

Committee Mentoring Program 2019

Scouts BSA Troop 2970 Chartered by Our Savior's Way Lutheran Church in Ashburn, VA





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OVERVIEW

One of the pillars of a strong troop is the strength and sustainment of its adult membership. There are many important facets to administering a quality mentoring program and written policies and procedures can contribute greatly to the long-term stability of the program by:

- **Providing committee members with clear guidelines on how to administer the program.** This guide outlines the process and procedures for the Troop 2970 committee mentoring program. It has been developed to help grow and sustain the committee membership and committee positions.
- **Ensuring consistent operations despite possible turnover in key committee members.** The overall concept of the program is to pair junior (or recently joined) committee members with more senior committee members – for continuity and succession planning. The program is designed to create diversity on the committee and provide ideas for recruiting and pairing members.
- **Serving as a blueprint for program replication and expansion throughout the troop or council.** This guide provides a consistent model that can be replicated and expanded. Whether the expansion is within the troop (eg. ASMs or Scout leadership) or at the council level (eg. For other troops to use), written procedures will greatly enhance the ability for the program to grow.
- **Serving as a baseline for continuous improvement.** Having a written procedure / guide provides a concrete starting point that allows the troop to continually improve and refine the program over time.



RECRUITMENT PROCEDURE

Having a solid recruitment procedure in place will enhance the program's effectiveness, longevity, and risk management. Recruitment is an essential part of the mentoring program and will be vital to creating meaningful pairings. The following steps are designed to assist with recruiting committee members and then introducing them to the mentoring program.



STEPS TO RECRUIT COMMITTEE MEMBERS

Attitudes, personalities, and diligence are the ingredients for a successful mentor program. Recruiting mentors and mentees is a hands-on endeavor;



it's about making personal connections. Use the following steps to initiate and sustain the recruiting efforts:

1. At the beginning of the troop year/rechartering (typically the start of the school year), immediately following a pack crossover weekend, and/or anytime a scout joins the troop, recruitment of committee members begins.
2. All existing committee members should be part of the recruiting efforts. It is important to recruit a diverse group of adults that are representative of the diversity within the troop.
 - a. Members should approach new parents / guardians and offer assistance with understanding the troop and/or with understanding scouting.
 - b. Committee members should be knowledgeable of positions in the committee to help educate new parents / guardians on how important the role of adults is to the success of the troop.
 - c. Committee members should describe the mentoring program and how it helps new parents / guardians ease into understanding the various positions and helps them ease into building relationships within the troop.
3. New parents / guardians should be invited to an orientation meeting where membership forms will be provided – guiding the new parents / guardians in filling out the forms is essential. Forms should be completed during this meeting. During the orientation meeting discuss the following:
 - a. The needs of the committee
 - b. The needs of the troop / scouts
 - c. The duties and responsibilities of committee positions
 - d. Time commitments
 - e. Benefits – why will their participation be rewarding for them?
 - f. Instructions on how to apply to become a mentee / mentor
4. New parents / guardians should accompany their potential mentor to a committee meeting (see more in the matching procedure section).

MATCHING PROCEDURE

1. **Eligibility:** All committee members with an active tenure for one year or more or currently hold a committee position are eligible to be a mentor. All committee members are eligible to be mentees.
2. **Submitting to become a pair:** Whether the pairing is voluntary or selected, they must be recorded by the committee secretary.
 - a. **Voluntary:** Committee members that have informally begun to build a mentoring relationship can voluntarily submit to become a formal pair in the program.



- b. **Selected:** Committee members that want to be paired and have not found a mentee informally can complete the applicant form to be paired with a mentee who has also completed the applicant form. The form, which is easy to complete, helps the committee chair or his delegate determine likely matches.
3. **Determining matches:** Pairings should be based upon several common characteristics as noted on the applicant's forms. Diverse matches are encouraged to ensure a variety of ideas are considered in running the organization of the troop and to ensure the committee is representative of the scouts in the troop.
4. **Length of pairings:**
 - a. Mentoring matches should be reviewed annually at the beginning of the new troop / school year. Ideally, every committee member should be in a pairing – either as a mentor or as a mentee.
 - b. **Succession pairs:** If the pairs involve a committee position, the mentee should shadow the mentor for six months to a year and then should take over the duties of the mentor. The mentor should then shadow the mentee for six months to a year to guide and coach while the mentee performs the role of the specific position.

