

# Important Information for New Unit Leaders Resource Guide

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**Provided by:**

Scouting America – Longhorn Council – Heart O' Texas District

**Last Modified:**

April 2025

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# 1 Cub Scouts

## 1.1 Cubmaster Resources

1.1.1 The following website has PDF format literature for Cubmasters, New Families, and The Guide to Safe Scouting, as well as a list of other digital tools and links to certificates and awards to recognize both youth and adults participating in the pack.

<https://www.scouting.org/programs/cub-scouts/pack-meeting-resources/>

1.1.2 The following website has links and information for adult training that will be helpful for running a successful pack.

<https://www.scouting.org/programs/cub-scouts/adult-leader-training/>

1.1.3 The list of people in Scouting America to contact when you need help:

- 1.1.3.1 *Charter Organization Representative – This will be someone associated with your unit's chartering organization.*
- 1.1.3.2 *Unit Key 3 – This group includes the Charter Organization Representative, the Committee Chair, and the Cubmaster.*
- 1.1.3.3 *Unit Commissioner – This is an experienced Scouter who should have been assigned to your unit when it was created. Due to lack of volunteers, it is possible your unit does not have one.*
- 1.1.3.4 *District Executive – This is the first layer of paid professional Scouters. Their office is located at 300 Lake Air Dr, Waco, TX 76710, this is also the location of the Scout Shop*
- 1.1.3.5 *Roundtable Commissioner – This is a volunteer who organizes and runs roundtable every month (more about roundtable later)*
- 1.1.3.6 *District Key 3 – This is a group that includes the District Executive, the District Commissioner (a volunteer), and the District Chair (a volunteer). They work together to form the district committees and to ensure that decisions are made with the best interests of scouts in mind.*
- 1.1.3.7 *The following website is a full list of scouting professionals at the council level you can contact if you feel like you are not getting the help you need from any of the above people. - <https://www.longhorncouncil.org/staff-directory>*

1.1.4 The “Cub Scout Leader – How To Book” is in a three ring binder that is in the District Executive’s office. It contains a lot of useful information and suggestions for activities. The table of contents is below:

## Introduction

1. Accentuate the Positive – How to celebrate achievements, special events, and Cub Scouts' good behavior
2. Crafts – How to make anything and everything
3. Games – How to choose and play games of every shape and kind
4. Outdoors – How to enjoy the outdoors, from hiking to campfires
5. Razzle Dazzle – How to jazz up any meeting
6. Special Pack Activities – How to organize and host everything from a Blue and Gold banquet to a Pinewood Derby
7. Cub Scouts with Special Needs – How to help Cub Scouts with special needs succeed

## Resources

### Index

1.1.5 Roundtable is a monthly meeting for all units in the district. The Roundtable Commissioner will have a different focus topic every month and will sometimes have a breakout session where the units split into two groups. Troops, crews, ships, and posts are in one. And packs are in the other, so that more age specific topics can be covered. It is also a wonderful place to hang out with other scouts and just bounce ideas off each other.

1.1.5.1 *In the Heart O' Texas district, Roundtable happens at 7pm on the second Thursday of every month (except for July) and happens at 300 Lake Air Dr, Waco, TX 76710 (same location as the scout shop and office)*

1.1.6 The following are links to PDFs containing the current Cub Scout Family Camping Policy and the form for campsite approval.

[https://www.longhorncouncil.org/sites/default/files/2023-09/Cub\\_Scout\\_Family\\_Camping\\_Policy\\_UPDATED\\_9\\_1\\_23.pdf](https://www.longhorncouncil.org/sites/default/files/2023-09/Cub_Scout_Family_Camping_Policy_UPDATED_9_1_23.pdf)

