

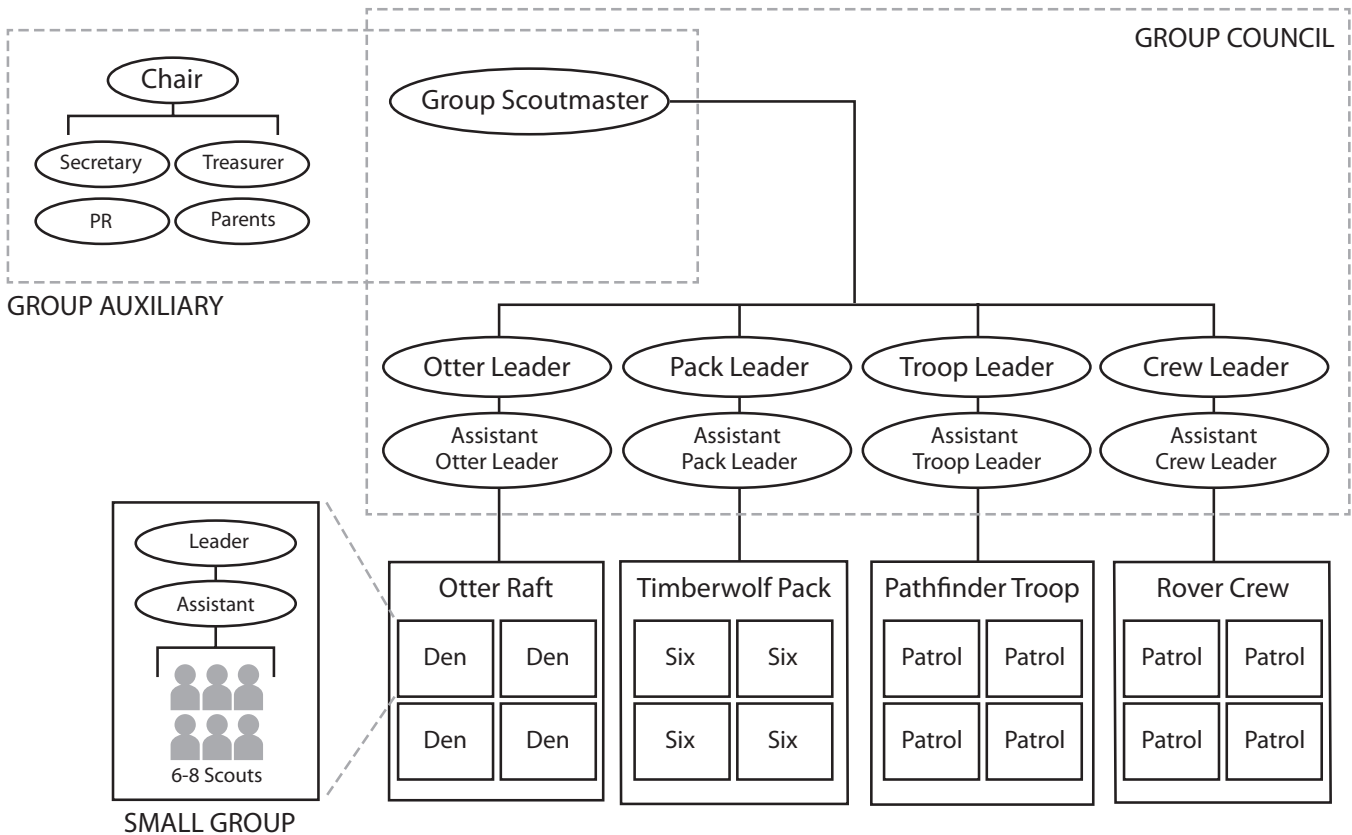


SCOUT LEADERS AND VOLUNTEERS

64th Brandywine Baden-Powell Service Association

OVERVIEW

The BPSA is an entirely volunteer-led organization. This document describes the different types of volunteer positions in the 64th Brandywine, what they involve in terms of time commitment, and how to volunteer.



LEADERSHIP POSITIONS

Leaders are expected to attend all group and section meetings and activities, generally 2-4 times per month. Short telephone or in-person leadership meetings will be planned as needed to organize activities. Leaders require enthusiasm, patience, and a willingness to learn new things. Leaders must also provide the required background checks and clearances (see below). **Any adult who wishes to take a leadership position in the 64th Brandywine must register as a Rover scout.** Previous scouting experience is NOT required!

