

SCOUTS CANADA

COURSE TRAINING

STANDARD



It starts with Scouts.

CREW

WOOD BADGE PART I

MAY 2011
VERSION 2.0

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Introduction

This document contains the curriculum and associated material for the Crew Wood Badge Part I course. It is understood that it will be used in conjunction with the “Rover Wood Badge Part I Critical Documents Index” that can be found under separate cover. The “Text Book” for this course is the [Rover Program Handbook](#), 2009 Dec.

The intended audience for the Crew Wood Badge Part I is the Rover Advisors.

General Section

This section contains:

- **Course Description** – A concise overview of the Course Expected Outcome, the Course Duration, a list of session topics that make up the course, and the prerequisites.
- **Sample Agenda** – This agenda suggests the sequence of session to be presented. It provides a logical grouping of the sessions along with the approximate time needed to present the topic. The module groupings can be used to pace a course either through a series of evenings or around meals and other breaks on a weekend course.
- **Evaluation Strategy** – This form can be used to judge the response of the participants to the course. This evaluation form will be produced as an editable form on the web so as to have the option of participants completing it at home after the course or printed and completed at the course.

Topic Outlines

The Topic Outlines contain the expectation of each of the topics listed in the Course Description. The key objectives for each topic provide the range of points that should be covered during that session. The details of each of these points will be found in the reference material that is listed for each topic.

Crew Wood Badge I Course Description

Program Name: Volunteer Development		Code: TMS1/R
Course Name: Crew Wood Badge Part I Training		1 weekend, 12-16 hours or E-Learning. (Note: Topic times are minimum requirements. Total course time not to exceed the maximum stated.)
Learner Group: Crew Advisors		
Course Learning Outcome: At the completion of a section Wood Badge Part I, the Advisor will be a better contributing member of the leadership team through exposure to the necessary knowledge, skills and attitudes required to help Rovers plan and execute a program as described in the Program Handbook that will comply with the Mission of Scouts Canada and Scouts Canada's By-Laws, Policies and Procedures.		
Course description: Face to face lecture, case study, hands-on activities.		
Evaluation process: Observation, feedback sheet		
Module	Topics	
Module 1	<ol style="list-style-type: none"> 1. Program Foundations 2. Organization Framework and Program Structure 3. Risk Management 4. Spirituality 	
Module 2	<ol style="list-style-type: none"> 5. Understanding, Communicating, and Working with Rover Scouts 6. The Rover Crew 7. The Rover Advisors' Role 	
Module 3	<ol style="list-style-type: none"> 8. Administering the Rover Crew 9. The Rover Scout Program 10. Program Planning and Evaluation 11. Theme Based Crews 12. Linking Activities in the Crew 	
Module 4	<ol style="list-style-type: none"> 13. Effective Operations 14. Recognition and Ceremonies 15. Assessing Leadership Opportunities and Organizational Abilities 16. Parliamentary Procedures and By-Laws (Running an Effective Meeting) 	
Module 5	<ol style="list-style-type: none"> 17. Promoting Outdoor Activities 18. Outdoor Essentials 19. Local Topics 	
Prerequisites: Member or potential member of Scouts Canada. Read the welcome available at http://www.scouts.ca/nswk/new/welcome-e.html		
Dress: Uniform and appropriate outdoor wear		
Participant equipment required: Pen and paper, Rover Program Handbook , and The Field Book for Canadian Scouting, New Scouter Welcome Kit		
Trainer Notes: Separate rooms for each section offered.		
Equipment and Resources: Rover Program Handbook, By-Laws, Policies & Procedures, Presentation Support Material (Data projector, flipchart, markers, etc.)		
Course Designers: National Training Network		Dated: May 2011

Crew Wood Badge I Sample Agenda

MODULE 1- FUNDAMENTALS

Time	Topic	Presenter(s)
45 min	1. Program Foundations	
45 min	2. Organization Framework and Program Structure	
45 min	3. Risk Management	
30 min	4. Spirituality	
5 min	Wind-Up – Revisit Participant Expectations	
170 Min	Total	