[https://r.search.yahoo.com/\\_ylt=AwrEryo7UvlnGAIAG31XNy0A;\\_ylu=Y29sbwNiZjEEcG9zAzEEdnRpZAMEc2VjA3Ny/RV=2/RE=1745602363/RO=10/RU=https%3a%2f%2fwww.scouting.org%2fwp-content%2fuploads%2f2018%2f07%2f430-90218-PackOvernightForm\\_Fillable.pdf/RK=2/RS=6MdwMrtA85pyxvYRPTxo3Reils4-](https://r.search.yahoo.com/_ylt=AwrEryo7UvlnGAIAG31XNy0A;_ylu=Y29sbwNiZjEEcG9zAzEEdnRpZAMEc2VjA3Ny/RV=2/RE=1745602363/RO=10/RU=https%3a%2f%2fwww.scouting.org%2fwp-content%2fuploads%2f2018%2f07%2f430-90218-PackOvernightForm_Fillable.pdf/RK=2/RS=6MdwMrtA85pyxvYRPTxo3Reils4-)

1.1.7 Some Additional tips and hints:

1.1.7.1 *Create a Google Drive for the unit and upload all lists of activities and meeting outlines.*

- 1.1.7.2 *Make sure all new families know from the start that Scouting is a family activity, and not a drop off activity.*
- 1.1.7.3 *Make sure to also recognize your adult volunteers' achievements and accomplishments at the same time as you are recognizing your scouts' achievements and accomplishments.*
- 1.1.7.4 *Please see chapter 6 for information on Chaplains*

## 1.2 Additional Pack Leader Resources

- 1.2.1 Den Leaders - The Following website has tips and suggestions and other resources for how to be successful in leading the Cub Scout Dens.

<https://www.scouting.org/programs/cub-scouts/den-meeting-resources/>

- 1.2.1.1 *One great resource listed is the Den Leader Guidebook. To find the book for your den, click on the grade / rank of your den. This will take you to a page with more information that is specific to your grade.*

- 1.2.2 Pack Committee - The Pack Committee supports the den leaders and Cubmaster of the pack so they can focus on working directly with the youth in the pack. A pack committee is an opportunity to involve all parents and adults in the family. The following website has useful information for pack committee members.

<https://www.scouting.org/programs/cub-scouts/pack-committee-resources/>

- 1.2.3 See chapter 6 for information on Chaplains

## 1.3 Fundraising – There are multiple ways to fundraise for your unit in scouting.

- 1.3.1 Longhorn Council has a couple of different official fundraising programs.

- 1.3.1.1 *Popcorn sales – The most well-known of all fundraisers for scouts is the annual popcorn sale. Each unit should have one volunteer to be the Popcorn Kernel. This person will be responsible for coordinating the sale and distribution of all popcorn ordered by the unit. There is an annual Popcorn Kickoff where unit Kernels get together and are given a presentation about that year's popcorn season. New Kernels then have an opportunity to get ideas for the best ways to make sales from other Kernels who have been around for a while.*

- 1.3.1.2 *Camp Cards – Not nearly as well-known as popcorn sales, the second official council fundraiser is Camp Cards. These are cards that give purchasers discounts at different stores in the council.*

1.3.2 Unofficial fundraising ideas – below is a list of a few different ways to raise funds for your unit that are not sanctioned by the council, but don’t limit yourself to just these ideas. In order to participate in any of these, you must first participate in at least one of the official council programs and you must fill out the “Unit Money Earning Application” that can be found in the national file store. Just search for the title of the form and look for “filestore.scouting.org” in the results.

1.3.2.1 *Selling meat sticks - <https://www.countrymeats.com/scouts>*

1.3.2.2 *Holding a spaghetti supper / lunch*

1.3.2.3 *Holding a car wash*

1.3.2.4 *Holding a bake sale*

1.3.2.5 *Hold a sporting tournament for example – golf, disc golf, pickleball...*

## 2 Scouts BSA

### 2.1 Scoutmaster Resources

2.1.1 The following website has links to all kinds of information for Scoutmasters and New Families. With some examples of what you will find below.

