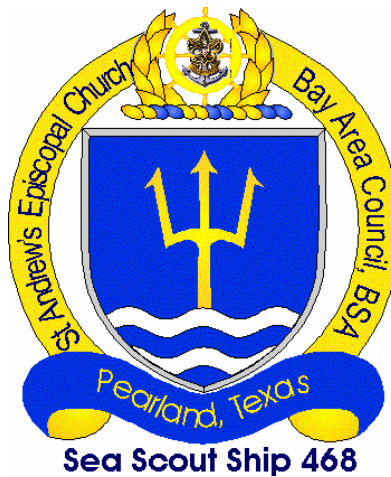




Sea Scout Ship 468

St. Andrews Episcopal Church, Pearland TX
Bay Area Council, Boy Scouts of America

Quarterdeck Handbook



Sea Scouts, B.S.A.



Quarterdeck Code of Honor
 Sea Scout Ship 468, Bay Area Council, BSA
 St. Andrew's Episcopal Church, Pearland, TX



As a Petty Officer of Sea Scout Ship 468, in recognition of my responsibilities to my Shipmates and myself, I agree to abide by the provisions below during the _____-month term starting _____, 20_____.

- 1) I will be registered with Sea Scout Ship 468.
- 2) I will have my dues paid up-to-date at all times.
- 3) I will abide by the Ship's Code of Conduct and will do my best to set a good example.
- 4) I will make every effort to attend all regular Ship and Quarterdeck meetings. If I cannot attend a meeting, I will inform my superior Petty Officer and arrange for a substitute.
- 5) I will participate (either as a trainer or student) in the Quarterdeck Seminar for my term of office.
- 6) I will perform the duties of my office as outlined in the Sea Scout Manual to the best of my ability.
- 7) I will initiate communication with my adult advisor regularly (at least once per month.)

 Signature, Petty Officer

 Signature, Boatswain

 Petty Officer's Name (printed)

 Signature, Adult Advisor

 Petty Officer's Position

 Date



Quarterdeck Job Descriptions

Sea Scout Ship 468, Bay Area Council, BSA
St. Andrew's Episcopal Church, Pearland, TX



Boatswain

- Plan and conduct regular officers' meetings.
- Give leadership to all ship meetings and activities.
- Give direction to effective communication.
- Share responsibilities of leading the ship with your officers.
- Know the needs and interests of your ship members.
- Control the actions and behavior of ship members. Set an example for ship members.
- Represent your ship at the council's Sea Scout Boatswains' Association meetings and program planning conferences.
- Participate in council, area and national Sea Scouting events.
- Consult with individual ship members who have problems, questions or concerns.
- Direct the planning of your ship program.
- Work closely with your Skipper.
- Appoint ship members to serve as activity committee chairmen.
- Recruit new members into the ship.

Boatswain's Mate for Administration

- Take over for the ship's boatswain when necessary.
- Support the ship's boatswain and other officers in their leadership functions.
- Give leadership to recruiting new members into your ship by:
 1. Coordinating plans for a "First-Nighter" to invite new members to join.
 2. Encouraging all ship members to bring new prospects to ship meetings and activities.
 3. Following up with ship members who seem to be losing interest in the ship.
- Admit new members into the ship. Be sure they are introduced and feel welcome.
- Recognize the achievements of ship members.
- Conduct opening and closing ceremonies for your ship.
- Carry out other duties as assigned by boatswain.

Boatswain's Mate for Program

- Support the ship boatswain and other officers in their leadership functions.
- Collect activity ideas from your ship members by:
 1. Asking ship members what they would like their ship to do.
 2. Surveying ship members on their interests using the Explorer Interest Survey.
 3. Evaluating ship meetings and activities after they take place.
- Maintain an activities file of programs, activities, projects, and trips that your ship should do.
- Keep your ship schedule up-to-date and be sure everybody knows what is happening.
- Help your ship's activity chairmen plan and conduct successful activities.
- Carry out other duties as assigned by the boatswain.



Yeoman

- Support the boatswain and other officers in their leadership functions.
- Keep minutes of officers' meetings and other ship meetings that include group decisions and plans.
- Remind the boatswain and other officers of items that they agreed to do.
- Keep membership records for your ship.
- Supervise all your ship's correspondence.
- Keep all ship members informed about upcoming meetings, activities, and projects.
- Handle all publicity.

Purser

- Support the boatswain and other officers in their leadership functions.
- Collect, deposit, and account for all money coming to the ship from dues, money-earning projects, or other sources.
- Work with adult assigned to you from the ship committee to set up a bookkeeping procedure, bank account, and money-handling methods.
- With the help of your ship's Skipper and officers, set up a budget based on the activity schedule that is being planned.
- Make regular reports at ship's officers' meetings and unit meetings of the status of your ship's budget and treasury.
- Be sure that expenditures are approved by your ship officers and Skipper before disbursing funds.