MODULE 2- PROGRAM SUPPORT

Time	Topic	Presenter(s)
60 min	5. Understanding, Communicating, and Working with Rover Scouts	
60 min	6. The Rover Crew	
45 min	7. The Rover Advisors' Role	
5 min	Wind-up – Revisit Participant Expectations	
170 Min	Total	

MODULE 3 –PROGRAM DELIVERY

Time	Topic	Presenter(s)
30 min	8. Administering the Rover Crew	
30 min	9. The Rover Scout Program	
45 min	10. Program Planning and Evaluation	
15-30 min	11. Theme Based Crews	
20 min	12. Linking Activities in the Crew	
5 min	Wind-up – Revisit Participant Expectations	
160 Min	Total	

MODULE 4 - PROGRAM FRAMEWORK

Time	Topic	Presenter(s)
60 min	13. Effective Operations	
30 min	14. Recognition and Ceremonies	
30 min	15. Assessing Leadership Opportunities and Organizational Abilities	
30 min	16. Parliamentary Procedures and By-Laws (Running an Effective Meeting)	
5 min	Wind-up – Revisit Participant Expectations	
155 Min	Total	

MODULE 5- THE “OUT” IN SCOUTING

Time	Topic	Presenter(s)
45 min	17. Promoting Outdoor Activities	
60 min	18. Outdoor Essentials	
30 min	19. Local Topics	
15 min	Wind-up – Revisit Participant Expectations and Presentations	
150 Min	Total	

Evaluation Strategy – Crew Wood Badge Part I



Competent and confident leadership is the cornerstone of a high quality and successful youth program that will enable Scouts Canada to attract and retain more members, volunteer and youth alike. The key to providing Scouters with the skills and knowledge they need to deliver high quality programming is access to engaging, consistent, and relevant Wood Badge Training Courses.

As outlined in Scouts Canada's Volunteer Support Strategy, training activities should be undertaken with the aim of achieving the following primary outcomes:

1. 100% volunteers trained with Wood Badge I for their primary role
2. Training quality is measured at each Scouts Canada accredited course; 60% of participants strongly agree with core quality statements

Consistent evaluation of course quality enables continuous improvement of both content and delivery while also supporting sustainment of the learner-focused training system.

The National Training Network (NTN) of Scouts Canada has developed a standard evaluation form that must be used for all Scouts Canada accredited training courses (e.g. Wood Badge, Outdoor Skills, Commissioners' Course). The core quality statements contained within the standard evaluation are standard across all assessments of training quality regardless of delivery method. Course Leaders for in-person training opportunities must forward the collective results of these evaluations to the DCC Training (or appropriate Training Manager).

By employing a standardized approach to training quality assessment, the NTN is better able to understand the overall effectiveness of training opportunities provided within Scouts Canada. The collective results further enable the NTN to ensure that course standards and offerings remain relevant to the Scouters who attend them. Standard measurement of training quality will permit the sharing of best practices as well as identification of focus areas for support and improvement.

The standard training evaluation form is contained within the Volunteer Support Toolkit located at www.scouts.ca/vstk .

Topic Outlines

Presenter Name _____

Date/Time _____

TOPIC NAME:	Program Foundations
DURATION:	45 Minutes
AIM:	Participants will acquire a better understanding of the foundation of Scouting.
KEY OBJECTIVES:	<ul style="list-style-type: none"> Outline the Mission which outlines the primary focus of the organization. <i>“The mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in Society.”</i> Outline the Principles: Duty to God, Duty to Others, and Duty to Self. Explain how the principles that represent our fundamental beliefs form a “code of ethics” for how Scouting expects all members to conduct themselves while participating in activities. Outline the Scouting Practices & Methods and how they assist in a progressive self-education approach Outline the 3 Position Statements and 7 Strategic Directions as Pillars of our Organization State the Scout Promise, Law and Slogan and compare the progression of the Promise, Law and Motto among the sections and the change and the growth from each section
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	<p>Section Leader’s Handbook</p> <p>BP&P Section Introduction - Updated Feb 2009</p> <p>Brand Promise</p> <p>Mission, Principles and Practices</p>
QUALITY STANDARDS SECTIONS:	Spiritual Emphasis
RESOURCES REQUIRED:	Scouts Canada By-laws, Polices and Procedures, Section Leaders’ Handbook
TRAINER NOTES:	Have the Mission, the Principles, the Promise and Law on display.

