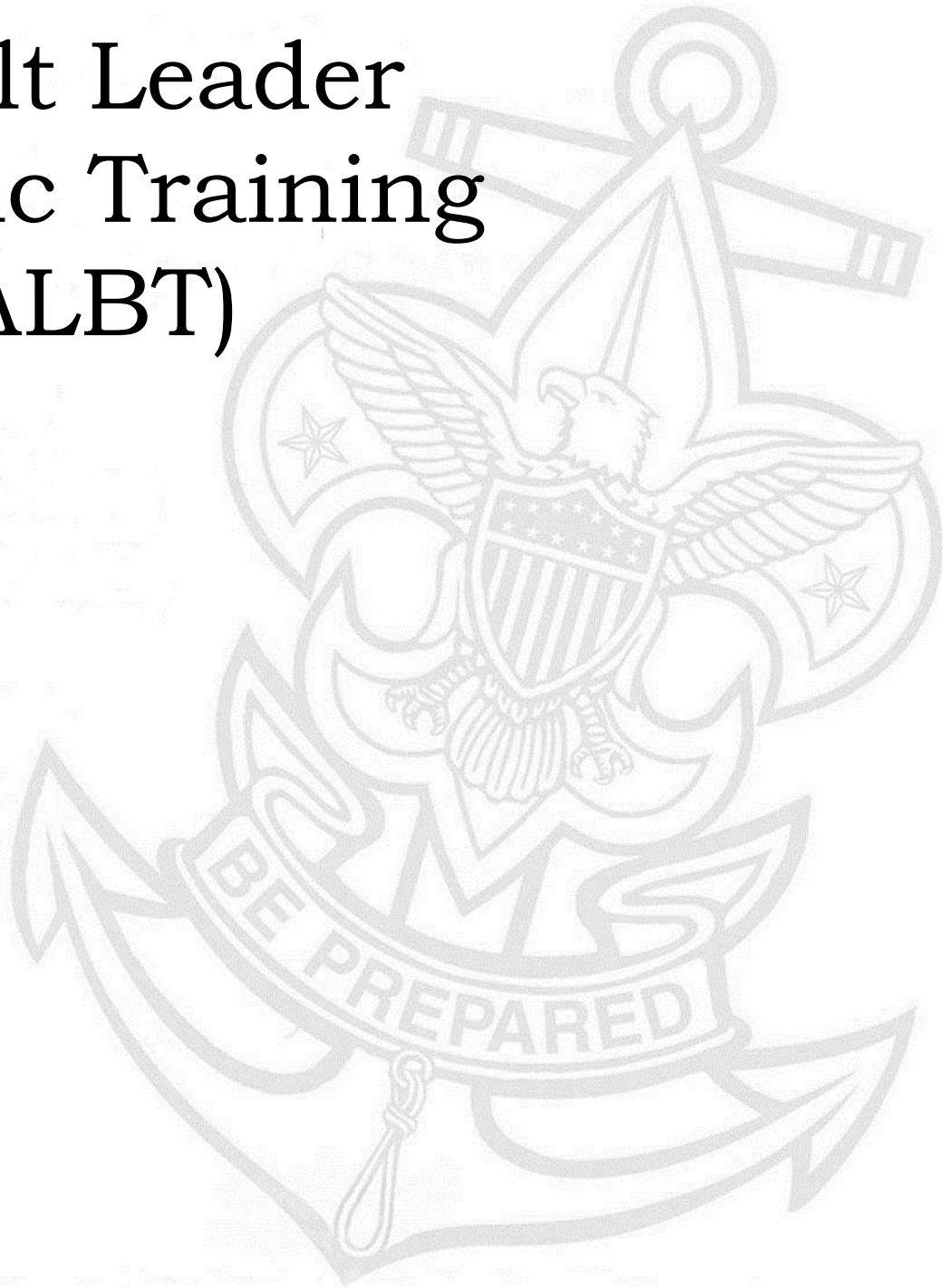


# Sea Scout Adult Leader Basic Training (SSALBT)



Boy Scouts of America  
National Sea Scout Support Committee

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## OVERVIEW

Sea Scout Adult Leader Basic Training is the first step in training for all Sea Scout leaders focusing on the skills and attributes necessary to be an effective advisor in the Ship's deliverance of service to youth in your specific geographic location. It is intended primarily to enhance individual knowledge of and connectivity with the strategic plan, program and resources, while emphasizing personal skills necessary for the development of youth in the Sea Scout program.

### Sea Scout Adult Leader Basic Training Objectives

SSALBT will provide participants with:

- a challenging, inspiring, and enjoyable learning experience.
- a better understanding of how the ship works.
- an understanding of planning, ship program, and resources.
- a focus on the personal skills required to effectively communicate and guide both youth and adults in the development of youth leadership and service delivery.
- the realization that a balance of strategic thought and timely tactical planning is needed to create an environment in which youth may see value, learn by doing, and gain ownership of a ship's achievement of objectives.

### Course Management

The course has been developed and is the responsibility of the National Sea Scout Support Committee. As a national program, the syllabus provided is to be followed as it is written, and is not subject to revision (*either by adding or subtracting elements*) by the ship, district, council, flotilla, area, or region delivering the program.

The basic training for Sea Scout adult leaders is the responsibility of the council to be offered as needed to meet the needs of all adults involved in delivery of the Sea Scout program. It is the intent of the National Committee that the course be staffed primarily by members who have completed *Seabadge*, but it is understood that not all councils have an adequate number of adults available who have experienced the *Seabadge* course. Each council can work with the region, area, or flotilla leaders to support their training needs. The council approves the individuals who are authorized to conduct this training.

### Intended Audience

The training is intended for Skippers, mates, committee adults, professionals, commissioners and district and council volunteers who are actively working with a ship, parents, or other adults interested in the Sea Scout Program. The course is designed for one-time participation.

### Length of Course

The length of this course should be scheduled for a minimum of 4 hours to cover the materials.

### Size of the Course

The course is designed for around 25 participants at maximum, and around 10 minimum. Extending the number is not encouraged as larger participation compromises the

effectiveness of information sharing among participants and the staff. It is also not intended to interfere with one or two being trained as the need arises. This can be done on a one-on-one basis if necessary.

### **Recognition**

Participants will receive a certificate and will fulfill one of the qualifications for the Sea Scout Leader Training Award. For the Skipper, this training should be part of their 'trained' status for their unit. Once the registered adult leader completes the course, a *Training Attendance Report* should be submitted to their local council office to be posted to their individual training record. The code to be used for this training is **P44**. The code for an instructor for this course is **P43**.

### **Staff Attitude**

Staff members are "on stage" throughout the course from the time the first participant arrives until the last one departs for home. They need to be in the national standard dress or work uniform or new century uniform, and they need to be excited about the training. This will require a high-energy style from the staff. In many ways, it is like "theater." Staff members are all "acting" in their roles in helping participants discover and apply the traits and attributes of Skippers, mates and committee members for themselves. The staff conveys a unique and fun attitude that is critical to the success of the course.

By their actions, the staff needs to "walk the talk" of the seminar and convey a sense of excitement about the "joy" and "fun" of exploring how to be better advisors. The course is but one step in the process of becoming a better advisor and a better person. The staff needs to work to keep all participants actively involved in the process. If the staff is having fun and learning new things about Sea Scouts, the participants are more likely to do the same. It is this "show," this "attitude," this "approach" that helps make the seminar work!

### **Equipment:**

- Tables and chairs(for participants, presentations, and resources)
- Computer(s) with projector for PowerPoint
- Extension cords
- Microphone system (if available and if needed)
- Flip Chart and markers
- Post-it Notes
- Pre-prepared list of key Sea Scout contacts for council/region/national and appendices

### **Suggested reference material to have available:**

- *Sea Scout Manual*- #33239 or most recent issue (available through your Scout Shop, at [www.scoutstuff.org](http://www.scoutstuff.org), or on the Web site at [www.seascout.org](http://www.seascout.org))
- Award Nomination Forms
- Cover page of national website
- SSALBT certificates (should be developed to make the event significant to the participant) - a template of the certificate can be obtained from the National Council Sea Scout office.

# 1 BASICS & RESOURCES

## Learning Objectives

### The participant will:

- Examine the nuts and bolts that keep a ship afloat
- Review the basic history of Sea Scouts
- Review the resources that support the Sea Scout program
- Explore the training plan for Sea Scouts
- Examine opportunities, how advancement works, and recognition as a part of the program

### Introductory Activity: Burning Issue Questions

“Burning Issues” are questions which anyone in the course can write down on Post-It notes and place on a designated location in the training room. The issues may be specific to their ship or anything relating to the program in general. “Burning Issue” questions may be handled at any appropriate “down time” throughout the course.

The course leader should assume responsibility for monitoring the questions as they may be posted at any time throughout the seminar. Working together, they can decide how and when to respond to the questions.

Begin the course session by offering participants an opportunity to ask their burning issue questions.

**Option One:** Hand out three index cards or Post-It notes for each participant. They will use the card/note to answer each of the following questions:

- What do you absolutely need to know before you leave this class?
- What do you hope to take back to your ship to help it grow?
- What are your greatest concerns about Sea Scouts?

Collect the card/notes. During a break distribute them among the staff to prepare responses before closing.

**Option Two:** Divide the group into groups of four. Ask each participant to tell the group one thing about being a Sea Scout leader they are looking forward to, and one thing that concerns them. Allow the group about five minutes for discussion. At the end of the time allowed, choose one person to summarize for the group. List the positives and concerns comments on a flip chart. Refer back to the positives as reinforcement during presentations. Answer the concerns in the same manner. Since time is tight, mention to the class that during breaks, staff is available to answer ship specific concerns one-on-one.

### What is a Sea Scout?

Sea Scouts is a unique program within the Boy Scouts of America. Sea Scouts, like Venturers, share a love for high adventure, and Sea Scouts, like Exploring, offers a viable career path to the marine and maritime industry and the military. Just as the name implies,

the Sea Scout program focuses on boating. Challenging rank advancement, nautical uniforms, customs and ceremonies prepare youth to be safe on the water and treasure our maritime heritage. Sea Scouts is also about recreational boating.

