

PLAN YOUR ADVENTURE

UNIT GUIDEBOOK

#ADVENTUREON!



BOY SCOUTS OF AMERICA®
MID-IOWA COUNCIL

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USING THIS GUIDE

Every great project starts with a GREAT PLAN. The same goes for Scouting. By following our proven Ideal Year of Scouting plan, you can expect to see...

- A stronger program for your Cubs at less personal cost to you
- Increased parental involvement
- More Cubs camping
- Better retention
- More funding with less time spent fundraising
- A simpler, easier, and more enjoyable Scouting program

Over the next few pages, we'll set you on the path to your Ideal Year of Scouting. If you have questions or get stuck along the way don't worry, we've got you covered!

This guide and additional online resources are available at

www.scoutingiowa.org/planyouradventure. You can also contact us at 515-266-2135 and we'll connect you with a Scouting professional who can help answer any questions and help you achieve your Scouting goals.

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SCOUTS
BSA

PROGRAM PLANNING

The first step of the planning path helps you develop an annual program plan, a budget to go along with that plan, and a fundraising plan to reach your program goals.

The result is a well-managed, well-financed Scouting unit that spends time Scouting and not raising money.

PROGRAM PLANNING CONFERENCE:

Each Patrol should elect a Patrol Leader to serve on the Patrol Leaders' Council. Once your Patrol Leaders' Council is formed, the troop or crew should hold a Program Planning Conference. This conference should serve as the starting point for creating your annual program plan. While drafting your annual program plan it's important not to get stuck on what you have "always" done, but what you would "like to do." Steps in annual program planning include...

- Brainstorm: Brainstorm ideas of things you would like to do as a troop or crew. Include a wide range of activities from campouts to service projects. At this point, everything goes on the board and no evaluation happens.
- Evaluate: The troop or crew committee evaluates each suggestion and goes back to the troop with the "approved list." Have your Scouts vote on their first, second and third choices.
- Draft the Plan: Put together a draft of your annual program calendar. Assign potential activities for further research (cost, times, availability). Then finalize your plan including a budget and share with your Scouts and families. Be sure to plan your calendar around council and district events.

FUNDING YOUR PROGRAM:

You've got a great program plan, now how are you going to pay for it? To get started download the Troop/Crew Budget Planners at

www.scoutingiowa.org/planyourADVENTURE .

Four Steps for a Successful Fundraising Campaign

1. Establish an annual plan and budget using the Unit Budget Planners
2. Determine the expenses from all activities, advancements, and training your unit wants to do, then decide how much popcorn/product your unit must sell to cover those expenses.
3. Set a unit fundraising sales goal and break down to a per-Scout-goal based on your budget.
4. Put together an exciting popcorn/product kickoff.

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BUDGET

Program Expenses		Annual Cost per Scout/Unit	Number of Scouts / Adults	Total Unit Cost
Registration & Program Fee	# youth	\$171.00	25	\$4,275.00
Registration & Program Fee	# adults	\$132.00	5	\$660.00
Charter Fee	Yearly flat fee	\$100.00		\$100.00
Scout Life Subscriptions	1/household	\$15.00		\$0.00
Advancement	Rank & Nova badges are free w/prgram fee. Merit Badges and other ranks, estimated at \$15/Scout	\$15.00	25	\$375.00
Camping Trips (Weekend campouts)	Location			
	Camping Trip # 1	\$10.00	20	\$200.00
	Camping Trip # 2	\$10.00	20	\$200.00
	Camping Trip # 3	\$10.00	20	\$200.00
	Camping Trip # 4	\$10.00	20	\$200.00
	Camping Trip # 5	\$10.00	20	\$200.00
	Camping Trip # 6	\$10.00	20	\$200.00
	Camping Trip # 7	\$10.00	20	\$200.00
	Camping Trip # 8	\$10.00	20	\$200.00
High Adventure Opportunities				
	Philmont, Sea Base, Jamboree, etc.			\$0.00
	Troop sponsored events			\$0.00
District Event(s)				
	Fall Camporee	\$0.00		\$0.00
	Spring Camporee	\$0.00		\$0.00
	Winter Klondike	\$0.00		\$0.00
	Winter Survival @ ISU	\$0.00		\$0.00
	Spring Fun Day	\$0.00		\$0.00
Youth Summer Camp	Mitigwa '23	\$330.00		\$0.00
Leader Camp Fees	Mitigwa '23	\$150.00		\$0.00
Special Activities				\$0.00
Field Trips (Merit badge University, ect.)				\$0.00
Leader Recognition	Thank-yous, Veteran Awards, etc.	\$50.00	1	\$50.00
Adult Leader Training	Free w/ Program fee	\$0.00		\$0.00
Youth Leader Training	SPL, PL			\$0.00
Troop equipment purchases	(Tents, stoves, lanterns, etc.)	\$200.00	1	\$200.00
Troop equipment maintenance	(Tents, stoves, lanterns, etc.)	\$200.00	1	\$200.00
Webelos Transition Recognition Items	Handbook, Troop Neckerchief, etc	\$		\$
Total Budgeted Program Expenses				30
Income				
Annual Dues- from parents		\$)
Surplus from prior year		\$2)0
Other Income	Donations, ect.	\$5)



