



VENTURING • BSA

2006 Venturing Initiative:

Model Crew

Guidelines

Mod-el adj\
an example for emulation
capable of serving as a pattern

Palmyra District
Utah National Parks Council
Boy Scouts of America

Building on an earlier Venturing Initiative, which resulted in a large increase in trained Venturing leaders, the Palmyra District has introduced a further initiative to strengthen Venturing programs:

- 1) Mobilize Stake Young Mens Presidents to lead district Venturing progress
- 2) Establish a Venturing Teen Leader Council (TLC) to enlist young men in promoting Venturing
- 3) Develop Model Crew programs in each Stake to enhance the implementation of Venturing across the district

This booklet provides information about the Model Crew initiative.

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Copies available at www.ldsscouting.org/venturing

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Model Crew goals

Crew commits, within six months, to complete or have the following in place or initiated:

Adult support

- At least two Adult advisors
- Adult advisers have completed Venturing Leader Specific Training
- Crew Committee organized and meeting

Youth leadership

- Crew fully organized with President, Administrative Vice-President, Program Vice-President, and Secretary
- Crew Officers' Briefing held
- Youth leaders complete Venturing Leadership Skills course
- Crew Code and Bylaws written and approved by members and institution
- Crew uniform agreed upon and worn by the majority of members and leaders
- Representative participating in district Venturing Teen Leader Council (TLC)

Program

- Program Capability Inventory (PCI) and Venturing Activity Interest Survey (VAIS) completed as a foundation for calendar planning
- Crew Officers Seminar held
- Annual calendar prepared
- Three month detail calendaring process in place
- Crew meetings conducted by Presidency using Crew Meeting Agenda
- Youth planning of activities using Activity Planner and consultants as needed
- Use Aaronic Priesthood Venturing Per-for'-mance evaluation monthly to improve Crew program

Above all, Model Crews are committed to doing their best and to self-improvement.

District Resources to Assist Model Crews

- Venturing Specific training
- Venturing fast start
- Conduct or help conduct Venturing Leadership Skills Course
- Conduct or help conduct Crew Officer's Seminar to build annual calendar
- Train on crew self-assessment and improvement (reflection)
- Other individualized technical assistance, including help with adult and youth organization and officers, meetings and agendas, Crew Officers Briefing, PCI, VAIS, Distinctive Dress Identity (uniform), Code and Bylaws

Manuals Needed

- Venturing Leader Manual (Copies for Crew Advisors and President)
- Ranger Handbook
- Quest Handbook
- Trust Handbook
- Venturing Guide for LDS Leaders

12 Steps for Getting a Venturing Program Going in an LDS Priests Quorum

	Who?	What?	How?
1.	Bishop and Young Mens President	Identify the adult support for the Crew	Assign or call Crew Advisor and Associate Advisor(s)(must be at least 2 adults to meet BSA rules). Preferably, the Young Mens President/Priests Quorum Advisor should also be the Crew Advisor. Other men should be both Assistant Quorum Advisors and Crew Associate Advisors. Also, assign or call a Crew Committee Chairman.
2.	Crew Advisor (with support of Bishop)	Organize the Crew Presidency	Assign the Priests Quorum 1st Assistant to be Crew President (and to supervise programs), the Quorum 2nd Assistant to be Administrative VP, and the Quorum Secretary to be the Crew Secretary-Treasurer. Or, call other young men to serve as the Crew Presidency and have them sustained by the Quorum/Crew. Crew Advisors conduct a Crew Officers Briefing with the new Crew leaders.
3.	Crew Committee Chairman	Organize Crew Committee	Identify/obtain committee members to be experience area consultants. Use Fathers as much as possible. Conduct a Program Capability Inventory (PCI--boys can help).
4.	Crew Presidency	Conduct Venturer Activity Interest Survey (VAIS)	Obtain input on Crew members' interests and preferences for Crew activities, by conducting a Venturer Activity Interest Survey (VAIS).
5.	Crew Advisors and Crew Committee Chairman	Conduct Crew Officers Seminar	Generally done as an overnight retreat. Training outline is in Venturing Leader Manual. Typically will cover: (1)duties of officers--if not covered by earlier Crew Officers Briefing; (2)leadership skills--could be part of VLSC: (3)preparation of yearly Crew calendar. The Crew Presidency may conduct the latter based on the VAIS. If Crew does not yet have DDI or Code and Bylaws, these may be decided/developed (or assignment given to the Administrative VP to bring back recommendations at a later business meeting).
6.	Crew Presidency	Conduct an Open House or Parents Night	Invite prospective Crew members and/or Crew members' parents. Present the Crew's yearly program calendar and/or give out recognitions.
7.	Crew Presidency	Hold Crew Presidency meetings	Meet regularly (at least monthly) as a Crew Presidency to make sure Crew is operating effectively. Aaronic Priesthood Venturer Crews may typically use part of their Quorum presidency meeting as their Crew Presidency meeting. Go over the next few weeks' calendar. Confirm activities to be held. Select a chair for each activity and complete top part of Activity Planner to give to chairs.
8.	Crew Presidency	Conduct monthly Crew Business Meeting and oversee activities	Conduct Crew business. Use Robert's Rules of Order. Have activity chairmen report on plans for coming activities and have Crews members vote on approvals of activity plans. See that plans for activities are carried through. Have crew evaluate completed activities.

