

Kent Washington Stake

**Aaronic
Priesthood
Leader
Guide**

May 2015

Dear Bishops, Bishops Counselors and all brethren called to serve the young men of the Kent Washington Stake (YM Presidents, Counselors, Advisors, Scouting Leaders, etc.)

The Kent Washington Stake has prepared this document as an overview and summary of selected policies and guidelines provided by The Church of Jesus Christ of Latter-day Saints, the Boy Scouts of America, and the Kent Washington Stake Presidency. The information provided herein is summarized from its original sources to assist in preparation and service within the kingdom. This document in no way is meant to replace the original sources but is intended to serve as a ready reference to summarize and highlight selected key policies and guidelines. All leaders of young men are encouraged to read and study the official Church and Scouting provided literature.

The document is divided into sections by particular application and subject matter. Section 1 is intended for Bishops and Bishops Counselors, Section 2 for Ward Young Men Presidencies, Section 3 pertains to Scouting in the Aaronic Priesthood, and Section 4 covers miscellaneous topics. The document can be read in its entirety or used as a quick-guide, ready-reference for individual callings or responsibilities. We hope that this will be useful for the newly called as well as the experienced leader. We anticipate that it will expedite the time required to research the many important policies and guidelines and will serve to help standardize the Young Men's programs of the Kent Stake.

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1.0 Bishops and Bishops Counselors

According to Handbook 2: Administering the Church (H2), the Bishopric is the presidency of the Aaronic Priesthood in the ward (D&C 107:15). Members of the Bishopric watch over and nurture each Aaronic Priesthood holder, helping him accomplish the purposes of the Aaronic Priesthood. They work closely with parents and with the other leaders in this effort. (H2: 8.3.1)

1.1 **Bishop.** (for details, see H2: 8.3.1)

1. Presides over the Priests Quorum and serves personally and actively as quorum president
2. Regularly attends and presides over quorum presidency meetings and Sunday quorum meetings
3. Promotes a spirit of love and unity in the quorum
4. Participates in quorum service and activities
5. In his absence, he designates one of his assistants to assume quorum leadership responsibilities
6. Interviews young men who are preparing to be ordained to the office of priest
7. Oversees Aaronic Priesthood ordinations
8. Presides over the Bishopric Youth Committee (H2: 8.9.2)

1.2 **Bishop and Counselors.** (for details, see H2: 8.3.1).

1. Oversee the Deacons and Teachers Quorums
2. Call and Instruct Quorum Leaders
3. Interview Young Men
4. Oversee the Ward Young Men Organization
5. Oversee Scouting
6. Assign Teachers and Priests to Serve as Home Teachers
7. The Bishopric and other Aaronic Priesthood leaders support but do not replace parents in their responsibility for the spiritual and physical welfare of their children (see D&C 68:25–28).

Note that in accomplishing these tasks, it is the desire of the Stake Presidency that the entire Bishopric will be with the youth (not just Young Men) every Wednesday evening and that they do not schedule interviews that pull them away. The Bishopric should also be with the Young Men/Young Women during the third hour of the Sunday meeting block.

1.3 **Stake Presidency Goals for Young Men.** The Stake Presidency has issued six goals for the Young Men of the Kent Washington Stake:

1. Develop a testimony of Jesus Christ
 2. Understand the significance of service
 3. Earn the rank of Eagle
 4. Earn Duty to God award
 5. Graduate from Seminary
 6. Serve a full-time mission
-

Bishops are encouraged to adopt and teach these goals to the YM and YW leaders of their ward. In order to be effective, the Young Men Presidencies should incorporate these goals as areas of focus. These goals will remain in place for the foreseeable future and will not change from year to year.

