

T1000 Monthly Program Advisor (MA) Tasks/Duties

Purpose/Assignment

T1000 assigns a qualified ASM (to assist the Program Patrol in planning, preparing, and executing the monthly program. This includes troop meetings, outings, and any other events. In addition, the duties of this position are designed to make sure that certain tasks that are required to support the troop get done. Further to remove these 'routine' burdens from the Scoutmaster. The intent is to allow the Scoutmaster, in addition to the duties outlined in the SM handbook, to spend more time managing the whole organization rather than doing detailed work.

The assignments for each year are done shortly after each annual planning meeting and are on the Troop Calendar. ASM's will be assigned to months they have experience and an interest in. The SM makes the assignments with concurrence of the assigned individual.

The advisor must work closely with the Program Patrol Leader, the PLC, the Camping Coordinator, the Program Patrol PA (Patrol Advisor), other ASM's, and the Scoutmaster (SM).

Advisor Duties

Give advice to the Program Patrol in sufficient time and nature as to allow them to meet the planning schedule (see below) schedule. Plans should encompass all needs of the troop. The nature of the advice will vary with the maturity of the patrol and what mode they are in at the time. As a minimum, attendance at the PLC meetings is essential. Use Program Helps (see t1000.org website Resources).

Teach the Program Patrol how to plan and how to follow up. Attend patrol meetings as needed. Make sure they confirm their plans and programs. We cannot afford to let the program fail and we cannot do it for them - balance!

Check plans before the PLC meetings for sanity and **BSA safety rules**. See the "Guide to Safe Scouting" @ <https://www.scouting.org/health-and-safety/gss/>

Advising the Camping Coordinator and Committee Quartermaster of any needs for the program is the duty of the Program Patrol and PLC. To avoid the need for last minute miracles, the **Monthly Advisor should forewarn the appropriate Troop Committee members** that the Program Patrol or PLC member will be making contact and the purpose of the contact.

Make sure we have adult support and transportation for all outings. Confirm needs on Money Monday (see Campout Preparation Plan). Work with the Merit Badge Coordinator to make sure there are councilors assigned for the merit badges for that month. Check with the Librarian to be sure there are Merit Badge Pamphlets for the chosen Merit Badge.

Work closely with the SM keeping him informed as needed.

Arrange for the Buffalo Patrol Grubmaster - you do not have to be it!

Make sure outing attendance (both youth & adult) is submitted to the Scribe Coach one week after your outing.

Get a stand in if needed!

Planning Cycle Patrol Leader Council (PLC)

Annual Plan sets general schedule/program.

PLC Meeting 3 months prior to the program month, the Program Patrol briefs the PLC as to its general plans for the months and seeks PLC approval or input.

PLC Meeting 2 months prior to the program month, the Program Patrol informs the PLC of the arrangements that have been made for the campout and program (i.e. speakers, equipment).

PLC Meeting 1 month prior to the program month, the Program Patrol assures the PLC that the campout site and program has been confirmed. Advise patrols of food, type of fire, water, equipment & other requirements for meetings & campout.

Money Monday -1 - Troop Scribe/SPL (Senior Patrol Leader) provide permission slips and confirm menus. **Estimated participation and other requirements discussed with the Monthly Advisor.**

Money Monday - collect permission slips and money (Patrol Scribes). **Scribe and SPL discuss last minute needs with the Monthly Advisor.** Food money to the patrol after the meeting.

DON'T DO FOR A SCOUT THAT WHICH HE CAN DO FOR HIMSELF