

New Adult/Family Orientation Checklist

Parent's/Guardian's Name _____

Troop Committee Chairman (Initial Upon Completion _____)

- Discuss Purpose of the Troop Committee. Use Organizational Chart.
- Introduce Parents/Guardians to all Committee Members
- Have Parents Complete Troop Resource Survey (BSA Form 34437)
- Determine Where the Parent/Guardian is Willing to Serve in the Troop.
- Assign an escort to carry the parent through the remainder of the checklist.

Troop Committee Secretary (Initial Upon Completion _____)

- Ensure that Scout Application is Complete
- Update Automobile Insurance for Tour Permit

Troop Committee Advancements Chairman (Initial Upon Completion _____)

- Ensure that Troopmaster is Updated for Scout

Troop Committee – Treasurer (Initial Upon Completion _____)

- Ensure that Scout is Added to Treasurer's List of Scouts
- Ensure that the Parent is Brief on Reimbursement Procedures

Assistant SM Associated with Scout's Patrol (Initial Upon Completion _____)

- Purpose of the Assistant Scoutmaster
- Plan to Attain 1st Class Within a Year
- Review Troop Calendar

Scoutmaster (Initial Upon Completion _____)

- Introduce to Other Assistant Scoutmasters
- Review of Troop SOP for Scout Operations. Ensure that All Needed Information was Collected
 - Troop Roster
 - Scout's E-mail Address
 - Parent's/Guardian's E-mail Address
- Answer any questions