



Adults in Scouting Policy

VOLUME 1

**THE SPONSORING INSTITUTION
AND THE UNIT LEVEL POSITIONS**

**Adults in Scouting Committee
2016 Revised Edition**



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Creating a Better World

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Revised Edition

Program and Adult Resources Development
Adults in Scouting Committee

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This policy is intended for the use of all registered Adult Leaders and Leaders of Adults at the Unit and Sponsoring Institutions with regard to their duties and responsibilities of their present appointment. This policy is the revised and updated version of the ARP Policy Volume 1 in 2000 and the adoption of the World AIS Policy in 2011.

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Boy Scouts of the Philippines



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Boy Scouts of the Philippines
OFFICE OF THE NATIONAL PRESIDENT
National Office
Manila

Dear Scout Leaders and Leaders of Adults,

A heartfelt thanks and gratitude to all of you, who have been devoting your time, efforts and expertise in rendering service to the Boy Scouts of the Philippines in general and the Program and Adults in Scouting Development in particular. In spite of your hectic schedules and heavy workloads, you never failed to serve the youth by faithfully carrying out your duties and responsibilities in your respective Units, Sponsoring Institutions, Scouting Districts, Local Councils and Regions.

I believe Col. James Doolittle when he said that **"Nothing is stronger than the heart of a volunteer"**. Volunteerism is an act of compassion. It is an act of selfless service for a cause that will outlast our name and leave our noble legacy behind for the future generations.

It is with great honor and privilege therefore, that I am presenting to you the Revised Adults in Scouting Policy Series including Volumes 1, 2 and 3 for all Ranks and Levels. Having this policy that will guide you in performing your tasks and make it truly motivating and inspiring. With the readily available terms of reference, guidelines and policies related to our roles as Adults in Scouting, we are assured that we will have a more efficient and effective management of the various Scouting levels.

This Manual offers a detailed and comprehensive job description, profile, duties and responsibilities, and will serve as effective instruments in developing the youth to become responsible citizens and future leaders of our country and thus, contribute and help in making a much peaceful and better world.

Long live Scouting. Long live Boy Scouts of the Philippines!



WENDEL E. AVISADO
National President



Boy Scouts of the Philippines
OFFICE OF THE SECRETARY GENERAL
National Office
Manila

My Dear Friends, Colleagues and Fellow Workers in Scouting,

Warmest greetings to one and all! I personally salute and congratulate our volunteer leaders and professional staff involved in the revision of the BSP's National Adults in Scouting Policy: An Introduction to the Life Cycle of an Adult in Scouting. Truly this effort is a job well done. I take pride and honor to present this policy to our Scout Leaders and Leaders of Adults at all levels.


I am certain that this will surely help you to have a better understanding and clearer perspective on how we aim to manage your tenure in Scouting with much enriching experience. This will be a series of three (3) Volumes of National AIS Policy – the Volume 1 covers the Unit and Institution Level Positions, Volume 2 encompasses the District and the Council Level Positions, while Volume 3 scopes the Regional and National Level Positions. These series specifically outline the Job Profile, Job Description and Mutual Agreement for all Unit Leaders and that of the Leaders of Adults.

This will also serve as the foundation and underlying principles of our respective functions, roles and responsibilities in Scouting and eventually will help and support our young people as they go through our Youth Programme, which will train them to become future leaders and responsible citizens that will contribute in nation-building, thus, help in creating a better world.

With that, for and on behalf of the Professional Staff of the Boy Scouts of the Philippines, National Office and the National Executive Board, I wish to convey our sincerest appreciation and deepest gratitude to all of you.

May God Bless Us All!

Yours in Scouting,


ROGELIO S. VILLA, JR.
Acting Secretary General



Greetings!

In our pursuit to make scouting as a way of life, the Boy Scouts of the Philippines continues to put premium on the very important role of adult leaders in this noble organization.

As such, the BSP has continuously boosted the knowledge and capacity of adult leaders across the Philippines to help flourish the scouting movement.

Congruent to our vision of preparing the youth to become agents of change in communities, it is incumbent upon our organization to also mold adult leaders to better implement our vision. The BSP leadership remains committed on this premise, and shall continue to find innovative ways to this cause.

On behalf of the BSP, I wish to extend my snappy salute to all adult leaders in the Philippines for taking part in the noble task of nation-building and character-building among our young scouts. Your sense of volunteerism creates ripples of transformation across the archipelago. You are the unsung heroes of this organization and it is proper that we extend our appreciation to all you have done to the advancement of scouting movement in the Philippines.

The publication of this important document highlights the commitment of the BSP to propagate the number of adults involved in our movement. Included here are important pieces of the organization's training policies and the Policies related to the Adults in Scouting in general.

As chairman of the Committee on the Adults in Scouting, I want to ensure that we are working hard on increasing the number of adult leaders for us to be able to steer the direction of the BSP in the years ahead.

As you scan this important document, may you reaffirm your commitment in helping our scouting community grow stronger.

Thank you very much and more power.

Mabuhay ang Boy Scouts of the Philippines!

A handwritten signature in black ink, appearing to read 'Allan L. Rellon', written over a circular stamp or seal.

HON. ALLAN L. RELLON

Chairman, Adults in Scouting Committee
BSP Vice President for Mindanao
Leader Trainer

Boy Scouts of the Philippines

VISION

Foremost in preparing the youth to become agents of change in communities, guided by the Scout Oath and Law.

MISSION

To help the youth develop values and acquire competencies to become responsible citizens and capable leaders anchored on the Scout Oath and Law.

CODE OF CONDUCT OF ADULT LEADERS

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.

This is achieved by involving them throughout their formative years in a non-formal educational process; using a specific method that makes each individual the principal agent in his or her development as a self-reliant, supportive, responsible and committed person; and assisting them to establish a value system based upon spiritual, social and personal principles as expressed in the Scout Oath and Law.

A Code of Conduct is therefore expected of all Unit Leaders, Committeemen, Institutional, District, Council, Regional and National Scout officials to include patrons and parents who work within the Boy Scouts of the Philippines. They must recognize that, at all times, they should act responsibly and exercise a sense of concern, of responsibility, to the youth members and young people in general.

As An Adult Scout Leader, I Will:

1. Respect my dignity and that of other Leaders in Scouting and in the community;
2. Demonstrate a high degree of personal responsibility, recognizing that at all times my words and actions are an example to the members of the movement and the community in general;
3. Act in accordance with Scouting principles at all times, aware that I am Scouting's mirror in action;
4. Act with consideration and good judgement in all my interpersonal relationships with Scout Leaders and young people in Scouting;
5. Respect everyone's right to personal privacy at all times, taking special care when and where sleeping, changing of clothing, bathing and ablution is associated with any Scouting activity;
6. Avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance while supervising and/or accompanying Scouts and other youth members;
7. Not indulge in bullying, physical or verbal abuse, sexual harassment, neglect or any other types of abuse towards fellow Scout Leaders and Youth Members, with full awareness that these are conduct unbecoming of any member of the Movement;
8. Not use the Movement to promote my own beliefs, behavior or practices where these are not compatible with Scouting principles.

I. INTRODUCTION

Quality Youth Programme breeds Quality Scouting, hence, this boils down to the Quality of Adults we have in Scouting. On the onset, this 2016 Revised Edition of the National Adults in Scouting Policy: An Introduction to the Life Cycle of an Adult in Scouting will provide an operational framework to the Boy Scouts of the Philippines in the management of adult resources at all levels for both Unit Leaders and Leaders of the Adults.

Though it takes time for all us to synthesize and integrate key points that will highlight the appropriate and applicable terms as stated in the new World Adults in Scouting Policy and with that of our own 1999 version of Adult Resources Policy, we certain that this time, our policy is more relevant, timely and responsive to the needs of the times.

Consequently, this should this will focus on how we can better provide enriching experience to our Adult Leaders such that they can provide an improved and substantial quality youth programme for more young people. Hence, this policy will give more emphasize to the key role played by adults to support the growth of Scouting Movement. From Adult Resources to Adults in Scouting, and so what makes any difference for the Boy Scouts of the Philippines. Allow me to give a more definite working statement and hopefully a clearer perspective and an in-depth understanding of Adults in Scouting as cited by the WOSM.

Adults in Scouting (AIS) refers to the systematic and comprehensive programme of adult resources management for Volunteers and Professionals, to improve the effectiveness, efficiency, commitment and motivation of the leadership in Scouting, in order to produce quality youth programme for young people; and a more effective and efficient organization. (Excerpts from the World Scout Bureau, Adults in Scouting World Policy 2011).

Moreover, citations from the Strategy Document on Adults in Scouting, World Scout Bureau in 1990 underscore the following:

- AIS covers the entire process of attracting, supporting and developing adult members of the Scout Movement to provide competent leadership for the benefit of young people.
- AIS includes the selection, recruitment, contracting, training, performance appraisal, recognition, promotion, reassignment and retirement of adult members.
- AIS supports the acquisition, use and future development of the knowledge, skills and attitudes required to achieve the goal of the organization, i.e to contribute to the development of young people in achieving their full physical, intellectual, social and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities.
- AIS also provides for the personal growth and development of adults in all positions in the Scout Movement.

This gives us the totality to Life Cycle of an Adult in Scouting. Accordingly, as a bona fide member of the WOSM, it is empirical for the Boy Scouts of the Philippines to subscribe, adopt and fully implement the provisions of the World Adults in Scouting Policy with consideration of its own culture, practice and tradition.

PHASE 1 – ACQUISITION AND ENGAGING OF ADULTS IN SCOUTING

Ensuring quantity and quality, the first phase of the Cycle will explain how the BSP will enable itself to acquire and engage sufficient number of adults possessing sterling qualities and commitment to accomplish its vision and mission. Quantity: We aim to achieve an optimum number of Adult Leaders managing Scout Units for better Scouting for Young People, as well as Leaders of Adults managing adult resources at all level. Quality: We seek to increase motivation and commitment among our volunteers to accomplish tasks and possessing necessary skills.

Attracting adults creatively can be done in numerous ways in which Scouting can provide means to satisfy sense of fulfillment and service to others and community. This should expound further of unlimited opportunities an adult can achieve or accomplish by rendering service.

Recruitment, on the other hand, refers to a process of an actual engagement of adults to Scouting, which leads to mutual agreement, recommendation and appointment. This sets reciprocal expectations from the adult leader and the BSP over a limited period of time.

This phase covers the task of the Association of identifying the positions needed to achieve its goals; identifying the knowledge, skills, attitude, and behavioral component/requirement of such positions, and identifying the adults/individuals equipped with such knowledge, abilities and skills.

This phase must also allow the adult leader the opportunities for him/her to understand what the association shall expect from him and also what the Association shall offer him/her to be able to perform the function successfully.

This volume, therefore, spells out the functions, job description, and job profile of the adult leader recruited for specific functions in the institution and units.

It is well emphasized that "BSP is entirely responsible for appointing and nominating its adult leaders to all positions.

PHASE 2 – TRAINING, SUPPORTING ADULTS IN SCOUTING AND PERSONAL DEVELOPMENT

The second phase focuses on Training, Support and Personal Development. When a new adult is recruited, he must be given an ample time for integration and support in preparation for his roles and responsibilities specified in his appointment.

A success of an adult in Scouting reflects positive indication of accomplishment of the mission. A new leader joins an existing team or group, which has objectives and expectations to meet. He is expected to share his new skills, talents, abilities and his own needs, wants and interests. During this phase, an adult is exposed and immersed to different Scouting activities that will give him the opportunity to serve in various capacities. Along this line, BSP shall progressively and rapidly integrate support system by means of formal and informal training scheme towards personal development.