<https://www.scouting.org/programs/scouts-bsa/resources/>

- 2.1.1.1 *Guide to Safe Scouting - The purpose of the Guide to Safe Scouting is to prepare adult leaders to conduct Scouting activities in a safe and prudent manner.*
- 2.1.1.2 *Advancement Resources - Everything you need to know for advancement.*
- 2.1.1.3 *Unit Program Planning Tools - The unit's program calendar and budget information can help youth, and their parents, gain a greater understanding of just what fun is waiting for them during the unit's entire program year.*
- 2.1.1.4 *Welcome New Scoutmaster - Resources to assist a new Scoutmaster.*

2.1.2 The following is a link to a new website called “Troop Leader Resource Hub.”

<https://troopleader.scouting.org/>

2.1.3 The following is a link to a PDF containing a list of position specific trainings for all programs. The list of trainings for troops is found on pages 3 & 4.

<https://www.scouting.org/wp-content/uploads/2021/09/Position-Trained-Requirements-Sept-2021.pdf>

2.1.4 The list of people in Scouting America to contact when you need help:

- 2.1.4.1 *Charter Organization Representative – This will be someone associated with your unit's chartering organization.*
- 2.1.4.2 *Unit Key 3 – This group includes the Charter Organization Representative, the Committee Chair, and the Scoutmaster.*
- 2.1.4.3 *Unit Commissioner – This is an experienced Scouter who should have been assigned to your unit when it was created. Due to lack of volunteers, it is possible your unit does not have one.*
- 2.1.4.4 *District Executive – This is the first layer of paid professional Scouters. Their office is located at 300 Lake Air Dr, Waco, TX 76710, this is also the location for the Scout Shop.*

- 2.1.4.5 *Roundtable Commissioner – This is a volunteer who organizes and runs roundtable every month (more about roundtable later)*
- 2.1.4.6 *District Key 3 – This is a group that includes the District Executive, the District Commissioner (a volunteer), and the District Chair (a volunteer). They work together to form the district committees and to ensure that decisions are made with the best interests of scouts in mind.*
- 2.1.4.7 *The following website is a full list of scouting professionals at the council level you can contact if you feel like you are not getting the help you need from any of the above people. - <https://www.longhorncouncil.org/staff-directory>*
- 2.1.5 The following website has several guidebooks for troop leaders, mostly for adults but there is also a guide for Patrol Leaders. These can also usually be found in the scout shop in Waco, but they can get one for you if they do not have one in stock.  
<https://www.scoutshop.org/literature/program-literature/field-books-and-leader-guides.html>
- 2.1.6 Roundtable is a monthly meeting for all units in the district. The Roundtable Commissioner will have a different focus topic every month and will sometimes have a breakout session where the units split into two groups. Troops, crews, ships, and posts are one. And packs are in the other, so that more age specific topics can be covered. It is also a wonderful place to hang out with other scouters and just bounce ideas off each other.
  - 2.1.6.1 *In the Heart O' Texas district, Roundtable happens at 7pm on the second Thursday of every month (except for July) and happens at 300 Lake Air Dr, Waco, TX 76710 (same location as the scout shop and office)*
- 2.1.7 Some Additional tips and hints:
  - 2.1.7.1 *Create a Google Drive for the unit and upload all lists of activities and meeting outlines.*
  - 2.1.7.2 *The goal of a troop is for the youth to lead. This will not work for new units, or units with only young scouts. But always remember the goal and work towards that goal every year, month, week / meeting. Eventually, the scouts you started with will grow in knowledge and maturity and will be ready to fully lead and teach the younger scouts just like you led and taught them.*
  - 2.1.7.3 *The role of the Scoutmaster is to guide the youth and veto things when they have decided to try something unsafe. Unsafe is the key word there. Just because you don't think they can accomplish a task they have decided to attempt does not mean you need to stop it from happening, they may surprise you, but if they don't, Scouting is a safe place to fail.*

2.1.7.4 *Make sure to also recognize your adult volunteers' achievements and accomplishments at the same time as you are recognizing your scouts' achievements and accomplishments.*

2.1.7.5 *See chapter 6 for information on Chaplains / Chaplains Aids*

## 2.2 Additional Troop Volunteer Resources

2.2.1 Assistant Scoutmasters – The following website has links to videos and online training courses; they are found by scrolling past the information for packs. While Scouting America does not require you to finish any of them (except for Youth Protection Training) before becoming an ASM (Assistant Scoutmaster). It is highly encouraged that anyone interested in being one does. This is because the trainings all help to clarify the role and responsibilities of the ASM. And as you will hear many times “Every scout deserves a trained leader.”