[HTTPS://BIT.LY/TROOPBUDGET](https://bit.ly/troopbudget)

PAY YOUR WAY

ANNUAL POPCORN FUNDRAISER

Hard work is a value that Scouting teaches and selling delicious popcorn is a great way for Scouts to learn the importance of earning their own way.



WHY SELL POPCORN?

Selling popcorn helps pay for Scouting expenses like paying for summer camp, membership & program fees, high adventure trips and more. We're promoting Scouting by selling delicious popcorn! With our partner Trail's End, we aim to deliver an unbeatable sales opportunity for Scouts in Mid-Iowa Council.

More than 70% sales support your program and local Scouting! Mid-Iowa Council sets up the sale, eliminating the need for your unit to research opportunities, calculate returns, create sales and promotional materials. All you need to do is commit to sell and we'll walk you through each step!

THE TRAIL'S END APP

Save time managing your popcorn sale with the Trail's End Popcorn App!

- Report real-time storefront, Take Order, and online sales
- Scouts track sales by using their Scout App
- Easily track individual sales and inventory by Scout
- Cash and credit card friendly

Sign-up to sell and get the latest popcorn resources, including the Leader's Guide and best practices at www.scoutingiowa.org/popcorn



CAMP CARDS

www.scoutingiowa.org/campcards



• Cards can be ordered starting in January and picked up in March each year.

• Cards sell for \$5.00, and youth/units earn 100% of what you sell.

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MEMBERSHIP

BUILDING SCOUTING

The next step towards your adventure is recruitment. Recruiting new youth is the lifeblood of our organization and is essential to ensure the longevity of any Troop or Crew.

UNIT OPEN HOUSE

An Open House allows a troop or crew to open its doors to prospective families. It provides a forum to show off Scouting activities and the unit's accomplishments. Hosting an Open House is a six-step process that has been proven across the nation.

1. Talk to fifth and sixth grade students.
2. Email, invite on social media, or mail the parents of interested students a personal invitation to the Open House.
3. Follow the invitation with a telephone call to the parents.
4. Create an Open House Facebook Event and target area families.
5. Host the Open House for prospective Scouts and their parents.
6. Organize a unit or district activity to involve new Scouts right away.
7. Go to www.IAScouts.org to sign up new Scouts all year long, you can also use the QR Code.



RECRUITMENT

When thinking of different recruitment ideas for your unit, create an information sheet to include meeting dates, times, and locations; a troop or crew calendar; a list of leaders' contact information; other information about events and activities.

Go to www.scoutingiowa.org/planyourADVENTURE for Unit Open House resources including High Adventure Surveys, New Parent Surveys and more.

YOUR SIGN UP FOR SCOUTING ROLE

Sign Up for Scouting is the council's annual fall recruitment drive. A Sign Up for Scouting Night will be held at every elementary school within Mid-Iowa Council. Contact your "feeder packs" to assist them. Troops and crews should also be in attendance to welcome age-appropriate students to the unit.