It is expected that adult leader's satisfaction to serve equates service awards as well as recognition of qualification over a period of time when he has exemplified the right knowledge, skills and attitude along with the performance of his tasks, duties and responsibilities. Thus, providing motivation and increase in commitment to stay and serve the movement. A neophyte adult leader in Scouting evolves within the dynamics of his experience in various activities vis-à-vis the knowledge, skills and attitudes acquired from training and support from other leaders.

It is imperative that support, training and personal development is a must for all new adults in Scouting.

The second phase focuses on the support given to the adult leader to ensure success and satisfaction in the performance of his/her tasks/functions.

The BSP offers basic and advanced training courses adapted to each function which the adult leader can avail of to ensure continuous growth on his part.

This volume also spells out that as part of its obligations the Association shall ensure that the adult leader is provided the necessary support/assistance whenever required.

PHASE 3 – MANAGEMENT OF ADULTS IN SCOUTING AND DECISION FOR THE FUTURE

The third phase of the Life Cycle enables the BSP to have, by means of recommendation and appointment, at each level (National, Regional, Local, Area, District and Institution) and for all identified positions, the right person who is most likely qualified and capable to achieve the objectives set by the BSP, retain and manage adult leaders for the longest tenure as possible.

This phase begins with Tasks and Performance Review and Appraisal after the second phase of the Life Cycle. The BSP duly represented by the appointing authority will look back into the appointee's Job Description and Profile to include but not limited to their Tasks, Duties and Responsibilities vis-à-vis the Knowledge, Skills and Attitudes required as previously assess and identified at the first phase of the cycle, where assessment of needs are explicitly stated. Performance Review comes in handy in terms of appreciative inquiry or by manner of asking what has been achieved over a period of appointment, which has tenure of three (3) year subject to Renewal and Retention, Reassignment and Retirement.

This phase provides for a structure which allows mobility of the adult leader across functions through performance based appraisal system the basis of which is the Job Description for the specific position. The performance review may result to these options:

- Renewal – the adult leader gets a new appointment for the same position
- Reassignment – the adult leader is given a new position
- Retirement – the adult leader is not given either the same or new position

This volume presents evaluation instruments that can be used for performance review of the adult leader using the job description of the position as the prime basis, but also may specify other factors that may be given credit in favor of the adult leader.

With all of the foregoing, it is hoped that this volume shall be of great help not only for the Sponsoring Institution but more importantly for the adult leaders who serve in different capacities in the Association.

THE GREAT PARTNERSHIP

Responsibilities of the BSP through the Local Council:

1. To accept the Institutional Scouting Representative, upon registering with the Boy Scouts of the Philippines, as an active and voting member of the Local Council and the Scouting District where he belongs;
2. To provide Program materials to the registered leadership of the unit;
3. To make available to the Institution's registered leadership opportunities to receive continuing training;
4. To make available to the registered Scouts of the Institution the camping and outdoor facilities and equipment of the BSP;
5. To provide services as may be needed by the Institution to ensure the effective delivery of the Scouting Program;
6. To maintain such basic records as may be necessary regarding the Institution's Scout membership, advancement, tenure, and activities;
7. To assist the Institution in the promotion of religious awards, to be presented by the Scouts' own church;
8. To join with the Institution in promoting and encouraging the practice of "good turns" as a means of developing civic-consciousness;
9. To work with the Institution in promoting the Scouting Program and to attract the greatest number of boys to join Scouting;
10. To maintain in all Scouting events a climate that fosters reverence to God and faithfulness in religious duties; and
11. To provide a local Council office as a service center for helping Institutions operate their units effectively.

The obligations of the Sponsoring Institution are:

1. To adopt the Program of the Boy Scouts of the Philippines as an integral part of their own program;
2. To organize the Institutional Scouting Committee whose responsibility is to ensure that the Scouting program is effectively implemented in the Institution by seeing to it that all the financial, material, manpower, and moral support are provided;
3. To organize and operate one or more Scout units;
4. To select an Institutional Scouting Representative who must register with the Boy Scouts of the Philippines;
5. To provide safe and adequate meeting facilities;
6. To accept the principles, policies, and the method of Scouting as their own;
7. To maintain the standards of the movement as interpreted by the Local Council and to abide by the Local Council By-Laws and the Constitution of the Boy Scouts of the Philippines;
8. To provide opportunities for the Scouts to perform their responsibilities to God according to their religious preference;
9. To respect the religious preference of the Scouts in their unit;
10. To encourage and provide opportunities for the Scouts to be actively involved in his community; and
11. To encourage the maximum involvement of parents in Scouting by providing them the opportunity to participate actively in the activities of the unit.

DISTRICT/MUNICIPAL SCOUTING COMMITTEE

SPONSORING INSTITUTION

INSTITUTIONAL SCOUTING COMMITTEE

- Institutional Scouting Representative (preferably the Head of Institution *)
- Parents (one per Unit)
- Institutional Members-at-large (not to exceed the number of Units)
- Unit Leaders (one per Section sponsored and an additional one for every 10 Units)
- Institutional Scouting Coordinator (serving as Secretary)

Health and Safety**	Camping and Activities**	Advancement and Awards**	Ways and Means**
CHAIRMAN			
Vice-Chairmen*** (one per Section sponsored)			
Treasurer***	Inst'l Scgt Coordinator***	Auditor***	

Scout Units (may be of one or more Sections)				
Unit Leaders	Unit Leaders	Unit Leaders	Unit Leaders	Unit Leaders
Jr. Leaders	Jr. Leaders	Jr. Leaders	Jr. Leaders	Jr. Leaders
Scouts	Scouts	Scouts	Scouts	Scouts

*In the event that another Scout Leader is appointed/designated as Institutional Scouting Representative (ISR), the Head of the Institution automatically assumes the position of Adviser of the Institutional Scouting Committee (ISCOM).

**Depending on the number of Units sponsored, these functions may be held by functional officers or by corresponding sub-committees

***These positions may be filled up by parents and/or by Institutional Members-at-large.

THE INSTITUTIONAL SCOUTING COMMITTEE

AIM:

To help make effective the contribution of the Institution in the achievement of the vision and mission of the Boy Scouts of the Philippines.

SPECIFIC FUNCTION:

1. To make certain that the year-round Scouting activities of the Institution is wholesome, interesting and relevant to the policies and standard of the Boy Scouts of the Philippines and the Sponsoring Institution;
2. To make sure that the financial, material, and other administrative needs of the units are provided;
3. To review the progress on the implementation of the Annual Program Plan;
4. To make sure that all Adult Leaders are given the necessary training to insure the effective implementation of the Youth Program;
5. To promote and maintain the interest of the parents by involving them in the planning and implementation of the Annual Program Plan of the Institution;
6. To make sure that all Units are provided with qualified, committed, and responsible leaders;
7. To make sure that the Institution undertakes meaningful community development projects and activities;
8. To review each Unit Charter and assist in re-registering; and
9. To provide appropriate recognition/incentives for performance and contribution.

COMPOSITION:

1. The Institutional Scouting Representative (preferably, the Head of Sponsoring Institution, appointed);
2. The Parents (one per unit); and
3. The Institutional Members-at-Large (may come from friends or supporters of the Unit/Institution and should not exceed the number of Units)

4. Unit Leaders (one per Section sponsored and an additional one for every ten (10) units, regardless of the Section); and
5. The Institutional Scouting Coordinator (serving as Secretary, appointed by the Institutional Scouting Representative and confirmed by the Institutional Scouting Committee).

OFFICERS:

- 1.*Committee Chairman (elected)
- 2.*Committee Vice-chairman (elected)
- 3.Secretary (a concurrent position of the Institutional Scouting Coordinator, appointed by the Institutional Scouting Representative and confirmed by the Institutional Scouting Committee)
- 4.*Treasurer (elected)
- 5.*Auditor (elected)
6. Functional Officers or working Sub-Committees for substantially large Institutions (appointed from among the members of the Institutional Scouting Committee upon recommendation of the Institutional Scouting Representative)
 - a. Camping and Activity Officer
 - b. Advancement and Awards Officer
 - c. Ways and Means Officer
 - d. Health and Safety Officer

1. HEAD OF INSTITUTION / INSTITUTIONAL SCOUTING COMMITTEE ADVISER

Functions:

Advises the Institutional Scouting Committee and its Chairman on matters concerning:

- a. the program and policies of the Institution;
- b. the obligations of the Institution and the Boy Scouts of the Philippines;
- c. the achievement of the Institution's mission through Scouting;
- d. the enhancement of the image of the Institution.

*Elected by the Institutional Scouting Committee from among the non-Unit Leader members.

2. INSTITUTIONAL SCOUTING REPRESENTATIVE (ISR)

a. Job Description:

1. Is responsible for the chartering of the Institution by the BSP;
2. Ensures that the Scouting Program is a part of the Institution's program;
3. Coordinates with the Local Government Units (LGUs)/Non-Government Organizations (NGOs) and civic spirited citizens for support;
4. Ensures the provision of adequate and safe facilities for the Units;
5. Ensures that the conduct of Scouting activities is in accordance with the policies and principles of the Boy Scouts of the Philippines;
6. Sees to it that the institution receives regular reports from the Units;
7. Represents the Sponsoring Institution in the District / Municipal Scouting Committee and the Local Council;
8. Sees to it that leaders attend Scouting training/conferences;
9. Ensures that recognition for deserving Institutional and Unit Scouters are provided;
10. Ensures that the standards of Scouting are maintained in the Institution;
11. Sees to it that potential leaders are recruited for the operation of the Units;
12. Promotes and maintains interest of parents and leaders in Scouting; and
13. Establishes harmonious relationships with the community.

b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines;
2. Is registered with the Boy Scouts of the Philippines;
3. Finishes Scouting Orientation and Basic Training Course;
4. Is a person of good character;
5. Possesses good inter-personal relationship skills; and
6. Possesses Commitment, Availability, Willingness, Interest and Time to serve the Institutional Scouting Committee.

c. Mutual Agreement & Appointment

An agreement specifying each other's obligations is entered into by and between the Institutional Scouting Representative and the Sponsoring Institution. The Institutional Scouting Representative is appointed by the Head of Institution for a period of one (1) year, subject to renewal based on mutual agreement.

The Job Description of the Institutional Scouting Representative provides direction to the kind of work he/she is expected to do. On the other hand, the Sponsoring Institution shall:

1. Ensure that the Institutional Scouting Representative has a thorough knowledge and understanding of:
 - a. the policies and traditions of the Institution;
 - b. the resources available for Scouting purposes;
 - c. the extent and limitations of authority to commit resources;
2. Provide moral and material support necessary for the ISR to be able to attend appropriate Training Courses / Seminars /Workshops / Conferences organized by the Boy Scouts of the Philippines;
3. Provide opportunities to participate in meetings and conferences where the Institutional Scouting Representative's presence is necessary;
4. Provide moral and material support for the Institutional Scouting Representative to perform his/her responsibilities; and
5. Provide due recognition/incentives for job well done.

d. Training and Support

As part of its obligations, the Sponsoring Institution shall ensure that the Institutional Scouting Representative receives at least Scouting Orientation and is encouraged and provided support to undergo Basic and Advanced Training Courses for Leaders of Adults.