<https://www.scouting.org/training/position-specific-courses/>

2.2.2 Troop Committee – The Troop Committee supports the Scoutmaster and Assistant Scoutmaster(s) of the troop so they can focus on working directly with the youth. A troop committee is an opportunity to involve all parents and adults in the family. The same website above for Assistant Scoutmasters has a video with valuable information for troop committee members.

## 2.3 Fundraising – There are multiple ways to fundraise for your unit in scouting.

2.3.1 Longhorn Council has a couple of different official fundraising programs.

2.3.1.1 *Popcorn sales – The most well-known of all fundraisers for scouts is the annual popcorn sale. Each unit should have one volunteer to be the Popcorn Kernel. This person will be responsible for coordinating the sale and distribution of all popcorn ordered by the unit. There is an annual Popcorn Kickoff where unit Kernels get together and are given a presentation about that year's popcorn season. New Kernels then have an opportunity to get ideas for the best ways to make sales from other Kernels who have been around for a while.*

2.3.1.2 *Camp Cards – Not nearly as well-known as popcorn sales, the second official council fundraiser is Camp Cards. These are cards that give purchasers discounts at different stores in the council.*

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2.3.2.1 *Selling meat sticks - <https://www.countrymeats.com/scouts>*

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2.3.2.3 *Holding a car wash*

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2.3.2.5 *Hold a sporting tournament for example – golf, disc golf, pickleball...*

### 3 Venturing Crews

#### 3.1 Venturing Adviser Resources

3.1.1 The following website has links to all kinds of information for Crew Advisers and New Families. With some examples of what you will find below.

<https://www.scouting.org/programs/venturing/about-venturing/>

3.1.1.1 *The ALPS Model:*

*Getting the most from your adventure is not always easy. To help you succeed, Venturing uses four areas of emphasis to help the crew plan and carry out its program. Venturing's areas of emphasis are the four pillars around which the crew will construct a fun and rewarding program.*

3.1.1.2 *Uniform Guide*

*Venturing has no “official” uniform that all members must wear; in keeping with the flexibility of the Venturing program, uniforms are approved by each individual crew. A crew may choose to design or purchase a Venturing T-shirt, polo, or any number of options.*

3.1.1.3 *Venturing Terminology*

*In order to be a good advocate for the Venturing program, it is essential to know the correct program terminology and organizational structure. This page details some of the specific terms and classifications used when discussing Venturing.*

3.1.2 The following is a link to a PDF containing a list of position specific trainings for all programs. The list of trainings for crews is found on page 5.

<https://www.scouting.org/wp-content/uploads/2021/09/Position-Trained-Requirements-Sept-2021.pdf>

3.1.3 The list of people in Scouting America to contact when you need help:

3.1.3.1 *Charter Organization Representative – This will be someone associated with your unit's chartering organization.*

3.1.3.2 *Unit Key 3 – This group includes the Charter Organization Representative, the Committee Chair, and the Crew Adviser.*

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3.1.5 Some Additional tips and hints:

- 3.1.5.1 *Create a Google Drive for the unit and upload all lists of activities and meeting outlines.*
- 3.1.5.2 *The goal of a crew is for the youth to lead. This will not work for new units, or units with only young venturers that have not been part of a troop. But always remember the goal and work towards that goal every year, month, week / meeting. Eventually, the venturers you started with will grow in knowledge and maturity and will be ready to fully lead and teach the younger venturers just like you led and taught them.*
- 3.1.5.3 *The role of the Crew Advisor is to guide the youth and veto things when they have decided to try something unsafe. Unsafe is the key word there. Just because you don’t think they can accomplish a task they have decided to attempt does not mean you need to stop it from happening, they may surprise you, but if they don’t, Scouting is a safe place to fail.*
- 3.1.5.4 *Make sure to also recognize your adult volunteers’ achievements and accomplishments at the same time as you are recognizing your venturers’ achievements and accomplishments.*
- 3.1.5.5 *See chapter 6 for information on Chaplains / Chaplains Aids*

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  - 3.2.2.5 *Hold a sporting tournament for example – golf, disc golf, pickleball...*

## 4 Sea Scout Ships

### 4.1 Sea Scout Skipper Resources

4.1.1 The following website has links to all kinds of information on starting a new ship. With some examples of what you will find below.

