



Scoutmaster and Assistant Scoutmaster Leader Specific Training





Table of Contents

Instructions for Instructors

Scoutmaster and Assistant Scoutmaster Leader Specific Training and the Eight Methods of Scouting	5
Scoutmaster and Assistant Scoutmaster Leader Specific Training and the Seven Steps of a Troop Meeting	6
The Goal of This Training	6
Who Is Eligible to Take Scoutmaster and Assistant Scoutmaster Leader Specific Training?	7
Course Schedule	8
Patrol Modeling	8
Session Setting	9
Session Format	9
Keep This In Mind	9
A Final Word	10

Session One—*Getting Started: The Role of the Scoutmaster in a Boy-Led Troop*

Preopening Activity	11
Welcome and Introductions	13
Course Overview	17
The Role of the Scoutmaster	27
Troop Organization	31
Troop Meetings	41
Working With Boy Leaders/The Patrol Method	53
Patrol Leaders' Council	63

**Session Two—*Lighting the Fire: The Outdoor Program
and the Advancement Program***

Preopening Activity	69
Introduction	73
Sizzle of the Outdoor Program	77
Nuts and Bolts of the Outdoor Program	83
Outdoor Program Patrol/Group Activity	95
Reflection	97
Advancement Program	101

**Session Three—*Keeping It Going: Program
Planning and Troop Administration***

Preopening Activity	113
Introduction	115
Program Planning	119
Membership	133
Paperwork	141
Finances	145
The Uniform	149
Other Training Opportunities	153
Summary and Closing	159

Appendix

A. Local Resources Summary	169
B. Pop Quiz on the Outdoors (Session Two)	171
C. Patrol Outdoor Program Activity: Assignment One— Winter Climate (Session Two)	173
D. Patrol Outdoor Program Activity: Assignment Two— Arid Climate (Session Two)	177
E. Patrol Outdoor Program Activity: Assignment Three— Rugged Terrain (Session Two)	181
F. Patrol Outdoor Program Activity: Assignment Four— Urban Setting (Session Two)	185

Available on CD-ROM

- Local Resources Summary
- Session Schedules
- First Page of *The Boy Scout Handbook*
- Pop Quiz on the Outdoors (Session Two)
- Patrol Outdoor Program Activity: Assignments One through Four (Session Two)
- Flow Chart for a Troop's Paperwork
- Additional Resources (Web Site Links)
 - Quality Unit Award
 - Money-Earning Application
 - Local Tour Permit Application
 - National Tour Permit Application
 - Advancement Report
 - Unit Budget Form
 - Personal Health and Medical Record, Class 1 and 2
 - Personal Health and Medical Record, Class 3
 - Eagle Scout Leadership Service Project Workbook
 - NESA Application
 - First Class—First Year Tracking Sheet
 - Troop Planning Worksheet
 - Troop Committee Training Kit exhibits
 - Webelos-to-Scout Transition
 - Junior Leader Organizational Chart for a Large Troop
 - Junior Leader Organizational Chart for a Small Troop
 - The Patrol Method
 - Who Pays for Scouting
 - Troop Meeting Plan
 - *Guide to Safe Scouting*
 - *Boys' Life* magazine
 - *Scouting* magazine
 - Trek Safely
 - Leave No Trace
 - Passport to High Adventure Training Guide



Instructions for Instructors

Welcome to Scoutmaster and Assistant Scoutmaster Leader Specific Training! Following New Leader Essentials, this is phase two of a new Scoutmaster's introduction to the BSA and to the responsibilities, opportunities, and resources that will ensure a successful troop leadership experience.

The course described in this instructor's guide addresses the needs of adults who have recently accepted the responsibility of delivering the Scouting program to youth by serving as Scoutmasters and assistant Scoutmasters. For many, this will be an introduction to the rewards and challenges of troop leadership. Others may have held leadership positions in Cub Scouting, Venturing, or on troop, district, or council committees, and have come to this training well versed in what Scouting has to offer.

The sessions of Scoutmaster and Assistant Scoutmaster Leader Specific Training are thorough and comprehensive. They are also fun. Participants will be enthused to discover the essentials of their leadership positions and to realize that they can easily become successful Scout leaders. Discussions, group activities, and video clips will keep the sessions lively and create a fellowship of learning.

