

Welcome Aboard to Boy Scout Troop 4, Santa Barbara! Boy Scout Onboarding Checklist

Items for Boy Scout

- ☐ Complete Boy Scout Application with registration dues and submit. It is the expectation that one or ideally both parents also register (see page 3). There is no charge for the second adult application as per Troop policy.
 - Pay Dues: troop dues, BSA dues
- ☐ Be added to Troop 4 e-mail distribution list and begin receiving e-mails upon receipt of application. Email Jay Konheim jaykonheim@gmail.com to request you to be added to the list.
 - There are 2 address lists: Parents and Scouts. It is not necessary for Scouts to have email as the parents can be on both lists. All emails are sent bcc to protect the addresses of the Scouts.
 - If a scout sends an e-mail to an adult/ASM/SM/he must include his parent in the e-mail
- ☐ Meet Troop 4 Leadership Team (can be done at meeting)
 - Scoutmaster- Trevor Anderson until 10/2024 and William Golgert after 10/2024
 - Assistant Scoutmasters (not all inclusive)
 - Brian Hersh, Jay Konheim, Sandra Lemon, Jesse Plowman, Michael Russel, Michael Thrasher
 - Parent Committee Chair, Sandra Lemon
 - Advancement Chair, Jay Konheim
 - Membership Chair, Sophie Spier

Complete BSA Annual Health & Medical Forms Part A, B and C and submit to Richelle Gates. A and B are due immediately and C must be submitted before a 72 hours or more camping trip. Part C must be completed/signed by the scout's doctor.

Buy Boy Scout Uniform (from BSA scout store, 4000 Modoc Road, Santa Barbara)

- ☐ Khaki Shirt
- ☐ Council patch (Los Padres)
- ☐ Troop numeral "4"
- ☐ World Scout Crest Patch (purple & white)
- ☐ Green epaulet loops (2)
- ☐ Boy Scout sash
- ☐ Boy Scout pants (zip off recommended)
- ☐ Boy Scout socks
 - Boy Scout Handbook (Troop will provide)
 - Black Neckerchief (Troop will provide)
 - Boy scout neckerchief slide (silver) (Troop will provide)
 - Patrol patch (Troop will provide)
- ☐ Receive Troop 4 Boy Scout Class B T-Shirt and Hat (Troop will provide)
 - Other Troop 4 gear: sweatshirt, long sleeve shirt, beanie, brim hat... to be offered periodically via the vendor (e-mail sent out periodically by T4)
- ☐ Buy Notebook to house merit badge cards and Scout Handbook, etc.
- ☐ Scout assignment to a patrol (assigned by Scoutmaster and SPL)

Items for Boy Scout (page 2)

- ☐ Register for summer camps
 - Troop 4 attends at least 2 boy scout summer camps
 - Highly recommended that each scout go to at least 1 or both
- ☐ Troopmaster database (Troop 4 record tracking database)
 - Understand purpose and how to keep current (see reference guide)
 - Receive account user ID and password from Sandra Lemon (you will receive via e-mail)
 - All boy scout activities are maintained in the system:
 - Camping/Hiking
 - Summer camps
 - Service hours
 - Rank advancement activities
 - **All rank requirements, merit badges earned, camping/hiking, other scouting activities to be entered into the Scout Handbook by the scout**
 - Scoutbook database is master database used by BSA and is updated by our Advancement Chair.
- ☐ Attend Troop meetings:
 - School year: 6:45 – 8:15 p.m. every Tuesday, Class A uniform
Punctuality is stressed. Meetings start on time.
 - Patrol Leaders Council (PLC) only: 3rd Tuesday of the week
 - Summer: 6:45 – 8:15 p.m. every Tuesday, Class B uniform
 - Agenda sent out prior to meeting by SPL
 - Agenda contains calendar of events
 - Other meetings:
 - Court of Honor: three times a year
 - Troop Elections-twice a year (during regular troop meetings)
- ☐ Scout Handbook (Guide and log for completing requirements/rank advancement in BSA program)
 - Bring to every meeting
 - Scout to complete the joining requirements by earning the SCOUT Rank (reference Scout Handbook)
 - **All rank requirements, merit badges earned, camping/hiking, other scouting activities to be entered into the Scout Handbook by the scout**
 - When scout is ready to earn that rank and request a Board of Review, he will have to copy that rank page from the Scout Handbook and provide to the Committee Chair so that a Board of Review can be scheduled
- ☐ Scout to reach out to his Patrol Leader or Troop Guide to obtain assistance with rank advancement questions/sign-off and any Troop questions. Rank Advancement items are to be signed off by another scout that is First Class rank or above.