- 1.4 Scouting Guidelines to Bishoprics.** In order to accommodate the leader registration and training requirements encouraged by the Chief Seattle Council, the Stake Presidency has issued the following guidelines (details provided in section 4.1 below):
- Scout Leaders must be registered and cleared by Chief Seattle Council before being sustained (requires a 2 week waiting period)
 - YM Counselors be the same individual as Quorum Advisor and Scouting Leader
 - Scouting leader be trained. As a minimum, the Stake Presidency has asked for the following: Fast Start & Youth Protection Training within two weeks, New Leader Essentials & Leader Specific Training within nine months
 - Scout Leaders attend Roundtable regularly (2nd Thursday of every month in Kent Bldg on 94th Street)
 - Ward send one YM/Scouting leader to Wood Badge training annually
- 1.5 Considerations for Young Men Presidencies.** Selecting qualified leaders for Young Men Presidencies and Scouting positions takes prayerful and thoughtful consideration. President Thomas S. Monson and other church leaders have taught that 4-Ts should be considered when deciding who and when to issue callings. The 4-Ts are Testimony, Time, Training, and Tenure. Young Men leaders must be men with firm testimonies. Young Men leaders must be men whose lives allow them abundant time to serve. Before issuing a call, Bishops should make careful evaluation of potential leaders' family and career responsibilities. Young Men leaders need to be trained. Bishopric members are responsible for encouraging Young Men leaders to get as much training as possible (if you don't, they won't). Finally, Young Men leaders must be allowed tenure within their callings. Experienced, tenured leaders are so important to helping teach and train young men that Bishops should only approve releases after long and prayerful consideration.
- 1.6 Extending a Call.** The meeting to extend a calling to a Young Men leader is a very important time. It is an opportunity for the Bishop/Counselor to meet with the prospective leader and his wife. It is a time to describe the calling in detail, to set expectations, and to testify of the divine nature of the call. With that in mind, the following matrix provides a summary of the meetings for each of the various leaders. It is expected that the Bishop or Bishop's Counselor will share these expectations with the newly called YM leader.
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Meeting	Frequency	YM President Priest Adv. Venturer Ldr	1 st Counselor Teachers Adv. Varsity Coach	2 nd Counselor Deacon Adv. Scout Master	Secretary
PEC	Weekly	X			
Ward Council	Monthly	X			
BYC	Monthly	X	X	X	
AP/YW	As Req'd	X	X	X	
YM Presidency Mtg	Monthly	X	X	X	X
Quorum Presidency Mtg	Monthly	X	X	X	X
Quorum Meetings	Weekly	X	X	X	X
Mutual	Weekly	X	X	X	X
Roundtable	Monthly	X	X	X	X
Troop Committee	Monthly	X	X	X	
Camp Outs	As req'd	As required	As required	As required	As req'd
Summer Super Activity	Annually	X	X	X	As req'd
Stake Leadership Mtg	Quarterly	X	X	X	X
Training - Fast Start	Once	X	X	X	X
Youth Protection	Biannually	X	X	X	X
New Leader Essentials	Once	X	X	X	X
Leader Specific	Once	X	X	X	X
Wood Badge	Once	X	X	X	X

1.7 Roundtable. All of the meetings/activities noted above are important and critical for obtaining and maintaining the necessary training, coordination, and direction. However, experience has shown that in particular, the one meeting that is often overlooked and neglected is Roundtable. For this reason, the Stake Presidency has asked that we emphasize attendance at the monthly Roundtables. Roundtable is a scout training meeting sponsored by the local Green River Scouting District for the benefit of Scouting leaders; it is attended by LDS as well as Non-LDS Scouting leaders. For the past number of years, the Kent Stake has graciously opened its doors in providing Scouting leaders with a place and forum to calendar, coordinate, recognize, train, discuss, share, as well as strengthen other Scouting leaders. Church members serve on the Roundtable staff and they ensure the meetings offer special attention to LDS units. Roundtable is held the second Thursday of the month at the Kent Building (94th Street) and is essential for staying abreast on upcoming timetables, programs, and policies. Our district, the Green River District, provides excellent resources to assist in the training of all leaders. Attendance at Roundtable is essential to a successful tenure in Scouting.

2.0 Young Men Presidency (see H2: 8.3.4)

Handbook 2: Administering the Church defines the responsibilities of the Young Men Presidency.

2.1 Young Men President (Counselors and Secretary). In addition to attending and functioning within the above mentioned meetings/activities, the Young Men Presidency oversees the records, reports, and finances of the ward Young Men organization. They ensure that attendance reports are accurate, complete, and on time.

