

# CREW 202

## YOUTH & PARENT GUIDEBOOK

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*This document is offered as a resource to youth and parents of Crew 202.*

*The Crew complies with national Boy Scouts of America (BSA) procedures regarding advancement and safe Scouting. The procedures and guidelines detailed here further clarify how those needs are fulfilled in Crew 202.*

*For additional information, members are urged to ask questions at meetings and outings, while adults are encouraged to become active in the adult committee meetings. The Crew 202 website is also a valuable repository for information, forms, and resources.*



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Venturing Crew 202  
St. Elizabeth Ann Seton Catholic Church  
Carmel, IN 46033  
[www.crew202.us](http://www.crew202.us)

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## First Steps

Welcome to Venturing Crew 202!

The quality of a Venturer's experience will depend greatly upon his or her level of participation, and the involvement and support of parents. The purpose of this guidebook is to help a new Venturer in Crew 202 get a positive start, and to help parents understand how they can support success.

The steps to join Crew 202 are:

- Complete a BSA application and submit it to the Crew Committee Chair along with the applicable registration and insurance cost. Annual registration cost is \$33, plus \$1 for insurance.
- Pay the \$24/year (\$2/month) Crew 202 activity fee. This fee helps to pay for the unit's annual charter application, and for training materials and other minor consumables.
- Purchase a Crew 202 activity uniform (t-shirt) for \$16. This is the usual uniform worn for meetings and outings.
- Begin attending meetings and events!

Occasionally, when traveling or attending more formal events, Crew members may be asked to purchase and wear a field uniform (sometimes referred to as a "Class A" uniform). This may be the blue polo shirt adopted by Philmont crew members in the past, or it can be the official BSA Venturing shirt/pants/belt/socks. A group traveling together should agree on and wear the same uniform.

Upon joining the Crew, all members are encouraged to earn the first rank of the Venturing program within the first year. Requirements for the first rank can be earned by participating in meetings and outings with the Crew.

Parent, there are a number of ways for you to become involved in a volunteer role. Some of the opportunities to contribute can be found in this guidebook. However, the best way to understand how you can help is to attend Crew meetings (led by youth members), and to attend the Crew Committee meetings where adult leaders discuss ways to remove obstacles and enable our Venturers to manage an effective youth-run Crew.

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## Introduction

This general reference is intended to inform you so that both youth and parent can have as much fun and success as possible during their early experience in Crew 202. It is NOT a substitute for the *Venturing Handbook*. The *Venturing Handbook* (and any updates or addenda to it) are the best source of advancement information, general Scouting knowledge, and how-to specifics. Other books, such as the *BSA Field Book*, are also excellent reference materials.

There is no substitute for good common sense. Venturers and adult leaders enter into many different adventures in Scouting. The information contained here – rules, guidelines, general procedures, can never cover every situation that may arise. Crew 202 follows BSA's *Guide to Safe Scouting*. Two examples of rules which must be adhered to at all times are "two-deep leadership" for adults and "the buddy system" for youth.

Crew 202 was first chartered in February, 2010. The chartered organization, St. Elizabeth Ann Seton Catholic Church, is obligated by the BSA charter agreement to provide an adequate meeting place, including storage of Crew equipment. The chartered organization appoints a Chartered Organization Representative to be the official liaison between the organization and the unit.

Crew meetings are held at least monthly throughout the year, and last about an hour and a half. The meetings are planned and run by the Venturers themselves. Parents are always welcome to attend meetings, where they can help by ensuring safe practices are followed, and by providing coaching when appropriate. Parents are also expected to help with various Crew Committee roles and tasks. While there is no set rule that a Venturer must attend a certain number of meetings in order to earn advancements, he/she must show Scout Spirit and active participation.

Crew 202 normally meets on Sunday afternoon from 2:00 to 4:00 PM on the 4<sup>th</sup> Sunday of each month at St. Elizabeth Ann Seton Church. Meeting times or locations may vary due to holidays or major conflicts, and are sometimes combined with outings or other events. Meeting and event information is shared via the Crew 202 email group and posted on the private Crew Facebook page. Venturers should come to meetings in the Crew uniform they have adopted. Crew meetings begin with recitation of the Oath and Law, and close with a "circle up" where announcements are made and awards and advancements are acknowledged. Parents are encouraged to attend, or to be at the meeting place near the end of the meeting to join the circle, and to observe and hear this portion of the meeting.

