



**Scouting
America**™

Adventure West Council

A COMPLETE DISTRICT OVERVIEW

This overview provides information on how Districts within the Adventure West Council, Scouting America assist Scouters throughout each level of Scouting.



The District

Our Council is divided into geographic areas known as Districts. District leaders ensure the growth and success of the units within their territory. These responsibilities are broken into four categories. The result of effective district support is more youth members receiving the mountain-top Scouting experience.

THE FOUR FUNCTIONS OF THE DISTRICT

1. Membership:

The District Membership committee works to grow Scouting in our communities. They recruit new youth into our programs. They build relationships with new partnering organizations and work to establish new scouting units. They participate in community engagement events and promote Scouting within their territory. They maintain relationships with educational institutions and community organizations that serve youth and work with these groups to secure opportunities to speak with families and promote Scouting.

2. Finance:

The District Finance committee is responsible for the financial aspects of Scouting. They assist units with their finances, providing training on proper budgeting practices and guidance on strong unit finance plans that fund the unit and help families subsidize their Scouting adventures. They promote our council product sales. They foster relationships with current supporters of Scouting and work to develop relationships with new supporters. They raise the funds required to get more families involved in our great program.

3. Program:

The District Program committee concentrates on ensuring Scouts receive the mountain-top experience. They create and provide program experiences for our youth. They work to ensure that every leader is trained. They help unit leaders understand Scouting's advancement program and help youth become Eagle Scouts. They promote and encourage attendance and participation in service projects, summer camp and other events.

4. Unit Service:

The customer service function of Scouting is carried out through the District's Commissioner Corps. Commissioners are experienced Scouters who help partnering organizations, unit leaders, and parents achieve the aims of Scouting. Commissioners are the unit leaders' best friend, they work with them, they provide coaching and consultation to help ensure the success of every Scouting unit. Commissioners serve as the vital bridge to a world of possibility, personally empowering every unit to harness the full strength of Council and District resources.

District Overview

- A District is a geographic area of a local BSA Council, determined by the Councils Executive Board. *Districts are not entities*. District leaders are our Council's representatives to each unit.
 - District leaders ensure the growth and success of the units within the district's territory.
 - Districts are responsible for carrying out four standard functions:
 - District Committee
 - Membership
 - Finance
 - Program
 - District Commissioner
 - Unit Service
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Nominating Committee

- Works year-round with the District Chair, District Commissioner, and Vice-Chairs to recruit and fill vacancies in the District Committee and Commissioner Corps.
- Nominating Committee Chair is selected and approved by the Council President through recommendations from the District Chair.
- Annual District Meeting
 - Each December the District Nominating Committee prepares a slate of competent officers and members-at-large who will serve on the District Committee for the next year.
 - The slate is presented by the Nominating Committee Chair at the Annual Business Meeting and is reviewed by the voting members of the district.
 - For the slate to pass, a vote of the majority of those present at the meeting is required. Newly elected officers take office immediately following the Annual District Business Meeting.
 - Voting members of the District:
 - Chartered Organization Representatives
 - Registered District Members-at-Large who have served for 1 year
 - Council Members-at-Large who reside in the boundaries of the District

District Key 3 – District Chair, Commissioner and Executive

- District Chair
(The District Chair is a member of the Council Executive Board)
 - Responsible for all aspects of the District Committee which include Membership, Finance and Program.
 - Recruits, trains, and leads the District Committee.
 - Ensures attainment of membership growth and fundraising goals and objectives.
- District Commissioner
(The District Commissioner is a member of the Council Commissioner's Cabinet)
 - Recruits, trains, and leads a staff of Commissioners who support unit leaders.
 - Responsible for all aspects of Unit Service:
 - District Roundtable(s)
 - Unit Commissioners
 - Commissioner Service
 - Overall Unit Health
 - Council Unit Excellence Award
 - Retention, Unit and Individual Renewals

- **District Executive**
 - Full-time professional who works under the Council Scout Executive.
 - Supports the Nominating Committee, District Chair and Commissioner to ensure all aspects of a District are functioning properly and that all goals and objectives are achieved.
 - Ensures all BSA policies are followed.
 - Provides professional coaching, proposing plans for consideration and suggesting action plans for recruiting new volunteers.
 - Gives inspiration and encouragement.
 - Maintains regular contact with heads of partnering organizations.
 - Provides behind-the-scenes administration, such as updating records, auditing finances, running reports, and arranging council services.
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Membership Growth Committee *(Vice Chair of Membership)*