Additional responsibilities include (H2:8.3.4):

1. Serve as Aaronic Priesthood quorum advisers.
 2. Guide Aaronic Priesthood quorums in fulfilling their priesthood duties.
 3. Get to know each young man and become familiar with his talents, interests, and challenges.
 4. Look for ways to strengthen young men individually, help them grow in their testimonies, and encourage them to participate in their quorums.
 5. Give special attention to young men who are new members and young men who are less active.
 6. Support each young man in his family.
 7. Help young men work toward the objectives of the purposes of the Aaronic Priesthood. This includes helping them set and accomplish goals in the Duty to God program.
 8. Work with quorum presidencies to organize service committees in response to some assignments given in priesthood executive committee and ward council meetings
 9. Counsel with parents and priesthood leaders about the needs of young men
 10. Regularly teach lessons in Sunday quorum meetings (they may share this responsibility with assistant advisers)
 11. Oversee efforts to improve gospel learning and teaching in the quorums
 12. Attend Aaronic Priesthood quorum presidency meetings and provide guidance as needed
 13. Help the bishopric teach leadership skills and qualities to quorum presidencies and priests quorum assistants
 14. Work with quorum leaders to plan and carry out quorum activities, including Mutual activities (Note that a well organized quorum will operate with a current detailed monthly calendar, a three-month calendar and a notional annual calendar. The annual calendar should be presented to the families at a special annual calendar planning meeting)
 15. Help the Bishopric and quorum leaders build quorum unity
 16. Hold Young Men presidency meetings
 17. Meet regularly with the counselor in the bishopric who oversees the Young Men organization
 18. Serve as adult Scouting leaders
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2.2 Duty to God. In accordance with the goals identified in section 1.3, the Young Men leadership should establish a proactive program for encouraging and helping young men successfully earn their Duty to God awards. Certainly the primary responsibilities rest with the boy and his family; however, there are many opportunities to teach and encourage. As part of this active program, the Stake Presidency has asked that advancements be reported with the ward quarterly reports.

3.0 Scouting in the Aaronic Priesthood (see H2:8.13.4)

The purpose of Scouting in the Aaronic Priesthood is summarized in the “Scouting Handbook for Church Units in the United States,” Revised May 2014:

Scouting can help young men and boys enhance close relationships with their families and the Church while developing strong and desirable traits of character, citizenship, and physical and mental fitness. Under priesthood leadership, Scouting can complement the efforts of Aaronic Priesthood quorums...in building testimonies in young men and boys. Scouting under Church sponsorship should become an extension of the home...and Aaronic Priesthood quorums. Scouting functions as part of the Church’s activity program for boys and young men. (Section 1.1)

In other words, Scouting should help young men put into practice the gospel principles they learn on Sunday.

The “Scouting Handbook for Church Units in the United States,” Revised May 2014 (https://www.lds.org/bc/content/shared/english/young-men/35814_scout-handbook_eng.pdf?lang=eng) is an excellent Scouting resource. Another good resource is www.ldsbsa.org (LDS–BSA Relations).

3.1 Scouting Committee. The bishopric organizes a ward Scouting committee to ensure that Scouting functions properly as a supporting activity for Aaronic Priesthood quorums. The Scouting committee is like the “Board of Directors” for the Scouting program within the ward. The primary responsibility of the Scouting committee is to support Scouting leaders in delivering a quality program and handling troop administration.

Qualified adults, whether members of the Church or not, may serve on these committees. A functioning committee requires at least three capable adults over 21 years of age but works best when staffed with as many parents and leaders as possible. Each committee should include a member of the Bishopric.

The key positions of responsibility on a Scouting committee include:

- Troop Committee Chair,
 - Ward Primary President (representing 11 year-olds)
 - Advancement Specialist
 - Secretary
 - Treasurer
 - Outdoor/Activities Coordinator
 - Training Coordinator
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- Equipment Coordinator
 - Membership Coordinator
 - Transportation Coordinator

The Bishop's Counselor over Scouting serves as the Scouting Coordinator and should be actively involved in the committee. His primary responsibility is to ensure that it is fully staffed. He is also the Chartered Organization Representative for the units in his ward.