Storekeeper

- Responsible for procuring and maintaining equipment.
- Checks in and out all equipment.
- Keeps a complete inventory of all equipment.

Coxswain

- Is responsible for the morale and conduct of the crew
- Leads and inspires by example
- Is familiar with each member's abilities and interests and helps to train each one
- Stimulates participation and encourages teamwork

Coxswain's Mate

- Leads and inspires by example.
- Stimulates participation and encourages teamwork.
- Carry out other duties as assigned by the crew leader.
- Assumes the duties of the coxswain in his or her absence.

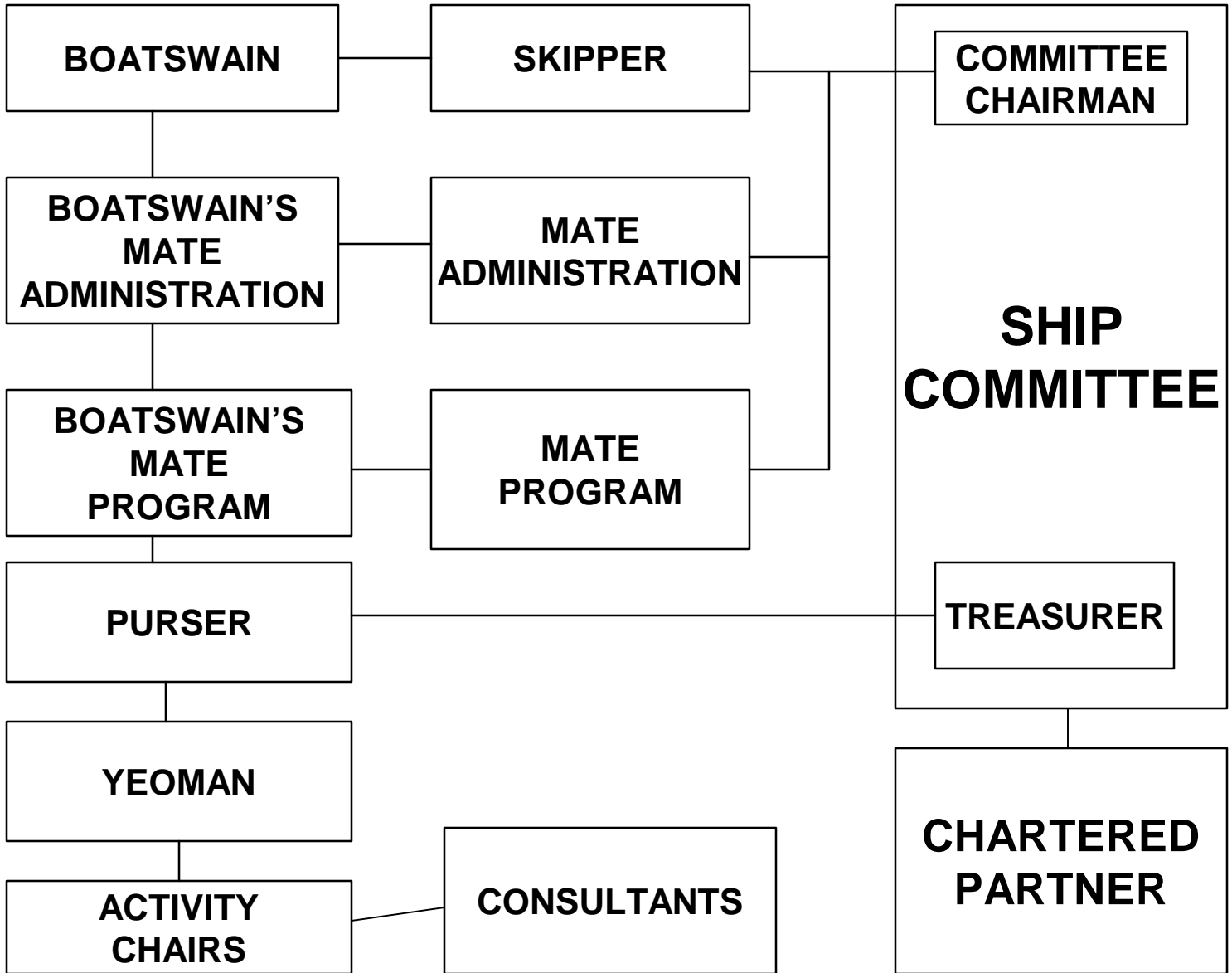
Skipper

- The Skipper is the leader of all elected officers.
- The Skipper attends all Quarterdeck, Ship and Activities meetings.
- The Skipper gives direct leadership to program planning.
- The Skipper attends Ship committee meetings.
- The Skipper keeps informed.
- The Skipper shows a personal interest in all members.

