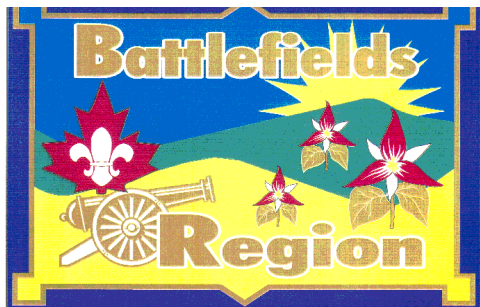


# GUIDELINES FOR COMPLETION OF THE SCOUTING CAREER CHECKLIST



*Battlefields Council  
Revised September 18, 2004*

## INTRODUCTION

Over the past few years there has been considerable reorganization occurring within Scouting. We have seen the move to the creation of a Battlefields Council comprised of a number of Areas and Sub Areas and the elimination and/or amalgamation of several former districts. One of the problems which has been created is the formation of a common base of information for each individual Scouter and Adult Volunteer which is in addition to that data found on the individual registration information. Such information as Years of Service; Positions served; Training Received; Training Given; Various events attended; Roles served at various events; Impact on Group/Section Retention. Another concern that many Areas have made attempts to records some or all of this information in a variety of formats ranging from a “shoebox inventory” to a sophisticated computer data base. Unfortunately these storage methods are in a format which does not provide a common retrieval method.

In an attempt to provide a common resource , Scouts Canada has developed *a Scouting Career Checklist*. It is the intention that all Scouters and Adult Volunteers will complete this Checklist and submit it to their Area Commissioner or designated Deputy Area Commissioner. This data will be stored centrally within each Area and kept there for safekeeping. Once in place, the data can be updated by the Scouter or Adult Volunteer on a regular basis. This information would be available only to those designated by the Area Commissioner, such as the D.A.C. for Recognition, or the D.A.C. for Training; the D.A.C. for Special Events.

Linda Way,  
Battlefields Council Commissioner

John Aikman  
Deputy Council Commissioner,  
Recognition

### **WHAT WE WOULD ASK YOU TO DO**

- You will be given a *Scouting Career Checklist Form* to complete, along with these instructions, by your Group Commissioner, Service Team representative or your Field Executive Representative.
- You are asked to complete the Form and return it to your Group Commissioner, Service Team representative or Field Executive Representative who will collect all completed Forms from your Group and forward them to the D.A.C. Recognition for your Area. This person will be responsible for their safe keeping and for any updating of information.
- In completing the *Scouting Career Checklist Form* you are asked to complete it a fully as possible. If you cannot give exact dates or numbers use approximations.

### **PLEASE NOTE:**

**Once you have completed the form, make a copy for your own records, and then submit it to your Group Commissioner or Group Committee Chair who will see that it is returned to the D.A.C. Recognition for your Area.**

**NOTES FOR COMPLETION OF SCOUTING CAREER CHECKLIST FORM****PRE SECTION INFORMATION**

1. Be sure to fill in your complete name (first, last, middle initial). If you had a maiden name, please include it in brackets.
2. Note that the DATE started, is when you became a registered ADULT volunteer. Do not indicate when you entered the Scouting Movement as a youth member. If you were a Venturer and/or Rover and were also an assistant leader in another section, it is the date on which became 18 years of age.

**SECTION 1 Scouting Positions Checklist**

Over the years, there have been many changes in the names of the positions held for the members of Scouts Canada. The following may assist you correctly identifying these positions in order to complete SECTION I (SCOUTING POSITIONS).

List the individual years you served in each position and then summarize each line. You may wish to list all of the various Scouting Positions, by year, on a separate page. This will allow you to determine the number of years you were e.g. Assistant Section Leader, Section Leader, Service Team Member, etc.

**Circle** each year that you served in more than one position. E.g. you were a Service Scouter and a Section Leader during the same year.