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RETENTION BEST PRACTICES

While recruiting new youth is essential, it is just as critical to retain current Scouts. The Scouting program transforms lives and the longer a Scout is in the program, the more impact it has on their life. Units should set a goal to re-register at least 85% of eligible youth members each year. Use the following tips to strengthen your retention efforts. Use the following tips to strengthen your retention efforts.

- Attend a Mid-Iowa Council summer camp. Studies show Scouts that attend camp are more likely to stay involved in the program.
- Every new Scout should advance in rank, earning at least Tenderfoot within their first two months if you're in a troop. An appropriate troop goal is to earn First Class at the end of the first year.
- Adult leadership in your troop and crew should build an active relationship with the family of each Scout. Have conversations on a regular basis to discuss their Scouting career.
- Attend a BSA High Adventure Base. The thrill of our High Adventure Bases runs far and wide across America, and nobody in the world is better at sharing those experiences than the BSA.

WEBELOS TO SCOUT TRANSITION

One of Scouting's greatest challenges is to make the next level of Scouting readily available for a Scout once they meet the joining requirements. It should be the goal of every troop to make sure all Webelos Scouts have a unit to join.

Here are 5 tips to help aid in your unit's Webelos to Scout transition process.

1. Select Scouts to serve as den chiefs for each Webelos and Cub Scout den.
2. Work with pack leaders to plan and conduct Webelos overnight activities.
3. Arrange for Webelos dens to visit a troop meeting.
4. Work with the Cubmaster in planning a meaningful crossover ceremony at the pack's blue and gold banquet.
5. Have youth crossover in November/December and recharter with the unit.



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PROGRAM

A major component of the plan is program. Exciting programs are why youth join and stay in Scouting! It's our job as leaders to make sure adventure is at every turn.

ADVANCEMENT

It's important to regularly recognize achievements and advancement for Scouts. This is what keeps Scouts in Scouting! Monthly submission of earned achievements is vital. As they start working on various ranks, especially the Eagle rank, it is vital for the Scout's record to be up to date, so the processing of their rank paperwork can occur in a timely manner.

Units should plan to have at least 60% of their Scouts advance in rank each year.

CAMPING

Camping is an integral part of the Scouting program. Whether you're searching for fun, learning, advancing or adventure, the Mid-Iowa Council has an outdoor opportunity for all Scouts. Choose your own outdoor adventure at one of our three camping properties. Mitigwa Scout Reservation in Boone, Grinnell Scoutland, and Foster Acers in Ottumwa.

Learn more at www.campiowa.org

ACTIVITIES

Each year, Mid-Iowa Council hosts six camporees, three Klondike Derbies and many other opportunities for Scouts and leaders to learn new skill and experience new adventures.

Check out the Activities here: www.scoutingiowa.org/scouts-bsa-activities

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VOLUNTEER LEADERSHIP

UNIT LEADERSHIP

Ensuring adequate volunteer support is the final step in the Ideal Year of Scouting. Volunteers make the Scouting program work and our movement relies on dedicated volunteers to promote its mission.

LEADERSHIP RECRUITMENT

Your troop or crew could always use more volunteer help, right? But before you recruit a new leader, it is important to know what you need. Use the Unit Succession Planning Worksheets to find out what volunteer positions are vacant. You should also plan your succession strategy to make sure you identify future leaders now instead of later. New recruits will also want to know their responsibilities and your expectations for them. Ask your unit families what volunteer positions they would like to fill.

Use the New Parent Survey to help identify potential volunteers. Download New Parent Survey at www.filestore.scouting.org/filestore/pdf/512-116_WB.pdf

TRAINED LEADERSHIP

Every Scout deserves a trained leader. A trained leader is knowledgeable and more confident in the role being performed. Trained leaders exhibit a knowledge and confidence that is picked up by people around them. Trained leaders impact the quality of programs, leader tenure, youth tenure, safety, and a whole lot more. A trained leader is better prepared to make the Scouting program all it can be!