9.	Crew Committee	Meet and provide needed consultants	Meet monthly. Determine help needed by the Crew, particularly by the activity chairmen, to successfully organize coming activities. Make sure that needed consultants are notified and involved.
10.	Activity Chairmen	Conduct activities	Prepare activity plan, with help of consultants as needed. Use Activity Planner. Present plans in Crew business meetings for approval. Carry out activities. Evaluate.
11.	Crew Presidency and Activity Chairmen	Plan and conduct superactivity	Generally a yearly culmination of the entire activity calendar. Should include activities in a variety of areas led by the respective activity chairman.
12.	Crew President or other Crew officer	Participate in TLC	Represent Crew at Stake or District Venturing Teen Leaders Council (TLC). Give input. Report back on Stake, District, Area, and Council programs.

An Option for Forming a Venturing Crew from a Priests Quorum Organization

Priesthood position	Suggested Venturing position	Comments
Bishop (Priests Quorum President)	Chartered organization executive officer, and member of Crew Committee	Is the file leader for the entire Priests Quorum/Venturing program. May serve as Crew Committee Chair, if well-trained and has the time
Priests Quorum First Assistant	Crew President	In small quorums, duties may include those of Program Vice-President
Priests Quorum Second Assistant	Crew Administrative Vice-President	
	Crew Program Vice-President	Will need to be invited to some or all quorum presidency meetings, if these include discussion of quorum activities
Priests Quorum Secretary	Crew Secretary-Treasurer	
Priests Quorum Advisor/Young Mens President	Crew Advisor	If Bishopric calls a different man to be Crew Advisor, may serve as Crew Committee Chair
Assistant Priests Quorum Advisor	Associate Crew Advisor	Advisor to the Administrative Vice-President
Assistant Priests Quorum Advisor	Associate Crew Advisor	Advisor to the Program Vice-President
	Crew Committee chairman	
	Crew Committee members	Parents, Course 16/17 Sunday School teachers, other interested adults

*There are many ways to organize and the Church handbooks give local priesthood leaders considerably flexibility. The suggestions above follow what seem to be preferred patterns in the handbooks for young mens' programs. This pattern is efficient in its use of manpower and provides simple and clear lines of authority and accountability.

Planning steps, to achieve a broad and balanced, quorum-focused, youth-led Venturing activity program

Remember that most of the growth and learning that the youths will receive will come in the process of planning, managing, leading, and evaluating activities, not in participating in perfect activities. It's the **process** that's most important, not the **product**.

