

THE
Great Salt Lake Council
DISAPPEARING
VARSIITY
SCOUT
WORKBOOK

A tool to organize your team and committee with handout pages for
Program Managers and Program Advisors



www.gslc-bsa.org

The Disappearing Varsity Scout Workbook

This book, if used correctly, will disappear right before your eyes. Here's how it works.

1. Varsity Scout Team Committee Chairman along with the Team Coach meet together to review the job descriptions of each Program Manager and Program Advisor.
2. Committee Chairman appoints a member of the team committee to each of the program advisor responsibilities. Invite them to a team meeting to meet the program manager.
3. In the team meeting, meet together with the advisor and manager for each area of emphasis. Review their responsibilities, separate out of this book the copies of their job descriptions and give them to the program manager and advisor.

When everyone has his copy, the book is gone.

In a nutshell, that is all you need to do. However the job is never completed without lots of coaching, follow-up and encouragement.

Each member of the Varsity Scout Team Committee needs to know and understand his job. That's where basic training comes in. Every boy deserves a *trained* leader. Every leader will function better and ultimately be successful if he learns his duties. Basic training is provided throughout the council to help every leader be successful.

Program Manager – Program Advisor concept

Program Manager

Every Varsity Scout team has five program managers, one Varsity Scout in charge of each of the five program fields of emphasis. Each program manager works closely with an adult program advisor who is also a member of the team committee. With the advisor's help, the program manager plans, organizes and leads the activities of his field of emphasis. He reports to the team captain regarding his activities, plans, and concerns.

The program manager's greatest challenge is to see that every Varsity Scout is involved in his particular field of emphasis. See chapters 3 through 8 in the *Varsity Scout Guidebook* for more information about the five fields of emphasis.

Program Advisor

The adult counterpart of each youth program manager is a program advisor. Each of the five fields of emphasis should have a program advisor who serves as a sounding board and advisor to the youth program manager.

The program advisor wears two hats. One is the position of team committee member, taking care of administrative duties such as fiscal management and policymaking. The other hat is that of program advisor, working directly with a youth program manager in a support role. The program advisor is usually the parent of a youth member or a member of the chartered organization.

Advancement Program Manager

The full advancement program of the Boy Scouts of America is available to Varsity Scouts and is enhanced by the opportunity to earn the *Varsity Scout Letter* and the *Denali Award*.

Appointed by the Varsity Team Captain with the Coach's approval, the Advancement Program Manager works closely with the Advancement Program Advisor and takes responsibility for the following:

1. Keeps track of the advancement progress of each team member.
2. Communicates with team members to determine advancement needs.
3. Coordinates advancement activities.
4. Motivates team members to advance towards the Eagle rank, earn the Varsity Scout Letter the Denali Award and their Religious Award.
5. Works with the program advisor and team committee to ensure regular boards of review for each Varsity Scout.
6. Plans and assists with coordination of recognition ceremonies and courts of honor.
7. Sets a good example by his own advancement.

See chapter four in the *Varsity Scout Guidebook* for a greater understanding of the advancement field of emphasis.

The Advancement Program Advisor will help you to:

1. Establish a personalized advancement schedule for each boy and help them set goals to obtain their Eagle Award, Varsity Scout Letter and Denali Award. There are also religious and other awards available.
2. Keep the Team Coach apprised of advancement needs of the team.
3. Organize and carry out group instruction sessions when needed.
4. Set up boards of review on a regular basis.
5. Update advancement records for each Varsity Scout and assure the accuracy of the records at the Council Service Center.
6. Follow up with each Varsity Scout as he completes requirements towards his rank advancements.
7. Reach out to Varsity Scouts who are lagging behind or not active in team meetings and functions.

Advancement Program Advisor

The full advancement program of the Boy Scouts of America is available to Varsity Scouts, and is enhanced by the opportunity to earn the *Varsity Scout Letter* and the *Denali Award*.