TOPIC NAME:	Organization Framework and Program Structure
DURATION:	45 Minutes
AIM:	Participants will be able to better understand the organizational structure of Scouts Canada and identify the support available to them. Participants will understand all the section programs of Scouting.
KEY OBJECTIVES:	<ul style="list-style-type: none"> • Outline the Structure of Scouts Canada. Point out that all these roles support the youth either through working directly with the youth or supporting the adults that work with the youth. <ul style="list-style-type: none"> ○ World Council ○ National Services ○ Council ○ Area ○ Youth Forum ○ Group Commissioner ○ Group ○ Sponsor/Partner ○ Group Committee ○ Section • Explain the Program Structure for youth between ages of five and twenty-six and their parameters or emphasis on age and service and badge framework. <ul style="list-style-type: none"> ○ Beaver Scouts ○ Cub Scouts ○ Scouts ○ Venturer Scouts ○ Rover Scouts ○ ScoutsAbout ○ Extreme Adventure
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	BP&P Section 2000 Scouts Canada Structure
QUALITY STANDARDS SECTIONS:	
RESOURCES REQUIRED:	Scouts Canada By-laws, Polices and Procedures, Section Leader's Handbook
TRAINER NOTES:	Participants should be able to identify at least one other person who can offer support. Participants should not go away from the course thinking they are on their own.

Presenter Name _____

Date/Time _____

TOPIC NAME:	Risk Management
DURATION:	45 Minutes
AIM:	Participants will be able to explain and apply Scouts Canada method of risk assessment to the scouting activities being conducted.
KEY OBJECTIVES:	<ul style="list-style-type: none"> • Explain and discuss “What is Risk Management” <ul style="list-style-type: none"> ○ Identify and assess potential risks and hazards associated with regular meeting places. ○ Take appropriate measures to minimize or avoid the potential risks and hazards.
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	BP&P Section 7000 Duty of Care National Risk Management for Leaders PowerPoint BP&P Section 20000 Forms BP&P Section 10000 Camping and Outdoor Activities How to Protect Your Child From Abuse: A Parent's Guide
QUALITY STANDARDS SECTIONS:	Training/Leadership
RESOURCES REQUIRED:	Scouts Canada By-Laws, Policies and Procedures, Section Leader Handbook How to Protect Your Child From Abuse: A Parent’s Guide
TRAINER NOTES:	<p>Risk management should be incorporated into all appropriate sessions throughout the course such as: Outdoor Skills, Program Planning, Program Activities, etc. This topic is only an orientation to risk management practices and to have participants understand the value and criticality of the- “Right people in the right place at the right time with the right equipment.”</p>