The Institution shall also ensure that the Institutional Scouting Representative is provided all assistance that will enable him / her to perform his/her duties and responsibilities effectively.

e. Review/Evaluation

Before the term of agreement expires, the performance of the ISR shall be reviewed by the Head of Institution or by the District Scout Commissioner using the instrument below:

CHECKLIST FOR PERFORMANCE APPRAISAL OF THE INSTITUTIONAL SCOUTING REPRESENTATIVE

Item	Accomplishments	5	4	3	2	1
1.	Registered or chartered the Sponsoring Institution with the BSP.					
2.	Ensured that the Scouting Program is a part of the institution.					
3.	Coordinated with the Local Government Units (LGUs)/Non- Government Organizations (NGOs) and civic spirited citizens for support.					
4.	Ensured the provision of adequate and safe facilities for the units.					
5.	Ensured that Scouting activities were conducted in accordance with the policies and principles of the BSP.					
6.	Ensured that the institution received regular reports from the units.					
7.	Represented the Sponsoring Institution in the District / Municipal Scouting Committee and the Local Council.					
8.	Ensured that leaders attended Scouting training/conferences.					
9.	Ensured that deserving Institutional and Unit Leaders are provided recognition.					
10.	Ensured that the standards of Scouting are maintained in the Institution.					
11.	Ensured that potential leaders are recruited for the operations of the Units.					
12.	Promoted and maintained interest of parents and leaders in Scouting.					
13.	Established harmonious relations with the community.					

TOTAL _____

Other contributing factors (Training/Seminars/Conferences attended; activities actively participated in, 1 point each)

1. _____
2. _____
3. _____
4. _____
5. _____

Head of Institution/District Scout
Commissioner (Rater)

Signature (Ratee)

Legend:

5= Very Satisfactory

4= Satisfactory

3= Average

2 & below = Needs Help

53-65 = Very Satisfactory

40-52 = Satisfactory

27-39 = Average

14-26 = Needs Help

Below 13 = Assign to another position

3. CHAIRMAN, INSTITUTIONAL SCOUTING COMMITTEE

a. Job Description:

1. Presides over meetings of the Institutional Scouting Committee;
2. Serves as ex-officio member of all Sub-Committees of the Institutional Scouting Committee;
3. Promotes harmonious relations between parents and the community;
4. Ensures that a year-round Scouting program in the Institution is provided;
5. Enjoins Non-Government Organizations (NGOs) and Friends of Scouting to extend assistance and support to Scouting activities of the Institution; and
6. Provides maximum opportunities for Unit Leaders and Scouts to participate in Scouting activities at all levels.

b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines;
2. Is registered with the Boy Scouts of the Philippines;
3. Finishes Scouting Orientation and Basic Training Course;
4. Is a person of good character;
5. Possesses good relationship skills; and
6. Possesses Commitment, Availability, Willingness, Interest and Time to serve the Institutional Scouting Committee.

c. Mutual Agreement & Appointment

An agreement specifying each other's obligation is entered into by and between the Institutional Scouting Committee Chairman and the Sponsoring Institution. The Institutional Scouting Committee Chairman is elected by the Institutional Scouting Committee for a period of one (1) year, renewable.

The Job Description of the Institutional Scouting Committee Chairman provides direction to the kind of work he/she is expected to do.

On the other hand, the Sponsoring Institution shall:

1. ensure that the Institutional Scouting Committee Chairman acquires thorough knowledge and understanding of:
 - a. the policies and traditions of the Institution;
 - b. the resources available for Scouting purposes;
 - c. the extent and limitations of authority to commit resources;

2. provide encouragement and motivation to attend appropriate Training Courses / Seminars / Workshops / Conferences organized by the Boy Scouts of the Philippines;
3. provide encouragement and motivation to participate in meetings and conferences where the Chairman's presence is necessary;
4. provide clear parameters within which the Institutional Scouting Committee Chairman may exercise initiative and authority to perform his/her responsibilities; and
5. provide due recognition/incentives for job well done.

d. Training and Support

As part of its obligations, the Sponsoring Institution shall encourage and motivate the Institutional Scouting Committee Chairman receives Scouting Orientation and Basic Training Course.

e. Review/Evaluation

Before the term of agreement expires, the performance of the Institutional Scouting Committee Chairman shall be reviewed by the Head of Institution or by the District Scout Commissioner using the instrument below:

Item	Accomplishments	5	4	3	2	1
1.	Presided over meetings of the Institutional Scouting Committee.					
2.	Served as ex-officio member of all Sub-Committees of the Institutional Scouting Committee.					
3.	Promoted harmonious relations between parents and the community.					
4.	Ensured that a year-round Scouting program in the Institution was provided.					
5.	Enjoined Non-Government Organizations and Friends of Scouting for the assistance and support extended to Scouting activities of the Institution.					
6.	Provided maximum opportunities for Unit Leaders and Scouts to participate in Scouting activities at all levels.					

TOTAL _____

THE INSTITUTIONAL SCOUTING COMMITTEE CHAIRMAN

Other contributing factors (Training/Seminars/Conferences attended; activities actively participated in, 1 point each)

1. _____
2. _____
3. _____
4. _____
5. _____

Head of Institution/District Scout
Commissioner (Rater)

Signature (Ratee)

Legend:

5= Very Satisfactory

4= Satisfactory

3= Average

2 & below = Needs Help

53-65 = Very Satisfactory

40-52 = Satisfactory

27-39 = Average

14-26 = Needs Help

Below 13 = Assign to another position

4. INSTITUTIONAL SCOUTING COORDINATOR / SECRETARY

a. Job Description:

1. Coordinates the activities and operations of all Units in the Institution;
2. Sees to it that Scouters in the Institution are informed of the Scouting activities to be held and conducted at all levels;
3. Prepares the Institution and the Units in the conduct of the Annual Charter Review and the Annual Round-Up by the Area/District/Municipal Scouting Committee;
4. See to it that the members of the Institutional Scouting Committee are registered with the BSP;
5. Ensures that the standards of Scouting are maintained in the Scout Units;
6. Recommends deserving Unit Leaders for recognition;
7. Encourages Unit Leaders to attend the required Scouting training; and
8. Coordinates planning, implementation and evaluation of Unit activities and projects.

9. Promotes harmonious relations among Unit Leaders and parents;
10. Prepares the agenda of the ISC meeting, in consultation with the Chairman, notifies all members and takes minutes of the Institutional Scouting Committee meetings.
11. Keeps and maintains up-to-date records of the ISC; and
12. Prepares reports required of the Institutional Scouting Committee and submits the same to the appropriate body.

b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines;
2. Is registered with the Boy Scouts of the Philippines;
3. Finishes Scouting Orientation, Basic Training Course and still willing to take further training;
4. Is a person of good character;
5. Possesses good relationship skills; and
6. Possesses Commitment, Availability, Willingness, Interest and Time to serve the Institutional Scouting Committee.

c. Mutual Agreement & Appointment

An agreement specifying each other's obligation is entered into by and between the Institutional Scouting Coordinator/Secretary and the Sponsoring Institution. The Institutional Scouting Coordinator/Secretary is appointed by the Institutional Scouting Representative for a period of one (1) year, renewable.

The Job Description of the Institutional Scouting Coordinator/Secretary provides to the kind of work he/she is expected to do. On the other hand, the Sponsoring Institution shall:

1. ensure that the Institutional Scouting Coordinator/Secretary is familiar with:
 - a. the policies and traditions of the Institution;
 - b. the resources available for Scouting purposes;
 - c. the other activities of the Institution;
2. provide moral and material support necessary for the Institutional Scouting Coordinator / Secretary to be able to attend appropriate Training Courses / Seminars / Workshops / Conferences organized by the Boy Scouts of the Philippines;

3. provide opportunity for the Institutional Scouting Coordinator / Secretary to participate in meetings and conferences where his/her presence is necessary;
4. provide moral and material support for the Institutional Scouting Coordinator/Secretary to perform his/her responsibilities;
5. Provide due recognition/incentives for job well done.

d. Training and Support

As part of its obligations, the Sponsoring Institution shall ensure that the Institutional Scouting Coordinator/Secretary finishes at least a Basic Training Course for Unit Leaders and still is encouraged to undergo Advanced Training Course for Unit Leaders with the necessary support.

The Institution shall also ensure that the Institutional Scouting Coordinator/Secretary is provided all assistance that will enable him/her to perform his/her duties and responsibilities effectively.

e. Review/Evaluation

Before the term of agreement expires, the performance of the Institutional Scouting Coordinator/Secretary shall be reviewed by the Institutional Scouting Representative or the Institutional Scouting Committee using the following instrument:

CHECKLIST FOR PERFORMANCE APPRAISAL OF THE INSTITUTIONAL SCOUTING COORDINATOR/SECRETARY

Item	Accomplishments	5	4	3	2	1
1.	Coordinated the activities and operations of all Units in the Institution					
2.	Ensured that Scouters in the Institution were informed of the Scouting activities held and conducted at all levels.					
3.	Prepared the Institution and the Units in the conduct of the Annual Charter Review and the Annual Round-Up by the District/Municipal Scouting Committee.					
4.	Ensured that the members of the ISC are registered with the BSP.					
5.	Ensured that the standards of Scouting are maintained in the Scout Units.					

6.	Recommended recognition for deserving unit leaders.						
7.	Encouraged Unit Leaders to attend the required Scouting Training, etc.						
8.	Coordinated planning, implementation and evaluation of unit activities and projects.						
9.	Promoted harmonious relations among unit leaders and parents.						
10.	Prepared the agenda of the meetings in consultation with the Chairman, notified all members and took minutes of Institutional Scouting Committee meetings.						
11.	Kept and maintained up-to-date records of the Institutional Scouting Committee.						
12.	Prepared reports required of the Institutional Scouting Committee and submitted the same to the appropriate body.						

TOTAL _____

Other contributing factors (Training/Seminars/Conferences attended; activities actively participated in, 1 point each)

1. _____
2. _____
3. _____
4. _____
5. _____

 Institutional Scouting Representative
 Chairman, ISComm (Rater)

 Signature (Ratee)

Legend:

- 5= Very Satisfactory
- 4= Satisfactory
- 3= Average
- 2 & below = Needs Help

- 53-65 = Very Satisfactory
- 40-52 = Satisfactory
- 27-39 = Average
- 14-26 = Needs Help
- Below 13 = Assign to another position

5. TREASURER

a. **Job Description:**

1. Prepares the annual budget of the Institutional Scouting Committee;
2. Records all contributions, donations and other revenues duly receipted;
3. Keeps Institutional Scouting Committee funds in a bank account;
4. Renders audited financial reports regularly, particularly during meetings of the ISC; and
5. Disburses funds of the ISC in accordance with established policies and procedures.

b. **Job Profile:**

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines;
2. Is registered with the Boy Scouts of the Philippines;
3. Finishes Scouting Orientation and Basic Training Course;
4. Is a person of good character;
5. Is knowledgeable in financial management; and
6. Possesses Commitment, Availability, Willingness, Interest and Time.

c. **Mutual Agreement & Appointment**

An agreement specifying each other's obligation is entered into by and between the Treasurer and the Sponsoring Institution. The Treasurer is elected by the Institutional Scouting Committee for a period of one (1) year, renewable.

The Job Description of the Treasurer provides direction to the kind of work he/she is expected to do. On the other hand, the Sponsoring Institution shall:

1. ensure that the Treasurer is familiar with:
 - a. the policies and traditions of the Institution;
 - b. the resources available for Scouting purposes;
 - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary for the Treasurer to be able to attend appropriate Training Courses/Seminars/Work shops / Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where the Treasurer's presence is necessary;
4. provide moral and material support for the Treasurer to perform his/her responsibilities; and
5. provide due recognition/incentives for job well done.

d. Training and Support

As part of its obligations, the Sponsoring Institution shall ensure that the Treasurer receives Scouting Orientation.

