



District Scouting Chair Position Description



- **The District Scouting Chair (DSC) reports to the District Commander as their advisor on all things related to the American Legion's (TAL) and the Boy Scouts of America (BSA) programs and activities.**
- **The DSC represents their District on the Department of Florida Scouting Commission, which is led by the Department Scouting Commission Chairman.**

RESPONSIBILITIES

- **Dual Affiliation:** Be an up-to-date TAL, Sons of the American Legion, or Auxiliary Unit member and a registered Scouter at the BSA unit, district, and/or council-level with current Youth Protection Training.
- **Documentation:** Maintain an up-to-date document that identifies TAL-BSA chartered (formal) relationships within your district and provide this to the Department Scouting Chair on a quarterly basis.
 - List all Department of Florida TAL posts, squadrons, and auxiliary units that share a signed charter agreement (Charter) with a BSA unit (Cub Scout pack, Scouts BSA troop, Venturing crew, or Sea Scout ship) within your District's geography.
 - Include email and telephone contact information for the:
 - 1) BSA unit Key 3 - Chartered Organization Representative (COR), Committee Chair, and Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Ship Skipper),
 - 2) The TAL Institutional Head/Executive Officer (Commander or President)
 - 3) Post Scouting Chair (if they are not serving as the BSA unit COR).
- **Documentation:** Maintain an up-to-date document that details current contact information (email and phone number) for all Post Scouting Chairs within your District's geography and provide this to the Department Scouting Chair on a quarterly basis.
- **Communication:** Contact your Post Scouting Chairs and/or BSA unit Key 3 on a quarterly basis to remind them of the submission deadlines for the following recognition:
 - *Eagle Scout of the Year* (no later than March 1st)
 - *American Legion & Scouting Square Knot Award* (anytime)
 - *Outstanding Post Scouting Program* recognition (first week of May)
 - Department Commander-signed *Good Citizenship Certificates* at Eagle Scout Courts of Honor (two weeks before the ceremony), and
 - *Frank N. Belgrano Jr. Trophy* (Department submission due in August)
- **Recognition:** Actively solicit articles and pictures from your posts that detail and depict the positive relationship between the TAL and the BSA
 - Forward newsworthy articles and photos for inclusion in the Department of Florida's Legion Link. Email them directly to the Department Scouting Chair (Scouting@legionmail.org) in Microsoft Word document format by the 10th of each month (except June).
 - In the same format and fashion, forward articles and/or pictures that, consolidated with other District input, supports and substantiates the annual TAL national-level Frank N. Belgrano, Jr. Trophy recognition nomination by **July 15**.
- **Relationship Building:** Develop and maintain a working relationship with BSA council Key 3 and/or BSA district Key 3 in your assigned area and pursue joint activities such as: encouraging American Legion participation in BSA council events, strengthening the current TAL-BSA chartered relationships, and establishing new or additional chartering opportunities for TAL family of posts/squadrons/auxiliary and chapters.



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- **Representation:** Whenever possible, attend your quarterly Legion District meetings, Department Fall Conference, and Department Convention to update Legionnaires on current issues and new initiatives. Encourage joint Legion-BSA participation in events such as Wreaths Across America and Memorial Day remembrance ceremonies.

Note: The Department Scouting Commission Chair has a (limited) discretionary budget that can be used to support these lines of effort (subject to approval by the Department Adjutant).

SUGGESTED TIMELINE FOR 2023-2024:

JULY 2023

- Create an email distribution list of your Post Scouting Chairs. Encourage communication and the sharing of post-level Scouting events and best practices among your Post Scouting Chairs.
- Acknowledge Department-level recognition (Eagle Scout of the Year, Outstanding Post Scouting Program) by Scouts and posts in your district at the post level.
- Familiarize yourself with the resources available on the Department of Florida Scouting website at <https://www.floridalegion.org/programs-services/scouting/resources/>
- Gather (or reconfirm) and update the point of contact information for all Post Scouting Chairs, Institutional Heads, and BSA unit Key 3 for each BSA unit within your District.
- Submit newsworthy articles/photos by the **10th of the month** to the Department Scouting Chair

AUGUST 2023

- Reach out to your assigned BSA council Key 3 and/or Council Executive to (re)introduce yourself and discuss opportunities for coordination and engagement (Council Committee, Roundtable, Commissioner's Meetings, etc.).
- Submit newsworthy articles/photos by the **10th of the month** to the Department Scouting Chair

SEPTEMBER/OCTOBER 2023

- Encourage your District and Posts to jointly participate with their BSA units in local events (Election Day, Veterans' Day and Memorial Day parades, Flag Retirements).
- Ask your Post Scouting Chairs to make certain that they were designated as such on the *Post Program Chair* form. This form, found in the *Post Administrative Manual*, is provided at the Department Convention in June. This designation determines what program material that the Department Programs Director provides to the post in November.
- Submit newsworthy articles/photos by the **10th of the month** to the Department Scouting Chair

NOVEMBER 2023

- Attend the Department of Florida Fall Conference Scouting Commission training session in Orlando (**17-19 November**)
- Communicate the *Eagle Scout of the Year Scholarship Application* submission deadline of 01 March at the Post and BSA Council to promote this recognition.
- The Department Programs Directors mails the Program Packets containing information about the Scouting to the Posts.
- Submit newsworthy articles/photos by the **10th of the month** to the Department Scouting Chair



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JANUARY/FEBRUARY 2024

- Remind Posts and Council that *Eagle Scout of the Year Applications* are due to Department no later than **01 March**.
- Submit newsworthy articles/photos by the **10th of the month** to the Department Scouting Chair

MARCH 2024

- **01 March** – *Eagle Scout of the Year* applications are due to Department.
- Remind Post Scouting Chairs to assemble Scouting related information for the *Consolidated Post Report* and *Department Addendum* (# of BSA units chartered, number of youth served, amount donated to Scouting activities)
- Submit newsworthy articles/photos by the **10th of the month** to the Department Scouting Chair

APRIL 2024

- Remind Post Scouting Chairs to begin preparing their application for the Department-level *Outstanding Post Scouting Program Award*, due by **05 May**, which covers **01 May -30 April** of the previous year.
- Submit newsworthy articles/photos by the **10th of the month** to the Department Scouting Chair

MAY 2024

- **05 May** - Outstanding Post Scouting Program Award applications are due to the Department Programs Director. The post must have submitted their *Consolidated Post Report* to be eligible for consideration.
- Submit newsworthy articles/photos by the **10th of the month** to the Department Scouting Chair

JUNE 2024

- If possible, attend the pertinent Department of Florida Convention sessions in Orlando (**13-16 June**).
- Unless serving as the DSC for 2024-25, prepare turnover documents and files for the next DSC to provide continuity.