TOPIC NAME:	Spirituality
DURATION:	30 Minutes
AIM:	Participants will be able to develop spiritual awareness and respect for faith diversity for and with the youth in their section or group.
KEY OBJECTIVES:	<ul style="list-style-type: none"> • Provide examples of activities to help youth express and respond to God's love in their daily lives: Opening & Closing prayers, Grace, Scout's Own, storytelling, nature hike and "Do a good turn everyday" • Provide examples of activities to develop respect for others and to increase their appreciation of diversity in our society: Multi-faith event participation • Explain that the purpose of a Scout's Own is to expose youth to multi-faith and spiritual development and as an opportunity in order to teach/reinforce lessons on acceptance, friendship etc.
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	<p>Section Leader's Handbook Spirituality Award – The Rationale Spirituality Award Religion in Life Awards</p> <p>Thoughts for Sharing, Let's Celebrate 2 The Best of the Leader's Cut Out Pages</p>
QUALITY STANDARDS SECTIONS:	Spiritual Emphasis
RESOURCES REQUIRED:	Scouts Canada By-laws, Policies and Procedures, Section Leader's Handbook Program Builder Online ,
TRAINER NOTES:	<p>This is not a religious topic but an opportunity to share opportunities for youth to grow within their own spiritual development at their own pace.</p> <p><i>"Duty to God" as defined by the World Organization of the Scouting Movement, means a person's relationship with the spiritual values of life, the fundamental belief in a force above mankind."</i></p>

TOPIC NAME:	Understanding, Communicating and Working with Rover Scouts
DURATION:	60 Minutes
AIM:	Participants will better understand some of the typical physical, mental and social abilities of Rover Scouts.
KEY OBJECTIVES:	<p><u>Understanding Rover Scouts</u></p> <ul style="list-style-type: none"> • Describe the need for interpersonal relations at this age • Create a supporting environment for Rovers and their lifestyle • Youth and their Rights • Gender and Ethnicity • Moral Development • Spirituality Development and Growth • Consider the importance of their values and experiences • Recognizing their adolescent aspirations and confidence building <p><u>Communicating with Rover Scouts</u></p> <ul style="list-style-type: none"> • Youth and Adults <p><u>Working with Rover Scouts</u></p> <ul style="list-style-type: none"> • Discuss the notion that Rovers are adults in society and Youth in Scouting • Offer the opportunity for all Rovers to be leaders in their events • Offer them the chance to explore their adolescent aspirations and confidence building • Use positive coaching techniques to develop their skills, knowledge and confidence
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	<p>BP&P Section 7000 Duty of Care</p> <p>Rover Program Handbook – Part 2</p>
QUALITY STANDARDS SECTIONS:	Spiritual Emphasis, Family/parent involvement, Youth Input
RESOURCES REQUIRED:	Scouts Canada By-laws, Polices and Procedures, Rover Program Handbook
TRAINER NOTES:	

TOPIC NAME:	The Rover Crew
DURATION:	60 Minutes
AIM:	Participants will understand the functioning structure and operation of a Rover Crew.
KEY OBJECTIVES:	<ul style="list-style-type: none"> • Identify the different and varied types and make-up of Rover Crews <ul style="list-style-type: none"> ○ Themed - Knighthood, etc ○ Vocational/Special Interest (Details in later session) • Describe the Crew organization <ul style="list-style-type: none"> ○ Who is eligible to be a member • Explain the makeup of the Crew Executive <ul style="list-style-type: none"> ○ Size of the Executive ○ Crew President / Mate ○ Crew Secretary / Scribe ○ Crew Treasurer / Keeper of the Purse ○ Crew Quartermaster/Keeper of the Stuff • Describe role of activity and project leaders • Explain the requirement for Crew By-Laws (Details in later session) <ul style="list-style-type: none"> ○ Means to an End ○ Drafting By-Laws • Explain overview of the planning process • Discuss the merits and values of determining: <ul style="list-style-type: none"> ○ Setting goals ○ Setting guidelines ○ Budgeting ○ Business meetings ○ Meeting Place
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	Rover Program Handbook – Part 2 BP&P S5000 Scouts Canada's Programs
QUALITY STANDARDS SECTIONS:	Program Planning, Youth Input, Training/Leadership, Membership/Retention/Growth, Administration
RESOURCES REQUIRED:	Rover Program Handbook
TRAINER NOTES:	