1. Prepare an annual calendar

(Create a skeleton, or proposed, long-range calendar)

Importance:

- Promotes youth commitment, ownership, and excitement for the program
- Foundation for a youth-led program
- Helps identify needed resources
- Gets parent support
- Teaches important leadership skills (consumer research, strategic planning)

Components:

- Youth leaders and adult advisors conduct Program Capability Inventory (PCI).
- Conduct Venturer Activity Interest Survey (VAIS) and/or brainstorm ideas.
- Determine calendar focus:
 - ▶ General activity-based, or
 - ▶ Recognition-oriented (schedule work toward some combination of Bronze, Gold, Silver, Ranger, Quest, Trust, Duty to God).
- Hold Officer's Seminar.
- Assign activities to specific dates.
- Present annual calendar to young men and parents in Parent's Night meeting.

2. Manage the calendar implementation cycle (Confirm activities and leader assignments for the next 2-3 months and see that activities are well-planned and approved)

Importance:

- Makes proposed activities actually happen
- Supports a youth-led program
- Promotes commitment and ownership for the program on the part of the youth officers
- Maintains parental support
- Teaches important leadership skills (implementation control)

Components:

- At monthly Crew Leader meeting, youth leaders review proposed activities for next 2-3 months and confirm the activities to be held on specific dates,
- Identify a youth to be chair of each activity,
- Complete the top part of an Activity Planning Worksheet for each activity.
- Give assignments to the activity chairmen.
- Update and distribute revised calendar to crew and parents.
- Identify the need for consultant help. At monthly Crew Committee meeting, determine how to supply consultants as needed.
- At Crew meeting, get report from activity chairs on activity plans and approve finished plans.
- At Crew meeting following activity, do an evaluation.

3. Plan and hold specific activities

(Make detail plans for each activity, carry out, and evaluate)

Importance:

- Helps create successful activities
- Supports a youth-led program
- Promotes youth commitment and ownership for the program
- Teaches important leadership skills (detailed planning, implementation, evaluation)

Components:

- Youth chair or committee, with adult consultant as needed, details out plans for an activity.
- Consider resources needed, safety issues, alternative plans, timing, approvals required, publicity, etc., using Activity Planning Worksheet outline.
- Chair presents plan for activity at Crew meeting, for approval.
- Activity conducted.
- Evaluation made and submitted, using Activity Planning Worksheet outline.

Venturing Calendar Implementation Cycle

1. Activity Preparation Cycle (overall)

- Start with a year long skeleton calendar, with specific activities named for a particular midweek activity night (See yearly calendar development process)
- As the time approaches to carry out a specific activity, reconfirm that this activity is the one desired to be carried out.
- Assign the activity chairman and others to help, as needed.
- Plan the activity and have it approved.
- Do the activity.
- Evaluate the activity

2. Sample Month's Meeting Schedule

Week	Midweek activity night	Administrative Meeting
1	Crew (business) Meeting	<ul style="list-style-type: none"> ● Crew Committee Meeting ● Crew Officers Check-up Meeting (may be part of a Priests Presidency Meeting.)
2	Activity	<ul style="list-style-type: none"> ● Crew Officers Check-up Meeting (may be part of a Priests Presidency Meeting.)
3	Combined YM/YW Activity	<ul style="list-style-type: none"> ● Crew Officers Check-up Meeting (may be part of a Priests Presidency Meeting.)
4	Activity	<ul style="list-style-type: none"> ● Crew Officers Monthly Planning Meeting (may be part of a Priests Presidency Meeting.)
5	Activity (if there is a fifth week)	

3. Activity Planning Meetings

Crew Officers Meeting/Monthly Planning (President, VPs, Secretary, Advisors attend. President conducts with help from 2nd VP.)

1. Look at skeleton calendar and decide for sure the activities for 2 or 3 months ahead, if not already decided
2. Prepare Activity Planning Worksheets for these activities
3. Find solutions to any problems that are occurring in the planning for activities for the immediate weeks ahead

Crew Officers Meeting/Weekly Check-up (same as above)

1. Make sure that plans are in place for next activity
2. Other emergency business

Crew (business) Meeting (All Venturers attend. President conducts.)

1. With the chairman of each activity held since last Crew Meeting, evaluate these activities.
2. Hear reports from activity chairmen for activities to be held in the coming month. Have the crew approve (or change/reject) the plans.
3. Hand out Activity Planning Worksheets for activities 2 to 3 months ahead.

Crew Committee Meeting (Committee Chairman and committee members (adults), Advisors, maybe Crew President attend.)