<https://seascout.org/new-ship-organization-kit/>

- 4.1.1.1 *Five myths about Sea Scouting*
- 4.1.1.2 *Fast Start Training*
- 4.1.1.3 *New Ship Organization Guide*
- 4.1.1.4 *Charter Paperwork*
- 4.1.1.5 *New Ship Mentor Program*

4.1.2 The following is a link to a PDF containing a list of position specific trainings for all programs. The list of trainings for ships is found on page 7.

<https://www.scouting.org/wp-content/uploads/2021/09/Position-Trained-Requirements-Sept-2021.pdf>

4.1.3 The list of people in Scouting America to contact when you need help:

- 4.1.3.1 *Charter Organization Representative – This will be someone associated with your unit's chartering organization.*
- 4.1.3.2 *Unit Key 3 – This group includes the Charter Organization Representative, the Committee Chair, and the Skipper.*
- 4.1.3.3 *Unit Commissioner – This is an experienced Scouter who should have been assigned to your unit when it was created. Due to lack of volunteers, it is possible your unit does not have one.*
- 4.1.3.4 *District Executive – This is the first layer of paid professional Scouters. Their office is located at 300 Lake Air Dr, Waco, TX 76710, this is also the location for the Scout Shop.*
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4.1.5 Some Additional tips and hints:

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4.1.5.2 *The goal of a ship is for the youth to lead. This will not work for new units, or units with only young sea scouters that have not been part of a troop. But always remember the goal and work towards that goal every year, month, week / meeting. Eventually, the sea scouts you started with will grow in knowledge and maturity and will be ready to fully lead and teach the younger venturers just like you led and taught them.*

4.1.5.3 *The role of the Skipper is to guide the youth and veto things when they have decided to try something unsafe. Unsafe is the key word there. Just because you don't think they can accomplish a task they have decided to attempt does not mean you need to stop it from happening, they may surprise you, but if they don't, Scouting is a safe place to fail.*

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# 5 Explorer Posts

## 5.1 Post Adviser Resources

5.1.1 The following website has links to all kinds of information on starting a new post. With some examples of what you will find below.

<https://www.exploring.org/playbook>

### 5.1.1.1 *Phase 1 – Research*

5.1.1.1.1 Research is key to developing the Exploring post or Club that fits best with local youth. Using career interest data, you will identify those youths interested in specific careers that appeal to them. With that information you will then be able to determine which businesses or organizations would make the best partners and the people who will provide the best support for your post or club.

### 5.1.1.2 *Phase 2 – Leadership*

5.1.1.2.1 The success of any organization depends on those willing to put in time and effort. When establishing a new Exploring program, you'll need to identify those people with the skills and the willingness to not only get the program up and running, but also to maintain the program and help it flourish.

### 5.1.1.3 *Phase 3 – Program*

5.1.1.3.1 The unit committee will work closely to develop a program based on the Career Interest Surveys so youth can dig into their chosen career field. Adult leaders provide the structure of the post or club, working together to ensure things run smoothly so Explorers will get the most from their experience.

### 5.1.1.4 *Phase 4 – Participation*

5.1.1.4.1 This is where the rubber meets the road. After careful planning and coordination, you are ready for your Open House event. Getting the word out effectively ensures a robust turnout for your event. Getting people to show up is only half the equation. Once you have your audience, you want to show them the best of Exploring and a sample of the hands-on activities that make Exploring so valuable.

5.1.2 The following is a link to a PDF containing a list of position specific trainings for all programs. The list of trainings for posts is found on page 6.