OTTERS

OTTER LEADER

The Otter Leader (Ahmeek) is in charge of the Otter Raft of 4-6 Dens (maximum 32 kids). Otters are ages 5-7, or grades K-2. If the Raft is co-ed, there should be an Assistant Leader of the opposite gender.

- Plans activities and meetings with help of Group Scoutmaster and Assistant(s)
- Organizes and supervises all meetings and activities of Raft
- Participates in planning calls/meetings with Group Council
- Registered and uniformed as a Rover Scout
- Approximate time commitment: 6-10 hours per month

ASSISTANT OTTER LEADER

The Assistant Otter Leader provides support to the Otter Leader.

- Helps with planning activities and meetings
- Attends and provides support at all meetings and activities of Raft
- Substitutes for Leader as necessary
- Participates in planning calls/meetings with Group Council
- Registered and uniformed as a Rover Scout
- Approximate time commitment: 4-8 hours per month

DEN LEADER(S) & ASSISTANTS

Den leaders are adult patrol leaders, responsible for a Den of 6-8 Otters. As the Otters are too young to manage their own small group activities, we need Den Leaders to help supervise.

- Attends and provides support at all meetings and activities of Raft
- Additional substitute for Leader and Assistant
- Registered and uniformed as a Rover Scout
- Approximate time commitment: 2-6 hours per month

TIMBERWOLVES

PACK LEADER (AKELA, CUBMASTER)

The Pack Leader (Akela) is in charge of the Timberwolf Pack of 4-6 Sixes (maximum 32 kids). Timberwolves are usually ages 8-10, or grades 3-5. If the Pack is co-ed, there should be an Assistant Leader of the opposite gender.

- Plans activities and meetings with help of Group Scoutmaster and Assistant(s)
- Organizes and supervises all meetings and activities of Pack
- Participates in planning calls/meetings with Group Council
- Registered and uniformed as a Rover Scout
- Approximate time commitment: 8-12 hours per month

ASSISTANT PACK LEADER

The Assistant Timberwolf Leader provides support to the Timberwolf Leader.

- Helps with planning activities and meetings
- Attends and provides support at all meetings and activities of Pack
- Substitutes for Leader as necessary
- Participates in planning calls/meetings with Group Council
- Registered and uniformed as a Rover Scout
- Approximate time commitment: 6-10 hours per month

ABOUT ROVER SCOUTING

Joining the BPSA as a Rover Scout is a lot of fun. You are setting a great example for your child as a volunteer, a helper, and participant in the game of Scouting. There are even badges and advancements!

- As members of the 64th Brandywine, Rovers pay annual dues.
- The Rover uniform is a green safari-style button-down shirt, a necker, and a hat.
- In their first year, Rovers should attend a 2-night weekend training camp (Brownsea Training Camp).
- Rovers and Leaders read and follow BPSA-US child safety guidelines.

GROUP AUXILIARY

The Group Auxiliary acts as support staff to the Group Scoutmaster. Members of the committee do not need to register as Rover Scouts. The Group Auxiliary should communicate regularly via email and meet quarterly.

CHAIR

A Chairman should have attention to detail, discipline, organization, basic computer skills, ability to run meetings, and willingness to learn and understand BPSA standards and regulations.

- Organizes and supervises quarterly Group Auxiliary Meetings
- Ensures compliance with BPSA regulations
- Double checks financial reports
- Seeks out applicable grants or funding

TREASURER

The Treasurer should have excellent financial accounting, discipline, organization, and computer skills.

- Manages bank account(s), tracking revenue and expenses
- Files federal and state tax
- Attends and reports at Auxiliary meetings

SECRETARY

The Secretary should have excellent attention to detail, discipline, organization, and computer skills.

- Organizes and updates any necessary paperwork for scout group
- Takes notes at Auxiliary Committee meetings
- Disseminates information about Auxiliary Committee decisions

PUBLIC RELATIONS

The PR Representative for the 64th Brandywine should have excellent writing and communications skills.