1. Get reports from Advisor/Crew Pres of activities planned for 2 to 3 months ahead.
2. Make assignments of consultants to help activity chairmen plan activities when needed. (Outside of meeting, consultants get together with activity chairman to make sure activity gets planned and comes off)

CREW OFFICERS MEETING AGENDA for _____

Conducting _____

1. Call to order, introductions, etc.
2. Prayer
3. Minutes of last meeting

4. Reports and old business

Review calendar

Next Crew Officer's and Crew meetings _____

How are assigned activities for the next month coming?

5. Activities for the following month (make out Activity Planner sheets):

Date _____ Activity _____ Who is in charge? _____

Date _____ Activity _____ Who is in charge? _____

Date _____ Activity _____ Who is in charge? _____

Date _____ Activity _____ Who is in charge? _____

6. Superactivity status

7. Sports schedule/planning

8. Other issues

9. Advisor's comments

10. Closing Prayer

CREW MEETING AGENDA for _____

5 min **1. Opening**

- A. Call to order and introduction/welcome of guests
- B. Prayer
- C. Venturing oath, code, Pledge of Allegiance

Crew President

Assigned member

Assigned member

10 min **2. Old Business**

- A. Secretary reads minutes of previous meeting
- B. Financial report/fund-raising
- C. New members, reports on Duty to God progress, other awards, code/bi-laws, DDI
- D. Evaluate activities held since last crew meeting

Secretary-Treasurer

Secretary-Treasurer

Administrative VP

(For each activity)
Did the members like it?
Number participating _____
Venturers _____ Friends _____ Adults _____
Should we repeat this activity? Yes No Why?
How well did the plan work?
How could improve the activity?
What were the costs?
To the crew _____ Cost per person _____
(Sign and turn in Activity Planner sheets)

Program VP and Activity Chairs

- D. Other old business

15 min **3. New Business**

- A. Presentations and approvals on coming activities

Date _____ Activity _____

Date _____ Activity _____

Date _____ Activity _____

Date _____ Activity _____
- B. Pass out Activity Planner sheets for future activities
- C. Other new business

Program VP

Activity Chair

Activity Chair

Activity Chair

Activity Chair

Activity Chair

Program VP

5 min **4. Closing**

- A. Advisor's Minute
- B. Prayer

Assigned Advisor

Assigned member

45 min **5. Refreshments, Crew Activity**



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ACTIVITY PLANNER

“Inviting All to Come Unto Christ”



TO BE COMPLETED BY THE PRESIDENCY

ACTIVITY _____

Date/Place _____

Activity Chairman _____

Consultant _____

Consultant's Address _____

_____ Phone _____

Meeting Date/Place _____

Officer's Comments _____

CHECK APPROPRIATE BOXES

Priesthood Purposes

- Become converted to the gospel of Jesus Christ and live by its teachings
- Serve faithfully in priesthood callings, and fulfill the responsibilities of priesthood offices
- Give meaningful Service
- Prepare and live worthily to receive the Melchizedek Priesthood and temple ordinances
- Prepare to serve an honorable full-time mission
- Obtain as much education as possible
- Prepare to become a worthy husband and father
- Give proper respect to women, girls, and children

Experience Areas

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Social | <input type="checkbox"/> Citizenship |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Outdoors |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Careers |
| <input type="checkbox"/> Service | <input type="checkbox"/> Advancement & Recognition |

TO BE COMPLETED BY THE ACTIVITY COMMITTEE

Committee Members _____

DETERMINE THE ACTIVITY (Call committee meeting, discuss event, make the plan)

What is to be accomplished? _____

IDENTIFY THE RESOURCES (Activity Book Ideas?)

Equipment and facilities needed _____

Cost and how the activity is to be paid for _____

People needed to help with this activity _____

CONSIDER THE ALTERNATIVES (Is there a Plan B?)

