



SCOUTBOOK



Tracking the  
Scouting Experience  
from Tiger to  
Eagle Scout

# Pack 731 Scout Book Roles & Responsibilities

## **Introduction**

ScoutBook is a web enabled program that allows pack members to track advancements, upload photos and videos, send messages to leaders, Scouts and parents, plan events and track activities.

Everyone has a role to play when using ScoutBook. This manual attempts to outline those roles and responsibilities. Specifically in how the pack will track and award advancements.

## **Parents**

The family is the place boys learn and practice the core values of Cub Scouting, like cooperation, faith, honesty, and responsibility. Scouting works best when it works with parents to reinforce these values and to strengthen relationships among family members.

Scouting makes no secret about how parents should be involved. On the youth application is a short parent agreement, where parents or guardians commit to participate in meetings and activities, help their sons grow as Cub Scouts, and assist pack leaders as needed.

In ScoutBook, the parent's role is pivotal for the proper administration of their Scout's account and the initial recording of advancement requirement completion.

Parents will have "full access" and administrative "admin" rights for their scout's account. Other than adding advancement requirement completion (turning check boxes green), they will be responsible for:

Ensuring that they are joined to the Pack or dropped from the Pack when it is time for their son to move on to their Boy Scout Troop. When joining a new troop or pack, Parents will manage their scouts' connections in order for leadership to be properly connected to their son.

If a parent thinks their son is mature enough, and the scout expresses an interest in using ScoutBook to see his own progress, Parents will be responsible for allowing him that access. In order to do so, you will need to create an email account for him to use for logging into ScoutBook. For most, this will not be an issue until you get to Boy Scouts.

## **Den Leaders** (including Assistant Den Leaders)

Den Leaders will have admin rights for their entire Den. As such they will be responsible for the management of accounts for all the scouts in their Den and will

be the first line of help for parents that may have any issues using the system. All other scout accounts in the Pack, Den leaders should be able to see, but not modify.

Den Leaders can enter requirement completion in multiple ways and are expected to do so as soon as the requirement is completed. In addition to entering requirement completion, the next step in the advancement process is to “approve” completed requirements (turning check boxes blue). This will be done in one of two ways: (1) At initial requirement completion, or (2) through the view report options.

Den leaders will ensure that all advancement updates are completed before the last Friday of the Month to allow enough time for the Advancements Chair time to process the advancements and purchase items.

\*\*\* If during the initial set up of a Scout’s account, or a parent / den leader put in a scout’s PAST requirements that have already been awarded, the DEN LEADER MUST ensure those advancement requirements are marked “Awarded” in ScoutBook. If they do not, then the Pack may buy additional advancement items in error and the Den Leader will be held responsible. \*\*\*

It is expected that as Den Leaders approve advancements in ScoutBook, that they also sign the physical scout book of the scout to ensure there is a physical back-up of the scout’s advancement record.

While not required, Den Leaders can also use ScoutBook to track and announce Den Meeting details including times and meeting specifics.

BSA wants scouts to have immediate recognition for completion of requirements. Den leaders will do the best they can to make that happen. If a den leader wants advancement items prior to completion of a requirement, such that it can be passed out immediately upon completion, prior coordination can be made with the Advancement’s Chair. If this action is taken, the Den Leader must ensure that when the requirement is completed, that they mark the scout requirement “approved” and “awarded.”

### **Pack Leaders**

The following pack positions will have admin rights to the entire Pack:

Pack Committee Chair  
Cubmaster  
Asst. Cubmaster  
Registrar  
Advancements Chair  
Training Coordinator

Pack Committee Chair will be responsible for making sure that all the information in the Pack profile is up to date and accurate. This includes the Tax ID and Chartering Organization information.

Registrar will work with all Pack Leaders and ensure that the Pack roster is up to date and accurate. Any scouts that have left the pack will be kept on the Pack rolls inside of ScoutBook, but will be moved into an “inactive” status in order to preserve the number of allocated positions within the Pack allocated by ScoutBook.

Advancements Chair will be responsible for gathering advancement items after the last Friday of the Month. Those items will then be presented to the Den Leaders at the next committee meeting or POW WOW, whichever occurs first. Additionally, the Advancements Chair will be responsible for running the “backup” option in ScoutBook every month. The back up data will then be stored in two separate locations. Once advancement requirements have been placed on an order form, they will be marked as “awarded” (turning check boxes gold).

All pack leaders will ensure that Pack activities are added to ScoutBook “events” as required.

### **ADVANCEMENT Timeline Recap:**

- 1) Parents and Den Leaders sign off on requirements turning check boxes green.
- 2) Den Leaders approve / verify that requirement has been completed. Mark advancement requirement complete in ScoutBook (turning check boxes blue) and the scout’s physical book.
- 3) Advancements Chair will create invoice for purchase. Then mark those items as “awarded” (turning check boxes gold).
- 4) Advancements Chair will purchase items, and pass out at next committee meeting or POW WOW, whichever comes first.
- 5) Den Leaders will provide advancements to the scouts as soon as possible.

### **HELP**

ScoutBook does not offer a user manual yet. However, they have multiple FAQ pages and forums. If anyone cannot figure out what they are trying to do through those forum’s, do not hesitate to contact your den leader or a pack leader for help.