The Advancement Program Advisor is a member of the Varsity Scout Team Committee and is assigned to assist, coach and mentor a Varsity Scout appointed to be the Advancement Program Manager. See chapter four in the *Varsity Scout Guidebook*. He is responsible for the following:

1. Establish a personalized advancement schedule for each boy and help them set goals to obtain their Eagle Award, Varsity Scout Letter and Denali Award. There are also religious and other awards available.
2. Keep the Team Coach apprised of advancement needs of the team.
3. Organize and carry out group instruction sessions when needed
4. Set up boards of review on a regular basis.
5. Update advancement records for each Varsity Scout and assure the accuracy of the records at the Council Service Center.
6. Follow up with each Varsity Scout as he completes requirements towards his rank advancements.
7. Reach out to Varsity Scouts who are lagging behind or not active in team meetings and functions.

The Program Advisor should help the Program Manager with the following responsibilities:

1. Keep track of the advancement progress of each team member.
2. Communicate with team members to determine advancement needs.
3. Coordinate advancement activities.
4. Motivate team members to advance towards the Eagle rank, earn the Varsity Scout Letter the Denali Award and their Religious Award.
5. Work with the program advisor and team committee to ensure regular boards of review for each Varsity Scout.
6. Plan and assist with coordination of recognition ceremonies and courts of honor
7. Set a good example by his own personal advancement.

High Adventure/Sports Program Manager

High Adventure and Sports is what keeps many Varsity Scout boys close to the program. It is the draw, which allows us to insert many other programs and charter building activities into their lives.

Appointed by the Varsity Team Captain with the Coach's approval, the High Adventure/Sports Program manager works closely with the High Adventure/Sports Program advisor has responsibility for the following:

1. Help choose the high adventure/sports activity in which the team will participate.
2. Plan and conduct the high adventure/sports activities and programs.
3. Maintain a schedule of all high adventure/sports programs.
4. Help develop and update a list of experts who can serve as consultants.
5. Coordinate any inter-team or league events.
6. Keep team members informed of upcoming activities.
7. Serve enthusiastically and be a responsible example for other team members.

See chapter five in the *Varsity Scout Guidebook* for a greater understanding of the high adventure/sports field of emphasis.

The High Adventure/Sports Program Advisor will help you to:

1. Abide by the safety guidelines as printed in *A Guide to Safe Scouting* to assuring safe and fun activities.
2. Make contact with people and organizations, which will help Varsity Scouts learn proper outdoor techniques and sports ethics.
3. Organize transportation, and other logistical needs for all high adventure/sports activities.
4. Fill out, and file with the Council a Local Tour Permit for all high adventure/sports activities.
5. Be a resource to camping, high adventure and sports activities that the team members will enjoy participating in. These would include the *Teton High Adventure Base*, the *Unita High Adventure Base* or *Philmont Scout Ranch*.
6. Reach out to Varsity Scouts who do not regularly participate.

High Adventure/Sports Program Advisor

High Adventure and Sports is what keeps many Varsity Scout boys close to the program. It is the draw, which allows us to insert many other programs and charter building activities into their lives.

The High Adventurer/Sports Program Advisor is a member of the Varsity Scout Team Committee and is assigned to assist, coach and mentor a Varsity Scout appointed to be the High Adventurer/Sports Program Manager. See chapter five in the *Varsity Scout Guidebook*.

He is responsible for the following:

1. Abide by the safety guidelines as printed in *A Guide to Safe Scouting* to assuring safe and fun activities.
2. Make contacts with people and organizations which can help Varsity Scouts learn proper outdoor techniques and sports ethics.
3. Organize transportation and other logistical needs for all high adventure/sports activities.
4. Fill out and file with the Council a Local Tour Permit for all high adventure/sports activities.
5. Be a resource to camping, high adventure and sports activities that team members will enjoy participating in. These would include the *Teton High Adventure Base*, the *Unita High Adventure Base* or *Philmont Scout Ranch*.
6. Reach out to Varsity Scouts who do not regularly participate.

