



BOY SCOUTS
OF AMERICA®

GREATER ALABAMA COUNCIL

The District

This overview will provide you with information on how Districts within the Greater Alabama Council of the Boy Scouts of America can assist Scouters throughout each level of Scouting.



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The District

Our Council is divided into geographic areas known as Districts. District leaders ensure the growth and success of the units within their territory. These responsibilities are broken into four categories. The result of effective district support is more youth members receiving the mountain-top Scouting experience.

THE FOUR FUNCTIONS OF THE DISTRICT

1. Membership:

The District Membership committee works to grow Scouting in our communities, they strive to recruit more youth into our program and retain those who are currently members. They build relationships with chartered partners and work to create new scouting units in areas that are underserved.

2. Finance:

The District Finance committee is responsible for the financial aspects of Scouting. They assist units with their finances, providing fundraising opportunities and trainings on proper budgeting practices. They foster relationships with current supporters of Scouting and work to develop relationships with new supporters. They raise the funds required to get more families involved in our great program.

3. Program:

The District Program committee concentrates on ensuring Scouts receive the mountain-top experience. They create and provide program experiences for the youth. These experiences can include: Camporees, Day Camps, Summer Camps, Merit Badge Fairs, etc. They work to ensure that every leader is trained and provide leadership trainings during the year. They help unit leaders understand Scouting's advancement program and help young men become Eagle Scouts. They promote and encourage attendance and participation in service projects, summer camp and other events.

4. Unit Service:

The Unit Service function of the District is carried out through Commissioner Service. Commissioners are experienced Scouters who help chartered organizations and unit leaders achieve the aims of Scouting. Commissioners are the unit leaders' best friend, they work with them, they provide coaching and consultation to help ensure the success of every Scouting unit.

District Overview

- A District is a geographic area of a local BSA Council, determined by the Councils Executive Board. *Districts are not entities*. District leaders are our Council's representatives to each unit.
 - District leaders ensure the growth and success of the units within the district's territory
 - Districts are responsible for carrying out four standard functions:
 - District Committee
 - Membership
 - Finance
 - Program
 - District Commissioner
 - Unit Service
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Nominating Committee

- Works year-round with the District Chair and Commissioner to recruit and fill vacancies in the District Committee and Commissioner Corps.
- Nominating Committee Chair is selected and approved by the Council President through recommendations from the District Chair
- Annual District Meeting
 - Nominating Committee prepares a slate of competent officers and members-at-large who will serve on the District Committee for the next year (annually, usually in the fall)
 - Slate is presented by the Nominating Committee Chair at the Annual Business Meeting and is reviewed by the Voting members of the District
 - For the slate to pass, a vote of the majority of those present at the meeting is required
 - Newly elected officers take office immediately following the Annual District Business Meeting
 - Voting members of the District
 - Chartered Organization Representatives
 - Registered District Members-at-Large who have served for 1 year
 - Council Members-at-Large who reside in the boundaries of the District

District Key 3 – District Chair, Commissioner and Executive

- District Chair
 - All Aspects of the District Committee: Membership, Finance and Program
 - Recruits, trains and leads the District Committee
 - Member of the Council Executive Board
 - Ensures attainment of goals and objectives, including Journey to Excellence
- Commissioner
 - Recruits, trains and leads a staff of Commissioners who coach and support unit leaders
 - All aspects of Unit Service
 - District Roundtable(s)
 - Unit Commissioners
 - Commissioner Service
 - Overall Unit Health
 - Journey to Excellence
 - Re-Charter

- **Executive**
 - Full-time professional who works under the Council Scout Executive
 - Works with the Nominating Committee, District Chair and Commissioner to ensure all aspects of a District are functioning properly and that all goals and objectives are achieved
 - Ensures all BSA policies are followed
 - Provides professional coaching, proposing plans for consideration and suggesting action plans for recruiting new volunteers
 - Gives inspiration and encouragement
 - Maintains regular contact with heads of chartered organizations
 - Provides behind-the-scenes administration, such as updating records, auditing finances, running reports and arranging council services
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Membership Committee *(Vice Chair of Membership)*

- **New Units**
 - Recruits and develops relations with new chartered organizations
 - Helps these organizations adopt the Scouting program as a part of their overall program
 - Recruits and trains new unit organizers
 - Works with District Training Committee to get new leaders trained
 - Ensures new units have a Unit Commissioner
 - Recruits new youth and adults
 - **Membership Recruitment**
 - Executes both Spring and Fall Membership Recruitments with all units
 - Works with units to develop and implement recruitment plans
 - Maintains regular contact with local school principals
 - Tracks and attains membership growth objectives annually
 - **Home School**
 - Develops and maintains relationships with all Home School groups in the District
 - Encourages these groups to adopt Scouting as part of their overall program
 - **Webelos to Scout Transition**
 - Ensures all Webelos cross over into a Scouts BSA Troop
 - **Beascout.org**
 - Works with Communications Committee to ensure units keep their Beascout.org information current
 - Ensures units properly use the online applications features in Beascout.org
 - Ensures units contact and follow up with leads generated from Beascout.org
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Finance Committee *(Vice Chair of Finance)*