Scoutmaster and Assistant Scoutmaster Leader Specific Training and the Eight Methods of Scouting

During New Leader Essentials, participants were introduced to the eight methods of Scouting. Scoutmaster and Assistant Scoutmaster Leader Specific Training expands that foundation by teaching Scoutmasters and assistant Scoutmasters practical ways to instill these methods into their troop programs. Here are the eight methods of Scouting and the sessions of Scoutmaster and Assistant Scoutmaster Leader Specific Training where each is addressed:

1. The Ideals—Sessions One, Two, and Three
2. The Patrol Method—Session One
3. The Outdoors—Session Two
4. Advancement—Session Two
5. Association With Adults—Sessions One, Two, and Three
6. Personal Growth—Sessions One, Two, and Three
7. Leadership Development—Sessions One and Three
8. The Uniform—Sessions One and Three

Scoutmaster and Assistant Scoutmaster Leader Specific Training and the Seven Steps of a Troop Meeting

Troop leaders must have an understanding of the seven steps of a troop meeting. This training will allow participants to learn each step through hands-on exercises. The steps of a troop meeting will be most thoroughly experienced in the sessions:

1. Preopening Activity—Sessions One, Two, and Three
2. Opening Ceremony—Session One
3. Skills Instruction—Session Two
4. Patrol Meetings—Session Two and Three
5. Interpatrol Activity—Session Two
6. Closing—Session Two
7. After the Meeting—Session Three

The Goal of This Training

As an instructor of Scoutmaster and Assistant Scoutmaster Leader Specific Training, you have a remarkable opportunity to provide new troop leaders with the confidence and the skills they need to ensure their immediate success and to provide a foundation for their development as effective Scouters.

The goal of Scoutmaster and Assistant Scoutmaster Leader Specific Training is four-fold. All participants who finish the sessions should:

- Have the confidence that being a Scoutmaster is a manageable challenge.
- Understand that they have abundant available resources.
- Know that the structure of the Boy Scouts of America ensures that they are part of a supportive team working to deliver the promise of Scouting to the youth of America.
- Have a short action plan to apply what they have learned during the three sessions of Scoutmaster and Assistant Scoutmaster Leader Specific Training. (Encouraging participants to commit to an action plan helps to reinforce learning at the time of presentation. There is no formal follow-up by the instructors after the course.)

As an instructor of Scoutmaster and Assistant Scoutmaster Leader Specific Training, you may already know the depth of support available to you. Among the most important resources are these:

Trainer's Development Conference

This six-hour course covers presentation skills important to increasing the effectiveness of instructors involved with any of the BSA's adult leadership training courses. The course reviews the best ways to lead discussions, to introduce Scouting concepts, to use audio-visual aids, and to enliven teaching sessions with songs, skits, and group activities.

Instructor Kit

Instructors of Scoutmaster and Assistant Scoutmaster Leader Specific Training are provided a kit with materials to be used throughout the course, including the following items.

- Training manual
- Videos to support the manual
- Posters to position on the meeting room walls

CD-ROM disk

This resource contains copies of many of the presentation materials, including images that may be incorporated into presentations as PowerPoint® slides or converted into transparencies for overhead projection. The presentations are optional; they are designed to enhance rather than replace the trainer.

Literature

- *The Scoutmaster Handbook*. Nearly everything a Scoutmaster needs to know can be found in the pages of *The Scoutmaster Handbook*. In many ways, Scoutmaster and Assistant Scoutmaster Leader Specific Training teaches adult leaders how to use this manual. Instructors of Scoutmaster and Assistant Scoutmaster Leader Specific Training should review *The Scoutmaster Handbook* while preparing to present the course and should rely on it to answer most of their own questions concerning the role of the Scoutmaster. Every course participant should keep *The Scoutmaster Handbook* available at all times for easy reference.
- *The Boy Scout Handbook*. This manual lays out the Scouting program for youth of Boy Scout age. Addressed to the boys themselves, the pages bring to life both the content and the spirit of Scouting, especially as the Scouts in a troop would experience it.
- *Scouting* and *Boys' Life* magazines. Current issues are instrumental for troop leaders in planning programs and staying up to date on developments in Scouting.
- *Troop Program Features, Volumes I, II, and III*; and *Troop Program Resources*. Provide one set of these publications for each patrol table. (At the end of the training, participants can purchase their own volumes.) The volumes will be used during the program planning exercise in Session Three, but they should be available for reference throughout the training.
- *Guide to Safe Scouting*. This reference is a key guide to the Boy Scouts of America's safety practices. Updates are available online at <http://www.scouting.org/pubs/gss>.