### **Sea Scouts – Mission, Values, and Purpose**

Like traditional Boy Scouts, the Sea Scout mission is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Begin a short discussion by asking, “What does it mean to ‘prepare young people to make ethical choices’ and ‘instill values?’”

After a few minutes, redirect the discussion by asking, “What then is the purpose of Sea Scouts?” Write answers on board or flip chart. You can expect answers such as sailing, adventure on the high seas, leadership skills, fun activities, community service, social experiences, etc.

You might think that Sea Scouts is just specialty information, learning leadership skills, performing community service, or providing good social experiences. Sea Scouting is all of these things and more, but the primary purpose is “forming responsible and caring adults.”

The Sea Promise supports this purpose. The experiences and goals we described (written on the flip chart) help achieve that goal of forming responsible and caring adults. As adult leaders, we make a real difference in the lives of young people especially if we are aware of the many developmental issues each Sea Scout is facing.

### **What Does a Sea Scout Ship Do?**

As with all units in the Boy Scouts of America, the program of a Sea Scout ship is based on matching the interests of members with the expectations of the chartering organization. Most ships use Sea Scout advancement to help plan their program. This guarantees that youth will have the necessary skills for safe operation of a vessel. Some ships opt to plan their program around a specialty such as competitive sailing, scuba diving, paddlesports, or other aquatic sports. Regardless of the program the youth develop, Sea Scouts develop skills, serve their communities and have fun.

### **Resources**

If you are currently involved with a Sea Scout ship or have an interest in becoming involved in Sea Scouts, let’s examine some of the resources that are available for you.

#### **A. People**

##### **1. Ship**

##### **a. Youth**

The youth of your ship will come to you with a variety of life experiences, ages, abilities and intelligence. Although there is great diversity, there are some developmental issues that all young adults are facing. It is an age of experimentation. Teens will try out new social roles, responsibilities, values and personalities. It is an age of taking risks which can be interesting, if not

dangerous. Cognitive skills are in place, but the ability to see cause and effect is still under development.

The youth you work with will be moving from dependence to interdependence. Social relationships take on a greater importance, and it is all complicated by physiological changes and sexual maturity. Bodies change, but so do bodies of thought. The youth in your ship will begin to think more critically and analytically as they age. They will reevaluate personal, family and social values. They will question inconsistencies in the values of those about them as they define their personal values that will help them become competent and capable adults.

While there is great diversity in the Sea Scout age group, it is important to remember that, "This is NOT a Boy Scout Troop! Boy Scouts begin the transition from fully adult-run Cub Scout activities toward more youth run activities. Sea Scouts goes a significant step further:

- Sea Scout age youth are fully capable of planning and executing the ship's programs - *if we teach them, then let them teach.*
- Sea Scout age youth are fully capable of adult-level technical competence in sailing and seamanship - *if we teach them and give them the opportunity.*

**b. Adults:**

The skipper and the ship's committee is the key to the success of the crew. Together they make sure the interests of the Sea Scouts, the program, and the wishes of the Chartered Organization are matched.

It is important that each adult leader in your ship has an understanding of and a fondness for young adults. While they are busy developing and changing, they must be connected to caring adults who can coach, mentor, guide and remember.

Each parent of a youth in your unit is a potential asset, and if your unit is co-ed, you must locate female advisors who are able and willing to attend the activities with the youth. It is imperative that everyone is given a job. This will keep your adults actively involved.

Successful Sea Scout leaders are good team players. Sea Scouts are moving away from being dependent on parents, teachers, and other adults (including the Skipper and Mates) and are becoming more interdependent with them. Sea Scouts will likely be the first opportunity a youth has to be treated as a team member (peer) by adults.

Adult leaders must help them learn to make good choices by allowing them to make meaningful decisions, and then live with the consequences - good or bad, but not fatal. When a ship is new, the youth will need to be trained to plan, to sail, to run the program. As the ship matures, the youth gradually take on the full mantle of responsibility for ship operations. There will still be times when an

adult leader will need to take charge, but they are far less frequent than you think.

Relationships evolve over time. The confidence of the entire ship, youth and adults, will grow with capability, maturity, and experience. It will take the youth, and quite possibly some of the adults, some time to get used to the idea of being allowed to mess up and learn from mistakes. Until then, the youth will expect you to step in and save them from themselves.

It is important that the adults listen and keep channels of communication open. A comfortable relationship may cause the youth to confide in you with things they wouldn't say to anyone else as they test their abilities to think in adult ways. Adult must remember, you can't fool the youth. Don't even try. You must walk the talk.

Successful Skippers and adult leaders: teach, coach, mentor, encourage, ask "What if ....?", have high expectations, are honest, never give up, set high standards, are able to relate, show mutual respect as a team member, use conflict management skills, and stay cheerful.

## **2. Council**

(Hand out the contact list you have pre-prepared of key contacts in your council. Point out key individuals on the contact list. Highlight people who are knowledgeable about local sailing or have specific skills such as engine repair.)

Perhaps the single most critical factor in the longevity of the Sea Scout program is the networking that has occurred through the years. You are not alone. There are others nearby who have gone through the growing pains of launching a new ship, the trials of recruitment, and the sometimes overwhelming task of keeping boats in good working order.

Councils with a number of ships will often form a council committee, wardroom or fleet that shares the responsibility of planning programs such as council regattas, a rendezvous, training and social activities. They will sometimes have sub-committees that handle boat and gear issues, marketing, training and service opportunities. Ships in councils where there are few ships should network with those in councils nearby. BeAScout.org is a great tool for locating ships in your geographic area.

It is to your benefit to get to know the Skippers and adults in nearby ships. Plan multi-ship activities so the youth and adults can share expertise and knowledge of local waters, and they can infect each other with enthusiasm for the program. Networking is the simplest way to smooth out the bumps while you are getting your program established.

Make sure you have a unit commissioner assigned from your district. While they are seldom experts in seamanship, they usually have experience in how a scouting unit works. They can help you with your people problems which are usually the majority



of the serious problems you will confront. District Executives have contacts for recruiting, and they may know of other resources that will be of assistance to you.

Your council may offer access to water-based facilities, swimming certification personnel, program and reference materials, and contact with other ships and scout units.

### **3. Chartered Organization**

Your Chartered organization may have more resources than just providing a meeting place. They may be a source for new members, consultants, and community contacts. You may just find a boat mechanic who is willing to give your ship a hand. To help locate and foster resources within your chartered organization, make sure your ship conducts annual service projects. It is also a good idea to compose an annual report for your ship and share your activities and advancement with them.

### **4. Community**

Instead of asking for help for your ship when seeking community or personal support, start by explaining how the Sea Scouts can benefit them. Explain that they will be assisting a youth program that builds leadership and character.

BSA has a memorandum of understanding with the United States Power Squadrons (USPS). The memorandum encourages Power Squadrons to charter or support Sea Scout ships, helping ships provide both basic and advanced Power Squadrons courses to Sea Scouts, and give Sea Scouts the opportunity to join the Power Squadrons for a reduced fee. The Power Squadrons also conduct comprehensive courtesy marine inspections of vessels to check them for required safety equipment and seaworthiness.

BSA also has a memorandum of agreement with the United States Coast Guard Auxiliary (USCGAux), another volunteer water safety organization. The Auxiliary provides vessel safety checks for required safety equipment and seaworthiness. Local flotillas also offer a wide range of formal boater education courses and custom training opportunities. In several areas, the Auxiliary sponsors safety at sea events where Sea Scout and Auxiliary boater safety interests coincide. Some auxiliaries also offer on the water opportunities for Sea Scouts to learn skills while underway.

Every state has a National Association of State Boating Law Administrators (NASBLA) approved water safety course. The NASBLA course is required in most states for youth to operate a vessel over fourteen feet. The course is given in many locations throughout the year and can also be taken online. Contact your state boating safety agency for more information. The NASBLA approved course, the introductory USPS course, and the USCGAux safe boating course are normally interchangeable.

These courses also fulfill almost all the requirements for youth earning the Small Boat Handler Bar and some of the rank requirements.

Other important community resources are:

- Newspapers, radio, and television – Ask a reporter to join your committee.
- Service clubs – Rotary, Lions, Kiwanis, VFW, etc. provide joint fundraising, vessel donations, and consultants.
- Marinas, yacht clubs, boating clubs and boat stores
- The American Red Cross, American Heart Association, etc.
- Other organizations in the maritime industry and recreational boating

## 5. Region

There are four BSA regions in the United States. The regional Sea Scout structure varies between regions. All regions have a regional commodore who is appointed by the Regional Director and Regional President. (Determine prior to teaching this course how your region supports Sea Scouts and who the key contacts are for the region.)

There are many events of long-standing in the different regions. Most regions sponsor a Safety at Sea event in conjunction with the Coast Guard, many have an annual rendezvous and regattas. (Prior to conducting SSALBT, you should update and revise the activities your region sponsors.)

## 6. National

- a. **Janice Downey** is our National Director of Sea Scouts. She coordinates the appointment of our National Commodore; currently Charlie Wurster, VADM, USCG (Ret.), who chairs the National Sea Scout Support Committee. Janice oversees development of Sea Scout publications, networks with the boating and maritime industry, and represents Sea Scouts at BSA meetings on the national level.
- b. The **National Sea Scout Support Committee** is composed of industry representatives, and others whose skills and knowledge add depth to the committee. Regional commodores represent their region on the committee. This committee has input into publications, promotional and program literature, training, and activities offered at the national level.
- c. **Seabadge**, an advanced Sea Scout management course, is offered on a regional or council level. Seabadge will not teach you to operate a vessel, but it will give you intense training in ship operations as well as providing an opportunity to network with other Sea Scout leaders throughout the region. This course, Sea Scout Adult Leader Basic Training, is a prerequisite for Seabadge.
- d. **SEAL** (Sea Scout Experience Advanced Leadership) Training is a leadership course for youth who have achieved at least Ordinary rank. The course is managed and approved at the national level. The week-long course is offered in multiple venues each summer and is a benchmark for leadership and initiative.
- e. The **William I. Koch International Sea Scout Cup** is held every two years. This international event is sponsored by Bill Koch, an America's Cup winner. Youth

spend a week racing in 420's or a comparable class vessel for the Koch Cup which is modeled after the America's Cup.

