

Please use the following Unit Leader Inventory Worksheet to track who you are going to register in which position before entering your data into the online Internet Charter Renewal system.

Every Venturing Crew roster must include an adult leader for each of the following position:

- | | |
|--|---|
| <input type="checkbox"/> 1 - Institutional Head (IH) | <input type="checkbox"/> 1 - Committee Chair (CC) |
| <input type="checkbox"/> 1 - Chartered Organization Rep (CR) | <input type="checkbox"/> 2 - Committee Members (MC) |
| <input type="checkbox"/> 1 - Advisor (NL) | |

REMEMBER: ONLY THE PERSON SERVING AS THE CR CAN MULTIPLE AS EITHER A CC OR MC.

NO OTHER REGISTERED POSITIONS IN THE UNIT CAN BE HELD BY THE SAME PERSON.

LEADER AGE REQUIREMENT = MINIMUM OF 21 YEARS OLD.

CHARTERED ORGANIZATION REPRESENTATIVE (CR): _____

- ◆ Help secure adult leadership
- ◆ Approve leadership
- ◆ Chair charter review meeting
- ◆ Report to chartered organization board regularly

COMMITTEE CHAIRPERSON (CC): _____

- ◆ Provides adequate adult leadership
- ◆ Chair monthly Committee Meeting
- ◆ Supervise administration of unit records & Committee
- ◆ Supervise recruiting of leaders
- ◆ Work closely with Advisor (NL)

SECRETARY (MC): _____

- ◆ Keep minutes meeting
- ◆ Completes and maintains the crew's program capability inventory (PCI)
- ◆ Handle publicity
- ◆ Report minutes of the previous meeting

TREASURER (MC): _____

- ◆ Handle all Crew funds
- ◆ Keep adequate records
- ◆ Submit Money Earning Project Applications
- ◆ Help prepare annual Crew Budget

OUTDOOR/ACTIVITIES (MC): _____

- ◆ Fill out Tour Permits as needed (Local & National)
- ◆ Arrange transportation for events
- ◆ Secures equipment, facilities, and program resources
- ◆ Reviews, supports, and approves the crew's program plans

ADVISOR (NL): _____

- ◆ Develops crew officers to lead – to plan, make decisions, and carry out a program of activities over an extended period
- ◆ Encourages participation and support for the Venturing crew from the chartered organization, associate Advisors, crew committee, parents, and other adults in the community
- ◆ Upholds the standards and policies of the chartered organization and the Boy Scouts of America
- ◆ Provides the necessary framework for protecting the members of a crew from abuse

ASSOCIATE ADVISOR FOR ADMINISTRATION (NA): _____

- ◆ Provides backup leadership for the Advisor and assumes responsibility for the crew in the Advisor's absence
- ◆ Supports the youth administrative vice president and assists this person specifically with the crew's recruitment and recognition efforts
- ◆ Knows the Advisor's responsibilities in whatever way possible

ASSOCIATE ADVISOR FOR PROGRAM (NA): _____

- ◆ Supports the youth program vice president to help determine the interests of members, plan the year's program, and ensure that the crew calendar is maintained
- ◆ Supports and coaches the activity chairs to help them plan and carry out their particular activity
- ◆ Helps the program vice president and other officers to evaluate completed activities and to continually fine-tune the year's program of activities, based on insights gained from the evaluations

NOTE: As of March 1, 2015 any venturing youth age 18-21 must register as a Venturing Participant (VP). Registration requirements for Venturing Participants include:

1. A complete BSA Adult Application
2. A complete BSA Disclosure Authorization Form
3. Complete and current Youth Protection Training (YPT)

NOTE: All registered ship leaders must complete Youth Protection Training (YPT) every two years. The training may be completed at My.Scouting.org.