- Writes and distributes press releases regarding scout activities to local media
- Updates news section of website
- Provides info to BPSA-US media
- Responsible for overall promotion

OTHER HELPFUL ROLES

Instructor

Do you have a special skill that enriches our game of Scouting or teaches a scouting skill? If you would like to help out in a meeting with a craft, perform & teach a song, or other activity, let us know! Meeting volunteers, instructors, or presenters are not required to be registered members of the Group.

Chaperone

If you would like to help shepherd scouts during an outing, like a hike or camping trip, we would love to have extra adults for safety. Full families are welcome at most activities.

Adult Support

This is a volunteer role within the BPSA that signifies an adult that is not a scout leader, but the adult has undergone a BPSA-US background check.

First Aid

Although it is not required, the 64th Brandywine encourages all leaders to independently attend first aid, CPR, and AED training through the Red Cross or similar agency. Our safety commitment is to ensure that there is always an adult with current first aid certification present at all activities.

BACKGROUND CHECK/CLEARANCE POLICY FOR ADULT VOLUNTEERS (2017-18)

In order to comply with Pennsylvania law (2015 Act 15), the 64th Brandywine has reviewed and updated procedures for leaders and volunteers.

As stated above, any adult who wishes to fill a leadership position in the 64th Brandywine must register as a Rover scout. Any parent who is interested in a supporting (non-uniform, non-leader) role as a volunteer may register as "Adult Support." Both Rovers and Adult Support members receive an annual BPSA-US national criminal background check yearly, at the time of registration.

In addition, Rovers must also complete the state-required 3 part clearances to volunteer with children (see below).

Any parent wishing to participate in an overnight camping activity MUST register as an Adult Support member in order to receive a BPSA-US background check. However, if a parent has the current state-required clearances (below), they may be submitted in lieu of the BPSA registration.

Pennsylvania requires **3 types of state clearances** for volunteers that work with children:

1. Pennsylvania Child Abuse History Clearance
2. Pennsylvania State Police Criminal Record Check
3. Federal Bureau of Investigation Criminal Background Check*

**Only required if the volunteer has lived outside of PA in the last 10 years.*

The first 2 above can be completed online for free. The third, The FBI Criminal Background Check, requires fingerprinting; thus, it must be done in person and requires a \$24 fee. The 64th Brandywine will reimburse this fee upon request.

Links for information and to apply for these clearances can be found on the Members page of the 64th Brandywine website at <https://64thbrandywine.org/members>.

All clearances must be completed and submitted in advance of any group activity for which the clearances are required. Volunteers should provide photocopies of their clearance results directly to the Group Scoutmaster. Be sure to keep copies for yourself. PA clearances must be renewed every 60 months.

If you have any questions regarding these policies, please discuss with the Group Scoutmaster. For more information regarding PA law, please see <http://keepkidssafe.pa.gov>.

HOW TO VOLUNTEER

The Group Scoutmaster can discuss available roles in the group. Please consider the commitment required for each role as outlined, and any special skills you can bring to group operation.

FREQUENTLY ASKED QUESTIONS

What if I volunteer but change my mind or decide it's not for me?

We will try to provide you as much information about the role as possible before volunteering. If you have done your homework and signed up, but it's simply not working for you, then we will look for another volunteer for that role. If you wish to remain involved, we will find a way to make that happen, too.

If my role requires me to attend "all meetings and events" what happens if I am sick or on vacation?

Of course, this may happen over the course of a year. Ideally there will be other adults to fill in. Please notify your leaders as early as possible so that we may find a substitute for you during the time of your absence.

What does it cost?

The 64th Brandywine makes every effort to minimize costs for volunteers. Handbooks are available for free online. A breakdown of approximate costs for a new Rover is below.

\$30	Annual 64th Brandywine dues
\$20	Annual National BPSA-US membership (covers BPSA background check)
\$16	Necker
\$38	Shirt (Long sleeved with epaulettes)
\$15	Hat (beret)
\$24	FBI Criminal Background Check (reimbursed upon request)
\$40	Weekend Brownsea Training Camp

What is the BPSA-US background check?

BPSA-US has a contract with an outside security firm to provide background checks. The custom check includes a Social Security Number Trace & Address History Report, a National Identifier Criminal Search (searches criminal records, including sex offender registries, known fugitive database, homeland security databases, and more than 600 million individual criminal records) and a National Sex Offender Search. Results of the check remain confidential and are not available to the GSM or other leaders. As this is a customized product, BPSA-US cannot accept background checks provided by employers or schools.