(The Vice Chair of Membership is a member of the Council Membership Committee)

- **Unit Growth and Partnering Organizations**
 - Establishes new scouting units.
 - Identifies, recruits, and develops relations with new partnering organizations.
 - Helps organizations adopt Scouting as a part of their overall program.
 - Recruits, trains, and supports new unit organizers.
 - Works with District Training Committee to ensure new leaders are trained.
 - Works with the Commissioners to ensure new units have a Unit Commissioner.
 - Recruits new youth and adults into the program.
- **Membership Growth**
 - Executes both Spring and Fall Membership Recruitment drives and ensures that units participate and are successful.
 - Works with units to develop and implement individual recruitment plans.
 - Maintains regular contact with the leadership of local schools.
 - Tracks and attains membership growth objectives annually.
 - Ensures that Troops, Crews, and Ships hold activity-based recruitment events.
 - Ensures that Exploring Posts hold first nighter sign-up night events that utilize the career interest surveys and additional promotion.
 - Ensures all Arrow of Light Cub Scouts cross over into a Scouts BSA Troop.
- **Relationships with Organizations that Serve Youth**
 - Develops and maintains relationships with educational institutions, home school groups, and community organizations that serve youth (*Civic Organizations, YMCA, Churches, 4H, Boys & Girls Clubs, Sports Organizations, etc.*)
 - Works with these groups to secure opportunities to speak with families and promote Scouting.
- **My.Scouting.org**
 - Works with unit leaders to ensure their Beascout.org information current.
 - Is familiar with my.scouting's application and invitation manager functions.
 - Ensures units properly utilize use application manager and promptly accept applications submitted in Beascout.org.
 - Ensures units promptly contact and follow up with leads generated from Beascout.org within invitation manager.

Finance Committee *(Vice Chair of Finance)*

(The Vice Chair of Finance is a member of the Council ICL Committee)

- **Ensures all Scouting Financial Policies are followed**
- **Unit Money Earning**
 - Spring Council Fundraisers
 - Promotes, oversees, and ensures obtainment of goal.
 - Popcorn Council Fundraiser (Fall)
(The District Popcorn Kernel is a member of the Council Popcorn Committee)
 - Promotes, oversees, and ensures obtainment of goal.
 - Ensures all units participate in the sale.
 - Organizes orders and pickups and manages the overall sale.
 - Ensures Show-and-Sell Locations are fully utilized.
 - Approves all Unit Money Earning applications according to Scouting Fundraising Guidelines.
- **Investment in Leadership & Character (ICL)**
 - Raises the District's fundraising goal by June of each year.
 - Family ICL
 - Ensures every unit in the district participates in the ICL Campaign.
 - Raises their fundraising goal and ensures all current families and all past givers are contacted and invited to donate.
 - Works to ensure the majority of pledges get paid.
 - Community ICL
 - Facilitates local community ICL Campaigns, including IC5 campaigns, and ICL Events.
 - Raises their fundraising goal and ensures all past donors are contacted.
 - Ensures the majority of pledges are paid.
 - Leadership ICL
 - Ensures all District Leadership, Commissioners, and Merit Badge Counselors participate in the annual ICL Campaign.
 - Provides recognition to all donors, along with information about how their donation helped serve youth.
 - Ensures that donors receive 7 or more contacts during the year.
- **Donor Development**
 - Maintains and fosters list of individuals who currently do not have a relationship with Scouting and works to connect with them and invite them to key Scouting events.
 - Maintains and fosters list of current donors who contribute at a high level and works to connect with them and invite them to key Scouting events.
- **Budgets**
 - Oversees the district's event budgets and ensures the district is fiscally sound.
 - They assist units with their finances, providing training on proper budgeting practices and guidance on strong unit finance plans that fund the unit and help families subsidize their Scouting adventures.
- **United Way**
 - Cultivates and maintains a cooperative relationship with the local United Way.

