

District Activities Committee Orientation

Sam Houston Area Council
13 January 2018



Welcome!

As **district activities chair** of your district, you have a unique opportunity to assist your district Scouters in providing a quality program for our youth!

You have accepted the responsibility to ensure that all district activities are conducted in accordance with national and council guidelines.



Council Support

To keep you informed and provide updates to national and council program policies and guidelines, the council activities committee meets with district activities chairs four times per year :

- Key Leader Conference in January
- Council Coordinated meetings in April, August, and October.



Communication & Training

The **Key Leader Conference** breakout for district activities committee members is considered “basic training” for your position.

Council Coordinated breakouts provide updates on what’s new that is important for you to know in your district position.

This PowerPoint deck is provided to help orient you between those sessions.



District Operations

There are four basic functions of the district:

- Membership
- Fund development
- **Program** (which includes activities)
- Unit service



Program Function

The program committees of Sam Houston Area Council include:

- ***Activities & Civic Service***
- Advancement
- Camping
- Training
- Conservation
- International
- Sea Scouts
- Venturing

Most of these committees include sub-committees, which may not exist at the district level.

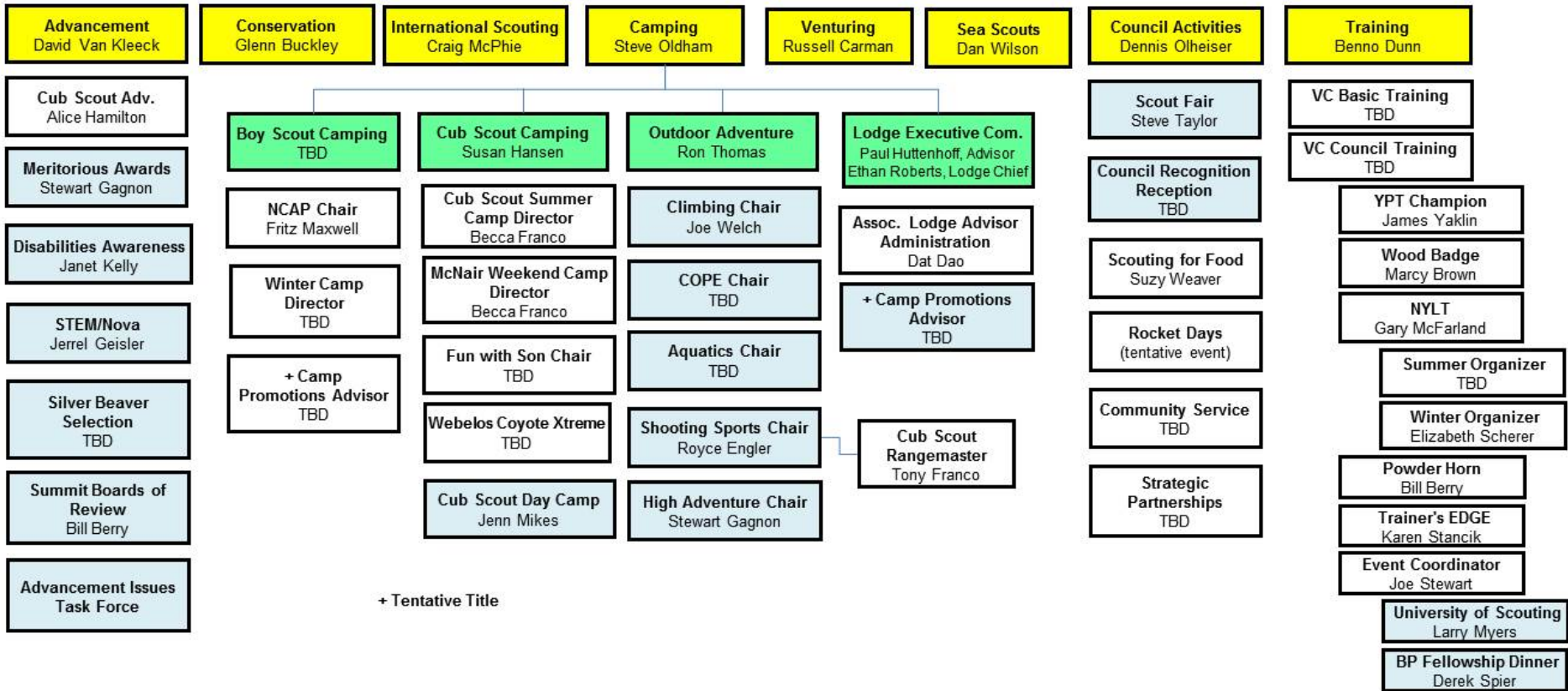


Sam Houston Area Council Program Committees

January 2018

- Standing Committee
- Support Committee
- Steering Committee
- Sub-Committee
- Individual/ No Committee

Vice Chair of Program
Diane Cannon



District Activities Chair

As district activities chair, your responsibilities include:

- Report to district program chair. Develop and implement a plan for activities and civic service projects in district.
- Ensure that activities are in accordance with national policy.
- Recruit and orient enough of the right kind of people for the district activities committee.
- Support and strengthen units by assuring program visibility and balance of activities.
- Promote and conduct displays and skill events
 - Tiger events
 - Webelos events
 - Camporees
 - First aid contests



District Program Chair

As district program chair, your responsibilities include:

- Report to district chair.
- Recruit enough of the right people as activities and civic service, training, camp promotion and outdoor, and advancement and recognition chairs.
- Ensure that district operating committee chairs and committee members are trained to carry out the functions of the district.
- Help district operating committee chairs recruit an adequate number of members to carry out the program functions of the district.
- Plan (with the district executive) the district's annual program planning conference and program review meeting.