The troop committee should meet monthly to perform the following:

- Advises the Scouting leaders on policies relating to Boy Scouting and the ward.
- Supports leaders in carrying out the program.
- Schedule fund raising to assist with Super Activity, (one fund raiser per year).
- Obtains, maintains and properly cares for troop property.
- Ensures the troop has an outdoor program (minimum 10 days and nights per year).
- Serves on Boards of Review and Courts of Honor.
- Supports the leaders in working with individual boys (advancement) as well as any problems that may affect the overall program.
- Provide for special needs and assistance some boys may require.
- Helps with Friends of Scouting campaign.
- Helps with the annual re-chartering process
- Assists with handling boy behavioral problems.

3.2 Summer Camps. In accordance with counsel given by the Young Men General Presidency and repeated at annual Philmont trainings as well as periodic leadership training seminars, the Stake Presidency has established the following expectations regarding summer camps:

- Scout troops should attend nationally accredited council camps annually. The practice of alternating years is discouraged. The expectations are that the 12–13 year old boys will attend council camps both years they are in the scout troop.
- Varsity Teams and Venturing Crews should plan and attend a high adventure summer activity each of the four years they are in the young men program. These activities may be held jointly or separately. Depending on number of boys and the type of activity, there are occasions when it makes sense to combine with another ward.

3.3 Three-Month Calendar. A three-month calendar should be developed and maintained for each quorum. This facilitates the proper coordination for all activities including: planning with a purpose, approval of activities, Scouting committee coordination, time to get the proper permission forms filled out and returned, and activity information provided to the parents.

3.4 Training. All leaders serving within the Young Men organization shall complete BSA training. At a minimum, the following training shall be completed:

- Fast Start (within two weeks) – Available online at <http://www.seattlebsa.org/>
- Youth Protection (within two weeks) – Available online at <http://www.seattlebsa.org/>
- New Leader Essentials (within nine months) – taught by Green River District
- Leader Specific Training (within nine months) – taught by Green River District

Additionally, all leaders are encouraged to attend Wood Badge training in order to gain greater understanding and insights into the Scouting Program.

3.5 Friends of Scouting. The Church of Jesus Christ of Latter-day Saints fully supports the annual BSA-sponsored fund raising campaign titled, Friends of Scouting (FOS). Each year, a member of the Stake Presidency meets with the local LDS Relationships Committee and coordinates an FOS goal for the Stake. The stake goal is then divided between the wards based on Sacrament meeting attendance and the number of young men ages 8–18. For the 2016 campaign, there will be monetary goal, as well as a minimum donor goal. The ward goals are given to the Bishop's Counselors who in turn, coordinate the FOS campaign within the ward. The expectations are that every family unit within the ward will be contacted and given the opportunity to contribute, whether they are involved in Scouting or not. These funds serve an increasingly necessary purpose as the Boy Scouts of America continue to be attacked for their moral standards. Each ward that meets their goals receives financial benefits that typically include free cloth badges and/or free pinewood derby cars for the cubs.

3.6 Registration (Re-chartering). The Church has stated that “boys, young men, and adult leaders in Cub Scout, Boy Scout, Varsity Scout and Venture Scout programs should be appropriately registered with the Boy Scouts of America. Participating in any part of the program without being registered is a breach of integrity and may jeopardize the liability insurance coverage carried by the local councils on all adult leaders.”

In support of this policy, the Kent Stake leaders work with the wards to conduct an annual re-chartering exercise wherein every young man from age 8 to 15 is registered regardless of activity. Young men ages 16–18 should also be registered if they have a reasonable chance of being involved in even one activity. The re-chartering process usually takes place in November. The Bishop's Counselor over Scouting coordinates the re-chartering efforts but may use the Scouting committee members as necessary. The Young Men President and his Counselors should not be assigned the responsibilities for re-chartering.