The Institution shall also ensure that the Treasurer is provided all assistance that will enable him/her to perform his/her duties and responsibilities effectively.

e. Review/Evaluation

Before the term of agreement expires, the performance of the Treasurer shall be reviewed by the Institutional Scouting Representative or the Institutional Scouting Committee using the following instrument:

Item	Accomplishments	5	4	3	2	1
1.	Prepared the annual budget of the Institutional Scouting Committee.					
2.	Recorded all contributions, donations and other revenues duly received.					
3.	Kept Institutional Scouting committee fund in a bank account.					
4.	Rendered audited financial reports regularly, particularly during meetings of the Institutional Scouting Committee.					
5.	Disbursed funds of the Institutional Scouting Committee in accordance with established policies and procedures.					

TOTAL _____

Other contributing factors (Training/Seminars/Conferences attended; activities actively participated in, 1 point each)

1. _____
2. _____
3. _____
4. _____
5. _____

 Institutional Scouting Committee
 Chairman (Rater)

 Signature (Ratee)

Legend:

5= Very Satisfactory

4= Satisfactory

3= Average

2 & below = Needs Help

53-65 = Very Satisfactory

40-52 = Satisfactory

27-39 = Average

14-26 = Needs Help

Below 13 = Assign to another position

6. AUDITOR

a. Job Description:

1. Audits and authenticates the financial transactions of the Institutional Scouting Committee (ISC) in accordance with established policies and procedures;
2. Prepares and submits audited reports periodically; and
3. Conducts annual inventory of ISC property.

b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines;
2. Is registered with the Boy Scouts of the Philippines;
3. Finishes Scouting Orientation and Basic Training Course;
4. Is a person of good character;
5. Is knowledgeable in auditing procedures; and
6. Possesses Commitment, Availability, Willingness, Interest and Time.

c. Mutual Agreement & Appointment

An agreement specifying each other's obligation is entered into by and between the Auditor and the Sponsoring Institution. The Auditor is elected by the Institutional Scouting Committee for a period of one (1) year, renewable.

The Job Description of the Auditor provides direction to the kind of work he/she is expected to do. On the other hand, the Sponsoring Institution shall:

1. ensure that the Auditor is kept abreast of:
 - a. the policies of the Institution;
 - b. the resources available for Scouting purposes;
 - c. the extent and limitations of authority of the Institutional Scouting Committee Officers to commit resources;
2. encourage the Auditor to attend appropriate Courses/Seminars/Workshops/ Conferences organized by the Boy Scouts of the Philippines;
3. Keep him/her informed about the meetings and conferences where the Auditor's presence is necessary;
4. provide moral and material support for the Auditor to perform his/her responsibilities; and
5. provide due recognition/incentives for job well done.

d. Training and Support

As part of its obligations, the Sponsoring Institution shall ensure that the Auditor receives Scouting Orientation and Basic Training Course.

The Institution shall also ensure that the Auditor is provided all assistance that will enable him/her to perform his/her duties and responsibilities effectively.

e. Review/Evaluation

Before the term of agreement expires, the performance of the Auditor shall be reviewed by the Institutional Scouting Representative or the Institutional Scouting Committee using the instrument below:

CHECKLIST FOR PERFORMANCE APPRAISAL OF THE AUDITOR

Item	Accomplishments	5	4	3	2	1
1.	Audited and authenticated the financial transactions of the Institutional Scouting Committee in accordance with established policies and procedures.					
2.	Prepared and submitted periodic audited reports.					
3.	Conducted annual inventory of ISC property.					

TOTAL _____

Other contributing factors (Training/Seminars/Conferences attended; activities actively participated in, 1 point each)

1. _____
2. _____
3. _____
4. _____
5. _____

 Institutional Scouting Committee
 Chairman (Rater)

 Signature (Ratee)

Legend:

- | | |
|------------------------|---------------------------------------|
| 5= Very Satisfactory | 53-65 = Very Satisfactory |
| 4= Satisfactory | 40-52 = Satisfactory |
| 3= Average | 27-39 = Average |
| 2 & below = Needs Help | 14-26 = Needs Help |
| | Below 13 = Assign to another position |

FUNCTIONAL OFFICERS OF THE COMMITTEE

1. Camping and Activities Officer

a. Job Description:

1. Initiates the planning and the implementation of a year-round camping and activities program of the Institution based on the identified needs of the units.
2. Ensures that all camping and activities are conducted in accordance with policies and standards on Safety and Risk Management for Scouting activities.

b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines;
2. Is registered with the Boy Scouts of the Philippines;
3. Finishes Scouting Orientation and Basic Training Course;
4. Is a graduate of an Advanced Training Course*;
5. Is a person of good character; and
6. Possesses knowledge and skills on the functions he/she is assigned particularly on Safety and Risk Management for Scouting activities.

*In the event a graduate of an Advanced Training Course is not available, a graduate of a Basic Training Course may be considered in an acting capacity.

c. Mutual Agreement & Appointment

An agreement specifying each other's obligation is entered into by and between the Camping and Activities Officer and the Institutional Scouting Committee. The Camping and Activities Officer is appointed by the Institutional Scouting Committee for a period of one (1) year, renewable.

The Job Description of the Camping and Activities Officer provides direction to the kind of work he/she is expected to do. On the other hand, the Institutional Scouting Committee shall:

1. ensure that the Camping and Activities Officer has a thorough knowledge and understanding of:
 - a. the policies and traditions of the Institution and the Institutional Scouting Committee;
 - b. the resources available for Scouting purposes;

2. provide moral and material support necessary to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. keep him/her informed about the meetings and conferences where the Camping and Activities Officer's presence is necessary;
4. provide moral and material support for the Camping and Activities Officer to perform his/her responsibilities;
5. provide due recognition/incentives for job well done.

d. Training and Support

As part of its obligations, the Institutional Scouting Committee shall ensure that the Camping and Activities Officer receives at least an Advanced Training Course and is encouraged and provided support to undergo Specialization Courses related to Camping and Activities.

The Institutional Scouting Committee shall also ensure that the Camping and Activities Officer is provided all assistance that will enable him/her to perform his/her duties and responsibilities effectively.

e. Review/Evaluation

Before the term of agreement expires, the performance of the Camping and Activities Officer shall be reviewed by the Institutional Scouting Committee Chairman using the instrument below:

Item	Accomplishments	5	4	3	2	1
1.	Initiated the planning and the implementation of a year-round camping and activities program of the Institution based on the identified needs of the units.					
2.	Ensured that all camping and activities are conducted in accordance with policies and standards on Safety and Risk Management for Scouting activities.					

TOTAL _____

Other contributing factors (Training/Seminars/Conferences attended; activities actively participated in, 1 point each)

1. _____
2. _____
3. _____
4. _____
5. _____

 Institutional Scouting Committee
 Chairman (Rater)

 Signature (Ratee)

Legend:

- 5= Very Satisfactory
- 4= Satisfactory
- 3= Average
- 2 & below = Needs Help

- 53-65 = Very Satisfactory
- 40-52 = Satisfactory
- 27-39 = Average
- 14-26 = Needs Help
- Below 13 = Assign to another position

2. ADVANCEMENT AND AWARDS OFFICER

a. Job Description:

1. Monitors the advancement of the Scouts;
2. Prescribes measures on the effective implementation of the advancement program;
3. Makes sure that the dedicated and exemplary services and support given by parents, Adult Leaders and Institutional benefactors are recognized in a fitting ceremony.

b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines;
2. Is registered with the Boy Scouts of the Philippines;
3. Finishes Scouting Orientation and Basic Training Course;
4. Is a graduate of an Advanced Training Course*;
5. Is a person of good character;
6. Possesses knowledge and skills on the functions he/she is assigned;

**In the event a graduate of an Advanced Training Course is not available, a graduate of a Basic Training Course may be considered in an acting capacity.*

c. Mutual Agreement & Appointment

An agreement specifying each other's obligation is entered into by and between the Advancement and Awards Officer and the Institutional Scouting Committee. The Advancement and Awards Officer is appointed by the Institutional Scouting Committee for a period of one (1) year, renewable.

The Job Description of the Advancement and Awards Officer provides direction to the kind of work he/she is expected to do. On the other hand, the Institutional Scouting Committee shall:

1. ensure that the Advancement and Awards Officer has a thorough knowledge and understanding of:
 - a. the policies and traditions of the Institution;
 - b. the resources available for Scouting purposes;
 - c. the policies of the Boy Scouts of the Philippines on advancement and on the conferment of awards;

2. provide moral and material support necessary to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. keep him/her informed about the meetings and conferences where the Advancement and Awards Officer's presence is necessary;
4. provide moral and material support for the Advancement and Awards Officer to perform his/her responsibilities; and
5. provide due recognition/incentives for job well done.

d. Training and Support

As part of its obligations, the Institutional Scouting Committee shall ensure that the Advancement and Awards Officer receives at least an Advanced Training Course and is encouraged and provided support to undergo Specialization Courses related to Advancement and Awards.

The Institutional Scouting Committee shall also ensure that the Advancement and Awards Officer is provided all assistance that will enable him/her to perform his/her duties and responsibilities effectively.

e. Review/Evaluation

Before the term of agreement expires, the performance of the Advancement and Awards Officer shall be reviewed by the Institutional Scouting Committee Chairman using the following instrument:

Item	Accomplishments	5	4	3	2	1
1.	Monitored the advancement of the Scouts;					
2.	Prescribed measures on the effective implementation of the advancement program;					
3.	Made sure that the dedicated and exemplary services and support given by parents, Adult Leaders and Institutional benefactors are recognized in a fitting ceremony.					

TOTAL _____

Other contributing factors (Training/Seminars/Conferences attended; activities actively participated in, 1 point each)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Institutional Scouting Committee
Chairman (Rater)

Signature (Ratee)

Legend:

5= Very Satisfactory

4= Satisfactory

3= Average

2 & below = Needs Help

53-65 = Very Satisfactory

40-52 = Satisfactory

27-39 = Average

14-26 = Needs Help

Below 13 = Assign to another position

3. WAYS AND MEANS OFFICER

a. Job Description:

1. Initiates fund-raising projects, programs and activities to generate funds for the Institutional Scouting Committee.
2. Coordinates with the treasurer on the proper collection of funds generated;
3. Submits reports to the Institutional Scouting Committee of the funds generated on various projects, programs and activities; and
4. Ensures that certificates/letters of thanks and appreciation for all donations/contributions received by the ISC are prepared and distributed to all stakeholders.

b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines;
2. Is registered with the Boy Scouts of the Philippines;
3. Finishes Scouting Orientation and Basic Training Course;
4. Is a person of good character;
5. Possesses knowledge and skills related to resource management, partnerships and fund raising projects, programs and activities.

c. Mutual Agreement & Appointment

An agreement specifying each other's obligation is entered into by and between the Ways and Means Officer and the Institutional Scouting Committee. The Ways and Means Officer is appointed by the Institutional Scouting Committee for a period of one (1) year, renewable.

The Job Description of the Ways and Means Officer provides direction to the kind of work he/she is expected to do. On the other hand, the Institutional Scouting Committee shall:

1. ensure that the Ways and Means Officer has a thorough knowledge and understanding of:
 - a. the fund-raising policies of the Institution, Institutional Scouting Committee and the Boy Scouts of the Philippines;
 - b. the budgetary requirements of the Institutional Scouting Committee;
2. encourage attendance in appropriate Courses/Seminars/ Workshops/Conferences organized by the Boy Scouts of the Philippines;

3. keep him/her informed about the meetings and conferences where the Ways and Means Officer's presence is necessary;
4. provide moral and material support for the Ways and Means Officer to perform his/her responsibilities; and
5. provide due recognition/incentives for job well done.

d. Training and Support

As part of its obligations, the Institutional Scouting Committee shall ensure that the Ways and Means Officer receives Scouting Orientation.

