
Council and District Services

Contributed by Administrator
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The Capitol Area Council and its districts provide the following services to units through our charter partner organizations: Field Services, Administrative Services, Program Services, and Service Center Services.

Field Service

- Provide ways for boys to join Scouting
- Assist in organizing new Packs, Troops, Teams, Posts and Learning for Life Groups
- Provide charter reviews with chartered partner organizations
- Coordinate district operations
- Hold Roundtables for program help, materials, and ideas
- Help plan meeting agendas for operating committees
- Write newsletters, news releases, prepare notices and flyers
- Give talks to service clubs
- Meet with civic and religious leaders
- Check health and safety precautions
- Give recognition when earned
- Show how to select unit/district/council leadership
- Inspire volunteers into action for youth
- Strengthen weak units
- Interpret and maintain BSA and council policy
- Explain advancement procedures
- Encourage unit budget plans, assist in planning fund raising events
- Assist in organization of unit committees
- Offer Boys Life as a program aid
- Interpret monthly program themes
- Encourage twelve-month program
- Promote council and district program opportunities
- Coordinate civic service and good turn activities
- Support district program activities
- Maintain interest of Scouting's charter partner organizations

Administrative Services

- Encourage financial support of the public for Scouting
- Administer and control council budget
- Interpret and enforce national BSA policies
- Recruit council and district volunteer leadership
- Assist United Way organizations with their campaigns
- Employ and manage the professional and support staff
- Maintain goodwill with public media

Program Services

- Operate council camping facilities at Lost Pines Scout Reservation
- Advise on future camping development
- Staff council summer camping programs
- Coordinate Scouting Activities, mall shows, fairs
- Support recognition dinners and activities
- Conduct camporees and other inter-unit programs
- Promote Philmont and other national high adventure programs
- Maintain inventory of visual aids equipment
- Conduct Basic Training courses for all program levels
- Conduct Cub Scout Resident Camping programs
- Prepare and distribute Program Planning materials to all units
- Conduct fall program kick-off events
- Coordinate delegations to national events
- Advise on unit outdoor programs
- Provide program help for day camps and summer camp
- Assist in camping promotion
- Advise on all training materials and courses
- Handle public relations
- Support Order of the Arrow activities
- Conduct training courses and commissioner conferences
- Provide specialized high adventure training
- Conduct Wood Badge, Silver Pines and Junior Leader Training Courses

- Conduct Cub Scout Day Camps
- Provide training recognition

Service Center Services

- Write, publish, and mail newsletters and information on camps and activities
- Process annual charter renewals
- Process membership registration
- Print and distribute unit charters and membership certificates
- Handle telephone inquiries on BSA programs and activities
- Maintain activity information and registration records
- Process advancement reports
- Certify tenure records
- Process Eagle applications and other national awards
- Maintain accounting records
- Support a well-stocked Scout Shop
- Prepare program kits, re-registration kits, and activity materials
- Maintain audio-visual library
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- Keep official records and files for all activities
- Certify tenure and registration records
- Maintain archive files of advancement and registration
- Maintain fundraising records
- Maintain office equipment and mailing lists
- Administer parts of the religious awards programs
- Develop and implement the council's long range plan
- Provide adequate insurance for council youth, volunteers, staff, properties, and programs
- Support regional and national programs
- Promote planned giving and endowment
- Extend foundation support of Scouting
- Publicize Scouting's progress to the community