3.7 Church Policies on Financing Scouting. (provided at LDS Philmont training – 2003)

- a. The following fund raising guidelines are provided for annual camps and equipment:
 - Comply with tax laws
 - Do not sell products or services door-to-door
 - Provide meaningful service
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- Provide positive experience and build harmony and unity
 - Obtain Bishop's approval
- b. Scouting Registration
- Stakes should register all young men ages 8–15 in Scouting
 - Young men ages 16–18 should be registered in Scouting when active and/or pursuing rank advancement
 - Registration fees include insurance for each Scout
 - Additional fees should not be paid for Scouting publications
- c. Checking Accounts
- No separate Scout checking accounts are authorized
 - Wards should account for Scouting funds in the "Other" category
- d. Friends of Scouting
- Stake budget allowance should not be used to subsidize FOS
 - FOS funds should not be commingled with Church funds
 - Checks contributed by members should be made out to BSA
 - FOS checks should be given directly to the local BSA Council

4.0 Miscellaneous Topics

- 4.1 **Kent Stake Travel Policy.** In 2007, the Kent Stake Presidency issued a revision to the Kent Stake travel policy (a copy is attached to this document). This policy is still in affect and applies to Scouting– and non–Scouting–related activities. A few key points are:

Travel for Scouting–Related Activities

For all Scouting activities (camps, hikes, etc.) outside of the Kent Stake boundaries, the BSA Tour and Activity Plan must be completed prior to the activity. Please copy President Jeff Morgan on the tour and activity plan prior to departure using this email address:

kentstakefirst@gmail.com

Copying President Morgan is mainly for notification and to ensure that the form has been completed prior to the activity. (Bishops please emphasize this.)

The BSA has stated in the "Tour and Activity Plan FAQs":

The tour and activity plan is a planning tool for best practices to be prepared for safe and fun adventure. Completing the plan may not address all possible challenges, but it can help ensure that appropriate planning has been conducted, that qualified and trained leadership is in place, and that the right equipment is available for the adventure.

In addition, the plan helps to organize safe and appropriate transportation to and from an event, and defines driver qualifications and minimum limits of insurance coverage for drivers and vehicles used to transport participants.

Please complete and submit this plan at least 21 days in advance (check with your local council) to ensure your council has enough time to review the plan and assist as necessary.

To access the tour and activity plan, log in to to the following link and select the tour and activity plan under your “Unit Tool.”

www.myscouting.org

It is recommended that the tour and activity plan be completed electronically online. However, a PDF version of the plan is included as an attachment for your viewing.

To complete the tour and activity plan, you will need the following information:

- Leadership contact information
- Vehicle information
- Description of the activity
- Travel itinerary

The differences between the old tour permit and the online version of the tour and activity plan are:

- The unit leadership certifies the plan.
- The local council reviews plans but does not approve them.
- An email workflow can be used to notify the council, chartered organization, committee chair, and emergency contact that a plan has been submitted for review.
- It contains interactive prompts and warnings.
- It provides active links to program–required training and education.
- It provides the ability to store, retrieve, copy, and reuse previously submitted tour and activity plans (not applicable to permits).
- It provides the ability to update the plan up until the day before the tour and activity date.

An interactive training video is available at the link below that shows how to complete the tour and activity plan online.

<http://www.scouting.org/scoutsource/HealthandSafety/DemoTourPlanVideo.aspx>

For more information, please refer to the Tour and Activity Plan FAQs at the following link:

<http://www.scouting.org/scoutsource/HealthandSafety/TourPlanFAQ.aspx>

Travel for Non-Scouting-Related Activities

For non-Scouting related activities (i.e. YW, YM, Priesthood, Primary, etc.) that will involve travel beyond a 30-mile radius surrounding Kent Stake Center, the attached Kent Stake Activity Permit must be completed and approved by the Stake Presidency prior to departure. A copy of the form also can be accessed on the Kent Stake Young Men/Aaronic Priesthood website (www.kentstakeymap.org) – click on “Docs & Forms” and then “Church Related.” The Kent Stake Young Men/Aaronic Priesthood website has many other forms and timely information that can be a tremendous resource and assist adult leaders and youth.

These forms for Scouting and non-Scouting activities help to ensure that the proper permissions and release forms have been obtained. They also ensure that we continue to focus on safety for Scouts and all the members of the Stake.