Parents, leaders, and youth work together through the *Venturing Methods*:

### I – Leadership

All Venturers are given opportunities to learn and apply proven leadership skills. A Venturing Crew is led by elected crew officers. The Venturing Leadership Skills Course is designed for all Venturers and helps teach them in an active way to lead effectively.

### II – Group Activities

Venturing activities are interdependent group experiences in which success is dependent on the cooperation of all. Learning by "doing" in a group setting provides opportunities for developing new skills.

### III - Adult Association

The youth officers lead the crew. The officers and activity chairs work closely with adult Advisors and other adult leaders in a spirit of partnership. The adults serve in a "shadow" leader capacity. Because many of the skills and planning activities required for safe execution of outdoor and high adventure outings may be new to some Venturers, this adult guidance is essential.

#### IV – Recognition

Recognition comes through the Venturing advancement program and through the acknowledgement of a youth's competence and ability by peers and adults.

#### V – The Ideals

Venturers are expected to know and live by the Scout Oath and Scout Law. They promise to be faithful in religious duties, treasure their American heritage, help others, and seek truth and fairness.

#### VI – High Adventure

Venturing's emphasis on high adventure helps provide team-building opportunities, new meaningful experiences, practical leadership application, and lifelong memories to young adults.

#### VII – Teaching Others

All of the Venturing awards require Venturers to teach what they have learned to others. When they teach others often, Venturers are better able to retain the skill or knowledge taught, they gain confidence in their ability to speak and relate to others, and they acquire skills that can benefit them for the rest of their lives as a hobby or occupation.

### **Youth Leadership**

- Elected youth positions in Crew 202 are
  - o President
  - o Vice President of Administration (recruiting, membership roster)
  - o Vice President of Program (calendar of outings, event coordination, resource recruitment)
  - o Vice President of Communication / Secretary (notes, service events, library, mementos)
  - o Vice President of Finance / Treasurer (budgeting, fundraising, valuation of assets)
  - o Various members take turns researching and leading individual outings and events.
- A youth may hold the same position for two consecutive 6-month terms if elected/appointed by the other members. After two terms, the youth should change roles or step down to allow another youth to serve.
- The Crew President and Vice Presidents comprise the Crew leadership team, and meet regularly to plan the Crew meetings and events. The President presides over the meetings, and the Advisor attends to offer support and guidance, to act as a liaison between the Crew leadership team and the Crew Committee, and to observe coaching opportunities with the youth leaders. Each of the youth leadership positions requires a commitment of time and effort in order to do the job effectively. An adult mentor should be made available for each position to provide support and advice if needed.

### **Training**

- New youth leaders receive *Introduction to Leadership Skills for Crews* (ILSC) training from the Crew Advisor and other leaders within the first six months of their election or assignment.
- It is strongly recommended that all youth members of the Crew complete Venturing Youth Protection Training and basic first aid training. Members over age 18 are required to complete this training before registering or upon reaching age 18.
- Youth members must earn the BSA Totin' Chip prior to carrying and using a pocket knife.
- Youth members must earn the BSA Firem'n Chit prior to carrying matches or starting fires.
- Adults must complete Venturing Youth Protection training and Venturing Position-Specific training prior to submitting their application to serve in the Crew.

## Code of Conduct

Courteous behavior is expected at all meetings and outings. Hazing and bullying are never allowed. Improper conduct by a Venturer will be handled as follows:

- Once a year (at re-charter or joining), each member and his/her parent (if member is under age 18) are asked to sign a copy of the Crew 202 Code of Conduct. This Code of Conduct is reviewed and reaffirmed before departure for each outing.
- If a member behaves poorly at meetings, outings or other activities, the problem will be addressed immediately. If poor behavior continues, the problem will be referred to the Crew President to be addressed at the next Crew leadership team meeting. If necessary, the Crew Advisor will intervene.
- If a member becomes a consistent disciplinary problem, his/her parent or adult guardian will be asked to attend all functions and to remove him/her from the function at the first serious offense, until such time as he/she learns to behave according to the Crew guidelines.
- If a member becomes a serious problem during an outing or meeting, a parent will be called to pick up him/her immediately. A member may be asked to leave the Crew if serious disciplinary problems persist and cannot be resolved based on agreement of the Crew Advisor and Crew Committee.