- f. The **U.S. Coast Guard Academy** offers an extraordinary opportunity to Sea Scouts to be a part of their Cadet cruise during the summer. The ***Barque Eagle*** is the 295 foot square rigger that is used to train U.S. Coast Guard Academy cadets and officer candidates for careers in the world's most unique seagoing service. Those chosen to participate serve as regular crew members, and are integrated into the underclass of cadets aboard ship. Applications are available online in January, and must be sent in before the March deadline.
- g. The **Florida Sea Base** is owned and operated by the National Council, Boy Scouts of America year-round as a sea base for older Boy Scouts, Venturers, and Sea Scouts wanting to experience nautical programs in the Florida Keys. Excursions can be participated in for a long weekend or for a 10-day period. The base is located in Islamorada, Florida. Go to [www.floridaseabase.org](http://www.floridaseabase.org) for more details.

## B. Training

### 1. Sea Scout Program

**BSA Adult Training** – (Hand out and review Appendix B – Sea Scout Adult Leader Training Track.)

- **Youth Protection**

Adult leaders must take Youth Protection before their membership in Sea Scouts is approved and is renewed every two years by all registered adults. (See [myscouting.org](http://myscouting.org) for the online training.) In Sea Scouts, we sometimes face youth protection issues that are unique to the Scouting program. When sailing smaller craft, where no adults are aboard, all youth should be above deck and within sight. Sometimes, when sleeping aboard boats, it may be necessary to improvise partitions with sheets; but it is always best to segregate onto multiple boats when possible.

Youth should periodically (annually) view and discuss the Personal Safety Awareness videos. (See publication 46-506 on [scouting.org](http://scouting.org) for usage guidelines.)

- **State Safe Boater's Course (NASBLA approved)**

BSA requires this training for a very good cause. The US Coast Guard statistics tell us that 89% of recreational marine accidents are operator error. The top five risks are collision 62%, grounding 9%, capsize 8%, falling overboard 4%, and fire 4%. It is well worth reading the Coast Guard statistics for your area to learn the most common risk in the waters you sail. (For complete statistics see [http://www.uscgboating.org/statistics/accident\\_stats.htm](http://www.uscgboating.org/statistics/accident_stats.htm).) The good news is that boaters who took a boating education class in the last three years were 466 times less likely to be involved in an accident.

- **Boater Safety Courses**

- Should be taken by every adult in Sea Scouts
- Are required for youth to be in command of a vessel in most states
- Covers almost all the requirements for the “Small Boat Handler” award for youth
- Content and requirements vary by state.
- There are several readily available courses that meet this requirement. Most states have face-to-face classes and online courses. The US Power Squadrons offers “America’s Boating Course.” For information go to <http://www.usps.org>. The US Coast Guard Auxiliary offers “About Boating Safety.” You can find information at <http://new.cgaux.org/index.html>.
- **BSA Youth Training** – (Hand out and review Appendix C – Sea Scout Youth Training.)

## 2. On the Water Training

In addition to the trainings listed, there are other opportunities for learning your way around the water. If there are other Sea Scout ships in the area, see if you can buddy-up for some activities. That way youth can teach youth; leaders can guide leaders.

If you are planning to sail, US Sailing and the American Sailing Association offer sailing courses that are taught across the nation. The US Power Squadrons, US Coast Guard Auxiliary, and the American Red Cross and other first aid organizations offer a variety of courses that will assist you whether you are sailing or power boating.

For smaller craft such as canoes and kayaks, most councils offer training. The American Canoe Association or commercial outfitters also offer training as well as the equipment you may need. Another source of helpful information will be local sailors and power boaters. Boaters are a fairly genial lot who are eager to share their expertise and experiences.

3. Regardless of your years and experience on the water, there are BSA requirements that must be met before you can take youth out on the water. (Hand out a copy of the float plan, Appendix D.) BSA requires that you file a float plan for your outings on the water.
  - A float plan is not filed with the council. It is left with reliable people on shore.
  - It sets the expectations for the route to be taken and times of arrival.
  - It provides enough information to be able to summon aid should the need arise.
  - Both the US Coast Guard Auxiliary and United States Power Squadrons have standard forms online that you can download.
4. While not a training requirement, BSA does require that vessels have an annual courtesy marine examination.
  - A Vessel Safety Check is a courtesy examination of your boat to verify the presence and condition of safety equipment that is required by state and federal

regulations. The examiner will also make recommendations and discuss safety issues that will make you a safer boater.

- The vessel examiner is a trained specialist and is a member of the United States Power Squadrons or the US Coast Guard Auxiliary.
- This is not a boarding or law enforcement issue. No citations are given as a result of this encounter. The examiner will supply you with a copy of the evaluation so you may follow some of the suggestions given.
- Vessels that pass will be able to display the VSC decal. This does not exempt you from law enforcement boarding, but you can be prepared to make this a positive encounter.
- Remember, BSA requires that vessels have an annual courtesy marine examination. The US Coast Guard Auxiliary and the US Power Squadrons offer this service free of charge. For more information see – Resources for Adults, Safe Boating Standards.

### C. Information

While people make it happen, another critical resource is accurate information.

1. **The Sea Scout Manual**, No. 33239 has almost everything a youth or adult needs to know to run the program. “Chapters One” and “Two” give you history, customs, and practical help for running your ship. “Chapter Three” covers advancement and the requirements for each rank, and “Chapter Four” contains most of the information necessary for rank advancement and running a vessel in a safe manner.
2. Other sources you will find helpful are Chapman’s Piloting (Elbert S. Maloney, author. Hearst Marine Books: New York) and **Learning to Sail: The Annapolis Sailing School Guide for Young Sailors of All Ages** (Di Goodman and Ian Brodie, authors. McGraw-Hill: New York, 1994). Chapman’s is the most thorough seamanship reference for boaters.
3. Hand out a calendar of events for your council and area. Point out upcoming events to participants.
4. Hand out a listing of helpful websites (Amend Appendix A as necessary before distributing).

**BREAK!**

## 2 DESIGNING YOUR PROGRAM

### Decisions to Make Prior to Organizing a Sea Scout Ship

Work with a council professional to identify a chartering organization. The professional will guide you through all the steps for forming a new unit. Meet with the ship adults and the council professional to select a Skipper, two or more mates and the committee. There are a great deal of things you must determine before starting a ship.

All too often, units fail and no one understands why. The youth were present, the leaders were in place, but the unit didn't thrive. Sometimes people buy into a program, thinking that it runs so well elsewhere that it will be a guaranteed success. Before investing too much time and effort into launching your ship, take a dispassionate and objective look at your unit's strengths and weaknesses. You need to consider the abilities and training of your ship's committee, your youth, and yourself. You need to assess the equipment available to you and determine whether anyone is competent to use it.

Asking the right questions is important.

- What do you have?
- What are the capabilities of the adults?
- Does anyone know anything about boats?
- Does anyone have any experience –with boats, teenagers, scouting?
- Has anyone received any specialized training?
- Has anyone had their basic training and Youth Protection?
- What are the demands on everyone's time beyond Scouting?
- If you're coed, do you have a male and female advisor?
- What are the capabilities and interests of the youth?
- What equipment do you have access to? Consider both what you own or control and what you can borrow or rent.

A ship's program has to have a happy balance between the chartering organization's expectations, the desires of the youth and the wishes of the adults.

Write down your observations. Doing the analysis with your committee give you a starting point for planning. Plan to capitalize and build upon your identified strengths and overcome your weaknesses.

Other questions you need to ask concern time, types of activities and superactivities, insurance, fundraising, and boats.

#### A. Consider the Water

What kind of water is close to you? Do you have proximity to a freshwater lake or river, or do you have a bay or ocean? What about depth and current? Boating on a small lake is quite different from boating on a larger body of water like Long Island Sound or San Francisco Bay. Is your climate temperate allowing water activities year-round, or will your craft have to be pulled and winterized when the seasons change? Where are the

marinas and boatyards? Will they offer free space in return for community service? Where are the camps located in your council? What activities can be held there?

The water you run your program on will determine in large part what type of vessels your ship will use.

## **B. Consider the Skills of the Adult Committee**

Beyond the knowledge required by Boy Scouts of America to be considered a trained adult, beyond knowledge, training and certifications required to file a tour plan, beyond state boater safety courses; adults need sailing/boating skill, ability to troubleshoot and repair vessels and their systems, and knowledge of piloting and rules for safe boating. Do your adults have knowledge and skills for vessel operation? Are they willing to learn?

## **C. Consider the Vessels**

A major distinction between Boy Scouts and Sea Scouts is boats. The Sea Scout program uses boats to develop leadership through seamanship, moral judgment, character, and personal fitness, but you do not have to own boats to be a Sea Scout ship. You can use canoes, kayaks and rafts. You can be a SCUBA ship, but more likely than not, your unit will make use of some type of boat.

While Sea Scouts is a youth led program, adults will need to deal with many of the issues related to the resources that support the program that the youth will lead. This training will cover the adult managed Sea Scout issues first. Then we will talk about the youth management of the program.

### **1. What Vessel is Right for Your Ship?**

Each Sea Scout ship must select vessels that are right for their ship. The selection criteria must consider the body of water the ship will be using. Boating on a small lake is quite different from boating on a large body of water like Long Island Sound or the Chesapeake Bay or the Great Lakes. The type of boating must also be considered. There are many choices, including power boating, small sailboat day sailing and racing, large sailboat day sailing, racing, and cruising.

Boating skills must also be considered. Do you have adults or youth with previous boating experience? Your ship could build on these resources. Small boats may be suitable for ships with limited experience. Add to all of the considerations previously mentioned the fact that all boats need work. Skills and resources available to the ship are important factors to consider.