- 4.2 Parental Permission Forms.** Parents or guardians should be informed and give consent when youth participate in a Scouting- or non-Scouting-related activity. Written consent is necessary if an activity involves travel outside the local area (as determined by the Kent Stake Presidency) or staying overnight. Leaders may also request written consent for other activities when they feel it is appropriate. Parents and guardians give this consent by signing the Parental or Guardian Permission and Medical Release form. The person who leads the activity should have a signed form for each participant for each activity that requires written consent. A Parental or Guardian Permission and Medical Release form is available at the end of this document or a copy of the form can also be accessed on the Kent Stake Young Men/Aaronic Priesthood website (www.kentstakeymap.org) – click on “Docs & Forms” and then “Church Related.”
- 4.3 Reporting.** The Stake Presidency has asked that the Young Men’s Quarterly Report be completed and turned in electronically to the Stake no later than April 15, July 15, October 15, and January 15 for the previous quarter. Please enter data in the report monthly and review it regularly. It is a good indicator of the health of the Young Men’s program in your ward. A copy of this report is attached at the end of this document or can be accessed at this link on the Kent Stake Young Men/Aaronic Priesthood website:

<http://www.kentstakeymap.org/wp-content/uploads/2013/05/Ward-YM-Progress-Report-Template.xls>

<http://www.scouting.org/filestore/pdf/680-014.pdf>

TOUR AND ACTIVITY PLAN

Date _____

Pack Troop/team Crew/Ship Contingent unit/crew

Unit No. _____ Chartered organization _____

Council name/No. _____ / _____

District _____

Description of tour or activity _____

From (city and state) _____ to _____

Dates _____ to _____ Total days _____

Itinerary: It is required that the following information be provided for each day of the tour. (Note: Speed or excessive daily mileage increases the possibility of accidents.) Attach an additional page if more space is required. Include detailed information on campsites, routes, and float plans, and include maps for wilderness travel as required by the local council.

For office use

Tour and activity plan No. _____

Date received _____

Date reviewed _____

Council stamp/signatures

Date	Travel		Mileage	Overnight stopping place (Check if reservations are cleared)	✓
	From	To			

Type of trip: Day trip Short-term camp (less than 72 hours) Other (OA Weekend, etc.) _____

Long-term camp (longer than 72 hours) High-adventure activities High-adventure base _____

Party will consist of (number):

____ Youth—male ____ Youth—female

____ Adults—male ____ Adults—female

Party will travel by (check all that apply):

Car Bus Train Plane Van Boat

Other _____

Leadership and Youth Protection Training: Boy Scouts of America policy requires at least two adult leaders on all BSA activities. Coed Venturing crews must have both male and female leaders older than 21 for overnight activities. All registered adults must have completed **BSA Youth Protection training**. At least one registered adult who has completed BSA Youth Protection training must be present at all events and activities. Youth Protection training is valid for two years from the date completed.

Adult leader responsible for this group (must be at least 21 years old):

Name _____ Age _____ Scouting position _____

Address _____ Member No. _____

City _____ State _____ Zip code _____

Phone _____ Email _____ Youth Protection training date _____

Assistant adult leader name(s) (minimum age 18, or 21 for Venturing crews):

Name _____ Age _____ Scouting position _____

Address _____ Member No. _____

City _____ State _____ Zip code _____

Phone _____ Email _____ Youth Protection training date _____

Attach a list with additional names and information as outlined above.

Our travel equipment will include a first-aid kit and a roadside emergency kit.

The group will have in possession an **Annual Health and Medical Record** for every participant.

We certify that appropriate planning has been conducted using the **Sweet 16 of BSA Safety**, qualified and trained supervision is in place, **permissions** are secured, health records have been reviewed, and adult leaders have read and are in possession of a current copy of **Guide to Safe Scouting** and other appropriate resources. Any items needing attention will be resolved before the tour or activity date.

Signature: Committee chair or chartered organization representative

Signature: Adult leader

Unit single point of contact (not on tour)

Name _____ Phone _____ Email _____

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BOY SCOUTS OF AMERICA

- Tour involves:** Swimming Boating Climbing Orientation flights (attach Eying Plan required)
 Wilderness or backcountry (must carry Wilderness Use Policy and follow principles of Leave No Trace)
 Shooting Other (specify) _____

Activity Standards: Where swimming or boating is included in the program, Safe Swim Defense and/or Safety Afloat are to be followed. If climbing/happelling is included, then Climb On Safety must be followed. At least one person must be current in CPR/AED from any recognized agency to meet Safety Afloat and Climb On Safety guidelines. At least one adult on a pack overnighiter must have completed Basic Adult Leader Outdoor Orientation (BALOO). At least one adult must have completed Planning and Preparing for Hazardous Weather training for all tours and activities. Trek Safety and Basic First Aid are recommended for all tours, and Wilderness First Aid is recommended for all backcountry tours.