Program Committee *(Vice Chair of Program)*

- **Training Committee**

(The District Training Chair is a member of the Council Training Committee)

- Inventories and works to ensure that every adult leader is trained for their specific position including outdoor leader training.
- Ensures that all direct contact leaders, which are those who directly work with Scouts, have completed online training for their registered position within 90-days of registering as an adult leader.
- Supports and promotes our Council's Basic Adult Leader Outdoor Orientations (BALOO) and Introduction to Leader Skills (IOLS) trainings.
- Works with the Membership Committee to train all new adults when a new unit is established.
- Is familiar with the functions of training manager in my.scouting.org.
- Is familiar with and promotes additional resources including my.scouting.org, beascout.org, Scoutbook, council website and Facebook, program planning, etc.

- **Advancement and Recognition Committee**

(The District Advancement Chair is a member of the Council Advancement Committee)

- Rank Advancement
 - Works with unit leaders to ensure youth are earning rank advancements.
 - Is familiar with the advancement reports in my.scouting.org
 - Ensures advancement is being properly recorded.
 - Coaches and supports units on best practices for conducting Boards of Review, Courts of Honor, and Blue and Gold Banquets.
 - Provides assistance to units with little or no advancement.
- Eagle Rank
 - Reviews and approves Eagle Scout service projects.
 - Conducts District Eagle Scout Candidate Boards of Review.
 - Reviews Eagle Scout candidate appeals, if their application is denied.
- Merit Badge Support
 - Organizes and holds Merit Badge Universities.
 - Recruits, trains, and approves an adequate group of counselors.
- Adult Leader Recognition
 - Organizes and holds the annual District Adult Leader Recognition event.
 - Recommends youth, unit and District Scouters for special awards and recognitions, such as adult leader knots, lifesaving awards. Unit leader of the year awards, etc.
 - Submits nominations for the Council Silver Beaver Award.
 - If assigned by the District Chair, nominates, and selects the annual District Award of Merit recipients.

- **Marketing Committee**

(The District Marketing Committee Chair is a member of the Council Marketing Committee)

- Responsible for District communications and marketing that may include website, newsletters, social media posts, etc.
- Ensures volunteers and units follow Scouting's Brand Marketing Policies.
- Collects Scouting stories that highlight local youth and the impact Scouting is having in the community.
- Works with local media to submit "Good News" stories that highlight Scouting and Scouting's impact in the community.

- **Religious Emblems Coordinator** (*Chaplain*)
 - Works with both adults and youth in achieving their Religious Awards (Duty to God, Ad Altare Dei, God and Church, etc.)
 - Assists units in having unit religious services as part of their program.
 - Provides vespers services and prayers at District functions.

- **Camping Committee** (*Scouts BSA, Venturing, & Exploring focus*)
 - Plans and executes District Scouts BSA, Venturing, & Exploring events such as: Klondike Derby and Spring Camporee
 - Works with Commissioners to understand, support, and ensure that each unit has a strong, year-round, outdoor camping plan that includes Summer Camp attendance.
 - Actively promotes our Council Summer-camps, High Adventure Programs, National Jamboree, and Camporall. Strive to increase unit and youth participation. Ensure obtainment of goals.
 - Order of the Arrow Chapter
 - Guides the Order of the Arrow through the chapter officers and adviser.
 - Promotes camping and outdoor activities.
 - Supports the Order of the Arrow Lodge.
 - Short Term Camp Administration
 - Ensures that a Short-Term Camp Administrator inspects and approves all Short-Term camps and that a Medical Officer is on site.
 - Provide guidance on health, safety, and risk management.
 - Quartermaster
 - Inventories and manages supplies purchased for District events.
(Districts are not entities and cannot own anything. District supplies are owned by our Council.)

- **Activities and Civic Service Committee** (*Cub Scout Focus*)
 - Plans and executes District Cub Scout events such as Fishing Derby, Cub Activity Day, Pinewood Derby, Webelos Pin Day, etc.
 - Promotes and ensures high attendance at Cub Scout events such as Cub World, Cub Activity Day, Cub Haunted, Jolly Jamboree, and Arrow of Light Camp. Ensure obtainment of goals.
 - Community Service
 - Encourages unit participation in community service, including participation in Scouting's Adopt-A-School program and Scouting for Food.
 - Supports unit leaders to ensure service hours are properly recorded.
 - May organize District-wide community service projects.