98 - '99

**1. ASSISTANT SECTION LEADER**

Assistant Beaver Leader (also given names are Colony Helpers)  
 Assistant Cubmaster (also Jungle Names)  
 Assistant Scout Master (Troop Scouter)      Troop Counsellor

**2. SECTION LEADERS**

Beaver Leader	Skip
Cubmaster	Venturer Advisor
Scout Master	Rover Advisor
Troop Leader	

**3. SERVICE TEAM MEMBERS**

District Cubmaster	District Scout Master
District Company Advisor	District Crew Advisor

**4. DEPUTY AREA COMMISSIONERS**

Service Team Captain	Assistant	District
Commissioner		
Assistant Area Commissioner		

**5. AREA COMMISSIONERS**

District Commissioners	Area Co-ordinator
District Chair	



e.g. If you were granted a Trainer I Certificate in 1990 and served in that capacity for 3 years and then in 1994, you took further training and was granted a Trainer II Certificate and have held that level for 3 years and was recertified again in 1998 and continued to be a trainer for 2 more years, your total Trainer I years served, would be 3 and your total Trainer II year served, would be 5

The same would apply as a Resource Person/ Coach or Mentor.

### SECTION III TRAINING COURSES GIVEN

If you have participated as a team member in more than one course of the same type, group them together as follows:

In indicating your Responsibility Level, indicate the number of courses you are a team member (Assistant) and the number of courses you were also a Course Leader, or a Resource Person, or a Mentor.

Example: I participated as a team member in six Part I courses, combining all sections.

Line	Part I (Troop Basic)	4 times	Assistant
Line	Part I (Troop Basic)	2 times	Course Leader

### SECTION IV SCOUTING PROGRAM EVENTS

Scouting events are program activities planned and organized within a section/group OR area/council where you take a number of youth to participate in the activity. **The key point is that you TAKE a number of youth to participate, rather than being a staff member for that event. If you were a staff member of the event as well as helping to bring youth to the event, then you should list the event in Section VI.**

**Activities such as Popcorn, Hot Chocolate, Scoutrees, etc. are fundraising events and are not part of the program standard for excellent Scouting. This will be shown under SECTION VI – Events Committee Member or Chair.**

Area Events consist of Beaverees, Cuborees, Camporees, Venturer Challenges, Moots, Kub Kar Races, Hobby Shows, (e.g.: Entering a Hobby or Display), Swim Meets, Cross Country Runs, etc. where you take a number of youth to participate in the activity.

The same type of activity over a period of time can be combined. If you cannot remember exactly how many youth were in your section, make an educated guess, as well as an educated guess as to how many probably would have participated.

Examples: Day hikes – In a two year period, your section had 6 hikes in the first year and 4 hikes in the second year. Each hike has a different number of youth attending but the total for the 10 hikes is 120. Therefore, the average would be 12 youths. (That is, 120 divided by 10). You would indicate that you were in charge for 7 hikes and was an assistant for 3 hikes.

### SECTION V – SPECIAL PROGRAM EVENTS

This would include attendance at such Council Events such as Council (Regional) Camps, Swim Meets, Kub Kars, Service Projects; Provincial and National Jamborees; International Events such as World Jamborees, JOTA, Exchange Visits.

You should list each event, by year, but only if you were in charge or assisted with taking youth to the event. If you were on staff for the event, you need to note that in Section VI.

Again you may not remember exactly how many youth members were with you for an event. In such cases, use an approximate number.

When considering the number of days, include days involved in getting to and from the event.

Remember to indicate whether you were *in charge* of the contingent or were an *assistant*.

## SECTION VI - EVENTS COMMITTEE MEMBER OR CHAIR

These events can occur at the local **Area level** (Area Camps, Kub Kars, Beaverees, Swim Meets, Cross Country events, Service Projects); **Council Level** (Council Camps, Moots); **Provincial/National/ International Levels** (Jamborees, Exchange Visits, etc). As an event member there are a number of ways to serve:

- A member or the person **in charge** of an event.
- A member who is asked to be **part of the team** for an area camp, Beaveree, Council Service project or a National Jamboree which has a given task.
- An **offer of service** with a set time frame for the event, such as, working in the canteen, etc.

In some cases, a person can be a member of the main committee and also a sub-chairman for a special team for part of the event. This is to be noted on the Checklist.

In determining numbers consider the approximate total number of persons who attended the event. If you were involved in an event which was available to all participants at some time during the event, then the total number attending would be that number. If only a percentage could attend your event, then take that percentage of the total number as your number of youth and adults.

## SECTION VII – GROWTH AND RETENTION

If you have been instrumental or played a major role in launching a new or restarting a section please indicate when and where. If the membership of the section in which you worked increased during your time there, indicate when and where and was the amount of growth.

## SECTION VIII – AWARDS

List all Scouting, Civic and Special Awards that you have received while in Scouting. These can include Long Service Pins, Medals, Outstanding Service to Scouting Certificates and Medals; Medals and Certificates for Gallantry and Fortitude. Where possible indicate the year(s) you received them.

