



DENVER AREA COUNCIL 2017 NATIONAL JAMBOREE CONTINGENT

Document: ASM/Advisor Position Roles & Responsibilities

Revision 1 24 April 2015

1. Contingent

a. Troops:

- i. There will be six provisional Troops. Each Troop is composed of thirty-six scouts and four adults. The Scouts are organized into four eight-member patrols and one Senior Patrol of four members.
- ii. The four adults are the Scoutmaster, Assistant Scoutmaster-Program (ASM#1), Assistant Scoutmaster-Logistics (ASM #2), and Assistant Scoutmaster-Records (ASM #3).
- iii. The adult responsibilities are aligned with the four senior Patrol members, who are the Senior Patrol Leader, the Assistant Senior Patrol Leader, the Quartermaster and the Scribe.
- iv. Each Troop will recruit adults to form a Troop Committee, designating a Committee Chairman, Treasurer, and other roles as necessary. It is advisable that all families represented in the Troop have one parent as a member of the Troop Committee.

b. Venture Crews:

- i. There will be two Venture Crews. Each Crew is comprised of eight youth and two adults.
 - ii. One adult will be the Crew Advisor and the other adult will serve as Associate Crew Advisor. Between the Crews, the adults will be assigned to one of the following roles: Program, Logistics or Records roles, so that the Crews will have input into and communication from these groups. Adults may be assigned to more than one role, or a parent volunteer may be included to balance the volunteer work-load.
 - iii. Each Crew shall elect or appoint a Crew President and Crew Vice-President.
 - iv. Each Crew will recruit adults to form a Parent Committee, designating a Committee Chairman, Treasurer, and other roles as necessary. It is advisable that all families represented in the Crew have one parent as a member of the Parent Committee.
- c. Each Scoutmaster and Crew Advisor will actively participate in regular contingent conference calls and face-to-face meetings, so as to provide input and communication concerning contingent operations.
- d. Each Assistant Scoutmaster and Associate Crew Advisor is expected to provide leadership within the context of a youth-run contingent Troop or Crew
- e. Duties assigned by the Scoutmaster or Crew Advisor will often be in conformity with the particular Assistant/Associates' role. In addition, each Assistant/Associate will be a member of a committee of the similarly assigned Assistant/Associates from all Troops and Crews, in order to carry out their contingent-wide responsibilities described below.
- f. In all facets of the Jamboree experience, teamwork and a positive attitude will be required traits.

2. Adult Leader Duties and Expectations

- a. Continue to provide leadership to your regular Troop/Crew
- b. Assist in recruiting members for the Council contingent from your home Troop/Crew and by making presentations at Roundtables, individual Troop/Crew Courts meetings and Council events (Scout Show, Courts of Honor, etc.)
- c. Attend monthly meetings of the contingent Troop/Crew
- d. Attend Patrol Leaders Council meetings of the contingent Troop or the officers meeting of the Crew, as scheduled by the SPL or Crew President

- e. Attend committee meetings of your Assistant designation, as that group decides on frequency and timing, and participate actively in the functions that group carries out (many hands make light work)
- f. Attend the majority of activities as scheduled by the contingent and/or Troop/Crew
- g. Attend contingent-wide events (usually two or three over the course of the next 18 months), generally dinner or Saturday gatherings
- h. Pass a physical examination using the standard Jamboree medical form
- i. Pay the contingent Jamboree fee
- j. Attend the entire Jamboree trip, including the pre-tour
- k. If you have not already done so, complete either Wood Badge training or serve as an ASM at a week of BigHorn training prior to departure for the Jamboree
- l. Participate and contribute to an after-action report, feedback survey process and turnover of any documentation for future contingent use (meeting minutes, contacts, orders, process documentation, etc.)

3. Assistant/Associate Leader Roles and Responsibilities

a. Program

- i. Develop the plan for the pre-Jamboree tour, working in conjunction with the ASPL's/Crew VP and ASM-Program's team. Scouts from the Troops/Crews should be involved in decisions wherever possible
- ii. Working in coordination with the Logistics team, assist in making travel arrangements through the Contingent Travel Agent (airlines, busses, dormitories, meals)
- iii. Develop Programs for contingent-wide events and campouts
- iv. During the pre-tour, coordinate your Troop's or Crew's participation in the tour events with the SPLs or Crew Presidents
- v. Act as the Scoutmaster/Crew Advisor in their absence
- vi. Make opportunities to inject unique fun/pizzazz into all events
- vii. Works with the Jamboree Contingent Leader for budget/funding requests, approvals and regular updates
- viii. Coordinate and communicate with all other contingent leaders and teams at all times!

b. Logistics

- i. Develop the packing list for Scouts' personal gear
- ii. Develop the Troop/Crew and contingent equipment lists
- iii. Coordinate decoration of the Gateway banner for your Troop/Crew once provided by National
- iv. Arrange and facilitate the packing and shipping of any/all contingent equipment and Scout personal gear to/from the Jamboree site
- v. Ensure all supplies/equipment issued by National for participants is distributed (duffle bags, t-shirts, Jamboree participant patch, etc.)
- vi. Understand the Jamboree site layout PRIOR to the Jamboree, and be familiar with all Jamboree issued equipment – and the unpacking/packing procedures at the Jamboree site
- vii. Facilitate the ordering of any contingent supplies or equipment. Including t-shirts, hats, day packs, etc.
- viii. With the Youth QM, supervise set-up and take-down of the Jamboree campsite
- ix. Be responsible for all Jamboree site recycling and trash management, educating and delegating through the Troop/Crew youth leadership
- x. Coordinate food/equipment needs for contingent events (campout, overnights, etc.)
- xi. Arrange for transportation to contingent camping events
- xii. Arrange for meeting facilities, meals and other physical arrangements for contingent-wide events

- xiii. In coordination with the Program team, assist in making travel arrangements through the Contingent Travel Agent (airlines, busses, dormitories, meals)
- xiv. Works with the Jamboree Contingent Leader for budget/funding requests, approvals and regular updates
- xv. Coordinate and communicate with all other contingent leaders and teams at all times!

c. Records

- i. Track each participant's progress towards payment of the Jamboree fee
- ii. Develop and administer fundraising opportunities for the contingent Troop/Crew (recruiting multiple parent volunteers from the Troop/Parent Committees are strongly encouraged to run fundraiser events!)
- iii. Administer all financial transactions, records and reporting for the Unit
- iv. Track participants' compliance with Medical Examination requirements; maintain copies of physicals forms for contingent use after originals are submitted to National
- v. Ensures participant medications are managed and distributed as per Jamboree requirements
- vi. Maintain records of participants' swim test results
- vii. Ensure all participants have appropriate identification for contingent travel and while at the Jamboree
- viii. Administer paperwork for contingent-wide ordering, such as for T-shirts, patches, etc. (working with the Logistics team and Patch Coordinator)
- ix. Works with the Jamboree Contingent Leader for budget/funding requests, approvals and regular updates
- x. Coordinate and communicate with all other contingent leaders and teams at all times!