The Program Advisor should help the Program Manager with the following responsibilities:

1. Help choose the high adventure/sports activity in which the team will participate.
2. Planning and conducting high adventure/sports activities and programs.
3. Maintain a schedule of all high adventure/sports programs.
4. Help develop and update a list of experts who can serve as consultants.
5. Coordinate any inter-team or league events.
6. Keep team members informed of upcoming activities.
7. Serve enthusiastically and be a responsible example for other team members.

Service Program Manager

Service is the heart of what Scouts do. It is a major way we fulfill our Duty to God, our Country and ourselves. The joy received from performing service can be learned while a Varsity Scout and will remain with him throughout his life.

Appointed by the Varsity Team Captain with the Coach's approval, the Service Program Manager works closely with the Service Program Advisor and takes responsibility for the following:

1. Coordinate team or individual service projects.
2. Encourage Varsity Scouts to develop and maintain a service-oriented way of life.
3. Communicate with team members to determine how they can best become service-oriented.
4. Work with other program managers to maximize the effectiveness of service opportunities throughout a team's activities.
5. Plan and conduct service projects and activities.
6. Set a good example of service for fellow team members.

See chapter six in the *Varsity Scout Guidebook* for a greater understanding of the high adventure/sports field of emphasis.

The Service Program Advisor will help you to:

1. Select service projects that provide meaningful assistance to individuals, families, organizations, etc., and fit within the standards of the BSA such as "Scouting for Food".
2. Provide resources for potential service projects such as.
3. Communicate with community and religious leaders the desire of your team to provide meaningful service.
4. Assist Varsity Scouts in planning service projects necessary for advancement.
5. Acquire materials, funds, or tools needed for the service projects.
6. Supervise the projects to assure the safety and protection of all those involved.

Service

Program Advisor

Service is the heart of what Scouts do. It is a major way we fulfill our Duty to God, our Country and ourselves. The joy received from performing service can be learned while a Varsity Scout and will remain with him throughout his life.

The Service Program Advisor is a member of the Varsity Scout Team Committee and is assigned to assist, coach and mentor a Varsity Scout appointed to be the Service Program Manager. See chapter six in the *Varsity Scout Guidebook*. He is responsible for the following:

1. Select service projects that provide meaningful assistance to individuals, families, organizations, etc., and will fit within the standards of the BSA such as “Scouting for Food”.
2. Provide resources for potential service projects.
3. Communicate with community and religious leaders the desire of your team to provide meaningful service.
4. Assist Varsity Scouts in planning service projects necessary for advancement.
5. Acquire materials, funds, or tools needed for the service projects.
6. Supervise the projects to assure the safety and protection of all those involved.

The Service Advisor should help the Program Manager with the following responsibilities:

1. Coordinate team and individual service projects.
2. Encourage Varsity Scouts to develop and maintain a service-oriented way of life.
3. Communicate with team members to determine how they can best become service-oriented.
4. Work with other program managers to maximize the effectiveness of service opportunities throughout a team’s activities.
5. Plan and conduct service projects and activities.
6. Set a good example of service for fellow team members.
7. Reach out to other Varsity Scouts who do not attend on a regularly.

Special Programs and Events

Program Manager

Varsity Scouting offers a great variety of activities to boys ranging from national programs to local council or district sponsored events. Many activities can be planned within the sponsoring organization of the Varsity Team.

Appointed by the Varsity Team Captain with the Coach's approval, the Special Programs and Events Program Manager works closely with the Special Programs and Events advisor and takes responsibility for the following:

1. Coordinates all special programs and events for the team.
2. Communicate with the team members to determine the needs regarding programs and events.
3. Cooperate with other program managers to maximize the effectiveness of programs and events.
4. Gather and share information about district, council, and national special events such as The Big Event, On Belay and Scout-O-Rama.
5. Set a good example for fellow team members.

See chapter seven in the *Varsity Scout Guidebook* for a greater understanding of the high adventure/sports field of emphasis.

The Special Programs and Events Program Advisor will help you to:

1. Expand the interests of the Varsity Scouts in worthwhile programs not covered in the other fields of emphasis.
2. Develop unity among the team members through participation in these special programs and events.
3. Participate in programs and causes that will cause the Varsity Team members to stretch and grow beyond themselves.
4. Gather information about other district, council and national programs and events such as The Big Event, On Belay and Scout-O-Rama.
5. Assure the programs and events are safe and held with minimal risk to all those who participate.