The Institutional Scouting Committee shall also ensure that the Ways and Means Officer is provided all assistance that will enable him/her to perform his/her duties and responsibilities effectively.

e. Review/Evaluation

Before the term of agreement expires, the performance of the Ways and Means Officer shall be reviewed by the Institutional Scouting Committee Chairman using the following instrument:

Item	Accomplishments	5	4	3	2	1
1.	Initiated fund-raising projects, programs and activities to generate funds for the Institutional Scouting Committee.					
2.	Coordinated with the treasurer on the proper collection of funds generated;					
3.	Submitted reports to the Institutional Scouting Committee of the funds generated on various projects, programs and activities; and					
4.	Ensured that certificates/letters of thanks and appreciation for all donations/contributions received by the ISC are prepared and distributed to all stakeholders.					

TOTAL _____

WAYS AND MEANS OFFICER

Other contributing factors (Training/Seminars/Conferences attended; activities actively participated in, 1 point each)

1. _____
2. _____
3. _____
4. _____
5. _____

 Institutional Scouting Committee
 Chairman (Rater)

 Signature (Ratee)

Legend:

- | | |
|------------------------|---------------------------------------|
| 5= Very Satisfactory | 53-65 = Very Satisfactory |
| 4= Satisfactory | 40-52 = Satisfactory |
| 3= Average | 27-39 = Average |
| 2 & below = Needs Help | 14-26 = Needs Help |
| | Below 13 = Assign to another position |

4. HEALTH AND SAFETY OFFICER

a. Job Description:

1. Ensures that the health and safety measures prescribed by the Boy Scouts of the Philippines in the conduct of Scouting activities are observed, particularly on Keeping Scouts Safe from Harm and the Safety and Risk Management for Scouting activities;
2. Initiates the conduct of Emergency Preparedness activities/exercises in the Institution;
3. Keeps the Institution abreast about health and safety measures issued by appropriate agencies; and
4. Initiates community-oriented health and safety projects led by Scouts in partnerships with other NGOs, CSOs, LGUs and NGAs.

b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines;
2. Is registered with the Boy Scouts of the Philippines;
3. Finishes Scouting Orientation and Basic Training Course;
4. Is a person of good character; and
5. Is willing to attend seminars relevant to the functions he/she is assigned to.

c. Mutual Agreement & Appointment

An agreement specifying each other's obligations is entered into by and between the Health and Safety Officer and the Institutional Scouting Committee. The Health and Safety Officer is appointed by the Institutional Scouting Committee for a period of one (1) year, renewable.

The Job Description of the Health and Safety Officer provides direction to the kind of work he/she is expected to do. On the other hand, the Institutional Scouting Committee shall:

1. ensure that the Health and Safety Officer has a thorough knowledge and understanding of:
 - a. the policies and traditions of the Institution;
 - b. the resources available for Scouting purposes;
2. encourage attendance in appropriate Courses/Seminars/Work shops/Conferences organized by the Boy Scouts of the Philippines;
3. keep him/her informed about the meetings and conferences where the Health and Safety Officer's presence is necessary;
4. provide moral and material support for the Health and Safety Officer to perform his/her responsibilities;
5. provide due recognition/incentives for job well done.

d. Training and Support

As part of its obligations, the Institutional Scouting Committee shall ensure that the Health and Safety Officer receives Scouting Orientation, Basic Training Course and other specialization courses related to his/her function as Health and Safety Officer.

The Institutional Scouting Committee shall also ensure that the Health and Safety Officer is provided all assistance that will enable him/her to perform his/her duties and responsibilities effectively.

e. Review/Evaluation

Before the term of agreement expires, the performance of the Health and Safety Officer shall be reviewed by the Institutional Scouting Committee Chairman using the following instrument:

Item	Accomplishments	5	4	3	2	1
1.	Ensured that the health and safety measures prescribed by the Boy Scouts of the Philippines in the conduct of Scouting activities are observed, particularly on Keeping Scouts Safe from Harm and the Safety and Risk Management for Scouting activities;					
2.	Initiated the conduct of Emergency Preparedness activities/exercises in the Institution					
3.	Kept the Institution abreast about health and safety measures issued by appropriate agencies; and					
4.	Initiated community-oriented health and safety projects led by Scouts in partnerships with other NGOs, CSOs, LGUs and NGAs.					

TOTAL _____

Other contributing factors (Training/Seminars/Conferences attended; activities actively participated in, 1 point each)

1. _____
2. _____
3. _____
4. _____
5. _____

 Institutional Scouting Committee
 Chairman (Rater)

 Signature (Ratee)

Legend:

- | | |
|------------------------|---------------------------------------|
| 5= Very Satisfactory | 53-65 = Very Satisfactory |
| 4= Satisfactory | 40-52 = Satisfactory |
| 3= Average | 27-39 = Average |
| 2 & below = Needs Help | 14-26 = Needs Help |
| | Below 13 = Assign to another position |

AT THE UNIT LEVEL POSITIONS

A. THE KID SCOUT LANGKAY

LANGKAY LEADER

a. Job Description:

1. Recruits Kids for the Langkay;
2. Registers the Langkay at the Local Council;
3. Invests the KID Scouts in an appropriate ceremony.
4. Prepares and implements the Langkay Annual Program of Activities;
5. Encourages and stimulates parents' interest in the activities by harnessing their talents and skills;
6. Submits monthly reports to the Institutional Scouting Representative on the progress of Langkay operations; and
7. Prepares the KID Scouts joining a Kawan.

b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Is registered with the Boy Scouts of the Philippines.
3. Is at least 20 years old, of good moral character.
4. Is a graduate of at least 4-year college course.
5. Is a graduate of Basic Training Course for Langkay Leaders.
6. Possesses Commitment, Availability, Willingness, Interest and Time.

c. Mutual Agreement & Appointment

An agreement specifying each other's obligation is entered into by and between the Langkay Leader and the Sponsoring Institution. The Langkay Leader is appointed by the Head of Institution or the Institutional Scouting Representative for a period of one (1) year, renewable.

The Job Description of the Langkay Leader provides direction to the kind of work she is expected to do. On the other hand, the Sponsoring Institution shall:

1. ensure that the Langkay Leader has a thorough knowledge and understanding of:
 - a. the policies and traditions of the Institution;
 - b. the resources available for Scouting purposes;
 - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where the Langkay Leader's presence is necessary;
4. provide moral and material support for the Langkay Leader to perform her responsibilities;
5. provide due recognition/incentives for job well done.

d. Training and Support

As part of its obligations, the Sponsoring Institution shall ensure that the Langkay Leader receives Basic Training Course for Langkay Leaders and is encouraged and provided support to undergo other Unit Leadership Training Courses.

The Institution shall also ensure that the Langkay Leader is provided all assistance to reduce her administrative duties and responsibilities.

e. Review/Evaluation

Before the term of agreement expires, the performance of the Langkay Leader shall be reviewed by the Head of Institution or the Institutional Scouting Representative using the following instrument:

Item	Accomplishments	5	4	3	2	1
1.	Recruited Kids for the Langkay;					
2.	Registered the Langkay at the Local Council;					
3.	Invested the KID Scouts in an appropriate ceremony.					
4.	Prepares and implements the Langkay Annual Program of Activities;					
5.	Encouraged and stimulated parents' interest in the activities by harnessing their talents and skills;					
6.	Submitted monthly reports to the Institutional Scouting Representative on the progress of Langkay operations; and					
7.	Prepared the KID Scouts joining a Kawan.					

TOTAL _____

Other contributing factors (Training/Seminars/Conferences attended; activities actively participated in, 1 point each)

1. _____
2. _____
3. _____
4. _____
5. _____

 Institutional Head / Scouting
 Representative (Rater)

 Signature (Ratee)

Legend:

5= Very Satisfactory

4= Satisfactory

3= Average

2 & below = Needs Help

53-65 = Very Satisfactory

40-52 = Satisfactory

27-39 = Average

14-26 = Needs Help

Below 13 = Assign to another position

2. ASSISTANT LANGKAY LEADER

a. Job Description:

1. Assists the Langkay Leader in the following:
 - a. recruitment, registration and investiture of boys,
 - b. preparation and implementation of the Langkay Annual Program of Activities.
2. Keeps up-to-date records and reports of the Langkay.
3. Administers the financial and material needs of the Langkay.
4. Assists the Langkay Leader in preparing monthly reports on the progress of Langkay operations for submission to the Institutional Scouting Representative.

b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the BSP;
2. Is registered with the Boy Scouts of the Philippines;
3. Is at least 20 years old, of good moral character;
4. Is a graduate of at least 4-year college course;
5. Is a graduate of Basic Training Course for Langkay Leaders;
6. Possesses Commitment, Availability, Willingness, Interest and Time.

c. Mutual Agreement & Appointment

An agreement specifying each other's obligation is entered into by and between the Assistant Langkay Leader and the Sponsoring Institution. The Assistant Langkay Leader is appointed by the Head of Institution or the Institutional Scouting Representative for a period of one (1) year.

The Job Description of the Assistant Langkay Leader provides direction to the kind of work she is expected to do. On the other hand, the Sponsoring Institution shall:

1. ensure that the Assistant Langkay Leader has a thorough knowledge and understanding of:
 - a. the policies and traditions of the Institution;
 - b. resources available for Scouting purposes;
 - c. extent and limitations of authority to commit resources.
2. provide moral and material support necessary to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where the Assistant Langkay Leader's presence is necessary;
4. provide moral and material support for the Assistant Langkay Leader to perform her responsibilities;
5. provide due recognition/incentives for job well done.

d. Training and Support

As part of its obligations, the Sponsoring Institution shall ensure that the Asst. Langkay Leader receives Basic Training Course for Langkay Leaders and is encouraged and provided support to undergo other Unit Leadership Training Courses.

The Institution shall also ensure that the Asst. Langkay Leader is provided all assistance to reduce her administrative duties and responsibilities.

e. Review/Evaluation

Before the term of agreement expires, the performance of the Asst. Langkay Leader shall be reviewed by the Head of Institution or the Institutional Scouting Representative using the following instrument:

Item	Accomplishments	5	4	3	2	1
1.	Assisted the Langkay Leader in the following:					
a.	Recruiting, registering and investiture of boys,					
b.	Preparing and implementing of the Langkay Annual Program of Activities.					
2.	Kept up-to-date records and reports of the Langkay.					
3.	Administered the financial and material needs of the Langkay.					
4.	Assisted the Langkay Leader in preparing monthly reports on the progress of Langkay operations for submission to the Institutional Scouting Representative.					