The Skipper and the committee need to look at what they have and what is possible and weigh the pros and cons. For example:

	Pros	Cons
Sailboats	<ul style="list-style-type: none"> <li>Fuel is free</li> <li>High skill, feeling of accomplishment</li> <li>Lots to learn, never boring</li> <li>Access to Koch cup</li> <li>Best fit for advancement</li> </ul>	<ul style="list-style-type: none"> <li>Can be hard to find skilled adults</li> <li>Harder to launch, recover, trailer</li> </ul>
Power Boats	<ul style="list-style-type: none"> <li>Youth love boats that go fast</li> <li>Potential to water ski</li> <li>Easier to borrow or rent</li> </ul>	<ul style="list-style-type: none"> <li>More costly to operate</li> <li>Riskier (liability perspective)</li> <li>Less amenable to overnight events</li> </ul>
Small Boats (<20')	<ul style="list-style-type: none"> <li>Cheap (less expensive)</li> <li>Easy to maintain</li> <li>Easy to sail</li> <li>Easy to store</li> </ul>	<ul style="list-style-type: none"> <li>Lots of trailers</li> <li>Need lots of vehicles with hitches</li> <li>Not so good in cold weather</li> </ul>
Keelboats (>20')	<ul style="list-style-type: none"> <li>Great for overnights</li> <li>Youth learn to work with larger crew</li> <li>Better prep for blue water sailing</li> </ul>	<ul style="list-style-type: none"> <li>Too hot to sleep aboard in summer</li> <li>Slip fees</li> <li>Expensive parts, repairs, refurbs</li> </ul>

## 2. Who Will Own the Vessels?

- Chartered organization or ship-owned vessels**

If the ship owns the boats, the advantages are possession and control. You will need to ensure that the vessels are properly titled because the equipment that belongs to a Scout unit normally belongs to the chartered organization. It may mean that you need to establish a 501 (c) 3 corporation to be your own chartered organization to maintain control of your boats. The boats then become your complete responsibility.

When the chartered organization owns the boats, you may be able to fit some of your liability and property insurance needs under their insurance umbrella. However, you are subject to the changing minds of the institution's governing board, and a large equipment exposure may make them cautious.

- Privately owned vessels**

A subset of ship-owned boats is where the individual leaders of the ship own the boats and let the members of the ship use them. There are several disadvantages to this option. The leaders essentially bear all the costs of upkeep and liability on the boats, and should they leave the ship, the boats will leave with them.



- **Council owned vessels**

In some councils, the council will agree to own the Sea Scout vessels with the understanding that these vessels are available for the use of all Scout units that have qualified operators for the vessels. The council usually has the liability insurance coverage through the BSA insurance program. In many cases, the vessels are old enough that insuring them against loss is not practical.

Scout council insurance covers all Sea Scout boats (ship, chartered organization and council) up to 26' in length or 40 horsepower. Boats over 26' and/or 40 HP may be covered for an additional premium.

### **C. Consider Storage and Maintenance Needs**

Boats over 25 feet are normally kept at docks, either in marinas or at private residences. Smaller boats are usually kept on trailers and launched only when they are used. Sometimes arrangements can be made with marinas to provide free or reduced rate dockage. Offering to do service projects for the marina can help persuade a marina to help the ship. It is best to secure storage arrangements before accepting a donation of a boat.

All boats require maintenance. An annual budget is a must. Youth can help with many maintenance chores such as cleaning and painting, but some jobs are too complex for most youth. Boats kept in the water need to be watched to keep them seaworthy and prevent problems caused by high bilge water, chafed dock lines, storms, etc.

Boats kept in marinas should be hauled out every two years to dry out, renew bottom paint, and perform routine below-waterline hull inspection and maintenance. Topside wood needs to be varnished regularly. Engines and marine toilets need to be serviced. Oil and fuel filters need to be changed per manufacturers specifications. Gasoline engines need tune-ups. Engines and water systems need to be winterized in regions where freezing weather occurs.

Once you know what is already available, you will be ready to make decisions about what is needed and what kind of budgeting and fundraising will be necessary to support your ship's goals. Sea Scouts have a special relationship with BoatUS and West Marine. Apply for a Port Supply Card so you can receive significant savings.

### **Other Important Vessel Issues**

#### **A. How to Acquire Vessels**

Boats may be acquired from a variety of sources by various means. Boats can be donated or purchased. Tell the adults affiliated with the ship that you are looking for a boat. Look in your neighborhood and church. People may want to donate their boat or sell it at a bargain price because they no longer use the boat or are planning on buying a larger boat. Marinas, boatyards, yacht clubs, and other organizations occasionally have excess boats that they want to relocate.

Many boats offered to Sea Scouts require far more work than is practical for a Sea Scout ship. Make sure the boat is useable, saleable, and storable. A boat is usable if the engine runs, the sails are serviceable (if it is a sailboat), and the major systems (head, hull, rigging, water, navigation lights, etc.) are operational. There will be plenty of work to do on a boat even if it is received in good condition. **Note: Never accept a boat just because it is free!**

**B. Understand the Legal Requirements for Acquiring Vessels**

The boat and trailer must have a clear title. DO NOT accept a boat or trailer that requires a title without a clear title in hand! A clear title means that there are no liens (legal claims) recorded against the vessel's or trailer's title. Most lien holders are lenders, but there can also be so-called "mechanic's liens," placed on the title, for example, by marinas or boatyards. If the vessel or trailer is titled and registered with a state, recorded lien, it usually appears on the face of the state certificate of title. If the vessel is documented (i.e., titled and registered with the U.S. Coast Guard's National Vessel Documentation Center (NVDC)), obtain an abstract of title to verify clear title. If the prospective donor paid off the loan, but never had the title cleared, they must also provide an original lien release or satisfaction document from the original lender, or the original lender's successor(s) with letter(s) of succession to prove it. (Small boats that are not designed to have a motor, e.g., small sailboats, rowboats, canoes, etc., do not usually need or have a title. In that case, obtain a deed of gift or have the donor sign to acknowledge the donation and for receiving a copy of your receipt or letter of acknowledgement.)

**C. Titling and Registration**

Boats must be either titled with the state government or documented by the Coast Guard. Boats titled by a state government are issued a number that must be displayed on the bow of the hull. Boats documented by the Coast Guard are issued a number which must be affixed to the inside of the hull. The vessel's name and home port must be displayed on the stern of documented vessels. State governments may require documented boats to be registered as well.

A survey by a certified (by SAMS or NAMS) marine surveyor is often required. This is an inspection of the boat to determine its condition and value. The Boy Scouts of America requires boats over 26 feet in length used in the program to have a survey every four years in addition to the vessel safety check by the Coast Guard Auxiliary or the US Power Squadrons every year. Boats not eligible for Coast Guard documentation that have, or are designed to have motors must be registered in the "state of principle use." State titling is typically cheaper, quicker, and easier. Trailers are titled and registered separately with the state.

**D. Know the Insurance Requirements**

Boats need insurance to protect against liability claims, and to provide for oils spills and for salvage in the case of sinking. Although not required, it is highly recommended to get a "hull" policy (collision, comprehensive, etc.) if at all possible. The Boy Scouts of

America (BSA) does not provide primary insurance to boats not owned by them. The chartered organization may be able to provide insurance if it holds title to the boat. Some private companies will offer insurance on Sea Scout vessels, but liability will usually be limited to \$300,000. BoatUS will insure Sea Scout boats through their affiliate program, up to \$300,000 liability, and multiple operators will be allowed. The cost for a Sea Scout boat will be higher than for a privately owned boat, and a survey will be required. Call 1-800-799-5500 for more information.

Since a boat donor will need at least a valuation marine survey to establish fair market value over \$5000 for tax purposes, and the Sea Scout ship will likely need a full, out-of-water survey for insurance purposes, you may be able to negotiate with the donor to share the survey cost. Some marine surveyors will give a discount for surveys of boats being donated to the Sea Scouts.

## **Planning**

Almost every scout training course covers planning. We all know, “To fail to plan is to plan to fail,” but our youth have little experience with planning. If your goal is to have a ship that is run by the youth; you need to give them some guidance and some tools to do the job.

This training was developed for adults new to Sea Scouts, but the diversity of who attends this class is vast. Some of you come from units that are well-established. You won’t have to make decisions about boats, insurance, storage, etc. Some of you are brand new to Sea Scouts and are thinking of launching a new ship. Let’s take a moment and address some new ship issues.

Up to this point in the training, we have covered a lot of information where you as adults need to be the primary decision makers, and we are about to cover some critical program issues. We need to spend a few minutes talking about the first few months with your youth in a new ship. Once you have your chartered organization, your adults, you’ve recruited some youth and gotten everyone registered, don’t sit and try to hash out mission statements and by-laws. Have some fun, plan a trip to the water, hold a boater safety course, then have some more fun and get out on the water. Your youth and adults need to get to know one another so team spirit can begin to grow. A good reference if you are starting a new ship is “How to Organize a Sea Scout Ship.” It includes a two year plan for a new ship, and it can be found at [www.seascout.org](http://www.seascout.org).

Some of the common mistakes made when launching a new ship and problems that face ships that are struggling include:

- Not on the water soon enough or often enough
- Too much working on boats and not enough sailing
- All meetings, no outings
- Program too repetitive, not enough variety
- Program too varied, not enough focus
- Not enough challenge
- No social time or down time during outings
- Too much emphasis on fundraising
- Recruiting youth of all the same age

Sea Scouts is a youth led organization, but when you are starting a new ship, there is more adult interaction in the program. Teenagers are not wired or taught to do the level of planning necessary to make the ship work, so initially, you will need to be giving more support and making sure the expectations are clear. So, let's talk about some of those program elements that you will need to establish.

### A. Structural Planning

1. **Mission Statement:** The first step in good planning is to set a broad goal that is clear and purposeful. Every organization has a mission, a purpose, a reason for being. A good mission statement should accurately explain why your unit exists and what they hope to achieve in the future. The mission of the Boy Scouts of America is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law. Encourage the youth of your ship to articulate their values and vision. One ship's mission statement that has stood the test of time is, "Our mission is to have fun, to learn, and to cooperate and share responsibility."
2. **Code of Conduct:** Developing a Code of Conduct will empower your youth to take responsibility for their behavior and the behavior of their shipmates. This simple document forces the youth to think through their purpose, their values, and what will be an intolerable threat to their safety and the welfare of their ship.  
  