Special Programs and Events

Program Advisor

Varsity Scouting offers a great variety of activities to boys, ranging from national programs to local council or district sponsored events. Many activities can be planned within the sponsoring organization of the Varsity Team.

The Special Program and Events advisor is a member of the Varsity Scout Team Committee and is assigned to assist, coach and mentor a Varsity Scout appointed to be the Special Program and Event manager. See chapter seven in the *Varsity Scout Guidebook*. He is responsible for the following:

1. Expand the interests of the Varsity Scouts in worthwhile programs not covered in the other fields of emphasis.
2. Develop unity among the team members through participation in these special programs and events.
3. Participate in programs and causes that will cause the Varsity Team members to stretch and grow beyond themselves.
4. Gather information about other district, council and national programs and events such as The Big Event, On Belay and Scout-O-Rama.
5. Assure the programs and events are safe and held with minimal risk to all those who participate.

The Special Program and Events Advisor should help the Program Manager with the following responsibilities:

1. Coordinate all special programs and events for the team.
2. Communicate with the team members to determine the needs regarding programs and events.
3. Cooperate with other program managers to maximize the effectiveness of programs and events.
8. Gather and share information about district, council, and national special events such as The Big Event, On Belay and Scout-O-Rama.
9. Set a good example for fellow team members.

Personal Development Program Manager

A tremendous challenge of Varsity Scouting is to use team and individual activities to encourage worthwhile personal development. A team busy with lots of activities, programs and advancement cannot lose sight of the importance of the individual and his personal development.

Appointed by the Varsity Team Captain with the Coach's approval, the Personal Development Program manager works closely with the Personal Development Advisor and takes responsibility for the following:

1. Plan and coordinate team activities in all five areas of personal development:
 - a. Spiritual development
 - b. Leadership
 - c. Citizenship
 - d. Social and cultural attributes
 - e. Physical fitness
 2. Communicate with team members to determine special needs
 3. Locate speakers or consultants.
 4. Work with the other four program managers to coordinate activities.
 5. Keep informed of community activities of interest to the team.
 6. Set a good example for other team members.
- See chapter eight in the *Varsity Scout Guidebook* for a greater understanding of the high adventure/sports field of emphasis.

The Personal Development Program Advisor will help you to:

1. Coordinate activities in the five areas of personal development to assure a balance between all Varsity Scout programs.
2. Work with the team committee and other program managers to integrate personal development activities into all team events.
3. Locate speakers and consultants who will be informative and helpful to the team.
4. Be sure team members have the opportunity to serve in leadership position within the team.
5. Be familiar with the standards of safety and youth protection in the BSA to keep all activities safe for all participants.

Personal Development Program Advisor

A tremendous challenge of Varsity Scouting is to use team and individual activities to encourage worthwhile personal development. A team busy with lots of activities, programs and advancement cannot lose sight of the importance of the individual and his personal development.

The personal development advisor is a member of the Varsity Scout Team Committee and is assigned to assist, coach and mentor a Varsity Scout appointed to be the Personal Development Manager. See chapter eight in the *Varsity Scout Guidebook*. He is responsible for the following:

1. Coordinating activities in the five areas of personal development to assure a balance between all Varsity Scout programs.
2. Working with the team committee and other program managers to integrate personal development activities into all team events.
3. Locating speakers and consultants who will be informative and helpful to the team.
4. Be sure team members have the opportunity to serve in leadership position within the team.
5. Be familiar with the standards of safety and youth protection in the BSA to keep all activities safe for all participants.

The Personal Development Advisor should help the Program Manager with the following responsibilities:

1. Plan and coordinate team activities in all five areas of personal development:
 - a. Spiritual development
 - b. Leadership
 - c. Citizenship
 - d. Social and cultural attributes
 - e. Physical fitness
2. Communicate with team members to determine special needs.
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