TOPIC NAME:	The Rover Advisors' Role
DURATION:	45 Minutes
AIM:	Participants will better understand the role and responsibilities of a Rover Advisor.
KEY OBJECTIVES:	<ul style="list-style-type: none"> • Identify various leadership styles and when each style is appropriate • Discuss and/or review the Duty of Care required: <ul style="list-style-type: none"> ○ Encourage Positive Behaviour (Discipline) ○ General Conduct ○ Responsibility to Youth ○ Responsibility to Parents ○ Responsibility to Self • Discuss the accountability and the responsibilities to: <ul style="list-style-type: none"> ○ Youth ○ Program ○ Organization ○ Advisor ○ Parents • Explain the required training strategy <ul style="list-style-type: none"> ○ Expectation and requirement for mandatory Leader Training ○ Members select Advisors, Group Commissioner approves ○ How to train, coach and mentor Rover Scouts in their roles as crew members
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	BP&P Section 7000 Duty of Care Rover Program Handbook – Part 2, Part 3
QUALITY STANDARDS SECTIONS:	Training/Leadership
RESOURCES REQUIRED:	Scouts Canada By-laws, Polices and Procedures, Rover Program Handbook
TRAINER NOTES:	

TOPIC NAME:	Administering the Rover Crew
DURATION:	30 Minutes
AIM:	Participants will better understand the roles of the youth in the administration of a Crew and how to develop a resource list to aid in the program.
KEY OBJECTIVES:	<ul style="list-style-type: none"> ● Identify the value and need for Youth/Adult registration <ul style="list-style-type: none"> ○ Adults over 18 sign own registration forms ○ Rover Scouts as Youth, Leader as Volunteer ● State the forms in Camping and Outdoor Activity Procedures required for a crew program ● Discuss the importance of Financial record keeping according to BP&P ● Explain the lines of accountability between sections and Group Committee ● Learn what budget requirements are needed to submit to Group Committee per BP&P ● Identify acceptable fundraising activities i.e. Popcorn, Scoutrees and acceptable use of funds ● Identify how accurate record keeping can aid in group’s membership growth ● Explain the reason for inventory of assets ● Define the accepted use of Logo and intellectual property ● Explore ways to retain and grow membership by: <ul style="list-style-type: none"> ○ Inviting members back at the beginning of each year ○ Those not returning at any time are contacted by the Rover Mate ● Hosting one activity per year that focuses on increasing membership
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	BP&P Section 3000 Membership & Registration BP&P Section 20000 Forms BP&P Section 10000 Camping and Outdoor Activities BP&P Section 11000 Financial and Fundraising Procedures Rover Program Handbook
QUALITY STANDARDS SECTIONS:	Administration, Membership/Retention/Growth
RESOURCES REQUIRED:	Scouts Canada By-laws, Polices and Procedures , Rover Program Handbook
TRAINER NOTES:	

TOPIC NAME:	The Rover Scout Program
DURATION:	30 Minutes
AIM:	Participants will better understand the Rover Scout program
KEY OBJECTIVES:	<ul style="list-style-type: none"> • Identify typical program content • Identify opportunities for Rovers to develop their own and collective goals and objectives for the crew program • Discuss opportunities and need for Service <ul style="list-style-type: none"> ○ Not all about number of Service Hours ○ Voluntary • Identify various Awards in the program <ul style="list-style-type: none"> ○ Rambler Badge ○ Duke of Edinburgh Award ○ Scout of the World Award ○ Gifts of Peace ○ Program Standards and Awards Application • Identify various Ceremonies (Details in later session) • Address the need to incorporate and develop spirituality for Rover Scout members • Explain opportunities to develop their personal faith through participation in their religious community and the Religion in Life Award program.
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	<p>Rover Program Handbook</p> <p>The Duke of Edinburgh Award</p> <p>Religion in Life Award Program</p> <p>Spirituality Award</p> <p>Scout of the World Award</p> <p>New Scouter Welcome Kit</p> <p>Program Standards and Awards Application</p>
QUALITY STANDARDS SECTIONS:	Program Planning, Outdoors, Community Service, Environmental Awareness, Spiritual Emphasis, Badge/Award Program
RESOURCES REQUIRED:	Rover Program Handbook
TRAINER NOTES:	