A code of conduct defines acceptable/unacceptable behaviors and clearly states consequences for misbehaviors. The document should be composed by the youth and should reflect their beliefs. It gives them ownership, and they are more likely to honor their code. (Hand out sample Code of Conduct, Appendix E.)
3. **By-laws:** By-laws are the rules that govern your unit. When the youth develop them they need to consider membership, meeting days and times, officers, elections, dues, etc. (Sample by-laws can be found in the *Sea Scout Manual*.)

### B. Meetings and Activities

1. **Meetings** - Your youth need to decide how often to meet. The pattern of two meetings a month is an option; however, as your ship begins to grow and the youth become more enthusiastic about what they are doing, do not be surprised if they choose to meet at least once a week topped off with an aggressive weekend activity schedule, as well. (Hand out Ship Meeting Plan, Appendix F)  
  
Once you have a Mission Statement, By-Laws, and Code of Conduct, schedule an election of officers. Refer to the Sea Scout Manual for job descriptions of each office. Suggest that your Boatswain candidates prepare campaign plans for presentation to the group.
2. **Quarterdeck Training** - Once the officers are elected, they need to have quarterdeck training. (Hand out Appendix G – Quarterdeck Training Outline.) The culture of each ship is a little different, the needs of the youth vary, and the experience of all ship

members will all be factors to consider if you are the adult who is planning this training.

There are two key elements in quarterdeck training – Introduction to Leadership Skills for Ships (ILSS) and a needs assessment to establish the quarterdeck's goals.

ILSS is organized into three modules that take 60 to 90 minutes to complete. There are additional optional team-building games and challenges to enhance the leadership lessons in the syllabus.

Module 1 – Ship Organization includes a description of each leadership position in the ship, roles and responsibilities, ship organization, and introduction to vision and servant leadership.

Module 2 – Tools of the Trade covers core skill sets to help Sea Scouts lead. Some of the skills covered are communication, planning and teaching.

Module 3 – Leadership and Teamwork incorporates additional leadership tools for the Sea Scout including discussions of teams and team characteristics, stages of team development, ethics and values of a leader, and more.

The course may be conducted over three days, one module at a time, or it may be part of an extended quarterdeck training. Many ships will plan a weekend retreat so newly elected officers can work some, play some, and develop the ship's operational plan. Typically, ship's officers are mentored by their ship's committee counterpart. The Skipper works with the boatswain, the secretary with the yeoman and the boatswain's mate of administration to update the ship's database of contacts and determine processes for communication, and the treasurer works with the purser. The ship's advancement chair can work with the boatswain's mate of program to schedule quality training for the youth in the ship. The ship's by-laws and code of conduct should also be reviewed to make sure they continue to reflect the needs of the ship.

### **Needs Assessment**

To prepare for this meeting, the boatswain should be asked to outline a vision for the ship under his/her leadership. Ask the boatswain to think about the responsibilities of each of the officers and how they can support each other. The Skipper's role in this meeting is to empower the boatswain to run the ship. Individually, each officer will have specific responsibilities for the ship. Collectively, they have the responsibility for establishing annual goals and planning the ship's annual program.

Before the quarterdeck establishes the calendar, they need to do a strengths and weakness analysis to determine the needs of the ship and help them establish goals for the coming year.

This kind of evaluation is difficult for young adults who have been taught in school that criticism is unkind. Reinforce that criticism merely points out problems. To set

goals for the year, the youth need to engage in constructive criticism to point out strengths, identify problems, and develop a plan for correction and growth. An honest and dispassionate evaluation removes emotion from the analysis and is helpful for improving the program. Encourage the youth to identify known needs and potential needs. Note: This is a good annual exercise for the adult committee, as well.

For example, the youth might generate the following:

	<b>Strengths</b>	<b>Weaknesses</b>	<b>Needs</b>
<b>Youth</b>	<ul style="list-style-type: none"> <li>enthusiastic</li> <li>good team players</li> <li>willing to learn</li> </ul>	<ul style="list-style-type: none"> <li>not much sailing experience</li> </ul>	<ul style="list-style-type: none"> <li>more time on the water</li> <li>more training</li> </ul>
<b>Adults</b>	<ul style="list-style-type: none"> <li>knowledgeable about sailing and boat maintenance</li> <li>good leaders</li> </ul>	<ul style="list-style-type: none"> <li>need more adult female leaders for overnight trips</li> </ul>	<ul style="list-style-type: none"> <li>recruitment</li> </ul>
<b>Program</b>	<ul style="list-style-type: none"> <li>youth are doing a good job of planning</li> <li>attendance for meetings and events is good</li> </ul>	<ul style="list-style-type: none"> <li>need more youth</li> <li>need more variety in program</li> <li>boats need work</li> </ul>	<ul style="list-style-type: none"> <li>recruitment</li> <li>research and training</li> <li>fundraising for repairs</li> </ul>

The next step for the officers is to look at the weaknesses and needs they have identified. These will become the goals that drive their program for the coming year.

In Wood Badge, adults are taught to establish S.M.A.R.T. goals: specific, measurable, attainable, realistic, and timely. Reinforce this with the youth. If they have identified recruitment as a need, they might develop a goal that reads, "By recharter, recruit two new youth members."

Once the youth have identified and established a goal, they should ask some critical questions:

- Do we need new skills?
- Do we need more information and knowledge?
- What resources do we need?
- What has worked for others? What hasn't worked?
- Is there a better way of doing this?

### 3. The Calendar

An important undertaking for the quarterdeck is establishing a calendar of events for the upcoming year or for their term of office. (This is often done in conjunction with quarterdeck training.)

Our youth have many demands that compete for their time: band, football, track, family and the like. Giving youth and adults a calendar allows everyone to plan their availability. Plus, families can anticipate conflicts well in advance.

As the youth plan the year, have them consider ship, district, council, area/flotilla, region, and national events. They should also study the criteria for *National Flagship Award* and the *Journey to Excellence* and build this into their year, both of which can be found on the Sea Scout website. Remind them to look at the goals they established and plan to overcome weaknesses they identified in quarterdeck training. Every activity that's on the ship's calendar is both a leadership opportunity and a training opportunity.

For example, if a ship decides they are going to compete in a regional rendezvous that has twenty activities; youth will want to plug that training into the program. Now they have a plan for at least twenty meetings, and they will most likely be acquiring advancement skills at the same time.

When establishing their schedule, it is important for the officers to understand that every youth needs the opportunity to be an activity chairperson. While they are following the unit's wishes, each scout needs to have the responsibility for making menus, purchasing, packing, communication, equipment, and making an event all come together. This will teach them adult skills in a supportive, fail-safe environment. It also prepares the entire group for knowledgeable participation in the planning of a superactivity. (Hand out copies of Appendix I, Sample Activity Planner and Appendix J, Fundraising.)

4. **Quarterdeck Meetings** - The first quarterdeck after officer elections and quarterdeck training, and all subsequent quarterdecks, should be run by the boatswain. The boatswain must empower the officers to perform the tasks expected of them, generally as outlined in the manual. The boatswain outlines a personal vision for the ship while in office and gets buy-in from the officers.

Depending on the size of the ship and the aggressiveness of the calendar, the quarterdeck may meet quarterly or every month. While your unit is small, the officers may not feel the need to set aside a specific date and time for a quarterdeck meeting; however, the purpose of a quarterdeck is for long-range planning and goal setting. Make sure your youth have planning tools to assist them. (Hand out Quarterdeck Meeting Plan, Appendix H.)

5. **Superactivities** take many forms for Sea Scouts. A superactivity or long cruise is anything that helps push both youth and adults out of their personal comfort zone for the sake of adventure and learning. Adventure is the primary objective, but the

planning and execution are a focal point for training, advancement, growth, fundraising and recruiting. If your ship has never planned a long cruise, The *Kodiak Challenge* is a valuable tool for helping youth and adults develop their vision and planning. The syllabus builds on the training received in ILSS, and can be downloaded at [www.scouting.org](http://www.scouting.org). On the site's search field, enter Kodiak Challenge. The next page will list *Kodiak Challenge* along with a PDF you can download.

### C. Uniforms

The Aims and Methods of the Boy Scouts of America states: "The uniform makes the Scout visible as a force for good and creates a positive youth image in the community. Boy Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world of brotherhood of youth who believe in the same ideals."

There is no rule that states your unit must adopt the national standard uniform, but take a moment to think about that statement we have all heard, "Sea Scouts are BSA's best kept secret." When individual ships adopt their own uniform, they become invisible to the community and the Scouting family. They are helping to keep us hidden.

The New Century uniform that serves as both a dress and work uniform. Official uniforms are required for all National Sea Scout events. The dark navy uniform for youth and adults can be purchased at Walmart, Sears or online at [www.dickies.com](http://www.dickies.com). All of the required insignia for youth and adult uniforms can be ordered online at [scoutstuff.org](http://scoutstuff.org).

Please refer to the most current printing of the Sea Scout Manual for correct uniforming and insignia placement. This information can also be found at <http://www.seascout.org>.

Our youth range in age from 13 to 21, and it is possible they will wear three or four different sizes of uniforms while they are in the program. Many ships have had success with a ship's locker. Uniforms can be rented for \$10.00 a year through the unit. The money is used to enhance the stock of uniforms as new sizes are required.



### 3 ADVANCEMENT

There are many opportunities for advancement in Sea Scouts. Included are the trails to Eagle and Quartermaster. Each of these trails is a highlight experience, but each requires the Sea Scout to set goals and follow through to achievement.

#### A. Boy Scout

Boys who have earned First Class in a troop can earn Star, Life and Eagle in the ship.

#### B. Sea Scout

1. **Apprentice** rank requires learning basic customs and courtesies, basic knots and completing a swim test. Not only does this rank introduce a youth to what unites Sea Scouts across the world, but it prepares the youth to function safely in ship activities.
2. **Ordinary** rank is an important milestone. A youth must be Ordinary to apply for SEAL. A youth must be Ordinary to be considered for many of the opportunities that arise for our Sea Scouts, for example, sailing on the US Coast Guard's *Barque Eagle*.
3. **Able** rank requires a youth to perform at higher skill levels and be actively involved in the leadership of the unit.
4. **Quartermaster** is the highest rank that can be earned in Sea Scouts. A youth who achieves this level has taken a greater leadership role in their ship and has taught others in his/her unit the skills that meet ordinary requirements. Two unique requirements for this rank are the Quartermaster project and the Quartermaster sail.