Parent/Advisor conferences will be called as needed to attempt to resolve any problems before they become serious enough to warrant removal from Crew activities or membership.

- If a member has special needs that make it particularly challenging for him/her to follow directions or participate effectively, his/her parent or guardian should meet proactively with the Crew Advisor to develop a plan that will maximize his/her success.

## Program Planning

Each year, usually in late August, the Crew 202 annual planning meeting is held. Participation is expected by all members so that a vibrant program can be developed and they have ownership in it. The purpose of this planning meeting is to outline major events and high adventure trips on the planning horizon, so that interim meetings can be used to prepare for them. Our goal is to include a number of Tier I activities, several Tier II activities, and at least one Tier III activity in the annual plan.

A **Tier I** activity requires little preparation or planning, little or no prior skill development, and less than one day duration (not overnight). It is not far outside of the members' comfort zone, and might be a great recruiting activity since it is fun and can easily accommodate guests.

A **Tier II** activity requires some planning or preparation, and perhaps some skill development. It is less than four days in duration, and is outside the standard range of activities. Examples could include planning a weekend campout or canoe trip, staging a service event at a nursing home, or doing a conservation project. Tier II events might be used as shakedown to prepare for Tier III activities.

A **Tier III** activity requires extensive planning, preparation, and skill development prior to participation. It is at least four days in duration, and can be mentally and physically challenging. Tier III events are the highlight of the program year, and many of the Tier I and Tier II activities may be used to prepare for them.

Every two to three months, the Crew leadership team reviews the calendar of events for the coming months to make adjustments as necessary. In addition to the overall track of activity toward preparing for the annual Tier III event, they will want to include in the intervening months some fun activities for relaxation and fellowship.

## **Uniform**

The uniform of Crew 202 is a maroon t-shirt, worn with jeans or khaki pants. For extended travel or formal events, Crew members should agree on and wear the same field uniform. It may be the blue polo shirt with embroidered logo, or the official BSA Venturing field uniform. Any family with a financial hardship that prevents obtaining the proper uniform should contact the Crew Committee Chair or the Crew Advisor for assistance.

## **Outings**

Camping and trekking in the outdoors are a mainstay of the Crew 202 program. Several times each year, the Crew will plan and conduct a weekend outing where skills can be learned and tested, and members can work and relax together. Campouts can be held in all kinds of weather – rain, snow, blazing heat, and sub-zero temperatures – for which Venturers will learn how to prepare. With proper education and planning, they will learn how to camp safely and comfortably in all conditions.

Weekend camping trips usually begin on Friday evening and end on Sunday morning. Group planning for meals is done ahead of time, and personal and group gear needs are determined.

The cost of a weekend campout is researched by the Vice President of Finance / Treasurer, working with the youth planner for that particular event. Funds are collected from all prior to departure. When the cost for an event is expected to exceed \$25, a deposit is collected by the sign-up deadline.

An organized sign-up process must be used for all youth and adults who plan to participate in an outing. This is so that we can ensure the safety and logistics requirements for the event are understood and met. Often, we will use a GoogleDoc sign-up form accessed from the Crew 202 website. On occasion, Crew 202 will piggy-back on a Troop 202 outing and use the troop's sign-up form to register. The deadline to register for a weekend outing is typically nine days prior to departure. After that date, anyone who decides to drop out must still pay the full cost of the outing. Non-Venturing siblings may not participate in an outing unless it is specifically promoted as a family event.

For Venturers under age 18, signing up is a parent responsibility, because the sign-up form includes a permission slip and liability release that require an electronic signature. This is done by entering your name and the unique PIN that has been assigned to you. The Special Considerations section of the sign-up form must include any medications the youth will take while on the outing, any acute or chronic health conditions that could become an issue during the outing, and current contact information for the parents or designated emergency contacts during the outing.

