



## Session Three

# Paperwork

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### Time Allowed

15 minutes

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### Teaching Objectives

As a result of this presentation, participants will understand that:

- A finite amount of paperwork is required to manage a Scout troop well.
- Scoutmasters can call upon troop committee members, assistant Scoutmasters, and other supportive adults to manage much of the troop's paperwork.
- Computer software and BSA literature are available to help troop leaders track records and produce paperwork.

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### Materials Needed

- *Troop Record Book* (one copy per patrol, for demonstration purposes)
- Troop paperwork kit (one copy per participant). Each packet should contain the following items, most of which can be found on the accompanying CD-ROM:
  - Sample Charter Renewal
  - Quality Unit Award
  - Money-Earning Application
  - Tour Permit
  - Advancement Records  
(Troop Records)  
(Paperwork to Forward to the Council)
  - Troop Budget Form
  - Membership Applications—Adult and Youth
  - Health Forms
  - Eagle Scout Leadership Service Project Workbook
  - NESA Application

- PowerPoint slides or overheads from CD, if desired
- Flipchart or other means of writing discussion notes

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## Recommended Facility Layout

Session meeting area. Each participant should have a comfortable place to sit, take notes, and organize written materials. That setting most often consists of tables, each accommodating six to eight participants forming a patrol, and enough chairs for all participants.

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## Delivery Method

- Instructor-led discussion

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## Presentation Procedure

As the title of a presentation, "Paperwork" is probably not going to get an audience as excited as, say, a presentation called "The Outdoor Program." But to have a successful outdoor program, or to conduct many other aspects of a Boy Scout troop, accurate and up-to-date paperwork is very important.

Ask participants to suggest ways that good record keeping can ensure the success of a troop. Write their suggestions on a flipchart or chalkboard. Among the answers may be:

- Clear information on each Scout's advancement
- Responsible financial accountings
- Effective program planning
- Fulfilling responsibilities with the local council and national council

### ***The Two Keys to Managing Troop Paperwork***

There are two things that every troop leader, both new and experienced, should know about managing the records, permits, and other forms that make up a troop's paperwork:

1. *There is only so much of it.*
2. *Others can help take care of it.*

Let's take a look at each of these.

#### **PAPERWORK—THERE IS ONLY SO MUCH OF IT**

The specific items of paperwork required of a troop have evolved over time to serve specific and important purposes. The troop paperwork packets contain copies of each of these items.

*Distribute the troop paperwork kits, one to each participant. Go over the contents, very briefly describing the purpose of each item, where copies can be obtained, and when it is to be used. This kit should be made up in advance by the training team. Many of these forms are available on CD-ROM.*

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## Troop Paperwork Kit

<i>Item</i>	<i>Frequency of Use</i>
• Sample Charter Renewal	Annually
• Quality Unit Award	Annually
• Money-Earning Application	Prior to each troop money-earning activity
• Tour Permit	Prior to every troop outing
• Advancement Records (Troop Records) (Paperwork to Forward to the Council)	Monthly
• Troop Budget Form	Annually
• Membership Applications (Adult and Youth)	Weekly
• Health Forms	As a new member joins, then annually
• Eagle Scout Leadership Service Project Workbook	As needed
• NESA Application	As needed
• Records can be tracked in the <i>Troop Record Book</i> , available from the BSA National Office.	
• Computer software may also be available to help track records and produce paperwork. Troop leaders should check with their local councils for information about software packages that are suitable for troop needs and compatible with council computer systems.	

## **PAPERWORK—OTHERS CAN HELP TAKE CARE OF IT.**

Much of the effort to manage the paperwork of a troop can be done by members of the troop committee. They have a vested interest in seeing that the troop succeeds; accepting responsibility for a large share of keeping records, completing charter renewals, and tracking financial affairs keeps them closely connected with the activities of the troop. Their involvement also frees time for the Scoutmaster and assistant Scoutmasters to devote to being with the boys.

Other sources of help in matters of records and paperwork are a troop's unit commissioner and district executive.

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## **Question and answer period.**