Other Instructors

In most instances, Scoutmaster and Assistant Scoutmaster Leader Specific Training sessions are presented by several instructors. Those who are new to instructing will be supported during their preparations and presentations by instructors with more experience.

Who Is Eligible to Take Scoutmaster and Assistant Scoutmaster Leader Specific Training?

Scoutmaster and Assistant Scoutmaster Leader Specific Training is designed for any adult accepting the invitation to serve as a Scoutmaster or assistant Scoutmaster of a Boy Scout troop. Troop committee members and other adults who expect to play a supportive role in the success of a troop are also invited to attend. Webelos leaders preparing to move on to a leadership position in a Scout troop are encouraged to enroll.

Instructors should assume that participants in this training know very little about Scouting or about how to fulfill the responsibilities of troop leadership. You may be pleasantly surprised during a training session to discover that one or more participants do, in fact, have a good deal of knowledge about the Scouting program. During topic discussions, instructors can draw upon the experiences of participants with broader Scouting backgrounds to bring greater depth to portions of the training.

A common denominator for all participants is that they will have completed New Leader Essentials.

New Leader Essentials

This lead-in to Scoutmaster and Assistant Scoutmaster Leader Specific Training is attended by all adults new to leadership positions in Cub Scouting, Boy Scouting, Varsity Scouting, and Venturing.

The 90-minute session introduces participants to the vision, mission, and values of the Boy Scouts of America. It also highlights the resources available to Scout leaders (literature, training opportunities, the BSA's professional staff, and other volunteer Scouters), the basics of a Scout unit's finances, and an overview of expectations and methods for adult leaders to keep Scouting worthwhile, exciting, and safe.

To be recognized as *Basic Trained*, a Scoutmaster or assistant leader in the Boy Scout program must complete New Leader Essentials, Scoutmaster and Assistant Scoutmaster Leader Specific Training, and Introduction to Outdoor Leader Skills.

Course Schedule

Scoutmaster and Assistant Scoutmaster Leader Specific Training can be presented in one of two formats:

- Three sessions on separate days, with each session lasting 2½ or 3 hours.
- Three sessions presented sequentially on a single day.

(Note: New Leader Essentials training is often offered on a Saturday morning. Upon its conclusion, participants may separate into groups according to their BSA programs. Those who will be serving as troop leaders can move directly into Session One of Scoutmaster and Assistant Scoutmaster Leader Specific Training.)

Patrol Modeling

Participants will be formed into groups identified as patrols. To model the patrol method, the ideal group size will be six to eight participants, though courses with small attendance can be effectively conducted with smaller patrols. Many of the presentations of this training engage the group as a whole. However, there are enough patrol/team activities to allow participants to experience firsthand the feel of belonging to a patrol and to allow instructors to model the patrol method both in theory and by example.

Instructors' Note

Training sessions with too few participants to form a patrol can explore the patrol method through discussion and, wherever appropriate, a walk-through of patrol activities by the participants who are in attendance.

Session Setting

Give careful thought to the setting in which Scoutmaster and Assistant Scoutmaster Leader Specific Training will be offered. Each participant should have a comfortable place to sit, take notes, and organize written materials. That setting most often consists of a table for each patrol, with the patrols' identities signified by patrol flags.

There should be enough open space for the group to take part in several energetic activities. This space may be a portion of a meeting room or a nearby area outside or in an adjoining room.

Posters featuring the Scout Oath, Scout Law, the eight methods of Scouting, and other BSA guidelines can be positioned on the walls of the meeting area and used both to set the tone of the sessions and for references during presentations. These posters are provided in the kits for Scoutmaster and Assistant Scoutmaster Leader Specific Training and New Leader Essentials.