To complete the project, a youth must follow the guidelines and use the Quartermaster Leadership Service Project Workbook (420-011). For a Quartermaster sail, the youth commands a crew of at least four other Scouts for a 40 hour cruise that includes some time underway at night. Successful completion of SEAL is an alternative for the Quartermaster sail.

Once all the requirements for Quartermaster have been met, a youth begins the process outlined in the Quartermaster Award Application (420-015). These two documents and a Quartermaster Fact Sheet (420-012) can be found online at [www.seascout.org](http://www.seascout.org).

#### C. Bars

1. **Small Boat Handler Bar** – indicates the Sea Scout has the knowledge and skills to be safe on the water. Most of the requirements for this award can be met by completing a NASBLA approved safe boating course.
2. **Qualified Seaman Bar** – denotes a scout not only has the knowledge and skills to be safe on the water, but has also demonstrated the ability to take charge of a vessel and handle it with competence.

**D. Awards**

There are aquatics awards, religious awards, and those for heroism. Our youth can also earn the Hornaday Award. Named for William T. Hornaday, this award is for distinguished service to conservation. It is not uncommon for a Quartermaster project to qualify as a Hornaday project. The National Outdoor Award is also available to be earned by Sea Scouts. There is also a Sea Scout Marksmanship Award program available to be earned.

Sea Scout Leadership Awards are official BSA awards. Presented by councils, areas, regions, and the BSA National Council to Sea Scouts, these leadership awards go to those who have made exceptional contributions to Sea Scouts...and who exemplify the Scout Oath and Law.

The National Youth Leadership Society recognizes youth members of the BSA who have learned and practiced outstanding leadership skills. We want these youth, who have worked so hard at learning and leading, to enjoy a form of recognition that other organizations, such as schools, colleges, employers, and the military, can understand and value.

**E. Additional Youth Leadership Development Opportunities** (Also found in Appendix C)

- 1. The Kodiak Challenge:** Once the youth have completed their ILSS training, it is highly recommended that the ship incorporate The Kodiak Challenge into their annual plan. The Kodiak Challenge is the experiential application of the leadership skills the youth learned in ILSS that culminates in a high adventure or long cruise.
- 2. National Youth Leadership Training (NYLT):** This co-ed, six day program is taught at the council level in an outdoor setting. The course expands upon the skills introduced in ILSS. Check your council's website for dates, registration deadlines and cost.
- 3. National Advanced Youth Leadership Experience (NAYLE):** This course is for NYLT graduates who want to further enhance their leadership skills in the Philmont backcountry, Sea Base and selected regional venues. NAYLE offers Sea Scouts an unforgettable wilderness experience as they use leadership and team-building skills to resolve exciting and challenging backcountry situations.
- 4. Sea Scout Experience Advanced Leadership Training, SEAL:** This course is designed to teach leadership skills while underway. The course will jump start youth leaders from new ships and fine tune leaders from established ships. The course is a hard core, physically and mentally demanding, and extremely rewarding hands-on leadership experience. The course is taught every summer in multiple venues. Look for an application and more information at [seascout.org](http://seascout.org).

**F. Ceremonies**

Boards of Review are called Bridges of Review in Sea Scouts. Youth sit on Bridges of Review with the exception of Quartermaster Bridges of Review. Courts of Honor are Bridges of Honor in Sea Scouts.

Awards should be recognized and officers should be installed with a Bridge of Honor. Sample formal landship ceremonies can be found in the Resources section of the Web at [www.seascout.org](http://www.seascout.org).

## 4 RECRUITING & MARKETING

### Recruiting

Recruiting and marketing are perhaps our most important tasks. If you do not have youth enrolled, you do not have a program. No program, no impact on the character of youth. Adults must think of recruiting all the time. Encourage your youth to recruit friends who are at least one grade level below them in school. This will keep your ship from collapse because all the youth age out at the same time.

Sometimes youth are hesitant to join because of conflicts with sports, band, or other extra-curricular activities. We cannot afford to have an either-them-or-us attitude or we will close the door for too many youth. High school youth are pulled in many directions, but they will stay with the ship if you provide some attendance flexibility.

### Tips for recruiting youth

1. Program is the most important element in recruitment of new members. Make sure your ship's annual calendar includes several exciting adventure activities, community service, vocational explorations, and nautical training opportunities.
2. The ship's track record is important to show that you are running a great program. Ship newsletters and photographs of past events and activities are helpful in demonstrating your ship's record of accomplishment.
3. Increase the visibility of your ship in your community. Perform flag ceremonies, march in parades, do community service. Let the community you serve know who you are.
4. Make every event a recruiting event and recruit year-round.
5. Have an open house. Prepare a top-quality, well-planned agenda for your open house. It should focus on the opportunities and activities offered by Sea Scouts and should heavily involve the youth members of the ship. Have a slide presentation of some of the ship's exciting activities and get the prospective members involved in some hands-on activities such as tying knots, splicing, throwing the heaving line, etc.
6. Be friendly and attentive to young people visiting the ship meetings. If they don't feel welcome, they certainly won't join.
7. Look through the Boy Scout Handbook, Girl Scout literature, and the Cub Scout handbooks to find water-related advancement requirements. Contact some of these groups and offer to run a program on water safety to help fulfill some of the Scouts' advancement requirements. You will not see an increase in membership right away, but parents and youth will remember Sea Scouts. Volunteer to serve on staff for camporees and other events that have water-related activities. Make sure your Sea Scouts are present in official uniform.
8. Some of the most effective recruiting tools involve inviting interested youth to a Sea Scout activity that is a day of fun on the water with a social aspect like a BBQ. One Sea Scout unit arranged for an article in the local paper that ran a headline AMERICA'S CUP SKIPPERS WANTED. The article explained that high school age youth could learn to sail

free and have fun on the water by attending a clinic at the local lake, followed by a BBQ. This technique was very effective.

9. Develop a ship business card or postcard and hand them out liberally. Include a contact phone number and your meeting time and place. You might add a QR code that links to your ship's website.
10. Many successful ships introduce eighth grade students in their spring semester to Sea Scouts because youth recruited in the summer between eighth and ninth grade will be with the program for the maximum number of years. Another benefit is that eighth graders do not drive. Their parents must bring them to meetings, so you've got a potential adult recruit, too.
11. Connect with your local Order of the Arrow Lodge members and participate in council and district events (Scout expositions, University of Scouting, camporees, etc.) to share the story of Sea Scouts and how their youth members can stay active in the program for a longer time, as well as older siblings.
12. Most important to all is to have an exciting and adventurous ship program. After all, the program attracts and holds young people.

### **Tips for Recruiting Adults**

1. Program - Again, this is the most important element in recruitment of new adult leaders. Just like the youth, adults want to see an active program.
2. Track Record - Make sure to demonstrate the ship's record of accomplishment with pictures, newsletter articles, etc.
3. Work with local maritime organizations in securing the participation by their adults with your ship as a resource to teach boating skills.

### **Marketing**

Another important component of recruitment is marketing. Have you ever had someone ask, "What is Sea Scouts?" or say, "I did not know we had Sea Scouts in this area!" There are only two times you need to market your ship - when you need new members and when you don't. In other words, market all the time.

Our job is making Sea Scouts a common name, and the program will sell itself. Start by knowing the youth and what they want. Do research. Ask youth that are already in your ship why they joined, and use that information to your advantage. Get members of your ship to make posters and display boards. Who better to know what will attract youth to your program than youth?

Start marketing your ship by increasing the visibility of your ship in your community.

- Use newspaper releases, such as announcing the election of officers, advancement recognition, and other ship activities. Befriend a reporter or editor who can get articles in the paper or stories on TV and/or radio.
- Place posters in prominent locations in the community (Starbucks, library, schools, grocery stores, retail stores, community centers).
- Develop fliers about your ship and its program.
- Set up an information table at a local mall or in front of a grocery or large retail store.
- Have Sea Scouts in uniform.

- Have some hands-on items (demonstrate knots, splicing, etc.).
- Participate in community events for exposure (adopt-a-highway, local parades, and other community events in your area).
- Get your program on the community cable television programs.
- Participate in Scout expos and camporees.
- Participate in anything that has press coverage, like safety displays, food drives, boating shows, etc.

If your ship has a Bridge of Honor, participates in a service project, or just does something that is remarkable and fun, make sure the papers know about it. Submit an action-packed photo of kids having fun and list a contact and a phone number. If it looks and sounds like fun, youth will come.

## 5 SHARING THE HELM

### Adults

Sea Scouts is too big a job for the Skipper alone. When a youth joins, you have a prospective adult who can help lighten the load with transportation, vessel repair, training, or whatever is necessary to help facilitate the program for the youth. If you give the adults a purpose to be there, they will return.

Every ship has a ship's committee. Mates work closely with the Skipper to make sure vessels are up and running. The treasurer makes sure there are funds for activities, repairs, improvements. Every committee job is important and will help to support the vision of the youth.

### Youth

Sea Scouts, in an ideal state, is run by the youth with very little interference from the adults, but in most cases, youth have no experience with this kind of responsibility. As soon as your elections are over, train your officers. The Sea Scout Manual contains comprehensive job descriptions that can be adapted for your unit.

Communicate clearly with your boatswain. Follow-up regularly and consult with the youth regarding meeting agendas and upcoming activities. Help your youth use an activity checklist, and make suggestions regarding the appointment of the right youth to be activity chairpersons. Coach the boatswain to supervise rather than run all activities and to make collaborative decisions rather than unilateral ones.

Remember, "For growth, lead followers. To multiply, lead leaders."

## 6 CLOSING

**A. Review** note cards or sticky notes on the flip chart. Address any questions or concerns that have not been covered in the course.

**B. Skipper's Minute**

You came today to get a required training, but somewhere at home or out having fun, there are youth that you love and support. Thank you.