TOTAL _____

Other contributing factors (Training/Seminars/Conferences attended; activities actively participated in, 1 point each)

1. _____
2. _____
3. _____
4. _____
5. _____

 Institutional Head / Scouting Representative (Rater)

 Signature (Ratee)

Legend: 5= Very Satisfactory 53-65 = Very Satisfactory
 4= Satisfactory 40-52 = Satisfactory
 3= Average 27-39 = Average
 2 & below = Needs Help 14-26 = Needs Help
 Below 13 = Assign to another position

B. THE KAB SCOUT KAWAN

1. KAWAN LEADER

a. Job Description:

1. Recruits boys of KAB Scout age, organizes and registers the Kawan;
2. Gives the KAB Scouts the opportunities to work on their membership requirements;
3. Invests the KAB Scouts in an appropriate ceremony;
4. Prepares an Annual Plan of Activities indicating monthly themes and highlights to be carried out during the Weekly Color Group and Monthly Kawan Meetings;
5. Submits the Annual Plan of Activities to the Institutional Scouting Committee;
6. Ensures the effective implementation of the Annual Plan of Activities through the following:
 - a. monitoring the conduct of Weekly Color Group meetings led by the Asst. Kawan Leaders and the Chief Usas;
 - b. training the Chief Usas;
 - c. harnessing the support and cooperation of the Institutional Scouting Committee and other parents;
7. Plans and conducts the Monthly Kawan Meetings;
8. Sees to it that KAB Scouts are advanced to the highest rank;
9. Submits monthly reports to the Institutional Scouting Representative on the progress of Kawan operations; and
10. Conducts a Graduation Ceremony for KAB Scouts who are ready to join a Scout Troop.

b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines;
2. Is registered with the Boy Scouts of the Philippines;
3. Is at least 20 years old, of good moral character;
4. Is a graduate of at least 4-year college course;
5. Is a graduate of Basic Training Course for Kawan Leaders;
6. Possesses Commitment, Availability, Willingness, Interest and Time.

c. Mutual Agreement & Appointment

An agreement specifying each other's obligation is entered into by and between the Kawan Leader and the Sponsoring Institution. The Kawan Leader is appointed by the Head of Institution or the Institutional Scouting Representative for a period of one (1) year, renewable.

The Job Description of the Kawan Leader provides direction to the kind of work she is expected to do. On the other hand, the Sponsoring Institution shall:

1. ensure that the Kawan Leader has a thorough knowledge and understanding of:
 - a. the policies and traditions of the Institution;
 - b. the resources available for Scouting purposes;
 - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where the Kawan Leader's presence is necessary;
4. provide moral and material support for the Kawan Leader to perform her responsibilities;
5. provide due recognition/incentives for job well done.

d. Training and Support

As part of its obligations, the Sponsoring Institution shall ensure that the Kawan Leader receives Basic Training Course for Kawan Leaders and is encouraged and provided support to undergo Advanced Training Course for Kawan Leaders.

The Institution shall also ensure that the Kawan Leader is provided all assistance to reduce her administrative duties and responsibilities.

e. Review/Evaluation

Before the term of agreement expires, the performance of the Kawan Leader shall be reviewed by the Head of Institution or the Institutional Scouting Representative using the following instrument:

CHECKLIST FOR PERFORMANCE APPRAISAL OF THE KAWAN LEADER

Item	Accomplishments	5	4	3	2	1
1.	Recruited boys of KAB Scout age, organizes and registers the Kawan;					
2.	Gave the KAB Scouts the opportunities to work on their membership requirements;					
3.	Invested the KAB Scouts in an appropriate ceremony;					
4.	Prepared an Annual Plan of Activities indicating monthly themes and highlights to be carried out during the Weekly Color Group and Monthly Kawan Meetings;					
5.	Submitted the Annual Plan of Activities to the Institutional Scouting Committee;					
6.	Ensured the effective implementation of the Annual Plan of Activities through the following:					
a.	monitoring the conduct of Weekly Color Group meetings led by the Asst. Kawan Leaders and the Chief Usas;					
b.	training the Chief Usas;					
c.	harnessing the support and cooperation of the Institutional Scouting Committee and other parents;					
7.	Planned and conducts the Monthly Kawan Meetings;					
8.	Advanced the KAB Scouts to the highest rank;					
9.	Submitted monthly reports to the Institutional Scouting Representative on the progress of Kawan operations; and					
10.	Conducted a Moving-Up Ceremony for KAB Scouts who are ready to join a Scout Troop.					

TOTAL _____

Other contributing factors (Training/Seminars/Conferences attended; activities actively participated in, 1 point each)

1. _____
2. _____
3. _____
4. _____
5. _____

 Institutional Head / Scouting Representative (Rater)

 Signature (Ratee)

Legend: 5= Very Satisfactory
 4= Satisfactory
 3= Average
 2 & below = Needs Help

53-65 = Very Satisfactory
 40-52 = Satisfactory
 27-39 = Average
 14-26 = Needs Help
 Below 13 = Assign to another position

2. ASSISTANT KAWAN LEADER

a. Job Description:

1. Assists the Kawan Leader in the following:
 - a. recruiting of boys;
 - b. planning the Annual Program of the Kawan;
 - c. training of Chief Usas;
2. Keeps and maintains Kawan records and reports;
3. Administers the financial and material resources of the Kawan;
4. Leads the Weekly Color Group meetings with the assistance of the Chief Usas;
5. Encourages and stimulates KAB Scouts interest and enthusiasm in their advancement;
6. Keeps an up-to-date records and reports of all Color Group and Kawan activities; and
7. Assists the Kawan Leader in preparing monthly reports on the progress of Kawan operations for submission to the Institutional Scouting Representative.

b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles \ and Policies of the Boy Scouts of the Philippines;
2. Is registered with the Boy Scouts of the Philippines;
3. Is at least 20 years old, of good moral character;
4. Is a graduate of at least 2-year college course;
5. Is a graduate of Basic Training Course for Kawan Leaders; and
6. Possesses Commitment, Availability, Willingness, Interest and Time.

c. Mutual Agreement & Appointment

An agreement specifying each other's obligation is entered into by and between the Asst. Kawan Leader and the Sponsoring Institution. The Asst. Kawan Leader is appointed by the Head of Institution or the Institutional Scouting Representative for a period of one (1) year and renewable.

The Job Description of the Asst. Kawan Leader provides direction to the kind of work she is expected to do. On the other hand, the Sponsoring Institution shall:

1. ensure that the Asst. Kawan Leader has a thorough knowledge and understanding of:
 - a. the policies and traditions of the Institution;
 - b. the resources available for Scouting purposes;
 - c. the extent and limitations of authority to commit resources.
2. provide moral and material support necessary to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where the Asst. Kawan Leader's presence is necessary;
4. provide moral and material support for the Asst. Kawan Leader to perform her responsibilities;
5. provide due recognition/incentives for job well done.

d. Training and Support

As part of its obligations, the Sponsoring Institution shall ensure that the Asst. Kawan Leader receives Basic Training Course for Kawan Leaders and is encouraged and provided support to undergo Advanced Training Course for Kawan Leaders.

The Institution shall also ensure that the Asst. Kawan Leader is provided all assistance to reduce her administrative duties and responsibilities.

e. Review/Evaluation

Before the term of agreement expires, the performance of the Asst. Kawan Leader shall be reviewed by the Head of Institution or the Institutional Scouting Representative using the following instrument:

CHECKLIST FOR PERFORMANCE APPRAISAL FOR THE ASSISTANT KAWAN LEADER

Item	Accomplishments	5	4	3	2	1
1.	Assisted the Kawan Leader in the following:					
a.	recruiting of boys;					
b.	planning the Annual Program of the Kawan;					
c.	training of Chief Usas;					
2.	Kept and maintains Kawan records and reports;					
3.	Administered the financial and material resources of the Kawan;					
4.	Led the Weekly Color Group meetings with the assistance of the Chief Usas;					
5.	Encouraged and stimulated KAB Scouts interest and enthusiasm in their advancement;					
6.	Kept an up-to-date records and reports of all Color Group and Kawan activities; and					
7.	Assisted the Kawan Leader in preparing monthly reports on the progress of Kawan operations for submission to the Institutional Scouting Representative.					

TOTAL _____

Other contributing factors (Training/Seminars/Conferences attended; activities actively participated in, 1 point each)

1. _____
2. _____
3. _____
4. _____
5. _____

 Institutional Head / Scouting Representative (Rater)

 Signature (Ratee)

Legend: 5= Very Satisfactory
 4= Satisfactory
 3= Average
 2 & below = Needs Help

53-65 = Very Satisfactory
 40-52 = Satisfactory
 27-39 = Average
 14-26 = Needs Help
 Below 13 = Assign to another position

C. THE BOY SCOUT TROOP

1. TROOP LEADER

a. Job Description:

1. Recruits boys, organizes and registers the Troops at the Local Council;
2. Prepares and implements an Annual Troop Program and submits same to the Institutional Scouting Committee;
3. Sees to it that Scouts are advanced to at least the next higher rank within the year and are recognized;
4. Trains Boy Leaders; and
5. Submits monthly reports to the Institutional Scouting Representative on the progress of Troop operations.

b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Is registered with the Boy Scouts of the Philippines.
3. Is at least 20 years old, of good moral character.
4. Is a graduate of at least 4-year college course.
5. Is a graduate of Basic Training Course for Troop Leaders.
6. Possesses Commitment, Availability, Willingness, Interest and Time.

c. Mutual Agreement & Appointment

An agreement specifying each other's obligation is entered into by and between the Troop Leader and the Sponsoring Institution. The Troop Leader is appointed by the Head of Institution or the Institutional Scouting Representative for a period of one (1) year, renewable.

The Job Description of the Troop Leader provides direction to the work he/she is expected to do. On the other hand, the Sponsoring Institution shall:

1. ensure that the Troop Leader has a thorough knowledge and understanding of:
 - a. the policies and traditions of the Institution;
 - b. the resources available for Scouting purposes;
 - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where the Troop Leader's presence is necessary;
4. provide moral and material support for the Troop Leader to perform his/her responsibilities;
5. provide due recognition/incentives for job well done.

d. Training and Support

As part of its obligations, the Sponsoring Institution shall ensure that the Troop Leader receives Basic Training Course for Troop Leaders and is encouraged and provided support to undergo Advanced Training Course for Troop Leaders.

The Institution shall also ensure that the Troop Leader is provided all assistance to reduce his/her administrative duties and responsibilities.

e. Review/Evaluation

Before the term of agreement expires, the performance of the Troop Leader shall be reviewed by the Head of Institution or the Institutional Scouting Representative using the following instrument:

Item	Accomplishments	5	4	3	2	1
1.	Recruited boys, organized and registered the Troops at the Local Council;					
2.	Prepared and implemented an Annual Troop Program and submitted same to the Institutional Scouting Committee;					
3.	Advanced Scouts to at least the next higher rank within the year and were recognized;					
4.	Trained Boy Leaders; and					
5.	Submitted monthly reported to the Institutional Scouting Representative on the progress of Troop operations.					

TOTAL _____

Other contributing factors (Training/Seminars/Conferences attended; activities actively participated in, 1 point each)

1. _____
2. _____
3. _____
4. _____
5. _____

 Institutional Head / Scouting Representative (Rater)

 Signature (Ratee)

Legend: 5= Very Satisfactory
 4= Satisfactory
 3= Average
 2 & below = Needs Help

53-65 = Very Satisfactory
 40-52 = Satisfactory
 27-39 = Average
 14-26 = Needs Help
 Below 13 = Assign to another position

2. ASST. TROOP LEADER (for Administration)

a. Job Description:

1. Maintains and keeps an up-to-date records and reports of the Troop;
2. Prepares the Troop budget;
3. Keeps an inventory of troop equipment and supplies;
4. Administers the finances of the Troop;
5. Serves as Troop Leader when necessary; and
6. Prepares monthly reports to the Institutional Scouting Representative on the progress of Troop operations.

b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines;
2. Is registered with the Boy Scouts of the Philippines;
3. Is at least 20 years old, of good moral character;
4. Is a graduate of at least 4-year college course;
5. Is a graduate of Basic Training Course for Troop Leaders; and
6. Possesses Commitment, Availability, Willingness, Interest and Time.

c. Mutual Agreement & Appointment

An agreement specifying each other's obligation is entered into by and between the Asst. Troop Leader (for Administration) and the Sponsoring Institution. The Asst. Troop Leader (for Administration) is appointed by the Head of Institution or the Institutional Scouting Representative for a period of one (1) year and renewable.