Any adult who plans to camp with the Crew must either be registered with Crew 202 or must be an the parent of a registered youth who is on the outing (or both). In addition, each adult must have completed BSA Venturing Youth Protection training (an online course available at [www.myscouting.org](http://www.myscouting.org)) and Diocese Protocol "Safe and Sacred" training (available online through the diocese). The BSA Venturing Youth Protection training must be renewed after two years, and Diocese Protocol training must be renewed every three years. Even if the adult has been previously trained, the training must be current through the last day of the outing for the adult to be an eligible camper.

Any adult who plans to drive for an outing must meet the same requirements as an adult camper (whether they are planning to stay and camp or not), and must also provide the following

driver/vehicle information to the coordinator for inclusion in our tour plan: first/middle/ last name, date of birth, driver license number (and state if not Indiana), auto year/make/model, number of seatbelts (including the driver's seat), liability insurance coverage per person, liability insurance coverage per accident, and property damage insurance coverage. All drivers must complete the training course "*Transporting Scouts Safely*" and sign the Driver's Pledge (found at the end of the training).

All youth and adults participating in an outing meet near the Troop 202 trailer in the parking lot at St. Elizabeth Ann Seton (or, by exception, at another announced rally point) for instructions, headcount, gear distribution or collection, and driving directions. Uniforms are worn by youth and registered adults when traveling to and from an outing. Youth are not assigned to cars by the Crew. Instead, volunteer drivers indicate how many seats remain available in each car, and youth are asked to choose a driver. All drivers must be at least 25 years old. This is an insurance requirement of our chartered organization. Youth must be courteous and orderly at all times while en route to outings. Eating and drinking in vehicles is allowed only after asking and receiving permission from the driver. Upon arrival, all riders must remove any personal items and garbage from the vehicle and dispose of it properly. If riders soil a vehicle, inside or out, they will clean it upon return to St. Elizabeth Ann Seton. At the end of the outing, all vehicles -- all youth and adults -- are expected to return to the St. Elizabeth Ann Seton rally point once again for debrief and gear distribution. Nobody leaves the church until everything is put away, trash is disposed of, and any leftover food is properly stored.

Cars may not 'caravan' to an outing. As defined by BSA, caravanning is following the vehicle in front of you as the only means of knowing how to get to the destination. Instead, each driver should have a map, written directions, or GPS navigation. The adult who is working with the youth planner for the specific outing will collect and share cell phone numbers among drivers for use in case of emergency or breakdown en route. Each driver should be paired with a buddy driver who will make the same fuel stops or rest stops. BSA tour plan guidelines are followed in determining if the driving distance warrants an overnight stop.

Whenever a co-ed group of Venturers attends an overnight event, co-ed adult leadership (over age 21) is also required. While on outings, it is recommended that youth sleep with other youth, but sometimes sleeping arrangements are driven by compliance with the rules of Venturing Youth Protection so that a youth sleeps with his/her parent. Girls under age 18 may only tent with other girls under age 18 or family members, boys under age 18 sleep with other boys, etc. Sleeping, bathroom, and shower facilities must be designated in a way that provides proper privacy and separation for youth/adult and male/female participants.

Upon return from any campout, equipment that was used during the outing will be distributed among the youth who participated so that they can clean, inspect, and pack it for the next use. Occasionally, Crew 202 may borrow equipment from Troop 202. The troop has a large investment in equipment that helps keep gear expense for each individual new Scout to a minimum. Like the Boy Scouts, Venturers must learn that the life and usability of the troop equipment (as well as their own personal equipment) depends on how well they maintain it.

Each participant is expected to bring his/her personal camping gear, clothing and outerwear suitable to the weather conditions, a personal mess kit, and a durable hydration system (i.e., not a disposable water bottle). Pocket knives must fold, may not exceed the length of the user's hand when fully open, and must be accompanied by a valid Totin' Chip card. Refer to the attached Crew 202 equipment list for a campout to see other items to bring.

### **Advancement**

- Youth are encouraged to pursue advancement through the progressive Venturing awards.