You have heard that Sea Scouts are Scouting's best kept secret, but sometimes our actions are the problem. You know that we do something that is unique to the Scouting program, but at our core, we are not unique. We are the Boy Scouts of America.

I leave you with this quote from The Handbook for Skippers, BSA, 1939, "While the Sea Scout program unquestionably has a vocational value, its chief purpose is not to make sailors or seamen. Nor is it even remotely associated with any marine organization or to be regarded as a feeder for the Navy. Its chief emphasis is placed on the "Scout" and not on the "Sea." The best ships in Sea Scouting are making SCOUTS – young men and women who will be marked for their courtesy, their reliability, and their alertness and shipshapeness. The occasional ship which lays all stress on sailing and seamanship invariably fails; it may succeed in making sailors but it does not produce Sea Scouts."



**Appendix A****Sample Local Roster**

Fleet Officers	Name	Phone	email
Commodore	William King		3timesalady@motown.com
Vice-Commodores			
Boats and Gear	Rube Goldberg		complexmachines@work.com
Finance	Sam Chase		moneybags@\$mail.com
Program	Charles Babbage		Bigbrother.net
Publicity/Marketing	Nellie Bly		80daysorless@global.net
Safety	Ralph Nader		Corvairbegone.org
Training/Membership	Aristotle Locke		teachersrus@knowledge.com

**National Director of Sea Scouts:**

Janice Downey, [janice.downey@scouting.org](mailto:janice.downey@scouting.org)

**National Sea Scout Commodore:**

Charlie Wurster. VADM, Ret. [cdwurster@aol.com](mailto:cdwurster@aol.com)

**Helpful Websites**

[www.seascout.org](http://www.seascout.org)

[www.scouting.org](http://www.scouting.org)

[www.usps.org](http://www.usps.org) – United States Power Squadrons

[www.cgaux.org](http://www.cgaux.org) – United States Coast Guard Auxiliary

[http://auxbdeptwiki.cgaux.org/index.php/Sea\\_Scouts](http://auxbdeptwiki.cgaux.org/index.php/Sea_Scouts) - Auxiliary Wiki

[www.navy.mil](http://www.navy.mil) – U.S. Navy

[www.uscg.mil](http://www.uscg.mil) – U.S. Coast Guard

[www.prestigeflag.com](http://www.prestigeflag.com) – nautical burgees and flags

[www.moritzembroidery.com](http://www.moritzembroidery.com) – patches, etc.

[www.sgtradingpost.com](http://www.sgtradingpost.com) – Sea Scout embroidery items – t shirts, jackets, etc.

**Appendix B****Sea Scout Adult Leader Training Track****To be considered BSA trained:**

1. **Sea Scout Adult Leader Fast Start Training** (once) – NOT REQUIRED BUT SUGGESTED TO PROVIDE A BRIEF OVERVIEW OF THE SEA SCOUT PROGRAM.
  - Anyone, especially Sea Scout adult leaders
  - Take online at <http://www.scouting.org/Training/adult.aspx>
  - Recommended - Take this course within 3 weeks of becoming a new leader.
2. **This is Scouting** or its equivalent (once)—NOT REQUIRED BUT SUGGESTED TO PROVIDE A BRIEF OVERVIEW OF THE SCOUTING PROGRAM.
  - Everyone - Cubs, Scouts, Venturing, and Sea Scouts takes this course.
  - Take online at <https://myscouting.scouting.org>
  - Recommended - Take this course within 3 weeks of becoming a new leader.
  - File a copy of your training certificate with the ship's training chairman.
3. **Youth Protection Training** (every year) - **REQUIRED** TO BE REGISTERED AND TO BE CONSIDERED A TRAINED SEA SCOUT LEADER
  - Take online at <https://myscouting.scouting.org>
  - Take this course before becoming a new leader.
  - File a copy of your training certificate with the ship's training chairman.
4. **Sea Scout Adult Leader Basic Training (SSALBT)**— **REQUIRED** TO BE CONSIDERED A TRAINED SEA SCOUT LEADER
  - The nuts and bolts of organizing, running and growing the Sea Scout program – people, resources, etc.
  - Currently taught face-to-face, online modules will be available soon. **Note:** Venturing Leader Basic and Specialized training are no longer required training for Sea Scouts.

**Required by BSA to conduct water activities and file a tour plan:**

1. **Safety Afloat** (every two years)
  - Take online at <https://myscouting.scouting.org>
  - Recommended: Take this course within 7 weeks of becoming a new leader.
  - File a copy of your training certificate with the ship's training chairman.
  - Recommended: Train with your ship every year (youth can lead this training).
2. **Safe Swim Defense** (every two years)
  - Take online at <https://myscouting.scouting.org>
  - Recommended: Take this course within 7 weeks of becoming a new leader.
  - File a copy of your training certificate with the ship's training chairman.
  - Recommended: Train with your ship every year (youth can lead this training).

3. **NASBLA approved state boater course (once)**
  - Online course or instructor lead
  - Recommended: Take this course within 21 weeks of becoming a new leader.
  - File a copy of your training certificate with the ship's training chairman.
4. **American Red Cross First Aid (every two years)**
5. **American Red Cross CPR (adult, youth and infant, every year)**
6. **American Red Cross AED (every year)**
  - Recommended: Take these 3 courses within 1 year of becoming a new leader.
  - Offer these courses each year for the new leaders and youth.
  - File a copy of your training certificates with the ship's training chairman.
7. **Hazardous Weather**
  - Take online at <https://myscouting.scouting.org>
  - Take this course within 21 weeks of becoming a new leader.
  - File a copy of your training certificate with the ship's training chairman.

**Highly recommended training for Sea Scout Leaders:**

1. **Seabadge**
  - This is a conference course taught over a weekend.
  - Recommended: Take this course within 2 years of becoming a new leader.
  - File a copy of your training certificate with the ship's training chairman.
2. **USCG Auxiliary and U.S. Power Squadrons courses**
3. **American Red Cross Wilderness and Remote First Aid**
  - Recommended: Take this course before your first long sail or 18 months of becoming a new leader
  - File a copy of your training certificate with the ship's training chairman.
5. **Wood Badge** - Wood Badge focuses on leadership and "people" skills, and not Scoutcraft or outdoor skills. Participants learn techniques to make them better leaders, and also how to lead groups to achieve objectives.
6. **Powder Horn** - The course is designed to help the troop, team, or crew by teaching older Scouts, Venturers, Sea Scouts and adult leaders to safely conduct outdoor/high-adventure activities of a fun and challenging nature.
7. **Trek Safely**
8. **Leave No Trace or Tread Lightly! trainings**

## Appendix C

### Sea Scout Youth Training

#### Leadership Training

1. **Introduction to Leadership Skills for Ships (ILSS)** - First introduction to leadership training, develops organizational, communication, and leadership skills, can be conducted at the ship, district, or council level
2. **Quarterdeck Training** – Elected officers are trained by their Skipper to fulfill their responsibilities (Ordinary 3.a)
3. **SEAL** – One week of intense leadership training conducted at sea. Must have ordinary rank to apply. (Quartermaster 3.c --Option)
4. **NYLT** - National Youth Leadership Training is now co-ed. It is an exciting, action-packed program designed for councils to provide youth members with leadership skills and experience they can use in their units and in other situations demanding leadership of self and others. NYLT is a six day course that centers on the concepts of what a leader must be, what he/she must know, and what he/she must do.
5. **NAYLE** – (Co-ed) The National Advanced Youth Leadership Experience is offered by the Philmont Training Center and based at the Rayado Ridge. Youth use leadership skills to resolve exciting and challenging backcountry situations.
6. **Kodiak Challenge** - Kodiak Challenge is a youth leadership course offered in an exciting and challenging atmosphere using whatever high-adventure resources are available. The course can be run by a unit or a council.
7. **Wood Badge** – Wood Badge focuses on leadership and “people” skills, and not Scoutcraft or outdoor skills. Participants learn techniques to make them better leaders, and also how to lead groups to achieve objectives. Youth participants must be 18-20 years of age. For the purpose of writing a ticket, the applicant should be a Sea Scout officer at the ship, council, regional, or National level. The youth must have completed these training pre-requisites: ILSS (Introduction to Leadership Skills for Ships), Venturing Leadership Skills Course, and Venturing Youth Protection Training.

#### Safety Training

1. **Safe Swim Defense** – can be taken online, but is best when the ship youth teach the course to the ship. (Apprentice 4.b)
2. **Safety Afloat** – best taught by ship youth to the entire ship. (Ordinary 5.a)
3. **State Boater Education Course** – required by state law for vessel operation (Ordinary 14)
4. **American Red Cross First Aid** (Able 5.f)
5. **American Red Cross CPR** (Able 5.g)
6. **American Red Cross AED**
7. **Hazardous Weather**
8. **USCG Auxiliary** and **U.S. Power Squadrons** courses
9. **American Red Cross Wilderness and Remote First Aid**

#### Additional Opportunity

1. **Powder Horn** - The course is designed to help the troop, team, or crew by teaching older Scouts, Venturers, Sea Scouts and adult leaders to safely conduct outdoor/high-adventure activities of a fun and challenging nature. It is for any youth or adult interested in experiencing a unit-level, high-adventure program.

**Appendix D****Sample Float Plan**

INSTRUCTIONS: Complete this plan before you go boating and leave it with a reliable person who can be depended upon to notify the United States Coast Guard, or other rescue organization, should you not return or check-in as planned. If you have a change of plans after leaving, be sure to notify the person holding your Float Plan.

Name of vessel's operator:		
Telephone Number:		
Name of Vessel:		
Registration No.:		
Description of Vessel: Type: Make: Color of Hull: Color of Trim: Most distinguishing identifiable feature:		
Rafts/Dinghies: Number: _____ Size: _____ Color: _____		
Radio: Type: _____ Frequencies Monitored: _____		
Number of persons onboard:		
Name:	Age:	Address & Telephone:
Note: List additional passengers on back.		

