



BOY SCOUTS OF AMERICA®

Troop 616 – Scripps Ranch – Since 1970

Troop 616 Volunteer Positions

There are many varied opportunities to volunteer for the troop. We believe that “many hands make light work” and request that each family help the troop in some capacity. Defined positions are listed below. If you have a special interest, skill, or talent, please let us know.

Major positions:

Assistant Scoutmaster (ASM) – BSA training required. Work with Scoutmaster to ensure a quality program, lead outings including necessary upfront planning. Some ASMs will be asked to mentor and guide new scout patrols. (positions available)

Advancement Chair / Database Manager – Coordinate and schedule Boards of Review, manage and maintain troop database, track merit badge completion, purchase and deliver awards, produce scripts and programs for Courts of Honor.

Board of Review Chair – Coordinate and schedule Boards of Review (with both the Scouts being reviewed and the other adult BOR members), recruit BOR members, collect and track merit badge completion, work with Advancement Chair to keep rank & merit badge records up to date. (Shadow this year, Take over next year)

Membership Coordinator – Coordinate new member registration for incoming Webelos scouts in the spring and membership renewals for Scouts and adult volunteers in the fall. Submit recharter and Journey to Excellence applications. Communicate with incoming Scout families. (Shadow this year, Take over next year)

Quartermaster—Maintain troop equipment (tents, patrol boxes, etc.) and make it available for campouts. (Troop 616 has a storage unit but the quartermaster may need to store a few things at home). Inspect equipment and repair or replace as needed. This position is typically shared by a parent and a scout together.

Outdoor Team – Obtain reservations, help ensure successful implementation of outdoor program, communicate upcoming outings to troop with weekly emails. Create permission slip and sign-up sheet for each outing and update website calendar with outing details and permission slip (no specific web knowledge needed for this.) Staff Outdoor table at troop meetings to take signups, collect and track permission slips and payments, collect medical and other forms, and make sure tour leaders have necessary information before each outing.

Treasurer – Maintain troop financial records in Quick Books. Make deposits. Write checks for troop expenses. Report status at Troop Committee meetings. (POSITION FILLED)

Secretary / Webmaster – Take notes during committee meetings and maintain information for the troop. Help the Scoutmaster with the monthly Scoutmaster Notes. Maintain troop website. Updates may be required twice a month. Knowledge of html and/or website software is helpful, or familiarity with computers/software and willingness to learn. Involvement with Troop Committee is necessary to know what changes are needed.

Other positions:

Board of Review Members – Be available to sit on Boards of Review for scout rank advancements during troop meetings. (positions available)

Eagle Board of Review Members – Be available to sit on Eagle Boards of Review to interview Eagle candidates as scheduled by the district. (positions available)

Special Events Coordinators - Arrange food and decorations, and manage reservations, invitations and responses, for special events such as Courts of Honor. (positions available)

Plaque Coordinator – Store and maintain troop plaques and advancement board, adding names when needed and setting up at each Court of Honor.

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Ladle Coordinator – Lead Ladle soup kitchen outings as needed. (Need Backup)

Scouting for Food Coordinator - Coordinate troop food collection for this event (in March) and deliver food to District collection site

Popcorn Kernel – Run the annual popcorn sale.

Apparel and Uniform Bank – Collect and store donated scouting apparel and make it available to the troop. Coordinate orders and deliveries of new items such as Troop T-shirts, neckerchiefs, and sweatshirts, which are typically ordered about once per year. Must be available to bring clothing items to at least one monthly troop meeting. (POSITION FILLED)

Merit Badge Counselors – Provide scouts pursuing merit badges with direction and sign-off upon completion (especially important for the Eagle-required badges). There are currently 136 different merit badges offered. Check http://meritbadge.org/wiki/index.php/Merit_Badges for more information. (positions always available)