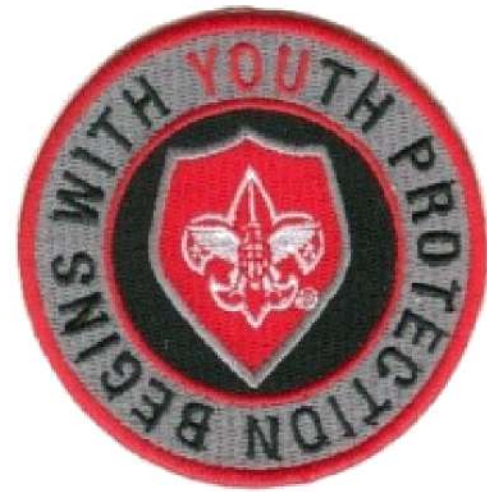
Visit <https://scoutingiowa.org/training> for the list of required trainings or to complete online training



YOUTH PROTECTION

SAFETY IS OUR TOP PRIORITY

The BSA is committed to providing a safe and secure environment for our youth members. Youth protection requires sustained vigilance, and we work every day to protect children through mandatory policies and procedures at every level of our organization. We are also committed to continuous improvement in our approach to youth protection. Our policies, procedures, and training have evolved to learn from the past while also borrowing from best practices developed by leading experts in this field. Today, the youth protection practices of the Boy Scouts of America are the gold standard among youth-serving organizations. BSA



YOUTH PROTECTION SAFEGUARDS

- Mandatory Youth Protection Training
- Mandatory Background Checks
- Banned One-On-One Interactions
- Mandatory Law Enforcement Reporting
- Volunteer Screening Database

These safeguards are key parts of our multilayered approach to help keep kids safe. These measures were created by respected experts in the fields of child safety, law enforcement, and child psychology, and are among the strongest safeguards found in any youth-serving organization. It is critical that every adult in our program – whether they are a uniformed leader or a parent of a Scout – knows and follows BSA's Youth Protection policies.

YOUTH PROTECTION BEGINS WITH YOU! To complete Youth Protection Training:

1. Go to [My.Scouting.org](https://www.myscouting.org).
2. If a new user, create an account or Login
3. Click Menu > My Dashboard
4. Find the My Training page
5. Complete the course and print your certificate.

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SERVICE PROJECTS

COMMUNITY SERVICE

Giving back is an essential part of the Scouting experience. Nothing your Scout unit can do raises more goodwill and community awareness more than a service project. These “good turns” are some of our best marketing tools and they send the message that Scouts are here and they’re making life better for others. Plan to participate in at least 3 service projects each year!

PAY IT FORWARD

Service is one of the most important values we have in Scouting. The Scout Oath calls on us all to “help other people at all times.” The Scout Law says a Scout is Helpful, Friendly, Courteous, and Kind. These may be the most important ideals a young person takes away from their time in our program, no matter how long they stay in Scouting.

SCOUTING FOR FOOD

As Scouts, most of us know how fortunate we are to have a warm meal every night — whether around the campfire or at the kitchen table. And we know that not everyone is so lucky. That’s what “Scouting for Food,” the annual food collection drive, is all about. Our council is proud to bring the “Scouting for Food” tradition back to our hometowns every Spring when pantries are typically a bit lower.

SIGN UP for 2024!

<https://scoutingiowa.org/scoutingforfood>

- March 1st -15th - Pick up your door stickers at the Maytag Scout Center.
- Find a date before March 23rd to distribute door stickers to a certain neighborhood in your area. We suggest 3-5 days before the Food Pick up Date!
- Saturday, March 23rd is Food Pick up day. Food should be out on steps by 8am.
- Please take photos and send to Serica Maiers at Serica.Rowley@scouting.org



SUCCESSION PLANNING

TROOP SUCCESSION PLANNING WORKSHEET

POSITION	CURRENT	NEXT	NEXT	COMMENT
CHARTER ORGANIZATION REPRESENTATIVE				
SCOUTMASTER				
ASSISTANT SCOUTMASTER				
ASSISTANT SCOUTMASTER				
COMMITTEE CHAIR				
SECRETARY				
TREASURER				
ADVANCEMENT				
MEMBERSHIP OR RECRUITING				



[HTTPS://BIT.LY/TROOPSUCCESSION](https://bit.ly/troopsuccession)

HOW DO YOU DO SUCCESSION PLANNING?