TOPIC NAME:	Program Planning and Evaluation
DURATION:	45 Minutes
AIM:	Participants will understand their role in the program planning process and how they can encourage the Rovers to achieve the objectives of the Rover Scout Program
KEY OBJECTIVES:	<p><u>Program Planning</u></p> <ul style="list-style-type: none"> • Define and explain the program planning process • Explain who does the Planning – Executive vs. Crew • Explain short-range, medium-range and long-range planning • Discuss how to generate program ideas • Discuss how the Rover Quality Program Standards and Awards aid in well-balance programming • Explore resources available to aid in planning such as calendar of events, faith and cultural calendar, council and area calendars <p><u>Program Evaluation</u></p> <ul style="list-style-type: none"> • Discuss need for evaluation of program events and risk management both prior and afterwards for the leaders and the youth • Use the Rover Scout Quality Program Standards and Awards as a measurement tool • Evaluate the merits in badge based program themes to accomplish badge requirements and to provide well-balance programming <p><u>Planning Exercise</u></p> <ul style="list-style-type: none"> • Conduct a planning exercise
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	Rover Program Handbook , Rover Quality Program Standards and Awards
QUALITY STANDARDS SECTIONS:	Program Planning, Community Service, Youth Input, Membership/Retention/Growth
RESOURCES REQUIRED:	Rover Program Handbook, Rover Quality Program Standards and Awards
TRAINER NOTES:	

TOPIC NAME:	Theme Based Crews
DURATION:	15 - 30 Minutes (depending on audience)
AIM:	Participants will be aware of the various theme based (i.e. Vocational/Special Interest Based) Rover Scout opportunities and understand how they fit within the Rover program.
KEY OBJECTIVES:	<ul style="list-style-type: none"> • Identify goals and objectives of theme-based programs • Discuss the available vocational opportunities <ul style="list-style-type: none"> ○ Police, Fire, EMT, Sea Rovers, etc. • Discuss the Special Interest opportunities <ul style="list-style-type: none"> ○ Electronic, Computer Research, Health Care, Extreme Outdoor Adventure, etc. • Identify various partnerships available • Explain the requirement for theme-based training • Identify uniform and variations to Scouts Canada uniform • Discuss open and closed Crews
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	Rover Program Handbook – Part I
QUALITY STANDARDS SECTIONS:	Youth Input, Badge/Award Program, Training/Leadership
RESOURCES REQUIRED:	Scouts Canada By-laws, Polices and Procedures, Rover Program Handbook
TRAINER NOTES:	

TOPIC NAME:	Linking Activities in the Crew
DURATION:	20 Minutes
AIM:	Participants will understand the importance of linking activities for the Crew
KEY OBJECTIVES:	<ul style="list-style-type: none"> • Explain what a linking activity is • Discuss benefits of linking activities <ul style="list-style-type: none"> ○ Younger sections have older role models ○ Insight into what they have to look forward to ○ Advertising and promotion for the older section • Discuss how linking activities contribute to the development of youth. <ul style="list-style-type: none"> ○ Broadens Rover's' awareness of the other sections ○ Involve Venturers in the program of the Rover Scouts • Provide examples of linking activities <ul style="list-style-type: none"> ○ Multi-section camps ○ Round Tables – Linking with Other Rover Scouts ○ Offers of service at area, council and national events ○ Participation in Rover Scout planned events ○ Progression Ceremonies, Investiture Ceremonies, etc.
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	Rover Program Handbook
QUALITY STANDARDS SECTIONS:	Linking, Membership/Retention/Growth
RESOURCES REQUIRED:	Rover Program Handbook
TRAINER NOTES:	