How can the activity be accomplished? _____

What are the alternate plans? _____

TO BE COMPLETED BY THE ACTIVITY COMMITTEE

REACH A DECISION -- MAKE THE PLAN -- DELEGATE THE RESPONSIBILITIES

Job to be done	Person Assigned
Publicity and Communication	_____
_____	_____
_____	_____
_____	_____
_____	_____
Cleanup	_____

Follow up -- Hold additional meetings as needed and make personal contacts to insure the Above assignments are completed. If the going gets rough, call on the Consultant for help.

MEMBER ATTENDANCE

What will be done to insure that members attend? _____

Just before the activity, double-check all arrangements and conduct the activity to the best of your Ability using the committee and consultant.

Notes _____

After the activity be sure to thank everyone involved and leave things clean and in good order.

EVALUATE THE ACTIVITY

Did the members like it? _____

Number participating _____ Members _____ Friends _____ Adults _____

Should this activity be repeated? _____ Why? _____

How will did the plan work? _____

How could this activity be improved? _____

How were the costs (group and personal)? _____

Attach all receipts or bills for the activity if reimbursement is required.

Signed _____ Date _____
Activity Committee Chairman

Fill out and return this report as you plan, execute, and evaluate your activity. The completed report should be turned in to the presidency for inclusion in the activities file. Thanks for you great effort in making this a successful activity.

Aaronic Priesthood Venturing PER-FOR'-MANCE for _____
(month)

Points Ward/Crew: _____ Total young men in Quorum/Crew: _____

- _____ 1. Advisor (51 points) and one other key adult Crew leader, e.g., Associate Advisor, Crew Committee Chairman, Bishop (49 points), completed Venturing Leader Specific Training (BSA Venturing basic).
- _____ 2. Advisor (51 points) and one other key adult Crew leader (49 points) attended the last Round Table.
- _____ 3. Advisor (51 points) and one other key adult Crew leader (49 points) has attended Wood Badge or other advanced training for adult Venturing leaders.
- _____ 4. Functioning Crew Committee had meeting last month with Advisors (50 points), did or updated Program Capability Inventory in past 12 months (PCI--50 points).
- _____ 5. Crew currently organized with President, 1st (Administrative) Vice-President, 2nd (Program) Vice-President, and Secretary (25 points for each office filled up to 100).
- _____ 6. Crew officers completed Venturing Leadership Skills course or other advanced leadership training program for youth Venturing leaders (25 points for each youth, maximum score 100).
- _____ 7. In the last 12 months, a Venturing Activity Interest Survey was conducted to help plan the calendar. (100 points).
- _____ 8. In the last 12 months, a Crew Officers Seminar was held under the direction of the Crew Advisor and Committee and/or District/Council facilitator and an annual calendar prepared (75 points). Annual calendar includes at least 6 activities that meet Priests Duty to God goal requirements (25 points).
- _____ 9. Crew has own Code and Bylaws (75 points) including definition of its uniform/DDI (25 points).
- _____ 10. Crew officers met last month, preferably as a part of Priest Quorum Presidency meeting (100 points).
- _____ 11. Up-to-date 3 month detail activity calendar exists with assignments made of young men activity chairs (50 points). Activity Planner used by at least one activity chairman to plan activity in last month (50 points).
- _____ 12. Percent weeks with midweek Venturer meeting or activity last month, including combined activity with Young Women (0 to 100).
- _____ 13. Service project held in last 3 months (50 points), planned and led by a young man in a way to meet his Duty to God service project requirements (50 points).
- _____ 14. Parent=s Night held in past year (50 points). Membership/activation initiative in past month to recruit or involve Crew members (50 points).
- _____ 15. At least one Crew meeting held last month conducted by Crew Presidency following Crew Meeting agenda (25 points), used Robert=s rules of order (25), crew did evaluation of past activities as old business (25), and voted on approvals for coming activity plans as new business (25).
- _____ 16. Superactivity held in past 12 months (100 points).
- _____ 17. Crew had representative at last month=s Stake, District, or Council Teen Leaders Council/TLC (100 points).
- _____ 18. Percent of Crew members attending at least one Crew activity last month (0 to 100).
- _____ 19. Percent of Crew members in uniform (Crew DDI) for at least one activity or meeting last month (0 to 100).
- _____ 20. Percent of Crew members with Eagle or who advanced a rank in past 12 months (0 to 100).
- _____ 21. Percent of Quorum/Crew members who met with Advisor on Duty to God in last three months and whose Duty to God booklets are up-to-date (0 to 100).
- _____ 22. Percent of Crew members with Venturing Bronze, Gold, or Silver, Ranger or Quest award (0 to 100).
- _____ 23. We are a "Quality Unit" (achieved recognition at last rechartering time-100 points).
- _____ 24. "We honestly tried" --last month (0 to 100 points).
- _____ TOTAL POINTS (Total possible = 2400)