The Job Description of the Asst. Troop Leader (for Administration) provides direction to the kind of work he is expected to do. On the other hand, the Sponsoring Institution shall:

1. ensure that the Asst. Troop Leader (for Administration) has a thorough knowledge and understanding of:
 - a. the policies and traditions of the Institution;
 - b. the resources available for Scouting purposes;
 - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where the Asst. Troop Leader's (for Administration) presence is necessary;
4. provide moral and material support for the Asst. Troop Leader (for Administration) to perform his/her responsibilities;
5. provide due recognition/incentives for job well done.

d. Training and Support

As part of its obligations, the Sponsoring Institution shall ensure that the Asst. Troop Leader (for Administration) receives Basic Training Course for Troop Leaders and is encouraged and provided support to undergo Advanced Training Course for Troop Leaders.

The Institution shall also ensure that the Asst. Troop Leader (for Administration) is provided all assistance to reduce his/her administrative duties and responsibilities.

e. Review/Evaluation

Before the term of agreement expires, the performance of the Asst. Troop Leader (for Administration) shall be reviewed by the Head of Institution or the Institutional Scouting Representative using the following instrument:

Item	Accomplishments	5	4	3	2	1
1.	Maintained and kept an up-to-date records and reports of the Troop;					
2.	Prepared the Troop budget;					
3.	Kept an inventory of troop equipment and supplies;					
4.	Administered the finances of the Troop;					
5.	Served as Troop Leader when necessary; and					
6.	Prepared monthly reports to the Institutional Scouting Representative on the progress of Troop operations.					

TOTAL _____

Other contributing factors (Training/Seminars/Conferences attended; activities actively participated in, 1 point each)

1. _____
2. _____
3. _____
4. _____
5. _____

 Institutional Head / Scouting
 Representative (Rater)

 Signature (Ratee)

Legend: 5= Very Satisfactory
 4= Satisfactory
 3= Average
 2 & below = Needs Help

53-65 = Very Satisfactory
 40-52 = Satisfactory
 27-39 = Average
 14-26 = Needs Help
 Below 13 = Assign to another position

2. ASST. TROOP LEADER (for Program)

a. Job Description:

1. Assists the Troop Leader in the following:
 - a. training of Boy Leaders;
 - b. ensuring that the Patrol System and the Troop Leader's Council is operational in the troop;
2. Advises Boy Leaders in planning the Patrol and Troop meetings and other activities related to Scout Advancement;
3. Encourages and helps the Scouts to work on their Advancement Requirements; and
4. Serves as Troop Leader when necessary.

b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines;
2. Is registered with the Boy Scouts of the Philippines;
3. Is at least 20 years old, of good moral character;
4. Is a graduate of at least 4-year college course;
5. Is a graduate of Basic Training Course for Troop Leaders; and
6. Possesses Commitment, Availability, Willingness, Interest and Time.

c. Mutual Agreement & Appointment

An agreement specifying each other's obligation is entered into by and between the Asst. Troop Leader (for Program) and the Sponsoring Institution. The Asst. Troop Leader (for Program) is appointed by the Head of Institution or the Institutional Scouting Representative for a period of one (1) year and renewable.

The Job Description of the Asst. Troop Leader (for Program) provides direction the kind of work he is expected to do. On the other hand, the Sponsoring Institution shall:

1. ensure that the Asst. Troop Leader (for Program) has a thorough knowledge and understanding of:
 - a. the policies and traditions of the Institution;
 - b. the resources available for Scouting purposes;
 - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where the Asst. Troop Leader's (for Program) presence is necessary;
4. provide moral and material support for the Asst. Troop Leader (for Program) to perform his/her responsibilities;
5. provide due recognition/incentives for job well done.

d. Training and Support

As part of its obligations, the Sponsoring Institution shall ensure that the Asst. Troop Leader (for Program) receives Basic Training Course for Troop Leaders and is encouraged and provided support to undergo Advanced Training Course for Troop Leaders.

The Institution shall also ensure that the Asst. Troop Leader (for Program) is provided all assistance to reduce his/her administrative duties and responsibilities.

e. Review/Evaluation

Before the term of agreement expires, the performance of the Asst. Troop Leader (for Program) shall be reviewed by the Head of Institution or the Institutional Scouting Representative using the following instrument:

Item	Accomplishments	5	4	3	2	1
1.	Assists the Troop Leader in the following:					
a.	training of Boy Leaders;					
b.	ensuring that the Patrol System and the Troop Leader's Council is operational in the Troop;					
2.	Advises Boy Leaders in planning the Patrol and Troop meetings and other activities related to Scout Advancement;					
3.	Encourages and helps the Scouts to work on their Advancement Requirements; and					
4.	Serves as Troop Leader when necessary.					

TOTAL _____

Other contributing factors (Training/Seminars/Conferences attended; activities actively participated in, 1 point each)

1. _____
2. _____
3. _____
4. _____
5. _____

 Institutional Head / Scouting Representative (Rater)

 Signature (Ratee)

Legend: 5= Very Satisfactory
 4= Satisfactory
 3= Average
 2 & below = Needs Help

53-65 = Very Satisfactory
 40-52 = Satisfactory
 27-39 = Average
 14-26 = Needs Help

Below 13 = Assign to another position

D. THE SENIOR SCOUT OUTFIT

1. OUTFIT ADVISOR

a. Job Description:

1. Recruits, organizes, and registers a Senior Scout Outfit;
2. Sees to it that Senior Scouts are advanced and recognized;
3. Trains the Crew Leaders and the Outfit Council;
4. Makes sure challenging, meaningful and worthwhile community related activities are undertaken;
5. Encourages the Outfit to conduct co-educational activities;
6. Encourages the Outfit Program Committee to fully operate;
7. Acts as a counsellor to the young people and youth members;
8. Updates the parents on the progress of their sons/daughters; and
9. Submits monthly reports to the Institutional Scouting Representative on the progress of outfit operations.

b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines;
2. Is registered with the Boy Scouts of the Philippines;
3. Is a male, at least 21 years old, of good moral character;
4. Is a graduate of at least 4-year college course;
5. Is a graduate of Basic Training Course for Outfit Advisors;
6. Is willing to take the Advanced Training Course for Outfit Advisors; and
7. Possesses Commitment, Availability, Willingness, Interest and Time.

c. Mutual Agreement & Appointment

An agreement specifying each other's obligation is entered into by and between the Outfit Advisor and the Sponsoring Institution. The Outfit Advisor is appointed by the Head of Institution or the Institutional Scouting Representative for a period of one (1) year, renewable.

The Job Description of the Outfit Advisor provides direction to the kind of work he is expected to do. On the other hand, the Sponsoring Institution shall:

1. ensure that the Outfit Advisor has a thorough knowledge and understanding of:
 - a. the policies and traditions of the Institution;
 - b. the resources available for Scouting purposes;
 - c. the extent and limitations of authority to commit resources.
2. provide moral and material support necessary to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where the Outfit Advisor's presence is necessary;
4. provide moral and material support for the Outfit Advisor to perform his responsibilities;
5. provide due recognition/incentives for job well done.

d. Training and Support

As part of its obligations, the Sponsoring Institution shall ensure that the Outfit Advisor receives Basic Training Course for Outfit Advisors and is encouraged and provided support to undergo Advanced Training Course for Outfit Advisors.

The Institution shall also ensure that the Outfit Advisor is provided all assistance to reduce his administrative duties and responsibilities.

e. Review/Evaluation

Before term of agreement expires, the performance of the Outfit Advisor shall be reviewed by the Head of Institution or the Institutional Scouting Representative using the following instrument:

CHECKLIST FOR PERFORMANCE APPRAISAL FOR THE OUTFIT ADVISOR

Item	Accomplishments	5	4	3	2	1
1.	Recruited, organized, and registered a Senior Scout Outfit at the Local Council;					
2.	Advanced the Senior Scouts to the highest rank and were recognized;					
3.	Trained the Crew Leaders and the Outfit Council;					
4.	Made sure challenging, meaningful and worthwhile community related activities are undertaken;					
5.	Encouraged the Outfit to conduct co-educational activities;					
6.	Encouraged the Outfit Program Committee to fully operate;					
7.	Served as a counsellor to the young people and youth members;					
8.	Updated the parents on the progress of their sons/daughters; and					
9.	Submitted monthly reports to the Institutional Scouting Representative on the progress of outfit operations.					

TOTAL _____

Other contributing factors (Training/Seminars/Conferences attended; activities actively participated in, 1 point each)

1. _____
2. _____
3. _____
4. _____
5. _____

 Institutional Head / Scouting
 Representative (Rater)

 Signature (Ratee)

Legend: 5= Very Satisfactory
 4= Satisfactory
 3= Average
 2 & below = Needs Help

53-65 = Very Satisfactory
 40-52 = Satisfactory
 27-39 = Average
 14-26 = Needs Help
 Below 13 = Assign to another position

2. ASSISTANT OUTFIT ADVISOR (Land, Air, Sea)

a. Job Description:

1. Assist the Outfit Advisor in the recruitment of youth members;
2. Recruits counsellors related to their area of specialization;
3. Recommends to the Outfit Advisor the type of activities to be conducted related to their field of specialization;
4. Assists the Scouts in the achievement of their Merit Badges and Specialists Ratings;
5. Liaises with the different agencies necessary in providing the Scouts with the experience and training in their specialized field; and
6. Informs the Outfit Advisor on the progress of operations in their field of supervision.

b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Is registered with the Boy Scouts of the Philippines.
3. Is a male, at least 21 years old, of good moral character.
4. Is a graduate of at least 2-year college course.
5. Is a graduate of Basic Training Course for Outfit Advisors.
6. Possesses CAWIT.

c. Mutual Agreement & Appointment

An agreement specifying each other's obligation is entered into by and between the Asst. Outfit Advisor (Land, Air, Sea) and the Sponsoring Institution. The Asst. Outfit Advisor (Land, Air, Sea) is appointed by the Head of Institution or the Institutional Scouting Representative for a period of one (1) year and renewable.

The Job Description of the Asst. Outfit Advisor (Land, Air, Sea) provides direction to the kind of work he is expected to do. On the other hand, the Sponsoring Institution shall:

1. ensure that the Asst. Outfit Advisor (Land, Air, Sea) has a thorough knowledge and understanding of:
 - a. the policies and traditions of the Institution;
 - b. the resources available for Scouting purposes;
 - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;

3. provide opportunity to participate in meetings and conferences where the Asst. Outfit Advisor's (Land, Air, Sea) presence is necessary;
4. provide moral and material support for the Outfit Advisor to perform his responsibilities;
5. provide due recognition/incentives for job well done.

d. Training and Support

As part of its obligations, the Sponsoring Institution shall ensure that the Asst. Outfit Advisor (Land, Air, Sea) receives Basic Training Course for Outfit Advisors and is encouraged and provided support to undergo Advanced Training Course for Outfit Advisors.

The Institution shall also ensure that the Asst. Outfit Advisor (Land, Air, Sea) is provided all assistance to reduce his administrative duties and responsibilities.

e. Review/Evaluation

Before term of agreement expires, the performance of the Asst. Outfit Advisor (Land, Air, Sea) shall be reviewed by the Head of Institution or the Institutional Scouting Representative using the instrument below:

Item	Accomplishments	5	4	3	2	1
1.	Assisted the Outfit Advisor in the recruitment of youth members;					
2.	Recruited counsellors related to their area of specialization;					
3.	Recommended to the Outfit Advisor the type of activities to be conducted related to their field of specialization;					
4.	Assisted the Scouts in the achievement of their Merit Badges and Specialists Ratings;					
5.	Served as liaison with the different agencies necessary in providing the Scouts with the experience and training in their specialized field; and					
6.	Informed the Outfit Advisor on the progress of operations in their field of supervision.					