- **HAVE A PLAN**
- **IDENTIFY AND LIST ALL KEY UNIT POSITIONS**
- **SURVEY INCUMBENTS AND LEARN THEIR PLAN**
- **PLAN TO HAVE TWO VICES TO LEARN AND SHADOW**
- **HAVE A LEADERSHIP/TALENT SELECTION TEAM**
- **MEET WITH THE PROSPECT**
- **INVITE THE PROSPECT TO FILL THE POSITION**
- **TRAIN, TRAIN, TRAIN**

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WHAT IS SCOUTBOOK?

Scoutbook is a user-friendly app developed to help to simplify Scouting by making advancement tools, record keeping, and tracking a Scouts progress accessible at your fingertips! The best part? It is entirely FREE for all users!

FOR LEADERS

Scoutbook provides access to valuable tools and resources that will help with the day-to-day management of a unit, giving every leader more of what they need most: TIME!

FOR PARENTS

With hectic family schedules, staying informed and connected with what your Scout is doing is critical for any parent on-the-go.

FOR SCOUTS

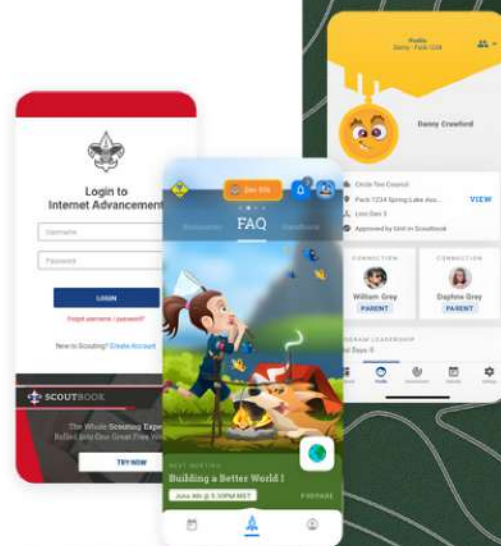
With customizable profiles and interactive features, Scoutbook puts the excitement of advancement into the hands of the Scout. They can share their success with friends and family as they progress through the program!

GETTING STARTED

If you don't have a Scoutbook account yet, visit scoutbook.scouting.org to create one now. If your unit hasn't signed up for their Scoutbook account yet, don't worry, you can still log on and create an account for your Scout.

WHAT CAN SCOUTBOOK DO?

- Track a Scout's advancement
- Track logs like service hours, hiking, and camping
- View parent and/or Scout profiles
- Upload photos
- Send messages to leaders, Scouts, and parents
- Provide parent access to your Scouts' accounts
- Helps plan den meetings



PROGRAM RESOURCES

One of the most critical components of the Ideal Year of Scouting is making sure you have an annual program plan. If you are still looking for a few fun events for the whole Scouting family, then look no further.

Our 2023-2024 Program Planning Calendar will help you plan your unit's monthly program.

Stay up to date on all family friendly activities, be sure to visit www.scoutingiowa.org/scouts-bsa-activities

CONTACT US

Mid-Iowa Council Offices

Fred Maytag II Scout Center
6123 Scout Trail, Des Moines, IA 50321
515.266.2135 - scoutingiowa.org
Hours of Operation: 8:30 am - 5:00 pm (M-F)

Mid-Iowa Council Scout Shop

515.265.5990
Hours of Operation:
10:00 am - 6:00 pm (M-F)
10:00 am - 4:00 pm (SAT)
(Closed M-F 1:30pm-2pm)

Mitigwa Scout Reservation

CAMP AKELA (CUB SCOUTS)

1314 274TH LN,
BOONE, IA 50036
515.438.2351

CAMP MITIGWA(SCOUTS BSA)

1820 MAGNOLIA RD,
WOODWARD, IA 50276
515.438.2351



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