



Unit Coordinator Handbook



Trustworthy

Loyal

Helpful

Friendly

Courteous

Kind

Scouting Words to Live By

Obedient

Cheerful

Thrifty

Brave

Clean

Reverent

This booklet has been created to help you learn and understand the *ScoutParents* program, and to provide the best methods of putting the program into action in your unit to achieve success.

<u>Subject</u>	<u>Page</u>
What is <i>ScoutParents</i>?	3
The <i>ScoutParents</i> Unit Coordinator	3
What is the Role of the <i>ScoutParents</i> Unit Coordinator? ...	4
How to Get Started as a <i>ScoutParents</i> Unit Coordinator ...	5
Fast Start Training	5
 Potential Unit Jobs to Fill	
Cub Scouts	6
Boy Scouts	9
Venture Crew	10
 Resources to Help You Succeed	
Printed Materials	11
The <i>ScoutParents</i> DVD	11
Internet Resources	12



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What is *ScoutParents*?

ScoutParents is a new initiative to get and keep the parents of Scouts involved in the unit by communicating to them how Scouting works, how the unit operates and the benefits of being a Scouting family.

These benefits include not only those to themselves and their own children, but also for the other Scouts and families. The synergy of their involvement with the other families in the unit has been shown to form solid relationships, as well as creating successful and long-lasting units.

It is an opportunity to engage more parents in Scouting. The emphasis is on capturing a parent's interest and support in becoming more involved and committed in the success of their child's Scouting experience. It will enhance youth and adult enthusiasm, recruitment, retention, achievement, and the family FUN of Scouting.

This very successful program is part of the National Parent Initiative. The quicker your unit becomes fluent with and utilizes the program, the quicker these goals will be accomplished.



The *ScoutParents* Unit Coordinator

The *ScoutParents* Unit Coordinator is a registered position within the unit. The position code for this new position is "PC". Fees for this position are the same as any other registered position. Duties and responsibilities for this position is part of this booklet.

The *ScoutParents* Unit Coordinator can be a multiple registration from any position EXCEPT Scoutmaster, Cubmaster, Crew Advisor, Tiger Cub den leader, Cub Scout Den Leader, or Webelos Den Leader. The intention here is to not draw direct leadership away from the youth program but secure an already-involved and Scouting-knowledgeable adult to function as the Unit Coordinator.

Being a *ScoutParent*, however, does not require separate adult registration. It is noted on the child's youth application. The position code "PS" has been assigned for anyone who checks the "*ScoutParents*" box on the new youth application. There is **NO** fee for this position. It is an affirmation of a parent's dedication to being involved, helping the unit function efficiently and succeed in delivering a quality program for the youth of the unit.

What is a *ScoutParent*?

Each *ScoutParent* is encouraged to:

- Influence their child to join Scouting
- Participate with their child
- Go to and observe Scout meetings
- Be a part of the unit's program
- Support the program financially
- Coach their child's advancement and the earning of recognition awards
- Serve in one support role during the year



The *ScoutParents* Unit Coordinator should urge each parent, while signing his/her son up for Scouting, to become a "Committed *ScoutParent*" by being involved in the following easy ways:

- Performing an occasional task to assist the unit's program.
- Participating directly with their Scout.
- Going to and observing Scout meetings.
- Assisting with outings.
- Supporting the program financially.
- Coaching their Scout's advancement and earning of recognitions.
- Influencing their Scout's continued participation.

What is the Role of the *ScoutParents* Unit Coordinator?

The basic functions of a *ScoutParents* Unit Coordinator are:

- Assign parents to help with at least one specific task, assignment, or project annually.
- Provide an orientation for all parents about how the unit works and the benefits to their family.
- Keep parents updated on the unit's program and their child's involvement.

It boils down to just three things:

1. **Helping parents understand Scouting.** Parents who understand the program are more likely to get involved – and stay involved.
2. **Getting parents to help with unit support tasks.** Matching up people with the right tasks is easier once you get to know them.
3. **Communicating what is happening in the Scout unit over time.** When parents see good things happening and they know how to help, the whole unit gets a boost of energy.

"If we don't keep the parents interested and involved, we will soon lose the Scouts."

How to Get Started as a *ScoutParents* Unit Coordinator?