- **Ensures all BSA Financial Policies are followed**
- **Unit fundraisers**
 - Council Fundraisers
 - Camp Cards (Spring)
 - Promotes and manages all participating units
 - Popcorn (Fall)
 - Ensures top Show-and-Sell Locations are fully utilized
 - Organizes orders and pickups and manages the overall sale
 - Promotes and manages all participating units
 - Other unit fundraisers
 - Approves all unit fundraisers according to BSA Fundraising Guidelines
- **Friends of Scouting**
 - Raises the District's agreed upon fundraising goal by May 31st of each year
 - Family FOS
 - Ensures every unit in the District participates in the FOS Campaign
 - Raises their Fundraising Goal and ensures all past givers are contacted
 - Works to ensure the majority of pledges get paid
 - Community FOS
 - Facilitates all FOS Campaigns in the local community, including FOS Events, and American Values Luncheon(s)
 - Raises their fundraising goal and ensures all past donors are contacted
 - Ensures the majority of pledges are paid
 - Leadership Campaign FOS
 - Ensures all District Leadership, Commissioners, and Merit Badge Counselors participate in the annual FOS Campaign
 - Raises their fundraising goal and ensures all past donors are contacted
 - Ensures the majority of pledges are paid
 - Provides recognition to all donors, along with information about how their donation helped serve youth
 - Ensures each major donor receives 7 points of contact during the year
- **Donor Development**
 - Maintains and fosters list of individuals who currently do not have a relationship with Scouting and works to invite these individuals to "point of entry" events
 - Maintains and fosters list of current Friends of Scouting donors who contribute at a high level (level is decided by the District) and works to invite these individuals to "point of entry" events
 - District Events – Day Camp, Camporee, Webelos Woods, District Banquet, Belt Loop Saturdays, Service Projects, Eagle Projects, etc.
 - Council Events – Scouts BSA Summer Camp, Eagle Reception, Cub Summer Camp, Order of the Arrow events, etc.
 - Scouting Heritage Luncheons or 2nd Century Events – free events for those who have no relationship to Scouting, no financial inquiry is made at these events
- **Endowment**
 - Fosters the Council's Endowment by soliciting James E. West Fellowship Awards and other endowment gifts

- **Budgets**
 - Manages District budgets and ensures the District is fiscally sound
 - Instructs unit leaders on how to create and manage an annual unit budget
 - Ensures units have a strong annual financial plan that is shared with families
 - **United Way**
 - Where applicable, cultivates a cooperative relationship with the local United Way
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Program Committee *(Vice Chair of Program)*

- **Training Committee**
 - Establishes training objectives to train leaders, not just run training courses
 - Works to get every leader trained for their specific position, with Youth Protection and Outdoor Leader training
 - Inventories all leaders who need training and works to get them trained
 - Works with Membership Committee to train all new adults before a new unit is established
 - Plans and executes all District Trainings, which include:
 - Introduction to Outdoor Leader Skills (IOLS)
 - Basic Adult Leader Outdoor Orientation (BALOO)
 - Unit Leader Training (Cubmaster, Committee Chair, Scoutmaster, etc.)
 - Youth Protection Training (on-site)
 - Additional Trainings as needed
- **Advancement and Recognition Committee**
 - Rank Advancement
 - Works with unit leaders to ensure youth are earning rank in all Scouting programs (Cub Scout, Scouts BSA, Venturing, Sea Scouts)
 - Ensures advancement is being properly recorded through Scoutbook
 - Coaches units on methods for conducting Boards of Review, Courts of Honor, and Blue and Gold Banquets
 - Provides assistance to units with little or no advancement
 - Scoutbook
 - Promotes, supports, and assists units with Scoutbook
 - Works with the Training Committee to train unit leaders on Scoutbook
 - Eagle Rank
 - Reviews and approves Eagle Scout service projects
 - Conducts District Eagle Scout Candidate Boards of Review
 - Reviews Eagle Scout candidate appeals, if their application is denied
 - Merit Badge Counselors
 - Recruits, trains and approves an adequate group of counselors
 - Publishes and maintains a current list of counselors
 - Organizes Merit Badge Clinics as needed
 - Awards
 - Recommends youth, unit and district Scouters for special awards and recognitions, such as adult leader knots, Lifesaving awards and Silver Beaver Award
 - District Banquet
 - Works with the Activities Committee on awards and honors for the District Banquet
 - District Award of Merit (if assigned by the District Chair), nominates and selects the annual District Award of Merit recipients