- Youth are encouraged to complete the requirements for the Ranger, Quest, and TRUST awards and for the religious emblem of their faith.
- Youth wishing to pursue a Venturing award should discuss their intention with the Crew Advisor, who can provide coaching and insight or connect the youth with other resources as appropriate.
- Once most of the requirements are complete for a Venturing award, the youth should approach the Crew Advisor for a discussion. If a board of review within the Crew is needed, the Crew Advisor will aid the youth in arranging it. For the final progressive Venturing award (Summit) and some other awards, a board of review at the district or council level is required.
- Completion of other youth awards is encouraged: BSA Lifeguard, BSA Snorkeling, BSA Mile Swim, Fifty-Miler, Hornaday awards, etc.
- Awards earned by Venturers will be recognized at the first opportunity at a meeting or Crew event, and formal recognition will be made at a court of honor or other periodic ceremony as agreed by the Crew leadership team and endorsed by the Crew Committee.
- Youth pursuing the Boy Scout rank of Eagle may not complete their leadership and merit badge requirements through participation in Crew 202. While national BSA does allow youth to continue advancing toward Eagle in a Venturing Crew after reaching First Class rank, Crew 202 does not have sufficient resources to support the advancement activities. Instead, youth seeking Boy Scout ranks are encouraged to participate in Troop 202.

## **Service**

Service to others is a core value in Crew 202. Individual Venturers are encouraged to pursue service opportunities as they work toward completion of the progressive Venturing awards. At least several times per year, members of the Crew will participate in group service activities. Examples might include Scouting for Food, helping with events at our chartered organization (St. Elizabeth Seton Church), and conservation projects. The Vice President of Communication / Secretary takes the lead in disseminating information about service events, and tracks hours worked so they can be reported to the national BSA database of service performed by Scouting youth and adults.

## **Communications**

Personal communications at Crew meetings and outings are generally most effective. However, from time to time it is necessary to communicate via email, phone, or other means. The following procedures apply to communications within Crew 202.

- An e-mail distribution lists has been established for Crew 202. The address is not shared here for security reasons, but members of the Crew should know it and use it as needed.
- Crew 202 has a private Facebook page where membership is by invitation only. Information shared via the Facebook page is also sent via email so that all members receive it.
- Only Crew 202 business may be conducted via the e-mail distribution list or private Facebook page.
  - No recruiting for non-Scouting activities.
  - No advertising or sales of any kind.

## **Fundraising**

Members of Crew 202 are encouraged to participate in fundraising to pay for their Scouting expenses. Two fundraisers that are regularly available to Crew members are BSA popcorn sales in the fall, and Camp Card sales in the spring. Proceeds from a youth's fundraising are held in the Crew's bank account and earmarked to pay for Scouting activities for the youth.

Other fundraisers may be offered from time to time as opportunities arise and Crew programs warrant. Youth are encouraged to participate in these fundraisers as well, to fund their year of Scouting

activities. Parent participation is also required to support the Scouts' efforts and make the fundraisers successful. Any new (external) fundraising activity proposed by the Crew leadership team must be approved by the Crossroads of America council.

### **Scout Account**

When a youth joins Crew 202, a Scout Account is automatically created for him/her. Payments made by the youth and any profit from fundraising activities are placed in the individual account. A report of an individual's account balance is available from the Crew Treasurer (adult). Funds from the account may be used to finance Scouting activities – food and expenses for outings, payment for a campout, purchase of uniforms, etc. When a Venturer reaches age 21 or leaves the Crew, any remaining funds derived from Crew fundraising will revert back to the Crew's general fund.

The Crew operates on a cash basis for most events. Payment for all outings and activities is due before the activity occurs. If a person signs up to participate in an outing, payment must be made by cash or check. Negative Scout Account balances are not allowed. A Venturer is responsible for making sure his/her account is current at all times. In the case of financial hardship, please discuss with the Crew Advisor or Crew Committee Chair to learn about available scholarships and workerships.

### **Re-Chartering**

Each year, the Crew must re-charter with BSA. At this time (October), each member of the Crew is asked if they plan to renew membership for the coming year. Each youth member is charged the \$34 registration/insurance cost (unless the youth has paid for primary registration in another Scouting unit) and \$24 for the annual Crew 202 activity fee. Like youth, any adult who is not primarily registered in another Scouting unit must pay his/her \$34 registration/insurance cost. Funds from the Crew 202 activity fee are used to cover the charter application cost, training expenses, bank costs, and minor materials expenses.