TOPIC NAME:	Effective Operations
DURATION:	60 Minutes
AIM:	Participants will understand how to facilitate effective weekly meetings and be able to advise Rover Executive how to fulfill their roles.
KEY OBJECTIVES:	<p><u>Leadership</u></p> <ul style="list-style-type: none"> • Explain and discuss situational-based leadership • Describe to executive how to structure a weekly meeting • Describe the value and use of Crew resource books <p><u>Decision Making</u></p> <ul style="list-style-type: none"> • Explain and discuss the value for situation decision making i.e. individually, by activity teams, by executives and through the crew as a whole • Identify how to get effective decisions • Identify varied decision-making methods • List the steps in assessing their decision-making
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	Rover Program Handbook – Part 3
QUALITY STANDARDS SECTIONS:	Training/Leadership
RESOURCES REQUIRED:	Rover Program Handbook
TRAINER NOTES:	

TOPIC NAME:	Recognition and Ceremonies
DURATION:	30 Minutes (ceremony optional)
AIM:	Participants will be able to help the Rover Executive recognize achievement and conduct appropriate Ceremonies and be aware of the formal and informal Scouts Canada recognition that is available.
KEY OBJECTIVES:	<p><u>Ceremonies</u></p> <ul style="list-style-type: none"> • Explain different ceremonies available <ul style="list-style-type: none"> ○ Investiture ○ Vigil (optional for Knighthood theme) ○ Old members leaving ○ Installation of officers ○ Recognition of achievement ○ Opening and Closing of meetings ○ Uniform requirements ○ Youth Recognition ○ Perform an investiture (optional) <p><u>Recognition</u></p> <ul style="list-style-type: none"> • Discuss different formal recognition available i.e. Medal of Maple, years of service, etc. • Discuss informal recognition opportunities
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	Rover Program Handbook –Part 1 BP&P Section 9000 Recognition
QUALITY STANDARDS SECTIONS:	Spiritual Emphasis, Badge/Award Program
RESOURCES REQUIRED:	Scouts Canada By-laws, Polices and Procedures , Rover Program Handbook
TRAINER NOTES:	

TOPIC NAME:	Assessing Leadership Opportunities and Organizational Abilities
DURATION:	30 Minutes
AIM:	Participants will be able to help the Crew assess their leadership opportunities
KEY OBJECTIVES:	<ul style="list-style-type: none"> • Discuss various leadership opportunities available <ul style="list-style-type: none"> ○ Leader in another section ○ Service Scouter • Discuss strengths of their abilities for various roles and assessment of those abilities • Explain the value of representation on the Youth Forum • Explain the function and value of Rover Round Tables • Explain the value of a Group Committee Rep for the Rover Crew
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	
QUALITY STANDARDS SECTIONS:	Training/Leadership
RESOURCES REQUIRED:	
TRAINER NOTES:	

TOPIC NAME:	Parliamentary Procedures and By-Laws (Running an Effective Meeting)
DURATION:	30-45 Minutes
AIM:	Participants will be able to help the Crew run efficient business meetings
KEY OBJECTIVES:	<ul style="list-style-type: none"> • Describe or demonstrate to the Rover Executive : <ul style="list-style-type: none"> ○ Setting an agenda ○ Structure of meeting minutes ○ Order of Business ○ Motions ○ Voting on Motions ○ Records retention ○ Crew Log Book ○ Use of Robert's Rules of Order • Explain value of and the requirement for By-Laws <ul style="list-style-type: none"> ○ Provide sample By-Laws ○ Creating By-Laws to govern activities of Crew Members
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	Rover Program Handbook Robert's Rules of Order Sample Crew By-Laws
QUALITY STANDARDS SECTIONS:	Youth Input
RESOURCES REQUIRED:	Rover Program Handbook, sample Crew By-Laws
TRAINER NOTES:	