Mate

- The Mate advises and helps the boatswain's mate with ceremonies.
- The Mate advises and helps the boatswain's mate recruit new members.
- The Mate Assists the Skipper as directed.
- The Mate assumes the Skipper's duties in his or her absence.

SEA SCOUT SHIP ORGANIZATION





Implementing and Guiding a Youth-Led Program

Sea Scout Ship 468, Bay Area Council, BSA
St. Andrew's Episcopal Church, Pearland, TX



In the Quarterdeck seminar, you took the first significant step in guiding the design of a youth-led program of activities. Now the real work begins. You will be repeating on a day-to-day basis the kind of process that went on in the seminar – in the person-to-person interchanges, meetings, and activities that go on in the Ship. Remind the Quarterdeck of the insights and skills they gained in the Quarterdeck seminar. Use timely, positive feedback whenever possible, and try to make sure that *all* Ship members develop leadership skills, not just the officers. When Ships have problems, it could be because the leadership forgot about the structure that was set up to get everyone involved. Consequently, the responsibility for program planning and follow through often falls on one or a few individuals. Follow up to make sure that all of the roles are filled – officers, activity chairs, activity committees, etc. If someone is not performing well, that individual probably needs training. Don't get so caught up in details that you lose sight of the big picture. Remember to enjoy the activities and the company of your crew members. Don't forget that Sea Scouting is a process of the development of people, and that process will invariably run into problems. There also will be times of complete enjoyment and pleasure that all is going well. Don't forget to use reflection with the Ship to encourage empathy, understanding, and compassion for others. Action, then reflection, should become a habit. Remember the qualities of a good Ship program:

- Addresses the needs and interests of crew members
- Reflects a balanced program, based on the six experience areas
- Is action oriented
- Emphasizes Sea Scout responsibility for decision making
- Emphasizes new skills, new ideas, new experiences, and new challenges
- Emphasizes care and responsibility for one another and the community

SEA SCOUT SHIP ACHIEVEMENT SCORESHEET

(Used to qualify for local, regional and national standards)

Directions for use:

This scoresheet is to be used during the annual recharter process. The scores are filled in by the Ship's officers at a Quarterdeck meeting under the supervision of a Venturing service team member using the following procedure:

Read the items listed below and place your answers in the column under **Your Scores**.

Qualify for any four of the unstarred items (only the four with highest scores).

** Items required for all standards.*

Requirements for local, regional, and national standard ship achievements are listed in their respective columns. If all your scores are equal to or above those in another column, you have achieved the standard in that column. For example, if all your scores equal or are above those in the Regional Standard column, you achieve regional standard.

Get the proper signatures on your report and send it to your local council office for approval and certification.

Ship No. _____ Ship Name _____

Chartered Organization _____

District/Division _____ Charter Expiration Date _____

I. Functioning Manpower

We recognize that the success of Sea Scouting depends largely upon the Sea Scout leader's ability to work with young adults and coast them to develop leadership and initiative. Also, this success depends upon the support that is received from the chartered organization and the Ship Committee.

- *1. Skipper completed Venturing & Sea Scout leader training
- *2. Mate completed Venturing & Sea Scout leader training
- *3. Ship has at least one Mate
- *4. Ship reregistered on time
- *5. Quarterdeck trained by Skipper
- *6. Quarterdeck meetings
- *7. Boatswain or representative attends minimum of four officers' association or wardroom meetings annually

II. Quality Program

A quality program, planned and conducted by the Sea Scouts, should be geared to the needs of the ship and aimed to help each Sea Scout understand and attain the maximum in personal fitness, the development of the skills necessary for a happy and productive life, and the fulfillment of obligations to God and country.

- *1. Program planned and administered by Sea Scouts with coaching from adults
- *2. Program planned using method described in Sea Scout Manual
- *3. Personal fitness activities
- *4. Citizenship activities
- *5. Outdoor activities
- *6. Social activities

Your Scores	National Standard	Regional Standard	Local Standard
	Yes	Yes	Yes
	Yes	Yes	Yes
	Yes	Yes	Yes
	Yes	Yes	Yes
	Yes	Yes	Yes
	12	10	8
	4	4	4
	Yes	Yes	Yes
	Yes	Yes	Yes
	4	3	2
	4	3	2
	4	3	2
	4	3	2

- *7. Service activities
- *8. Leadership activities
- 9. Ship has mobilization plan
- *10. Occasions for presenting awards and other recognitions
- 11. Recognitions and awards – Scout, Venturing, and Sea Scout
(Divide total recognition by total members to get percentage)
- 12. Sea Scouts with religious emblems
- *13. Participate as a ship in two or more district or council activities
- *14. Ship uses budget plan
- 15. An annual highlight cruise or superactivity
- 16. Number of activities including parents
- 17. Average attendance at all activities
- 18. Sea Scouts and officers in complete uniform

