



BOY SCOUT TROOP 103

Hanover, Pennsylvania

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ADULT LEADERSHIP REQUIREMENTS

New Adult Committee Member or Adult Leader for Boy Scout Troop 103

Welcome to Troop 103. Your application is being reviewed and approved by our Charter Organization (The Holy Name Society). As a new member, I would like to inform you of the following adult leadership requirements that were adopted by the Troop Committee. As an adult leader or committee member, you must meet these requirements to remain on the Troop Charter.

1. **PaDPW State Clearance:** All adults who are members of the troop's committee charter must have child abuse clearances through the PaDPW and on file at the Diocese of Harrisburg office. All applications for clearances must be completed through Rita Martin in the parish office at 717-637-5236. Please call her directly.

Training Requirements

Our leaders must be trained to provide our youth with a quality program they deserve. Training requirements defined for your position are outlined below. If you have any questions about training, please contact our Troop Training Coordinator, Maureen Evich at (410) 374-9633 or by email: jmevich@yahoo.com.

2. **Diocese Youth Protection Training:** Beginning in 2008 all adults are required to take an on-line Harrisburg Diocese Youth Protection training program or refresher course. To access the course, please click on "Youth Protection" in the left pane on the Diocese of Harrisburg website (<http://www.hbgdiocese.org/>). Then click on the "On-line Training" link, and then the "Creating A Safe Environment Training Course" link
3. **BSA Youth Protection on-line training:** Every two years adults must complete the BSA Youth Protection on-line training and receive the certificate. This on-line training is available at BSA online learning center website at <http://olc.scouting.org/>. Complete this after your Application has been accepted and you receive you BSA ID number.
4. **If you are a Scoutmaster or an Assistant Scoutmaster,** then you are required to take additional BSA courses within your first year. – Many of these courses are offered about twice per year through the Blue and Grey District or York-Adams Area Council. Call Gretchin Weekly ((717) 843-0901 x223 or email her gweekly@bsamail.org) at the Council office to determine when the next class is available.
 - a. Boy Scout Leader Fast Start – This on-line training is available at BSA online learning center website at <http://olc.scouting.org/>.
 - b. New Leaders Essentials – Available through the Council.
 - c. Scoutmaster and Assistant Scoutmaster Leader Specific Training. – Available through the Council.
 - d. Introduction to the Outdoor Leader Skills – Available through the Council.
 - e. Hazardous Weather - This on-line training is available at BSA online learning center website at <http://olc.scouting.org/>.
 - f. Other on-line classes recommended include Safe Swim Defense, and Safety Afloat. These courses are available at BSA online learning center website at <http://olc.scouting.org/>.



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5. **If you are a new member on the committee**, then please take the following on-line courses.
 - a. Boy Scout Leader Fast Start – This on-line training is available at BSA online learning center website at <http://olc.scouting.org/>.
 - b. Troop Committee Challenge – This on-line training is available at BSA online learning center website at <http://olc.scouting.org/>.
 - c. Hazardous Weather - This on-line training is available at BSA online learning center website at <http://olc.scouting.org/>.
 - d. Other on-line classes recommended include Safe Swim Defense, and Safety Afloat. These courses are available at BSA online learning center website at <http://olc.scouting.org/>.
6. **Personal Data Form:** Complete the attached Adult Personal Data Collection Form and return it to either me or our Scoutmaster so we can update our records.
7. **Medical Exam Forms:** Additionally, if you plan to participate in any outings, please complete the Medical Exam Form (http://www.scouting.org/filestore/pdf/34605_Letter.pdf)
8. **Web Site and Troop Guide:** Become familiar with our Troop Guide and other information found on the website at: <http://www.bsatroop103.org>
9. For your \$15 registration fee, make Checks payable to Boy Scout Troop 103, and send your \$15 registration fee to:

John Helfrick, Troop 103 Treasurer
1947 Smith Station Road
Hanover, PA 17331

Please notify me of the date that any of the above requirements have been completed so we can update our records. If you do not complete the above requirements, you will be dropped from the Troop 103 Charter.

Sincerely,

Robert Zinn, Troop Committee Chairman



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Adult Personal Data Collection Form

Name: _____ Nickname: _____
BSA ID#: _____

Sex: M / F
Spouse: _____
Address: _____

Mailing: _____
DOB: ____/____/____
Drivers Lic: _____ STATE: ____
Employer: _____

Phone(s) Home: (____) _____
_____: (____) _____
_____: (____) _____
_____: (____) _____

Occupation: _____

Email: _____

Joined Unit: ____/____/____

Highest Scout Rank: _____

Became Leader: ____/____/____ Leader: Y / N

Eagle Date: ____/____/____

Boys' Life: Y / N

Health form on file: Y / N

Date _____

Emergency Contact(s): _____
____/____/____

Phone: (____) _____

Class 1 Phys: _____

____/____/____

Phone: (____) _____

Class 2 Phys: _____

Doctor: _____
____/____/____

Phone: (____) _____

Class 3 Phys: _____

Insurance: _____
____/____/____

Phone: (____) _____

Tetanus: _____

Insurance Policy: _____

Group: _____

Allergies: _____

Medications: _____

Other: _____

Vehicle(s) (Year/Make/Model)	# Belts	Lic	Plate	Insurance (in thousands)	
				Per Person	Per Accident Property
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Prior Service:	From	To	Level	Unit #	Council #
	____/____/____	____/____/____	_____	_____	_____
	____/____/____	____/____/____	_____	_____	_____
	____/____/____	____/____/____	_____	_____	_____

Remarks: _____