TOPIC NAME:	Promoting Outdoor Activities
DURATION:	45 Minutes
AIM:	Participants will know the range of outdoor activities that the Rover Crew can explore and the role the Advisor must play during the planning of these outings.
KEY OBJECTIVES:	<p><u>Discuss the availability of Outdoor Activities</u></p> <ul style="list-style-type: none"> • Awards and council activities • Service activities • Rover Moots, Jamborees, Group Camps, etc. • Sharing Session of Outdoor Activities (optional) • Online sources – Event Calendars, Rovering.org, Moot book (Facebook group) <p><u>Planning of Outdoor Activities</u></p> <ul style="list-style-type: none"> • Discuss things to consider when taking the program outdoors <ul style="list-style-type: none"> ○ Where to go? ○ Why go? - The purpose of the trip ○ What to do? – What will be the activities ○ What equipment, clothing, food will be required? ○ How long to go for? – The duration of the trip ○ How far to go? – The distance of the trip ○ What is the emergency plan? ○ What is the environmental impact? <p><u>Discuss managing Risk of Outdoor Activities</u></p> <ul style="list-style-type: none"> • Need for assessing level of activities – Green, Yellow, Red • Appropriate use of forms for outdoor activities • Importance of evaluating the outdoor activities • Fulfills the requirement for meeting leader/youth ratio • Appropriate training or expertise required i.e. first aid qualifications
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	<p>BP&P Section 10000 Camping and Outdoor Activities</p> <p>Leave No Trace booklet</p> <p>Survivorman Challenge</p> <p>World Scout Environment Award</p>
QUALITY STANDARDS SECTIONS:	Outdoors, Environmental Awareness
RESOURCES REQUIRED:	Scouts Canada By-laws, Policies and Procedures, Leave No Trace
TRAINER NOTES:	

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Presenter Name _____ Date/Time _____

TOPIC NAME:	Outdoor Essentials
DURATION:	60 Minutes
AIM:	Participants will be aware of the skills that are needed for outdoor activities. This session is not intended to ensure the participants have these skills.
KEY OBJECTIVES:	<ul style="list-style-type: none"> • Explain the necessary knowledge and skills required for outdoor activities for: <ul style="list-style-type: none"> ○ Basic personal equipment and its' uses. ○ Common knots and their correct use ○ Basic camping equipment and cooking equipment ○ Map (road and topographical) and compass reading ○ Impact of our activities on the environment ○ Potential environment conditions and hazards ○ Causes and symptoms, signs, prevention, and treatment of the following: <ul style="list-style-type: none"> ▪ Dehydration, ▪ Frostbite, ▪ Hypothermia, ▪ Sunburn/sunstroke, and ▪ Heatstroke ○ Procedures to prevent getting lost or separated from the group ○ Purpose of a personal emergency kit
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	Field Book for Canadian Scouting BP&P Section 10000 Camping and Outdoor Activities Rover Quality Program Standards and Awards World Scout Environment Award
QUALITY STANDARDS SECTIONS:	Outdoors, Environmental Awareness
RESOURCES REQUIRED:	Various resource books on camping, outdoor skills, Leave No Trace booklet, etc.
TRAINER NOTES:	This session is not intended to ensure the participants have these skills. The National Outdoor Skills will be covering the knowledge and opportunity to practice these skills.

TOPIC NAME:	Local Topics
DURATION:	Not to exceed 30 minutes (optional)
AIM:	<p>This session is to be used to cover the local scouting topics. Topics should be specific to the council in which training is provided. This may or may not be applicable to other Councils.</p> <p>The content must be approved by the Council Commissioner and forward to the Deputy Council Commissioner for Volunteer Services.</p>
KEY OBJECTIVES:	<ul style="list-style-type: none"> • Council Direction and Information • Council /Area Activities • Urban vs. Rural topics • Prepared general information on program resources • Special topics which pertain to the training area such as Disabilities, Substance Abuse, ADD and ADHD etc. See special notes below.
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	
QUALITY STANDARDS SECTIONS:	
RESOURCES REQUIRED:	
TRAINER NOTES:	<p>The content must be approved by the Council Commissioner and forward to the Deputy Council Commissioner for Volunteer Services. To be filed with the course report.</p>