



# BOY SCOUT TROOP 103

Hanover, Pennsylvania

Robert Zinn  
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## ADULT LEADERSHIP REQUIREMENTS

New Adult Committee Member or Adult Leader for Boy Scout Troop 103

Welcome to Troop 103. Your application is being reviewed and approved by our Charter Organization (The Holy Name Society). As a new member, I would like to inform you of the following adult leadership requirements that were adopted by the Troop Committee. As an adult leader or committee member, you must meet these requirements to remain on the Troop Charter.

1. **PaDPW State Clearance:** All adults who are members of the troop's committee charter must have child abuse clearances through the PaDPW and on file at the Diocese of Harrisburg office. All applications for clearances must be completed through Rita Martin in the parish office at 717-637-5236. Please call her directly.

## Training Requirements

Our leaders must be trained to provide our youth with a quality program they deserve. Training requirements defined for your position are outlined below. If you have any questions about training, please contact our Troop Training Coordinator, Maureen Evich at (410) 374-9633 or by email: [jmevich@yahoo.com](mailto:jmevich@yahoo.com).

2. **BSA Youth Protection on-line training:** Every two years adults must complete the BSA Youth Protection on-line training and receive the certificate. This on-line training is available at BSA online learning center website at <http://www.scouting.org/Training/YouthProtection/BoyScout.aspx>. In the "Boy Scout Leader Youth Protection Training." section, click on the "Take Course Online" link. You will have to create an account. Please remember your user id and password. Complete this and provide a copy of the certificate to Bob Zinn. He will submit it with your Adult Application to the Council office. If you already have Youth Protection, then provide your BSA Membership ID and a copy of the certificate.
3. **Your Position as an Adult and BSA Training:** Unless you are already trained for a specific position you will be registered as a Unit Scouter Reserve or a Committee Member. Contact the Committee Chairman or Training Coordinator for details about specific training for the Assistant Scoutmaster position. In all positions you are required to take additional BSA courses within your first year or before your first outing. Many training classes are online and available at: <https://myscouting.scouting.org/Pages/eLearning.aspx>. Recommend courses include:
  - a. Youth Protection Training (Required for All Adults)
  - b. This is Scouting (Required for All Adults)
  - c. Fast Start: Boy Scouting (Required for All Adults)
  - d. Weather Hazards (All Adults going on outings)
  - e. Physical Wellness (All Adults going on outings)
  - f. Trek Safely (All Adults going on outings)
  - g. Safe Swim Defense (All Adults going on outings)
  - h. Safety Afloat (All Adults going on outings)
  - i. Climb On Safely (All Adults going on outings)
  - j. Troop Committee Challenge (Required for All Adults on the Committee)
4. **Diocese Youth Protection Training:** Beginning in 2008 all adults are required to take an on-line Harrisburg Diocese Youth Protection training program or refresher course. To access the course, please click on "Youth Protection" in the left pane on the Diocese of Harrisburg website (<http://www.hbgdiocese.org/safeyouth/youth-protection-on-line-training/>). Then click on the "Creating A Safe Environment Training Course" link.
5. **Medical Exam Forms:** Additionally, if you plan to participate in any outings, please complete the Medical Exam Form (<http://www.scouting.org/scoutsources/HealthandSafety/ahmr.aspx> )



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6. **Web Site and Troop Guide:** Become familiar with our Troop Guide and other information found on the website at:  
<http://www.bsatroop103.org>
7. **Personal Data Form:** Complete the attached Adult Personal Data Collection Form and return it to either me or our Scoutmaster so we can update our records.
8. For your \$24 registration fee, make Checks payable to Boy Scout Troop 103, and send your \$24 registration fee to:

John Helfrick, Troop 103 Treasurer  
1947 Smith Station Road  
Hanover, PA 17331

Please notify me of the date that any of the above requirements have been completed so we can update our records. If you do not complete the above requirements, you will be dropped from the Troop 103 Charter.

Sincerely,

Robert Zinn, Troop Committee Chairman



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## Adult Personal Data Collection Form

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_  
BSA ID#: \_\_\_\_\_

Sex: M / F  
Spouse: \_\_\_\_\_

Address: \_\_\_\_\_ Mailing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone(s) Home: ( ) \_\_\_\_\_ DOB: \_\_/\_\_/\_\_  
: ( ) \_\_\_\_\_ Drivers Lic: \_\_\_\_\_ STATE: \_\_\_\_  
: ( ) \_\_\_\_\_ Employer: \_\_\_\_\_  
: ( ) \_\_\_\_\_ Occupation: \_\_\_\_\_

Email: \_\_\_\_\_

Joined Unit: \_\_/\_\_/\_\_ Highest Scout Rank: \_\_\_\_\_

Became Leader: \_\_/\_\_/\_\_ Leader: Y / N Eagle Date: \_\_/\_\_/\_\_ Boys' Life: Y / N

Health form on file: Y / N Date

Emergency Contact(s): \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Class 1 Phys: \_\_/\_\_/\_\_  
\_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Class 2 Phys: \_\_/\_\_/\_\_  
Doctor: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Class 3 Phys: \_\_/\_\_/\_\_  
Insurance: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Tetanus: \_\_/\_\_/\_\_  
Insurance Policy: \_\_\_\_\_ Group: \_\_\_\_\_  
Allergies: \_\_\_\_\_  
Medications: \_\_\_\_\_  
Other: \_\_\_\_\_

Vehicle(s) (Year/Make/Model)	# Belts	Lic Plate	Insurance (in thousands) Per Person Per Accident Property
_____	_____	_____	_____
_____	_____	_____	_____

Prior Service:	From	To	Level	Unit #	Council #
	__/__/__	__/__/__	_____	_____	_____
	__/__/__	__/__/__	_____	_____	_____
	__/__/__	__/__/__	_____	_____	_____
	__/__/__	__/__/__	_____	_____	_____

Remarks: \_\_\_\_\_