Engine Type: _____ H.P.: _____ Normal Fuel Supply (days): _____	
Survival equipment on board: (check as appropriate)	
<input type="checkbox"/> Life Jackets	<input type="checkbox"/> Flares
<input type="checkbox"/> Medical Kit	<input type="checkbox"/> EPIRB
<input type="checkbox"/> Anchor	<input type="checkbox"/> GPS
<input type="checkbox"/> Smoke Signals	
<input type="checkbox"/> Paddles	
<input type="checkbox"/> _____	
Food for _____ days - Water for _____ days	
Trip:	
Date & Time of Departure:	
Departure From:	
Departure To:	
Expected to arrive by: _____ In no case later than: _____	
Additional information:	

**Appendix E****Sample Code of Conduct****Declaration**

I am a responsible young adult! As I continue to demonstrate this responsibility, I desire and demand from my peers and advisors, the respect to which I am entitled. I expect to be judged and held accountable for my words and actions both within and outside the ship. Accordingly, on my honor I pledge to conduct myself at all times in keeping with the guidelines established by the following code.

**Code of Conduct****As a member of this Ship I am expected to:**

- Uphold the Scout Oath and Law
- Live the Sea Scout Promise
- Have Fun!

**When participating as a member of this Ship I will not:**

- Harm another – verbally or physically
- Show disrespect for leaders, shipmates or self
- Plug into a PID (personal isolation device – cell phone, mp3 player, etc.)
- Pair off with a member of the opposite sex without a leader's permission
- Engage in public displays of affection (PDA)
- Leave an activity without a leader's knowledge or consent
- Use offensive or vulgar language
- Use tobacco, alcohol, or other drugs

**Consequences for inappropriate actions:**

1. Warning by an Officer ...if behavior continues
2. Warning by Skipper ...if behavior continues
3. Parents will be called and suspension from the next activity...if behavior continues
4. Removal from Ship membership (secret ballot vote, 2/3 in favor of removal)

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Signature

---

Date

**Appendix F****Sample Ship Meeting Plan**

(Developed in advance at the monthly Quarterdeck Meeting)

SHIP \_\_\_\_\_

MEETING LOCATION \_\_\_\_\_

MEETING DATE \_\_\_\_\_

TIME \_\_\_\_\_

1915-1930 - PREOPENING (Service crew prepares meeting room and provides activity.)

SERVICE CREW \_\_\_\_\_

ACTIVITY \_\_\_\_\_

PROGRAM FEATURE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EQUIPMENT REQUIRED \_\_\_\_\_

\_\_\_\_\_

**1930-1950 - BUSINESS SESSION**

Call to Order (Boatswain)

Opening (Boatswain)

Minutes (Yeoman) Officer Reports

Activity Promotion (Activity Chairperson)

Questions and Issues for Ship Decision



**1950-2040 - MAIN INSTRUCTIONAL ACTIVITY**

Class #1 \_\_\_\_\_

Class #2 \_\_\_\_\_

Class #3 \_\_\_\_\_

Class #4 \_\_\_\_\_

EQUIPMENT REQUIRED \_\_\_\_\_

\_\_\_\_\_

**2040-2100 - CREW COMPETITION MEETINGS**

ACTIVITY \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assembling the Crews

Skipper's Minute

Dismissing the Crews

MISCELLANEOUS NOTES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appendix G****QUARTERDECK TRAINING OUTLINE****Pre-Quarterdeck Training with New Boatswain**

- I. Establish boatswain responsibilities (Boatswain, Skipper and another key adult leader)
  - A. Set your **GOALS** for the year to compliment the **MISSION** of the ship.
  - B. Get support and enthusiasm for your GOALS from your officers. Your job is to get your officers to do their jobs and do them well.
  - C. Do as little as possible but assure everything is done.
    1. Be the best possible assistant to your officers.
    2. Maintain open communication. Do not permit yourself to be uninformed--no surprises.
    3. **NEVER** do the work for your officers – assist and guide.
    4. Make **CONSENSUS** decisions, not **UNILATERAL** decisions.
    5. Work **ON** your ship not **IN** your ship. You are the **VISIONARY** for the ship.
    6. Attend monthly Roundtable or Fleet meetings as required.
    7. Serve as primary liaison with other ships.
    8. Motivate by example:
      - a. Uniforms
      - b. Advancement
      - c. Activities
      - d. Recruiting
      - e. Attendance
    9. Prepare agenda / run meetings (shared opportunity)
      - a. Input from Skipper
      - b. Input from boatswain's mate for program
      - c. Input from advancement advisor
      - d. Input from activities chairperson
- II. The boatswain can't do it alone – Delegate!
  - A. Sea Scouts is an **ACTIVITY DRIVEN** organization.
  - B. Your term as Boatswain should have a variety of events.
    1. Fun, social, advancement, skill development
    2. Work related - boat maintenance and repair
    3. Fundraising
    4. Recruitment
    5. Service
  - C. **ACTIVITY** Organization

1. Everything on the calendar will need an **activity chairperson** - rotate among shipmates. Activity chairpersons:
  - a. are the event coordinator - see Activity Planning sheet
  - b. assure available leadership - should be partnered with an officer
  - c. plan menus, **COLLECT NECESSARY FUNDS**, buy food and pack food
  - d. make sure all equipment is gathered
  - e. arrange transportation
  - f. make reservations if required
  - g. assist Skipper with float plan, tour plan
  - h. prepare event log
2. Coordinates with program, planning
- III. Develop plan and agenda for quarterdeck training for all new officers

### **Quarterdeck Training For All New Officers**

- I. Review the responsibilities of all new officers (Adapt the responsibilities listed in the Sea Scout Manual to meet the needs of your youth and ship.)
- II. Do a "Needs Assessment" for the ship. List strengths and weaknesses for youth, adults, resources
- III. Establish goals for the year that build on strengths and address the weaknesses
- IV. Develop a calendar with a wide variety of events
- V. Appoint activity chairmen for events for the next quarter
- VI. Determine what training must be done in programs to be successful
- VII. Have fun!

**Appendix H****Quarterdeck Meeting Plan**

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Presiding: \_\_\_\_\_

Call to Order, Introduction of guests, etc.

Minutes of last Quarterdeck Meeting

Reports:

**Boatswain's Mate (Admin)**   **Boatswain's Mate (Program)****Activity Chairs****Purser****Crew Leaders****Storekeeper****Yeoman****Other**

Old Business:

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---

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New Business: \_\_\_\_\_

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“Action” Assignments (Report at next Quarterdeck Meeting):

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Skipper’s Comments: \_\_\_\_\_

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Next Meeting: \_\_\_\_\_

**Appendix I****SAMPLE ACTIVITY PLANNER**

EVENT \_\_\_\_\_

CHAIRPERSON / PHONE \_\_\_\_\_ ADVISOR / PHONE \_\_\_\_\_

DATE \_\_\_\_\_ LOCATION \_\_\_\_\_

TOUR PLAN REQUIRED? YES / NO

RESERVATIONS REQUIRED? YES / NO

SHORE PWR REQUIRED? YES / NO

FLOAT PLAN REQUIRED? YES / NO

DEPARTURE

RETURN

TIME: \_\_\_\_\_ TIME: \_\_\_\_\_

PLACE: \_\_\_\_\_ PLACE: \_\_\_\_\_

HOMEBOUND CONTACT / PHONE: \_\_\_\_\_

SCOUT ATTENDEES / PHONE:

1. \_\_\_\_\_ 7. \_\_\_\_\_

2. \_\_\_\_\_ 8. \_\_\_\_\_

3. \_\_\_\_\_ 9. \_\_\_\_\_

4. \_\_\_\_\_ 10. \_\_\_\_\_

5. \_\_\_\_\_ 11. \_\_\_\_\_

6. \_\_\_\_\_ 12. \_\_\_\_\_

ADULT ATTENDEES / PHONE:

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

\* DENOTES DESIGNATED DRIVERS

**MEAL MENUS / FOOD STUFFS:**

1. The first meal is always individual sack lunches.

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

**EQUIPMENT: WHAT? HOW MANY? WHO HAS THE RESPONSIBILITY?**

1. Permission Slips / Medical Forms

2. Permits / Reservations

3. Tents

4. Water jugs

5. Ice Chests

6. Lanterns

7. Stoves

8. Propane

9. Cookware

Pots / skillets / bowls

Utensils

10. Paper Products

11. Boats / Boat Papers / Sails / etc.

12. Other Equipment

## Appendix J

### Fundraising

#### What works?

- Yard sale – need good location, should be several going on in the area, pick up leftovers from other yard sales, toss out the bad – keep only good stuff, no prices – ask “What will you pay us?” or...price for the morning, half price after lunch, zone things into areas of \$2.00/\$5.00 items that are color-coded for sale, end of day whatever fits into a bag is \$2.00. Always get radio and newspaper coverage when possible.
- Offer service: farmers – you work, they donate; park cars for Rotary event, football games, etc.
- Clean stadiums after big games
- Run concession stands for big/small events
- Lowes allows concessions to be sold in front of store
- Walmart allows concessions – will match funds, offers scholarships and grants
- Target – scholarships and grants
- Food franchises – Subway, Fuddruckers, Applebees, Papa John’s Pizza, Cici’s Pizza
- Spaghetti, pancake dinners (Lose money if there’s inclement weather, community event conflicts, Superbowl weekend). Make money if you sell tickets ahead of time, sell advertising space on placemats to businesses, good/accessible location
- Silent auctions
- Repairing donated boats then selling boats.
- Antique car show, farm show, anything people have to pay a fee to enter
- Corporate pinewood derby (take car to businesses, sell car kit for \$100, they build/design, have categories for racers like police, fire department, auto shops, car dealers, sell concessions, give trophies, invite press, have traveling trophies – cuts expenses for future – sell ad space on the track
- Every adult who joins has to be in charge of a fundraiser – golf tournament, alumni association, Krispy Crème cards, bar-be-ques
- Car/boat washes
- Fourth of July – have concessions at parade, clean up after

#### Adult fundraising efforts:

- Community foundations – some have limitations
- Industry/businesses – have giving programs
- Safe Boating Council and BoatUS– gives grants and awards
- Check National Grant Directory – in local library

Check with your council regarding Friends of Scouting and any limitations and the council fundraising approval form.