MENTOR DESCRIPTION

The Troop 2970 Committee Mentoring Program helps to demystify the work of the committee and elevate its importance for the sustainability of the troop. The program uses registered committee members to commit to supporting, guiding, and building relationships for a period of at least one year. By becoming part of the network of adults who care about the scouts and the scouting program, the mentor can help new adults develop and achieve confidence in supporting the troop.

Mentor Role

- Take the lead in supporting a new adult or current committee member who is not yet in a leadership role.
- Serve as a positive role model and friend to the mentee
- Build confidence and motivation in the mentee
- Provide insight into the inner workings of the troop
- Be open to ideas from a mentee – those from another troop; from the mentee's life experiences; from the mentee's cultural, ethnic, religious, etc. background

Time Commitment

- Make a one-year commitment



- Use the committee and troop meetings to spend time with a mentee
- Communicate with the mentee weekly

Benefits

- Personal fulfillment through contribution to the sustainability of the troop and the troop committee
- Satisfaction in helping someone become more confident in the processes and procedures of the troop
- Reaching the goal of paying it forward and establishing a strong adult succession plan

DOCUMENTING PAIRINGS

Using the Troop’s access-controlled website:

<https://www.troopwebhost.org/Troop2970Ashburn/Index.htm>

1. Logon to the website and navigate to the committee page
2. Click the link to the mentoring page
3. After the committee secretary has updated the pairings, the paired members will be listed in a table (see table below)
4. The pairs should record any mentoring activities, meetings, progress, etc. on the Mentoring Progress web page located on the main committee page

Committee Position	Mentor	Mentee
Chair	Mark Jones	Jeremy Wiltz
Treasurer	Jane Doe	Mary Smith
Advancement Coordinator		
Secretary		
Activities Chair		
Equipment Coordinator		
Mulch Coordinator		
Merit Badge Coordinator		
Training Chair		
Transportation Chair		
Membership Chair		
Trail to Eagle Chair		
Webmaster		
Board of Review Chair		
Other		



MERIT BADGE COUNSELOR MENTORING

In addition to the committee position mentoring program, a merit badge counselor mentoring program should also be established. For scouts working to advance in rank, merit badge counselors are extremely important. Registered adults in the troop are needed to facilitate and sustain a healthy path to rank advancement. Similar to the committee mentor program, current merit badge counselors will be paired with interested registered adults. Like the committee program, outreach should be continuous and start when scouts and adults enter the troop.

*Troop 2970 is committed to ensuring every Eagle merit badge has a counselor.
Registered adults are encouraged to support multiple merit badges*

The merit badge coordinator or his mentee can provide information on current needs and suggest a pairing. The same process for registering and documenting committee pairings can be used. The website will contain a list of pairings similar to the table below.

Merit Badge	Current Counselor	Mentee
Citizenship of the Nation		
Personal Management		
Camping		
American Heritage		



Committee Mentor Application

First Name _____

Last Name _____

Email _____

Home Phone _____ Cell Phone _____

Current position _____ How long with the troop? _____

I have an interest in mentoring on the following:

- Committee Chair
- Committee Secretary
- Committee Treasurer
- Outdoor / Activities Coordinator
- Advancement Coordinator
- Mulch Coordinator
- Training Coordinator
- Equipment Coordinator
- Board of Reviews
- Merit Badge Coordinator / Instructor
- Trail to Eagle Chair
- Merit Badge Counselor _____
- Other: _____
- Other: _____
- _____
- _____



Committee Mentee Application

First Name _____

Last Name _____

Email _____

Home Phone _____ Cell Phone _____

I have an interest in learning more about the following:

- Committee Chair
 - Committee Secretary
 - Committee Treasurer
 - Outdoor / Activities Coordinator
 - Advancement Coordinator
 - Mulch Coordinator
 - Training Coordinator
 - Equipment Coordinator
 - Board of Reviews
 - Trail to Eagle Chair
 - Merit Badge Coordinator / Instructor
 - Merit Badge Counselor _____
 - Other: _____
 - Other: _____
 - Other: _____
- _____