Job Descriptions

Your complete job description as outlined by Sam Houston Area Council is provided as a handout for this slide deck. A copy can also be downloaded from the council website: “District Committee Job Descriptions.”

<http://www.samhoustonbsa.org/district-operations>



National Support Literature

BSA also provides a guidebook that will help prepare you for the tasks for which you will be responsible in your district:

*Activities and Civic Service Committee
Guide (No. 33082)*



<http://www.scouting.org/filestore/mission/pdf/33082.pdf>



Reporting to Your District

Although you will likely be keeping local district records on your own, the council will regularly provide you with reports from ScoutNet that you may help you prioritize tasks.

Be sure to share this info with the appropriate Scouters in your district who can use it to help make a difference!



SERVICE HOURS PROJECT SUMMARY REPORT

Date: 3/2/2017

Time: 2:36 pm

Overall

Sam Houston Area Council

Service Hours Unit Project Summary Report
Overall Report (Combined Traditional, Eagle and LFL)

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Start Date 02/04/2017 (Ending Date 3/2/2017)

	Units and Groups	Scouts, Participants and Leaders	Other Youth and Adults	Food Projects	Shelter Projects	Healthy Living Projects	Other Projects	Eagle Projects	Total Projects	Total Service Hours
Flaming Arrow I										
Pack 0912	First United Methodist Church Humble, TX	43	33	1	0	0	0	0	1	181
Pack 1292	Foster Elementary Pta Kingwood, TX	19	9	1	0	0	0	0	1	84
Troop 0027	Christ The King Lutheran Church Kingwood, TX	16	0	1	0	0	0	0	1	10
Troop 0056	Atascocita United Methodist Church Atascocita, TX	16	0	1	0	0	0	0	1	50
Troop 0727	St Marthas Catholic Church Porter, TX	22	0	1	0	0	0	0	1	32
Flaming Arrow I Total	5	116	42	5	0	0	0	0	5	357
Flaming Arrow II										
Pack 0039	East Montgomery County Fire Department New Caney, TX	17	7	1	0	0	0	0	1	72
Pack 1775	Thin Blue Line foundation Huffman, TX	69	49	1	0	0	0	0	1	708
Flaming Arrow II Total	2	86	56	2	0	0	0	0	2	780
Raven										
Pack 0208	St Marks United Methodist Church Baytown, TX	32	0	1	0	0	0	0	1	71
Troop 0093	Cedar Bayou Grace United Methodist Church Baytown, TX	11	6	0	0	0	0	1	1	100
Troop 0105	First United Methodist Church Mont Belvieu, TX	23	2	1	0	0	0	0	1	112
Troop 1444	Wooster Baptist Church Baytown, TX	21	3	1	0	0	0	0	1	288
Raven Total	4	87	11	3	0	0	0	1	4	571
San Jacinto										
Crew 1498	LDS - Clear Lake 2nd Ward - League City Stake Houston, TX	5	0	1	0	0	0	0	1	30
Pack 0224	Heritage Park Baptist Webster, TX	10	6	1	0	0	0	0	1	74
Pack 0595	St Bernadette Catholic Church Houston, TX	60	16	1	1	0	1	0	3	204
Pack 0692	St Luke The Evangelist Catholic Church Houston, TX	42	17	1	0	0	0	0	1	177
Pack 0737	St James United Presbyterian Church La Porte, TX	24	13	1	0	0	0	0	1	140
Pack 0773	Covenant of Faith United Methodist Church Houston, TX	29	11	1	0	0	0	0	1	160
Pack 0821	Pasadena First Church of the Nazarene Pasadena, TX	6	3	1	0	0	0	0	1	24
Pack 0870	Clear Lake Baptist Church Houston, TX	12	8	1	0	0	0	0	1	24
Pack 0930	Laporte Community Church La Porte, TX	15	5	1	0	0	0	0	1	126
Pack 0956	House of Prayer Lutheran Church Houston, TX	20	6	1	0	0	0	0	1	26
Pack 1492	LDS - Clear Lake 1st Ward - League City Stake Houston, TX	7	0	1	0	0	0	0	1	28



Using Doubleknot for District Events

What is Doubleknot?

- A configurable data management software suite focused on creating solutions for non-profit agencies.

Who Can Access Doubleknot?

- How can I gain access to doubleknot?
- Why does the council limit access to doubleknot?

What Kind of Things Can Be Done on Doubleknot?

- 2 major tasks for districts
 - Registration/Payment for Events
 - Surveys
- Other Tasks
 - Reservations & Facilities Management
 - Ticketing & Admissions
 - Donations & Fundraising

Why Do We Use Doubleknot for District Events?

- Information is standardized and accessible 24 hours a day
- Registration can be made easy to follow
 - Sign-ups are all directed to one location
- Funds can be collected ahead of time, meaning you know your event budget before the event happens, as well as units have more buy in to attend
- It is a secure site for financial data processing (unlike some other registration sites)

Should I create an Event or a Survey?

Event

Multiple Days

Multiple Registrant Types

Needs to collect \$

Needs to provide detailed description

Specific dates necessary

Survey

Not Collecting \$

Skips Payment info process

Can be done anonymously

Needs less detail

Doesn't need to be tied to a specific date

