigns and other sources.