Session Format

This manual contains clear directions for instructors presenting each session of Scoutmaster and Assistant Scoutmaster Leader Specific Training. Instructors are encouraged to bring their own enthusiasm, personalities, and presentation strengths to the sessions. However, they should not deviate from the basic material of the manual. Instructors should cover the information in the manual fully and effectively, allowing participants to get the answers they need to questions involving these presentations.

The Boy Scouts of America encourages lifelong learning. Instructors and participants should be aware that Scoutmaster and Assistant Scoutmaster Leader Specific Training—an introduction to the job of being a Scoutmaster or an assistant Scoutmaster—is one of many training opportunities available to Scouters. Leadership subjects not covered in the sessions of Scoutmaster and Assistant Scoutmaster Leader Specific Training may be better addressed in subsequent learning opportunities—Introduction to Outdoor Leader Skills, roundtables, Wood Badge, etc.

Keep This In Mind

Scoutmaster and Assistant Scoutmaster Leader Specific Training focuses on the *essentials* of being a good Scoutmaster. Bring your own personality and excitement to instructing the sessions, but don't wander from the material laid out in this manual. Participants who grasp the information in the three sessions of Scoutmaster and Assistant Scoutmaster Leader Specific Training will be well on their way to succeeding as troop leaders.

Try not to present participants with too much information. Teach them how to succeed in the near future as new troop leaders, but don't overburden them with material that is better learned in future training.

In the months and years to come, BSA opportunities for continuous learning will allow participants to discover more about Scouting, leadership, and the many methods that experienced Scoutmasters have developed to enhance their effectiveness in delivering the Scouting program.

The number of instructors needed to present sessions of Scoutmaster and Assistant Scoutmaster Leader Specific Training will depend upon the number of participants taking the training and the degree of experience of the instructors. In most cases, two or three instructors can comfortably divide up the presentations and support one another through the sessions. A first-time instructor may be assisted by an experienced instructor who can provide coaching and support. If the situation warrants it, Scoutmaster and Assistant Scoutmaster Leader Specific Training sessions could consist of one or two participants and a single instructor.

A Final Word

Participants should come away from this training confident that they have the skills and resources to succeed as troop leaders.

The sessions should allow participants to ask and get answers to their questions about being Scoutmasters and to put to rest any fears they may have about their responsibilities and their abilities to succeed.

Most importantly, new Scoutmasters should complete this training with the clear understanding that they are not alone as they take on leadership of a troop. They should know that when they get into situations where they need help (and they will), Scouting offers plenty of resources to guide and support them. Scoutmaster and Assistant Scoutmaster Leader Specific Training will have introduced participants to those resources and given them clear direction on how to access them for any aspect of adult leadership.



Session One

Preopening Activity: The Name Game

Time Allowed

10 minutes

Teaching Objectives

- Involve arriving participants in an enjoyable activity that immediately begins setting the tone of acceptance and fun.
 - Break down any walls that may exist between participants and instructors.
 - Model the preopening of a troop meeting.
 - Begin to establish the patrol method as a key to a troop's success.
 - Offer participants a specific activity they can use with their own troops.
-

Materials Needed

- Tennis balls, beanbags, or other items that can be safely tossed (one for every six to eight participants)
-

Recommended Facility Layout

- An open area of the meeting room
-

Delivery Method

Instructors explain the activity to the first participants who arrive, then join them in the game. As other participants arrive, the instructors greet them and immediately draw them into the game.

Presentation Procedure

Form participants and instructors in a circle. An instructor calls out his or her own first name, then calls out the name of someone else in the circle and tosses the ball to that person. That person, in turn, says his or her own name, calls out the name of another participant, and tosses the ball to that person.

Early in the game, participants may need to help one another with names. When the majority of the participants have arrived and played the game for a few minutes, the names should be flowing more easily. An instructor can introduce a second ball and perhaps a third, increasing the tossing and naming activities two- or three-fold.

If a session will involve a large number of participants, instructors may find it more manageable to form several smaller circles of six to eight participants, the members of each circle playing the game among themselves. Each circle can include at least one instructor.

At some training sessions, participants already know one another. Instructors can offer variations on the basic game by substituting other facts about participants for their names—home towns, troop sponsors, favorite hobbies, etc. The idea is to help participants begin getting better acquainted with each other and with the course instructors.

At the end of the preopening activity, instructors should invite everyone to find their seats and make themselves comfortable for the beginning of Session One.
