

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 Troop 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 - Scoutmaster (SM)                |                                                     |

**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.**

**CHARTERED ORGANIZATION REPRESENTATIVE (CR):** \_\_\_\_\_

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

**COMMITTEE CHAIRPERSON (CC):** \_\_\_\_\_

- ◆ Chair monthly leader's meeting
- ◆ Supervise administration of unit records & Committees
- ◆ Supervise recruiting of leaders
- ◆ Work closely with Scoutmaster (SM)

**SECRETARY (MC):** \_\_\_\_\_

- ◆ Take minutes of leader's meeting
- ◆ Handle publicity
- ◆ Conduct Troop Resource Survey
- ◆ Report minutes of the previous meeting

**TREASURER (MC):** \_\_\_\_\_

- ◆ Handle all Troop funds
- ◆ Keep adequate records
- ◆ Submit Money Earning Project Applications
- ◆ Help prepare annual Troop Budget
- ◆ Lead the Friends of Scouting Campaign

**ADVANCEMENT (MC):** \_\_\_\_\_

- ◆ Develop and maintain Merit Badge Counselor list
- ◆ Work with Scribe to maintain all advancement records
- ◆ Arrange quarterly Troop Boards of Review and Courts of Honor
- ◆ Order awards needed for Court of Honor

**TRAINING (MC):** \_\_\_\_\_

- ◆ Ensure Troop Leaders attend training
- ◆ Maintain inventory of training materials
- ◆ Schedule Fast Start Training for new leaders
- ◆ Responsible for BSA Youth Protection Training
- ◆ Encourage Junior Leader Training

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

**OUTDOOR/ACTIVITIES (MC):** \_\_\_\_\_

- ◆ Fill out Tour Permits as needed (Local & National)
- ◆ Handle Accident Insurance Program
- ◆ Arrange transportation for events
- ◆ Organize Summer Camp details
- ◆ Promote the National Camping Award

**EQUIPMENT COORDINATOR (MC):** \_\_\_\_\_

- ◆ Secure storage and maintenance of troop equipment
- ◆ Work with Quartermaster to maintain an inventory
- ◆ Make safety checks on all Troop equipment

**SCOUTMASTER (SM):** \_\_\_\_\_

- ◆ Attend regular Troop meetings and activities
- ◆ Work with Patrol Leaders' Council to plan Troop meetings
- ◆ Work closely with the Committee Chairperson (CC)

**ASSISTANT LEADERS (SA):** \_\_\_\_\_

- ◆ Work as co-leaders in their respective positions and job responsibilities
- ◆ NOTE: Leaders can serve as SA at 18 Years of Age, all other unit leader positions require a minimum age of 21.

**UNIT COLLEGE SCOUTER RESERVE (92U):** \_\_\_\_\_

- ◆ Available for 18-21-Year-Old Members, attending college but wanting to remain Troop members.
- ◆ Only required training: Youth Protection Training (YPT)

**UNIT SCOUTER RESERVE (91U):** \_\_\_\_\_

- ◆ Available for those over 21 Years Old, who would like to hold BSA Membership with the unit but who do not have a specific leader position.
- ◆ Only required training: Youth Protection Training (YPT)

**Merit Badge Counselors:**

- ◆ To qualify as a Merit Badge Counselor, you must be at least 18 years old. Be proficient in the merit badge subject by vocation, avocation, or special training.
- ◆ Please visit Volunteer Resources page at [www.baylakesbsa.org](http://www.baylakesbsa.org) for registration details.