Crew and Advisors complete this evaluation monthly and set goal to improve one area in the coming month.
SCORE: 2000 or more--Excellent; 1500-1999--Good; 1000-1499--Improving; Below 1000--Needs a lot of work.
If an item such as Round Table was not held last month, continue to use the score from the prior month.

Palmyra District Venturing Teen Leader Council

Teen Leader Councils (TLCs) are organizations of Venturing officers established at a council, district, or stake level that provide youth leadership for Venturing programs. They are a “critical part of any comprehensive plan for strengthening Venturing” (*Here’s Venturing: A Guide to Implementing Venturing in a District and Council*, Boy Scouts of America, 2003, p. 57). With the increased commitment to Venturing occurring in this district (more trained leaders, higher attendance at Roundtable, etc.), it is proposed now to organize a Palmyra District Venturing TLC to:

- Help develop district Venturing programs and activities
- Make Venturing a more visible force for good in the Spanish Fork and Salem communities
- Give additional leadership training opportunities for young men
- Improve communication between council, district, stakes, and individual crews
- Help strengthen individual crews

Membership: Membership in the Palmyra District TLC shall be:

1. The TLC cabinet, made up of a chairman, two vice-chairmen, secretary, and treasurer, as selected by district staff and approved by crew representatives, and.
2. Crew presidents or other representatives, from participating crews in the district.

Adult support: Advisor, plus associate advisors. The TLC advisors and cabinet shall be a part of the program staff of the district, somewhat similar to that of the Order of the Arrow.

Organization and methods: A TLC is organized similar to crews, using Venturing methods (leadership, group activities, adult association, recognition, ideals, high adventure, and teaching others) and Venturing tools, such as Program Capability Inventory (PCI), Venturing Activity Interest Survey (VAIS), officer’s seminar, code and bylaws, and Distinctive Dress Identity/uniform.

TLC meetings: The TLC will generally meet in connection with monthly Roundtables, initially in the general session, then in a brief combined opening session with the adult Venturer leaders, and then split off for a separate TLC meeting. Depending on the activity calendar and workload of the TLC, it may not be necessary for this council to meet every month.

TLC cabinet meetings: The TLC cabinet may hold separate preparation meetings as needed.

Representation to Council Venturing bodies: The Palmyra district TLC shall stand ready to send representatives to Utah National Parks Council or inter-district meetings when organized, to assist with development of council Venturing programs and activities.

District program development: The TLC will work closely with Venturing representatives on the district program committees for activities and camping/outdoors. As much as is possible, these youths will take the lead for calendaring, planning, publicizing, carrying out, and evaluating district Venturing activities, with the assistance of these program committee members and other adult consultants.

Crew participation: Initially, crew participation in the TLC by sending a representative, may be limited to 1-2 crews per stake. The primary condition for participation shall be that the crew commit to work toward becoming a “Model” crew. This will entail adult leaders becoming fully trained and providing recommended training to the crew officers, the crew being fully organized, using effective annual calendaring and activity planning processes, having code and bylaws, being uniformed, etc. Special attention and supports will be provided these crews by the TLC and by adult district Venturing program and commissioner staff, to help them progress over time toward a model crew standard.

Participation in this initiative as a prospective model crew will be voluntary, but each stake shall be strongly encouraged to have at least one crew in this initial group. Over time, additional crews may request and be accepted to participate, consistent with district resources to provide needed assistance.

Crews not participating in the model crew initiative shall be equally welcome at district Venturing activities along with the model crews.

Eventually, if more model crews are functioning, stakes may choose to organize their own TLCs. Then the district TLC may primarily be made up of representatives from these stake TLCs.