- **Communications Committee**
 - Monitors District Journey to Excellence metrics, identifies red flags and areas for improvement and provides this information to the District Committee and Commissioner Corps to assist them in reaching Gold Level.
 - Responsible for the District website, newsletters, social media (Facebook), and all other communications and marketing
 - Ensures volunteers and units follow the BSA Brand Marketing Guide
 - Updates the District's monthly *Charts That Talk*. These Charts can include:
 - Unit membership numbers
 - Unit trained leader percentage / number of adults not trained
 - Number of unit rank advancements received for the month
 - Activities the units have attended during the year
 - Friends of Scouting, Popcorn and Camp Cards amounts raised by units
 - Each unit's Roundtable attendance
 - Each unit's level of Journey to Excellence
 - Other charts that help units be successful, as necessary
 - Works with Training Committee to train unit leaders on marketing and new online tools such as Beascout.org, and my.scouting.org

- **Religious Committee**
 - Fosters and maintains relationships with chartered partners and religious organizations in the District
 - Works with both adults and youth in achieving their Religious Awards (Duty to God, Ad Altare Dei, God and Church, etc.)
 - Assists units in developing and having unit religious services as part of their program

- **Camping Committee** (*Scouts BSA & Venturing focus*)
 - Plans and executes District Scouts BSA and Venturing events such as:
 - Camporee(s), Webelos Woods - Scouts BSA recruitment event, etc
 - Other Events as needed
 - Outdoor Program
 - Understands each Troop and Crew's camping and outdoor record
 - Works with commissioners to help units plan a year-round schedule of camping and outdoor programs / events
 - Promotes youth participation in camping and outdoor programs
 - Promotes units in earning the National Camping Award
 - Promotes the use of camperships, and works with the District Executive to distribute camperships, as needed
 - Tracks and obtains camping and outdoor objectives
 - Order of the Arrow
 - Guides the Order of the Arrow through the chapter officers and adviser
 - Promotes camping and outdoor activities
 - Health and Safety
 - Gives guidance on health and safety concerns
 - Quartermaster
 - Manages and organizes all supplies purchased for District events
 - Keeps inventory of items and manages their use
(*Districts are not entities, they do not own anything. All supplies purchased by District volunteers are owned by our Council.*)

- **Activities and Civic Service Committee** (*Cub Scout Focus*)
 - Plans and executes District service events and Cub Scout events such as:
 - Day Camp, Pinewood Derby, Winterfest, Webelos Pin Day, etc.
 - District Banquet
 - Other events as needed
 - Promotes and encourages attendance and participation in Council events.
 - Promotes Cub camping opportunities such as Day Camp & Webelos Resident Camp, and works to ensure all Packs have high attendance at these events
 - Promotes units earning the National Summertime Pack Award
 - Scouting for Food
 - Organizes and coordinates the District's Scouting for Food drive
 - Encourages unit participation, coordinating routes and pantry drop-offs
 - Tracks the number of pounds collected annually
 - Service Projects
 - Encourages Good Turn ideas through unit participation in community projects
 - Encourages unit participation in the BSA Adopt-A-School program
 - Ensures unit service hours are being properly recorded through the Online Good Turn for America BSA website

Commissioner Service

Commissioners are Scouters who help chartered organizations and unit leaders to achieve the aims of Scouting by using the methods of Scouting. They help ensure each unit has strong leadership and encourage training, promote the use of the unit committee and encourage a relationship with the chartering organization.

- Roundtable Commissioners and Roundtable Staff
 - Provide trainings and support at monthly Roundtable meeting
- Assistant District Commissioners
 - At the direction of the District Commissioner, an Assistant District Commissioner manages three to five Unit Commissioners, ensuring their success and helping them with any major issues or concerns their units might be experiencing
 - Assistant District Commissioners manage their current Unit Commissioners, and recruit and train new Unit Commissioners, as needed
- Unit Commissioners
 - Quality control officers who coach units toward success. They focus on specific unit needs and help each unit become more effective with its program.
 - Unit leader's best friend
 - Ensure their units are actively participating in all activities available to them and they work with the District Committee to help their units have the best program available
 - Work with their unit leaders to help them reach Gold Level Journey to Excellence
 - Log contacts made with their assigned units in Commissioner Tools and work to ensure each unit gets at least six visits annually and completes a detailed unit assessment
 - Identifies individuals who they feel should be recruited to serve as a member of the District Committee or Commissioner Corps and provides their information to the Assistant District Commissioner