### **Medical Procedures**

Every participant in an overnight outing – youth or adult – must have a current health form on file with the Crew. Parts A and B of the form must be completed for ALL participants, and for ALL overnight outings. Part C must be completed for any outing lasting more than 72 hours, and for any overnight stay (even one night) at a summer camp or high adventure base. The Part C form must be dated by the individual's physician not earlier than one year before the last day of the outing, and must be updated more frequently if health conditions or medications change.

Prescription medications and over-the-counter medications to be taken while at a Crew 202 outing are kept by the individual youth or adult. Youth (under age 18) who must take prescription medications while on an outing should report them to an adult upon arrival. While adults may assist with administration of medications or remind youth to take them, it remains the responsibility of each individual participant to know if there are medications and to take them.

### **How Can Parents Help?**

Although the Venturing program is youth-run, there are a number of ways for adults to help. Some things adults can do to help ensure an excellent program and experience are:

- Encourage your son/daughter to participate actively, attend meetings, and go on outings. These are places where new skills are learned and memories are made.
- Become an eligible adult camper by completing a couple of basic training courses (Venturing Youth Protection and Diocese Protocol "Safe and Sacred" training), and participate in outings.

- Become an eligible driver (over age 25) by completing a couple of training classes (the same ones required for adult campers) and submitting the driver, vehicle, and insurance information needed to complete our tour plan application. Also complete the 'Transporting Scouts Safely' training, and sign the Driver's Pledge. Then sign up to help with transportation to outings.
- Help with fundraisers.
- Serve on boards of review. Some Venturing awards require a board of review after a conference with the Crew Advisor. Committee Members and parents may serve on boards of review as needed.
- Become a Committee Member. The Crew Committee is the forum for establishing unit policies and for resolving issues that could otherwise become obstacles to youth success in the program. You do not need to be a registered member of the Crew Committee in order to attend. However, if you wish to register for the position, you must complete Venturing Youth Protection training and Diocese Protocol "Safe and Sacred" training, as well as *Crew Committee Challenge* training. The position-specific *Crew Committee Challenge* course is available online and periodically in our council.
- As you gain experience in the Crew, if you anticipate being involved in meetings and campouts on a regular basis, consider becoming an Associate Advisor. In this role, you will do more coaching in Scoutcraft and interpersonal skills, and must complete additional position-specific training. As with other registered roles, the training must be completed before you register for the position. Candidates are also asked to meet with the Crew Advisor to understand expectations and how to help support the Crew's successful programs.
- Volunteer to help a youth plan an outing. A yearly planning meeting is held, usually in late August. At that time, the schedule of major outings and events in the coming year is set. All youth and adults are urged to attend and input to the plan. Once the major outings are defined, the Crew leadership team meets periodically to develop a plan for the intervening months to prepare for the major activity, to experience the outdoors, to hold recruiting events, and to enjoy fun and fellowship. A youth is assigned to plan each event, and an adult is needed to assist and coach the youth. The adult's primary focus is ensuring that safety and risk management procedures are followed.
- Subject matter experts are valuable resources to support Venturing advancement and awards. Science, Technology, Engineering, and Math (STEM) awards, conservation awards, and other activities frequently require adult mentors. If you're not sure where you can help, ask the Crew Advisor or Crew Committee Chair.

### **Additional Resources**

- Most things in Scouting are best learned by experiencing them first hand, so there is no substitute for attending meetings and outings to learn both skills and Crew procedures.
- The Crew 202 website contains a number of resources and a current calendar of Crew activities. It can be found at [www.crew202.us](http://www.crew202.us).
- Our Crew guidelines and procedures are consistent with the Guide to Safe Scouting, Guide to Advancement, and other publications of the national Boy Scouts of America. Find current references at [www.scouting.org](http://www.scouting.org).
- For uniforms, handbooks, camping gear, and other Venturing items, visit the Crossroads of America Scout Shop at 7125 Fall Creek Road North, Indianapolis, IN 46256.