Expiration date of commitment card/training (two years from completion date)							
Name	Age	Youth Protection	Planning and Preparing for Hazardous Weather	BALOO (no expiration)	Climb On Safety	Safe Swim Defense	Safety Afloat
Name	Age	CPR Certification/Agency		CPR Expiration Date	First-Aid Certification/Agency		First Aid Expiration Date
Name	Age	NRA Instructor and/or RSO					
		No. _____	<input type="checkbox"/> Rifle <input type="checkbox"/> Shotgun <input type="checkbox"/> Pistol (Venturing only) <input type="checkbox"/> Range Safety Officer <input type="checkbox"/> Muzzle-loading rifle <input type="checkbox"/> Muzzle-loading shotgun				
		No. _____	<input type="checkbox"/> Rifle <input type="checkbox"/> Shotgun <input type="checkbox"/> Pistol (Venturing only) <input type="checkbox"/> Range Safety Officer <input type="checkbox"/> Muzzle-loading rifle <input type="checkbox"/> Muzzle-loading shotgun				

Unauthorized and Restricted Activities: The BSA's general liability insurance policy provides coverage for bodily injury or property damage that arises out of an official Scouting activity as defined by the Guide to Safe Scouting. Volunteers, units, chartered organizations, and local councils that engage in unauthorized activities are jeopardizing their insurance coverage. PLEASE DO NOT PUT YOURSELF AT RISK.

INSURANCE

All vehicles MUST be covered by a liability and property damage insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed and comply with or exceed the requirements of the country of destination for travel outside the United States. It is recommended, however, that coverage limits are a \$100,000 combined single limit. Any vehicle designed to carry 10 or more passengers is required to have a \$500,000 combined single limit. In the case of rented vehicles, the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle.

If the vehicle to be used is designed to carry more than 15 people (including the driver), the driver must have a valid commercial driver's license (CDL). In some states (California, for example), this policy applies to drivers of vehicles designed to carry 10 or more people.

All vehicles used in travel outside the United States must carry a public liability and property damage liability insurance policy that complies with or exceeds the requirements of that country. Attach an additional page if more space is required.

Name _____ CDL expires _____

Name _____ CDL expires _____

MAKE	MODEL	YEAR	NUMBER OF SAFETY SEATS	DRIVER/OWNER	VALID DRIVER'S LICENSE (Y or N)	LIABILITY INSURANCE COVERAGE
						Combined Single Limit

Kent Washington Stake

Activity Permit

Complete this form and obtain stake presidency approval before any non-scouting activity that will involve travel outside a 30-mile radius surrounding Kent Stake. Note that no Sunday travel is permitted.

Description	
Organization	Ward/Branch
Location of activity	Date(s) of activity
Purpose of activity	
Estimated cost	Source of funds

Transportation		
Name of driver or commercial transportation company	Telephone no.	Insurance carrier and policy number

Have all Parental or Guardian Permission and Medical Release forms been signed, collected, and will they be in the activity leader's possession during the trip? Yes No

Approval	
Activity leader's signature	Date
Bishop's signature	Date
Stake presidency signature	Date

THE CHURCH OF
JESUS CHRIST
 OF LATTER-DAY SAINTS

Parental or Guardian Permission and Medical Release

Activity		Date
Ward	Stake	
Participant		Date of birth
Participant's parent or guardian		Home telephone number
Address		Business telephone number
	City	State/Province

Medical Information

Does the participant have any of the following:
 Special diet Allergies Medication Chronic/Recurring illness Surgery or a serious illness in the past year Physical conditions that limit activity
 If yes, explain below. Use back if more space is needed.

I give permission for my child/youth to participate in the activity listed above and authorize the adult leaders supervising this activity to administer emergency treatment to the above-named participant for any accident or illness and to act in my stead in approving necessary medical care. This authorization shall cover this activity and travel to and from this activity.