TOTAL _____

Other contributing factors (Training/Seminars/Conferences attended; activities actively participated in, 1 point each)

1. _____
2. _____
3. _____
4. _____
5. _____

Institutional Head / Scouting
Representative (Rater)

Signature (Ratee)

Legend: 5= Very Satisfactory
4= Satisfactory
3= Average
2 & below = Needs Help

53-65 = Very Satisfactory
40-52 = Satisfactory
27-39 = Average
14-26 = Needs Help
Below 13 = Assign to another position

E. THE ROVER SCOUT CIRCLE

1. THE ROVER CIRCLE LEADER

a. Job Description

1. Recruits, organizes and registers Rover Circle at the Local Council;
2. Sees to it that the members of the Circle are given opportunities for growth;
3. Provides Rover Circle Leaders opportunities to improve their competencies;
4. Makes certain that community-oriented activities are given impetus;
5. Makes sure that all members of the Circle are given the opportunity to serve Scouting in any leadership capacity;
6. Ensures that all youth members of the circle are provided a counsellor on matters related to their development as happy, healthy, and useful citizens;
7. Ensures that parents of the youth are informed of their sons/daughters progress and personal development;
8. Submits a monthly report to the Institutional Scouting Committee;
9. Encourages the holding of social and cultural activities in the community;
10. Provides opportunities for holding challenging, meaningful and interesting activities and service projects;
11. Serves as a role model for all Circle members;
12. Presides in all circle meetings;
13. Ensures the implementation of programs and policies approved by the Circle or the Institutional Scouting Committee;
14. Makes certain that all officers are functional;
15. Makes sure that all Circle projects, programs and activities are properly planned, implemented, monitored and evaluated; and
16. Maintains liaison and good relationship with the Institution and other sectors of the community.

b. Job Profile

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Polices of the Boy Scouts of the Philippines;
2. Is registered with the Boy Scouts of the Philippines;
3. Must be men or women at least 25 years old;
4. Have been a Circle member of good standing for at least one year;
5. Has taken any of the following training, such as:
 - For women -
 - BTC for Langkay Leaders
 - BTC for Kawan Leaders
 - BTC for Troop Leaders
 - BTC for Leaders of Adults

For men –

- BTC for Troop Leaders
 - BTC for Outfit Advisors
 - BTC for Leaders of Adults
6. Must be willing to take the Basic Training Course for Rover Circle Leaders immediately upon appointment.
 7. Possesses Commitment, Availability, Willingness, Interest and Time.

c. Mutual Agreement and Appointment

An agreement specifying each other's obligation is entered into by and between the Rover Circle Leader and the Sponsoring Institution. The Rover Circle Leader is appointed by the Head of Institution or the Institutional Scouting Representative for a period of one (1) year and renewable.

The Job Description of the Rover Circle Leader provides direction to kind of work he/she is expected to do. On the other hand, the Sponsoring Institution shall:

1. ensure that the Rover Circle Leader has a thorough knowledge and understanding of:
 - a. the policies and traditions of the Institution;
 - b. the resources available for Scouting purposes;
 - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where the Rover Circle Leader's presence is necessary;
4. provide moral and material support for the Rover Circle Leader to perform his/her responsibilities;
5. provide due recognition/incentives for job well done.

d. Training and Support

As part of its obligations, the Sponsoring Institution shall ensure that the Rover Circle Leader receives Basic Training Course for Rover Circle Leaders and is encouraged and provided support to undergo Advanced Training Course for Rover Circle Leaders.

The Institution shall also ensure that the Rover Circle Leader is provided all assistance to reduce his/her administrative duties and responsibilities.

e. Review/Evaluation

Before the term of agreement expires, the performance of the Rover Circle Leader shall be reviewed by the Head of Institution or the Institutional Scouting Representative using the following instrument:

Item	Accomplishments	5	4	3	2	1
1.	Recruits, organizes and registers Rover Circle at the Local Council;					
2.	Sees to it that the members of the Circle are given opportunities for growth;					
3.	Provides Rover Circle Leaders opportunities to improve their competencies;					
4.	Makes certain that community-oriented activities are given due significance;					
5.	Makes sure that all members of the Circle are given the opportunity to serve Scouting in any leadership capacity;					
6.	Ensures that all youth members of the circle are provided a counsellor on matters related to their development as happy, healthy, and useful citizens;					
7.	Ensures that parents of the youth are informed of their sons/daughters progress and personal development;					
8.	Submits a monthly report to the Institutional Scouting Committee;					
9.	Encourages the holding of social and cultural activities in the community;					
10.	Provides opportunities for holding challenging, meaningful and interesting activities and service projects;					
11.	Serves as a role model for all Circle members;					
12.	Presides in all circle meetings;					
13.	Ensures the implementation of programs and policies approved by the Circle or the Institutional Scouting Committee;					
14.	Makes certain that all Circle officers are functional;					
15.	Makes sure that all Circle projects, programs and activities are properly planned, implemented, monitored and evaluated; and					
16.	Maintains liaison and good relationship with the Institution and other sectors of the community.					

TOTAL _____

Other contributing factors (Training/Seminars/Conferences attended; activities actively participated in, 1 point each)

1. _____
2. _____
3. _____
4. _____
5. _____

Institutional Head / Scouting
Representative (Rater)

Signature (Ratee)

Legend: 5= Very Satisfactory
4= Satisfactory
3= Average
2 & below = Needs Help

53-65 = Very Satisfactory
40-52 = Satisfactory
27-39 = Average
14-26 = Needs Help
Below 13 = Assign to another position

2. ASSISTANT ROVER CIRCLE LEADER

a. Job Description

1. Assists in the recruitment of members in the Circle;
2. Sees to it that members of their Division are given opportunities for growth;
3. Advises and counsels the members and leaders in the Circle;
4. Makes certain community oriented and high adventure activities are conducted;
5. Promotes the conduct of circle social and cultural activities in the community;
6. Makes sure that activities for professional/vocational and spiritual development are conducted;
7. Submits to the Rover Circle Leader the progress reports of their respective Divisions;
8. Makes sure that the members of the Circle are given opportunities to serve in Scouting and the community;
9. Makes certain that the educational objectives of Rovering are achieved; and
10. Serves as role models of Rover Scouts in the Circle.

b. Job Profile

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Polices of the Boy Scouts of the Philippines;
2. Is registered with the Boy Scouts of the Philippines;
3. Must be men or women at least 25 years old;
4. Have been a Circle member of good standing for at least one year;
5. Has taken any of the following training, such as:
 - For women -
 - BTC for Langkay Leaders
 - BTC for Kawan Leaders
 - BTC for Troop Leaders
 - BTC for Leaders of Adults
 - For men –
 - BTC for Troop Leaders
 - BTC for Outfit Advisors
 - BTC for Leaders of Adults
6. Must be willing to take the Basic Training Course for Rover Circle Leaders immediately upon appointment.
7. Possesses Commitment, Availability, Willingness, Interest and Time.

c. Mutual Agreement and Appointment

An agreement specifying each other's obligation is entered into by and between the Asst. Rover Circle Leader and the Sponsoring Institution. The Asst. Rover Circle Leader is appointed by the Head of Institution or the Institutional Scouting Representative for a period of one (1) year and renewable.

The Job Description of the Asst. Rover Circle Leader provides direction to kind of work he/she is expected to do. On the other hand, the Sponsoring Institution shall:

1. ensure that the Asst. Rover Circle Leader has a thorough knowledge and understanding of:
 - a. the policies and traditions of the Institution;
 - b. the resources available for Scouting purposes;
 - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where the Asst. Rover Circle Leader's presence is necessary;
4. provide moral and material support for the Rover Circle Leader to perform his/her responsibilities;
5. provide due recognition/incentives for job well done.

d. Training and Support

As part of its obligations, the Sponsoring Institution shall ensure that the Asst. Rover Circle Leader receives Basic Training Course for Rover Circle Leaders and is encouraged and provided support to undergo Advanced Training Course for Rover Circle Leaders.

The Institution shall also ensure that the Asst. Rover Circle Leader is provided all assistance to reduce his/her administrative duties and responsibilities.

e. Review and Evaluation

Before the term of agreement expires, the performance of the Asst. Rover Circle Leader shall be reviewed by the Head of Institution or the Institutional Scouting Representative using the following instrument:

Item	Accomplishments	5	4	3	2	1
1.	Assisted in the recruitment of members in the Circle;					
2.	Ensured that members of their Division are given opportunities for growth;					
3.	Advised and counsels the members and leaders in the Circle;					
4.	Made certain community oriented and high adventure activities are conducted;					
5.	Promoted the conduct of circle social and cultural activities in the community;					
6.	Ensured that activities for professional/vocational and spiritual development are conducted;					
7.	Submitted to the Rover Circle Leader the progress reports of their respective Divisions;					
8.	Made sure that the members of the Circle are given opportunities to serve in Scouting and the community;					
9.	Made certain that the educational objectives of Rovering were achieved; and					
10.	Served as role models of Rover Scouts in the Circle.					

TOTAL _____

Other contributing factors (Training/Seminars/Conferences attended; activities actively participated in, 1 point each)

1. _____
2. _____
3. _____
4. _____
5. _____

 Institutional Head / Scouting
 Representative (Rater)

 Signature (Ratee)

Legend: 5= Very Satisfactory
 4= Satisfactory
 3= Average
 2 & below = Needs Help

53-65 = Very Satisfactory
 40-52 = Satisfactory
 27-39 = Average
 14-26 = Needs Help
 Below 13 = Assign to another position

Boy Scouts of the Philippines
National Office
Manila

A G R E E M E N T

Having been apprised on the duties and responsibilities of a _____, I hereby agree to follow to the best of my ability, the program of work I will prepare based on the job description of this position.

In so doing, I will keep myself abreast of the policies and traditions of this Institution. I will do my best to make myself available and participate in training courses, seminars, conferences or other events that will provide me with the competencies I will need in fulfilling my obligations or that will enhance my position or the goodwill of the Institution.

Signature over printed name

Boy Scouts of the Philippines
_____ Council

A P P O I N T M E N T

Acknowledging the value of the services that M _____ may provide, he/she is hereby appointed _____ of _____ for one year effective _____, renewable.

With this appointment goes the assurance that, barring no serious impediments, he/she will be provided support and every opportunity to participate in training courses, seminars, conferences or other events that may enhance his/her skills to perform his/her job and/or that will enhance the goodwill of this Institution.

He/she will be expected to submit a program of work based on the descriptions of his/her job.

Head of Institution/Institutional
Scouting Representative

ACKNOWLEDGEMENT

The volume I of the Adults in Scouting Policy for Volunteer Scouters (Sponsoring Institution and the Unit Level Positions) of the Boy Scouts of the Philippines has been written as a guide for the Sponsoring Institution and the Institutional Scouting Committee on how to effectively manage the Adult Resources in their respective Institutions.

This volume includes the Job Description, Job Profiles and the Training Support needed in order to ensure the appointment of the right persons for the different Scouting positions in the Institution and in the program Sections.

It is hoped that this manual can contribute in making sure that the Youth Program is effectively delivered to the young people.

The Adults in Scouting Committee, BSP would like to express its gratitude and appreciation to the following members of the Editorial Committee who worked hard in order to make this 1st Volume of the AIS Policy for Volunteer Leaders of the Boy Scouts of the Philippines a reality:

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Boy Scouts of the Philippines

VISION

Foremost in preparing the youth to become agents of change in communities, guided by the Scout Oath and Law.

MISSION

To help the youth develop values and acquire competencies to become responsible citizens and capable leaders anchored on the Scout Oath and Law.



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