**IF YOU REQUIRE ASSISTANCE IN COMPLETING THIS FORM PLEASE CONTACT YOUR GROUP COMMISSIONER, OR YOUR D.A.C. RECOGNITION, OR THE DEPUTY COUNCIL COMMISSIONER FOR RECOGNITION**

**PLEASE NOTE:**

**Once you have completed the form, make a copy for your own records, and then submit it to your Group Commissioner or Group Committee Chair who will see that it is returned to the D.A.C. Recognition for your Area.**

**SAMPLE SCOUTING CAREER CHECKLIST**

Nominee Name: **JOHN DOE**

Date

Prepared: **Sept. 1, 2003**

Please indicate **DATE** started as a Registered Adult Volunteer: **1989**

**SECTION I - SCOUTING POSITIONS**

Write in the number of years that the nominee has served in each position he/she held during their Scouting service.

SECTION I Scouting Positions Checklist	# Year s		Scouting Positions Checklist	# Year s	
1. Assistant Section Leader	6		8. Council Commissioner		
2. Section Leader	8		9. Provincial/National Service Team		
3. Service Team Member	3		10. Sponsor/Sponsor Representative		
4. Deputy Area Commissioner			11. Group Committee Member		
5. Area Commissioner			12. Group Committee Executive		
6. Council Service Team Member			13. Other		
7. Deputy Council Commissioner					
Was Troop Scouter and Service Scouter at the same time.					

**SECTION II - TRAINING**

Record the number of times the nominee has participated in any of the courses listed. Write in any additional courses.

SECTION II Training	# of time s		Training	# of time s	
Basic Course (Wood Badge Part I)	2		Other Training - (specify)		
Advanced Course (Wood Badge Part II)	2		First Aid (St. John's)	1	
Group Management	1		Winter Camping Workshop	1	
Trainer Development I					
Advanced Development Modules					
Specialized Training/Workshops					

**TRAINER LEVEL - AREA/COUNCIL etc.**

Show the number of years that nominee has served at each level.

Trainer Level - Area/Council etc.	Year s		Trainer Level - Area/Council etc.	Year s	
Trainer I Troop	3		Resource		
Trainer II			Mentor/Coach		
Trainer III			Other		




### SECTION V - SPECIAL PROGRAM EVENTS

*Council, National and International events like Jamborees, Exchange Visits and Service Projects.*

SECTION V: Special Program Events							
Council - Camporee, Jamboree, Service Projects							
National - Canadian Jamboree, Provincial Jamborees etc.							
International - World Jamboree, Exchange Visits, etc.							
Event	# of Times	# of Youths/Adults		# of Days		Respon. Level	
Responsibility Level: I - In Charge, A - Assistant							
CJ '93	1	22		14		A	
CJ '97	1	15		21		I	

### SECTION VI - EVENTS COMMITTEE MEMBER OR CHAIR

*As an event member there are a number of ways to serve:*

- A member or the person in charge of an event.*
- A member who is asked to be part of the team for an area camp, Beaveree, Council Service project or a National Jamboree which has a given task.*
- An offer of service with a set time frame for the event, such as, working in the canteen, etc.*

*In some cases, a person can be a member of the main committee and also a sub-chairman for a special team for part of the event. This is to be noted in the submission.*

SECTION VI: Events Committee Member or Chair							
Event	# of Times	# of Youths/Adults		# of Days		Respon. Level	
Responsibility Level: I - In Charge, A - Assistant							
Area Camporee - 1996	I	130		3		A	
CJ 2001 Special Events	I	12,000		On site		A	
Chair, Water Activities				14 days		I	

**SECTION VII - GROWTH AND RETENTION**

*Has the nominee been instrumental or played a major role in launching a new or re-starting a section?*

*Was the membership of a section increased while the person was a section or assistant leader?*

What were the results?

**SECTION VII: Growth and Retention**

*Example: John has been an active leader within his group for the past 14 years. Each year four to six Scouts earned the Chief Scouts Award and have moved on into the Company. The Troop average strength is 22 youth.*

**SECTION VIII - AWARDS**

*List all Scouting, Civic and Special awards you have received while in Scouting.*

**SECTION VIII: List Awards Received in Scouting**

*1992 - Warrant of Appointment*

*1995 - Certificate of Commendation*

If you have had experiences in Scouting which have not been covered on this form, please include details on an attached page.

**Please do not write in shaded areas.**