Parent or guardian's signature	Date
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THE CHURCH OF
JESUS CHRIST
 OF LATTER-DAY SAINTS

Parental or Guardian Permission and Medical Release

Activity		Date
Ward	Stake	
Participant		Date of birth
Participant's parent or guardian		Home telephone number
Address		Business telephone number
	City	State/Province

Medical Information

Does the participant have any of the following:
 Special diet Allergies Medication Chronic/Recurring illness Surgery or a serious illness in the past year Physical conditions that limit activity
 If yes, explain below. Use back if more space is needed.

I give permission for my child/youth to participate in the activity listed above and authorize the adult leaders supervising this activity to administer emergency treatment to the above-named participant for any accident or illness and to act in my stead in approving necessary medical care. This authorization shall cover this activity and travel to and from this activity.

Parent or guardian's signature	Date
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Young Men's Quarterly Report to the Stake

Young Men

Provide to Bishop and Jeff Morgan each quarter

_____ Ward

KEY INDICATORS		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SCOUTING	# of Overnight Campouts or Outings Held	Venture	0	0	0	0	0	0	0	0	0	0	0
		Varsity	0	0	0	0	0	0	0	0	0	0	0
		Scouts	0	0	0	0	0	0	0	0	0	0	0
	# of Court of Honors Held	0	0	0	0	0	0	0	0	0	0	0	0
ADULT LEADERS	Total # of Leaders	0	0	0	0	0	0	0	0	0	0	0	0
	# Registered with BSA	0	0	0	0	0	0	0	0	0	0	0	0
	# at Round Table	0	0	0	0	0	0	0	0	0	0	0	0
	# at Stk Prsthd Ldrshp Mtg			0		0				0		0	
	# of YM Pres Mtgs Held	0	0	0	0	0	0	0	0	0	0	0	0
	# of Quorum Pres Mtgs Held	0	0	0	0	0	0	0	0	0	0	0	0

ACTIVATION	Less-Active Focus Names	Summary of Most Recent Actions Taken and Overall Progress
<u>PRIESTS</u>	John Smith	John is doing well. We have visited his home many times and invited him to our Wednesday mutual activities. He is coming on our overnight campout this month and is planning on attending youth conference too.
	John Smith	John is doing well. We have visited his home many times and invited him to our Wednesday mutual activities. He is coming on our overnight campout this month and is planning on attending youth conference too.
<u>TEACHERS</u>	John Smith	John is doing well. We have visited his home many times and invited him to our Wednesday mutual activities. He is coming on our overnight campout this month and is planning on attending youth conference too.
	John Smith	John is doing well. We have visited his home many times and invited him to our Wednesday mutual activities. He is coming on our overnight campout this month and is planning on attending youth conference too.
<u>DEACONS</u>	John Smith	John is doing well. We have visited his home many times and invited him to our Wednesday mutual activities. He is coming on our overnight campout this month and is planning on attending youth conference too.
	John Smith	John is doing well. We have visited his home many times and invited him to our Wednesday mutual activities. He is coming on our overnight campout this month and is planning on attending youth conference too.

Leaders Progress			On-Line Training		Basic Training		Wood Badge Trained (Date)
Training Required by the Stake			Fast Start (Date)	Youth Protec'n (Date)	New Leader (Date)	Leader Specific (Date)	
Church Position	Scout Position	Name					
Bishop	Chartered Org Leader	Sample					
Bishopric Counselor (1st)	Chartered Org Rep	Sample					
Bishopric Counselor (2nd)	Scout Committee Member	Sample					
YM President	Venturer Adviser or Asst	Sample					
YM 1st Counselor	Varsity Coach or Asst	Sample					
YM 2nd Counselor	Scoutmaster or Asst	Sample					
Asst Priests Adviser	Venturer Adviser or Asst	Sample					
Asst Teachers Adviser	Varsity Coach or Asst	Sample					
Asst Deacons Adviser	Scoutmaster or Asst	Sample					
Asst Deacons Adviser	Asst Scoutmaster	Sample					
YM Secretary	Scout Committee Member	Sample					
----	Scout Committee Member	Sample					
----	Scout Committee Member	Sample					
----	Scout Committee Member	Sample					
----	Scout Committee Member	Sample					
----	Scout Committee Member	Sample					