Fast Start Training

Fast Start Training is available for this position by visiting www.ScoutParents.org, which links to MyScouting.org or go directly to www.MyScouting.org, where the training is available. You will first have to create an account for *MyScouting*.

Once within the *MyScouting* site, you will click on the “Training” box at the top of the page. Under the E-Learning Course Management System page, click on the “General” tab. Under the “Orientation Training” heading, you will see “ScoutParents Unit Coordinator Fast Start.”

Click on “Take Course” for a 10-minute training session. When you are finished, you may print out your *ScoutParents* Unit Coordinator Fast Start Certificate, shown below.



Additional training sessions may become available from time to time on the District and Council Level; such as District Leader Training and University of Scouting events. Check with your District Executive and watch for announcements in *The Venture* or on the council web site.

Potential Unit Jobs to Fill

One of the main tasks for a Unit *ScoutParents* Coordinator is to get all parents involved in the unit program at some level, no matter how small. It's the first step to building a strong, thriving unit and continuing adult leadership. Here are some great suggestions for ways parents can be involved. I'm sure you can think of even more ways parents can help your unit!



Cub Scouts

- **Academics Coordinator** – Coordinate the academic skills programs.
- **Activities** – Assist in leading craft projects, games, etc.
- **Activity Badge Counselor** – Help teach one of the Webelos activity badges.
- **Activity Record-Keeper** – Keep track of participation in unit events.
- **Assistant Leader** – Provide support to the key leader for one of the dens.
- **Award Coordinator** – Complete paperwork and pick up awards.
- **Birthday Coordinator** – Keep track of birthdays.
- **Car Pool Coordinator** – Coordinate car pool for field trips, events and activities.
- **Ceremonies Helper** – Provide support during ceremonies and presentation of awards.
- **Construction Support** – Help in building items needed for program such as Pinewood Derby track, props and other materials.
- **Day Camp Helper** – Attend Day Camp with son and assist with den or pack.
- **Decorations Committee** – Provide support for making decorations for events and ceremonies.
- **Den Record Keeper** – Help keep records for den.
- **Derby Committee** – Serve on derby planning and execution committee.
- **Driver Information Record Keeper** – Keep and update driver information; insurance, license plate and vehicle information.
- **Field Trip Paperwork** – Make sure permission slips and emergency contact forms are collected for all.
- **Field Trip Planner** – Maintain a list of potential field trips and help plan events.
- **Field Trip Driver** – Help drive during field trips.
- **Flag Ceremony Coordinator** – Work with Scouts to plan and practice flag ceremonies for meetings and events.
- **Friends of Scouting Coordinator** – Help provide support for unit's FOS efforts with the district.

- **Fund-Raiser Coordinator** – Serve as chairperson for product sales efforts, such as popcorn sales.
- **Game Leader** – Plan and provide materials for games in the den or pack.
- **Grocery Shopper** – Plan and purchase food for meetings, events and activities.
- **Guest Speaker Coordinator** – Help secure guest speakers and presenters for meetings.
- **Hobby Expert** – Give a presentation to den or pack on an interesting hobby.
- **Holiday Party Committee** – Assist in planning and preparation of a holiday party.
- **Judge at Events** – Serve as a judge for unit competitive events.
- **Leader Roundtable** – Attend district Roundtable and bring ideas back to the unit.
- **Librarian** – Maintain and update literature and resources for unit.
- **Newsletter Editor** – Coordinate a newsletter for the unit.
- **Pack Committee** – Serve as a committee member to support pack.
- **Pack Meeting Program Helper** – Help with meeting set-up, registration, take-down and clean-up.
- **Pack Record Keeper** – Help keep advancement records for pack.
- **Pack Training Coordinator** – Serve as coordinator for adult leader training.
- **Parent Talent Survey Coordinator** – Conduct annual survey of parent’s professions, hobbies and interests that might be valuable to helping enhance the unit’s program.
- **Photographer** – Take photos or videos of activities and events to display or show at pack meetings.
- **Popcorn Sales Chairman** – Coordinate popcorn sales for den or pack.
- **Poster Maker** – Make posters to promote unit events and activities.
- **Printer** – Create and print flyers and other promotional materials for special events.
- **Prop Builder** – Make props, costumes and decorations for ceremonies or presentations.
- **Public Relations** – Coordinate the writing and submission of articles about unit events, sales and activities to local media outlets.
- **Recruiter** – Help at a recruiting event set-up, registration and share program information with new parents.
- **Recruiting Promoter** – Help with making and distributing promotional materials in community, neighborhoods and schools.
- **Recycling Coordinator** – Assist den or pack with recycling education and efforts in the community.