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5.1.3 The list of people in Scouting America to contact when you need help:

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- 5.1.3.5 *Roundtable Commissioner – This is a volunteer who organizes and runs roundtable every month (more about roundtable later)*
- 5.1.3.6 *District Key 3 – This is a group that includes the District Executive, the District Commissioner (a volunteer), and the District Chair (a volunteer). They work together to form the district committees and to ensure that decisions are made with the best interests of scouts in mind.*
- 5.1.3.7 *The following website is a full list of scouting professionals at the council level you can contact if you feel like you are not getting the help you need from any of the above people. - <https://www.longhorncouncil.org/staff-directory>*

5.1.4 Roundtable is a monthly meeting for all units in the district. The Roundtable Commissioner will have a different focus topic every month and will sometimes have a breakout session where the units split into two groups. Troops, crews, ships, and posts are in one. And packs are in the other, so that more age specific topics can be covered. It is also a wonderful place to hang out with other scouters and just bounce ideas off each other.

- 5.1.4.1 *In the Heart O'Texas district, Roundtable happens at 7pm on the second Thursday of every month (except for July) and happens at 300 Lake Air Dr, Waco, TX 76710 (same location as the scout shop and office)*

5.1.5 Some Additional tips and hints:

- 5.1.5.1 *Get a list of topics related to the field your post is attached to that you want the youth to study. And put together a list of trainings to go along with those topics*
- 5.1.5.2 *Get with other posts to hold skills competitions that are related to the field your post is attached to. For example, a post at a police department might hold an active shooter engagement.*
- 5.1.5.3 *See chapter 6 for information on Chaplains / Chaplains Aids*

## 5.2 Fundraising – There are multiple ways to fundraise for your unit in scouting.

- 5.2.1 Longhorn Council has a couple of different official fundraising programs.
  - 5.2.1.1 *Popcorn sales – The most well-known of all fundraisers for scouts is the annual popcorn sale. Each unit should have one volunteer to be the Popcorn Kernel. This person will be responsible for coordinating the sale and distribution of all popcorn ordered by the unit. There is an annual Popcorn Kickoff where unit Kernels get together and are given a presentation about that year's popcorn season. New Kernels then have an opportunity to get ideas for the best ways to make sales from other Kernels who have been around for a while.*
  - 5.2.1.2 *Camp Cards – Not nearly as well-known as popcorn sales, the second official council fundraiser is Camp Cards. These are cards that give purchasers discounts at different stores in the council.*
- 5.2.2 Unofficial fundraising ideas – below is a list of a few different ways to raise funds for your unit that are not sanctioned by the council, but don't limit yourself to just these ideas. In order to participate in any of these, you must first participate in at least one of the official council programs and you must fill out the “Unit Money Earning Application” that can be found in the national file store. Just search for the title of the form and look for “filestore.scouting.org” in the results.
  - 5.2.2.1 *Selling meat sticks - <https://www.countrymeats.com/scouts>*
  - 5.2.2.2 *Holding a spaghetti supper / lunch*
  - 5.2.2.3 *Holding a car wash*
  - 5.2.2.4 *Holding a bake sale*
  - 5.2.2.5 *Hold a sporting tournament for example – golf, disc golf, pickleball...*

## 6 Chaplains and Chaplains Aids

- 6.1 Chaplains must adhere to the “Declaration of Religious Principle” as referenced on the adult application.
- 6.2 Different religious organizations have different requirements for a “Chaplain” designation.
- 6.3 The following are a couple of websites that will help you understand your role as a chaplain and guide you in how to fulfil your duties and responsibilities.

<https://www.scouting.org/programs/scouts-bsa/resources/troop-chaplain-and-chaplain-aide-roles/>

<https://www.scouting.org/programs/scouts-bsa/resources/troop-chaplain-and-chaplain-aide-roles/manual-for-chaplains-and-chaplain-aides/>

- 6.4 The following website is the Chart of Religious Emblems that can be earned depending on your religion / denomination. Start here, and then contact the individual reigning organization for any specific requirements.

<https://www.scouting.org/awards/religious-awards/chart/>