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Parent Onboarding Checklist

Items for Parent

- ☐ Parent Participation is expected at some level, troop is 100% volunteer
 - Youth Protection Training (at my.scouting.org) (see How to Guide for Taking YPT)
 - **Take asap (and before any scouting event)**
 - If current, email Sandra Lemon a copy of your training certificate
 - If not current, take the course and then e-mail a copy of the training certificate to Sandra Lemon
 - WS10 Training Committee Challenge (at my.scouting.org)
 - Additional training available in my.scouting.org depending on parent role in troop or interest
 - ASM (Assistant Scoutmaster) (training in my.scouting.org plus IOLS training from council)
 - Committee Member
- ☐ If currently registered with Boy Scouts (as part of a cub scout Pack), register by transferring your membership to Troop 4 (complete Adult Application)
- ☐ Complete BSA forms Part A and B if attending events with the Troop (submit to Brian Hersh)
- ☐ Complete BSA form Part C if attending events longer than 72 hours (submit to Brian Hersh)
- ☐ Receive Troop 4 Roster (in shared Google Drive) or request a copy from Dr. Rebecca Golgert
- ☐ Meet with Sophie Speir for Orientation
- ☐ Troop Parent Committee meeting: 3rd Tuesday of every month during Troop meeting
 - Every parent encouraged to attend
 - Committee positions open (see Committee Chair for details on open roles)
- ☐ Understand Boy Scout Database purposes and help scout to keep current
 - My.scouting.org
 - Create parent account to keep track of adult training such as YPT
 - Troopmaster
 - This provides all boy scout activities your son does/badges earned/rank advancement
 - Parent to periodically check to ensure it is correct

PARENT PARTICIPATION NEEDED FOR BOR AND EVENTS

Parent Participation Needed in Boards of Review (BOR)

What is a Board of Review?

- Every Scout must undergo a Board of Review to complete the ranks of Tenderfoot, Second Class, First Class, Star, Life and Eagle.
- A board of review must consist of no fewer than three members and no more than six, all of whom must be at least 21 years of age.
- Parents, guardians, or relatives shall not serve on a board for their child.
- Parents are needed to participate in Boards of Review so that scouts can advance in their ranks
- The Eagle Board of Review is conducted by council representatives

Why is a Board of Review important?

- A Scout who has completed the requirements for any rank (except Scout rank) then appears before a board of review.
- Its purpose is to determine the quality of the Scout's experience and decide whether the requirements for the rank have been fulfilled. If so, the board not only approves the Scout's advancement but also provides encouragement to continue the quest for the next rank
- If there are not enough adults volunteering to conduct a Board of Review, the scout's rank advancement may be delayed.

How can I be a part of a Board of Review?

- 30 to 45 minutes of your time during the same time as a Troop meeting
- There are suggested questions available for each Board of Review rank
- Board of Reviews are coordinated by the committee chair
- All you have to do is show up to the meeting, be engaging with the scout in asking questions about scouting

Drivers and adults needed on Troop events

Why are drivers/adults needed at Troop events?

- The Troop needs a minimum of two registered adults at each event. Most of the time, the numbers of scouts attending events are greater than the number of seat belts/room in those adult cars, so we need drivers to transport additional scouts.
- How can I be a driver? See table below:
- How can I join the Troop on an outing? See table below:

Items Needed to participate in BOR or Event	Who to contact	Board of Review	Driver	Day Event	Overnight Campout/ Summer Camp
30 – 45 minutes during Troop Meeting	Committee Chair	Required			
Youth Protection Training	Training Chair		Required	Required	Required
Registered as an Adult in Troop via Adult application	Committee Chair		Recommended	Recommended	Required
Pay BSA Fee (\$36) with application	Committee Chair		Recommended	Recommended	Required
Background Checked via application	Committee Chair		Recommended	Recommended	Required
BSA Medical Forms Part A and B	Submit to Brian Hersh				Required
BSA Medical Forms Part C	Submit to Brian Hersh				Required, If campout is more than 72 hours

There are other parent opportunities to support Troop 4 (merit badge counselor, organizing events, popcorn colonel, etc).

Please contact the Committee Chair or Scoutmaster for more information.