- **Refreshment Coordinator** – Coordinate the bringing of refreshments with parents in den or pack.
- **Religious Emblem Counselor** – Help instruct or guide youth in earning religious emblems.
- **Scout Sunday Coordinator** – Coordinate unit participation for Scout Sunday.
- **Seamstress** – Help those who need assistance to sew on patches and emblems or repair uniforms.
- **Secretary** – Record minutes during meetings, help send out thank you notes for field trips, activities and to guest speakers and presenters.
- **Service Projects Coordinator** – Help plan, organize and execute community service projects.
- **Skills Expert** – Give a presentation to the den or pack on a skill of interest to boys for advancement.
- **Skit Leader** – Lead skits at a den or pack meeting.
- **Song Leader** – Lead songs at a den or pack meeting.
- **Special Award Coordinator** – Keep track of special awards earned; Leave No Trace, World Conservation Award, etc.
- **Special Events Helper** – Help with Blue and Gold Banquet, holiday parties, pack outings, etc.
- **Special Leader Recognition Helper** – Provide help in recognizing unit leaders.
- **Special Trainer** – Provide training in special skills of interest to adults in unit; swimming, first aid, etc.
- **Sports Coordinator** – Coordinate sports programs for den or pack, secure equipment, coaches, referees.
- **Summertime Pack Coordinator** – Coordinate plans, programs, and participation in summertime pack activities.
- **Supply Coordinator** – Coordinate the purchase or collection of craft supplies for meetings.
- **Telephone Tree Coordinator** – Coordinate the telephone tree calls for den or pack communication.
- **Theme Developer** – Develop ideas for activities, crafts and programs for monthly themes.
- **Transportation Driver** – Help drive youth to and from activities.
- **Treasurer** – Help with budgeting, collection and payment of funds for pack.
- **Trip Planner** – Research ideas for places to go for field trips and events.
- **Uniform Exchange Coordinator** – Coordinate donation of “experienced” uniforms for unit and help with distribution.
- **Uniform Inspection Coordinator** – Help the unit commissioner conduct a uniform inspection during the year.

- **Venture Liaison** – Print out one or two copies of the council’s e-newsletter, *The Venture*, to share with parents and leaders to make sure everyone is aware of council activities, events and important Scouting information.
- **Website Monitor** – Monitor council and district websites for information of interest to the den or pack. Communicate that information to the other parents and leaders.



Boy Scouts

- **Advancement Committee** – Help keep award and recognition records.
- **Equipment Coordinator** – Keep and maintain unit camping gear and other equipment.
- **First Aid Coordinator** – Be aware of health and safety issues, and maintain troop’s first aid kits.
- **Birthday Coordinator** – Keep track of birthdays.
- **Calendar Planner** – Help create and maintain unit calendar.
- **Car Pool Coordinator** – Coordinate car pool for field trips, events and activities.
- **Driver Information Record Keeper** – Keep and update driver information; insurance, license plate and vehicle information.
- **Field Trip Paperwork** – Make sure permission slips and emergency contact forms are collected for all.
- **Field Trip Planner** – Maintain a list of potential trips and help plan events.
- **Field Trip Driver** – Help drive during campouts and trips.
- **Friends of Scouting Coordinator** – Help provide support for unit’s FOS efforts.
- **Merit Badge Counselor** – Become a counselor to assist Scouts in earning Merit Badges.
- **Troop Committee** – Serve as a committee member to support troop.
- **Popcorn Sales Chairman** – Coordinate popcorn sales for Troop.
- **Service Projects Coordinator** – Help plan, organize and execute community service projects.
- **Telephone Tree Coordinator** – Coordinate the telephone tree calls for troop.
- **Transportation Driver** – Help drive youth to and from activities.