Commissioner Service

Commissioners are Scouters who strive to ensure every member has an amazing Scouting experience. The customer service function of Scouting is carried out through their efforts. Commissioners focus on retention by supporting unit leaders in developing a safe, welcoming environment and delivering Scouting's programs effectively. They help ensure each unit has strong leadership and a program that attracts and retains Scouts and families. Commissioners serve as the vital bridge to a world of possibility, personally empowering every unit to harness the full strength of Council and District resources.

Roundtable Commissioners

- Roundtables are recurring meetings, typically held monthly, for Scout leaders to receive supplemental training, share program ideas, and build relationships. The meetings often include breakout sessions for Cub Scouts, Scouts BSA, and Venturing leaders.
- Roundtables may also include important trainings such as: Program Planning, Membership Recruitment Training, Popcorn Kick-off, etc.

Assistant District Commissioners (ADC)

- At the direction of the District Commissioner, an Assistant District Commissioner typically recruits, trains, and supports between three to five Unit Commissioners, ensuring their success and helping them with any major issues or concerns their units might be experiencing.
- They meet with their Unit Commissioners regularly to review and make action plans to support and provide assistance to their units.

Unit Commissioners (UC)

- The Unit Commissioner is a Scouting generalist whose passionate mission is to help our adult leaders deliver the full promise of Scouting through strong program participation, trained leaders, financial stewardship, and engagement in council activities.
- They are familiar with and help unit leaders utilize online resources including my.scouting.org, Scoutbook, & Internet Advancement.
- They serve as the unit leader's friend and coach. They offer encouragement and support. They link unit needs to the District Operating Committees and other resources.
- They ensure their assigned units have a strong annual program plan with an associated funding plan that funds both the unit's operation and offers families a way to subsidize their Scouting adventures.
- They help their assigned units achieve the Council Unit Excellence Award.
- They work to ensure their units are actively participating in all activities available to them and they work with the District Committee to help their units have the best program available.
- They ensure timely membership renewals of adults, youth, and the unit.
- If asked, they present the annual charter at an appropriate meeting.
- They identify individuals who they feel should be asked to serve as a member of the District Committee or Commissioner Corps and provide their information to the District Commissioner.
- They rescue our dropped & separated Scouting units and strive to ensure that all units are active, supported, and operating.

Scouting for All Abilities

- Scouting for All Commissioners provide knowledge, support, and resources to unit leaders and parents to help ensure that all youth feel included, can participate fully, and have an amazing Scouting experience.

ADVENTURE WEST COUNCIL - DISTRICT POSITIONS OVERVIEW CHART

<u>District Executive</u>	<u>District Chair</u>	<u>District Commissioner</u>
<u>Vice Chair of Finance</u>	<u>Vice Chair of Program</u>	<u>Vice Chair of Membership</u>
<u>Popcorn Kernel</u>	<u>Training Committee Chair</u> Committee Members	<u>New Unit Committee Chair</u> Committee Members
<u>Family Giving Chair</u> Committee Members	<u>Marketing Committee Chair</u>	<u>Cub Scout Recruitment Chair</u> Committee Members
<u>Community ICL Chair(s)</u> Committee Members	<u>Advancement Committee Chair</u> Eagle Coordinator(s) Adult Recognition & Event Chair Merit Badge University Chair Committee Members	<u>Scouts BSA / VESSI Recruitment Chair</u> Committee Members
	<u>Religious Emblems Coordinator</u> <i>(Chaplain)</i>	
	<u>Camping Committee Chair</u> Klondike Derby Chair Spring Camporee Chair District Quartermaster Short Term Camp Administrator Order of the Arrow Chapter Advisor Committee Members	
	<u>Activities & Civic Service Committee Chair</u> Cub Event Directors <i>(as needed)</i> - Pinewood Derby, etc. Committee Members	
		<u>Assistant District Commissioners</u> Unit Commissioners Scouting For All Commissioner
		<u>Roundtable Commissioner</u> Cub Roundtable Commissioner Scouts BSA Roundtable Commissioner Venturing Roundtable Commissioner



Council President Appoints:
District Nominating Committee Chair
District Nominating Committee Members