Venture Crew

- **Activity Host** – Host an activity or party for the crew.
- **Chaperone** – Go on a trip with the crew as a chaperone.
- **Consultant** – Be a consultant on a career or hobby by teaching the skills of your trade.
- **Crew Advisor or Associate Advisor** – Be one of the key adult leaders with the crew.
- **Facility Coordinator** – Offer your property, business or home for activities.
- **Fundraising Coordinator** – Assist with fundraising projects.
- **New Member Promoter** – Encourage youth to invite their friends to join the program.
- **Parent Night Supporter** – Provide support for regular parent involvement night events.
- **Resource Provider** – Offer your talents and other resources in support of the program.
- **Training Coordinator** – Encourage and support youth in leadership and mentoring.
- **Transportation Provider** – Assist with transportation for activities and meetings.

These positions are suggestions. You may find the need to create other positions in your unit to ensure the workload is being distributed fairly among all parents and includes all.

Resources to Help You Succeed

Many helpful brochures and pamphlets are available from the council to help educate parents and youth about the *ScoutParents* program.

As the *ScoutParents* Unit Coordinator, you should use the *ScoutParents* canvas tote bag that contained your unit's rechartering kit, to hold *ScoutParents* materials to use and share with your unit's parents – such as the ***ScoutParents* DVD**, which was distributed to all units. If you do not have one in your unit, check with your district executive for availability.

Printed Materials

Several pieces of useful educational material were included in the *ScoutParents* tote bag. Check with your District Executive for remaining availability. Each item may also be downloaded from the *ScoutParents* section of the council website. Among the items are:

“Scouting Orientation Guide”

This informative 28-page booklet for parents is an in-depth look at Scouting, ranging from Cub Scouting to Boy Scouting.

“Let’s Go Scouting”

This booklet is designed to educate parents and 1st-grade and up boys about the FUN of the Tiger Cub and Cub Scout program. It can be read to a prospective Scout in a few minutes.

“Scouting Builds MORE Than Just Campfires”

This 8-panel pamphlet gives a brief, but informative look into the Family FUN of Scouting.

The *ScoutParents* DVD

The *ScoutParents* DVD contains four videos to show to prospective and current scouts and their parents. These videos are invaluable for recruiting and retaining youth and adults members for your unit. You’ll want to keep the DVD handy and use it often to recruit new Scouts and retain your current members. The videos on the DVD are:

Scouting Promo (0:42)

This short video is great for recruiting at school nights and other gatherings.

Parent Introduction to Scouting (5:09)

This video emphasizes the importance of parent participation as a key to the success of the unit. It also shows the benefits of being a Scout parent: having fun and enjoying memorable adventures with the scout – that may not be available in other youth programs.

Parent Information on Webelo Crossover to Boy Scouting (6:58)

This video is a special look at the positive aspects of crossing over from Cub Scouting to Boy Scouting to continue the Scouting experience. The video emphasizes the continued need for parental participation in Boy Scouts.

Cub Scout Parent Orientation (5:48)

This video gives a basic insight into Cub Scouting: how it operates, how it offers social and learning experiences beyond the home and school. The need for parental involvement and active participation is emphasized.

Internet Resources

Many other helpful materials may be downloaded at the *ScoutParents* section of the council website, including:

“Cub Scouting Volunteering Indicator”

This form will assist parents in determining the availability and interest in supporting their Cub Scout in a volunteer role by matching skills and preferences in which role to select as a service position.

“Boy Scouting Volunteering Indicator”

This form serves the same purpose for Boy Scouting.

“Cub Scout Pack Adult Participation Form”

This form helps parents understand how their participation benefits the Pack and their son toward earning the Centennial Quality Unit Award.

The *ScoutParents* Web Site

The *ScoutParents* web site is loaded with educational and informational items. It can be accessed at www.scoutparents.org.

The *ScoutParents* Facebook Page

A Facebook page for ScoutParents Unit Coordinators has been established to help you network with other Unit Coordinators in the council. You can access it on the council web site. You will need to set up a personal account. You can access by clicking here:

<http://www.facebook.com/home.php?#/group.php?gid=94415328074>



The *Join Scouting in Michigan* Web Site

This web site is a joint effort by all Boy Scout Councils in the state of Michigan to promote the growth of membership and parent participation. It can be visited at:
www.joinscoutingmichigan.org

Your District Executive and Unit Commissioner can also help direct you to other resources to aid in fulfilling your position as *ScoutParents* Unit Coordinator.