	4	3	2
	4	3	2
	Yes	Yes	Yes
	4	3	2
	100%	75%	50%
	20%	10%	5%
	Yes	Yes	Yes
	Yes	Yes	Yes
	Yes	Yes	Yes
	4	3	2
	80%	70%	60%
	100%	85%	70%
	8 or 30%	6 or 25%	4 or 20%
	Yes	Yes	Yes
	Yes	Yes	Yes

III. Increased Membership

Sea Scouting should be constantly made available to young adults. The Ship's petty officers should always be aware of the need to attract new members through personal recruiting and attractive programming

- *1. New Sea Scouts during the year
- *2. Ship had an increase in members this year
- *3. Admission ceremony given every new Sea Scout

We certify that the above is an accurate report taken from the records of our Ship. It has been determined that this ship is entitled to a _____ standard ship achievement rating for the next 12 months.
(Local, regional, or national)

Signed: _____
Skipper
Boatswain

Approval: _____
District or Division Service Team Member or Commissioner

Council Approval: _____
For the Council Venturing Committee

How the Ship Obtains Insignia

Upon approval, the ship may order the Standard Sea Scout Ship emblem, No. 17549, from the local council. Patches are worn centered on the right sleeve of the uniform, 1/2 inch below the ship or universal emblem. White stars (2 for Local standard; 3 for Regional standard; 4 for National standard) may be affixed to the Ship flag as prescribed in the *Sea Scout Manual*. Patches and stars may only be worn for a year unless re-awarded.



Goal Setting Guidelines

Sea Scout Ship 468, Bay Area Council, BSA
St. Andrew's Episcopal Church, Pearland, TX



An effective expression of the important goal setting guidelines is that you should set SMART goals. What the SMART goal setting guidelines actually mean is that your goals should be **Specific, Measurable, Attainable, Rewarding, and Timely.**

Neglect one of those guidelines and the odds that your goals are achieved drop many times. Why?

The key force that either drives you towards your goals or holds you back is your subconscious mind. Those goal setting guidelines are the necessary criteria for your subconscious mind to accept your goals and start working for you. Otherwise it will work hard to keep you in the comfort zone of your present conditions and old habits.

With a specific goal you can clearly see what it is you want to achieve, and you have specific standards for that achievement. In making your goals specific it is important that you actually write them, which is crucial in all goal setting guidelines.

The more specific is your goal, the more realistic is your success, and the shorter is path to it.

When you work on making your goal specific, you program your subconscious mind to work for you. Then, your feelings and thoughts will lead you to your goal instead of pointing at the obstacles. To make your goals specific you also need to work out the other components of SMART goal setting guidelines below.

For a goal to be measurable you need a way to measure the progress and some specific criteria that will tell you when you can stop and the goal is achieved. Feeling the progress is very important for you to stay motivated and enjoy the process of achieving the goal.

An attainable goal is a goal for which you see a realistic path to achievement, and reasonable odds that you get there. This does not mean that the lower you aim the more likely you reach success. It is well known that goals that work best have a challenge in them. They are chosen as ambitious as possible, but still reachable. Then they will give you more motivation and sense of achievement.

A goal is rewarding when you have clear reasons why you want to reach that goal. This is one more place where it is important that the goal is really yours. Have your specific reasons and expected reward in writing. If possible, even with some visual pictures.

Imagine how you are going to feel when the goal is finally reached. This will ensure that the goal is really worth achieving. Then, every time you get stuck and don't feel motivated enough, read your reasons and look at the pictures. This is a known and very powerful practical technique of how to get through difficult moments and not quit.

The final requirement of the SMART goal setting guidelines is that your goal should have a specific time limit. This is also very important for your subconscious mind. Besides, time is the price you pay for the reward from achieving a goal. Setting the deadline will protect you from paying higher price than the goal is worth. This is also your protection from procrastination and perfectionism.



Goals

List three personal goals, three quarterdeck goals, three ship goals that you want to reach for this year.

	Specific	Measurable	Attainable	Relevant	Timely
Personal Goals					
Quarterdeck Goals					
Ship Goals					



Sea Scout Leadership Skills

Sea Scout Ship 468, Bay Area Council, BSA
St. Andrew's Episcopal Church, Pearland, TX



Many years of experience in Sea Scouting have shown that good leadership is a result of the careful application of eleven skills that any ship leader or officer can learn to use. With practice, these skills can become a part of the adult's or youth officer's leadership style and will prove helpful in Sea Scouting and all other leadership situations.

COMMUNICATING

To improve your skills in *getting* information:

- Pay attention and listen carefully.
- Make notes and sketches.
- Ask questions and repeat your understanding of what was said.

To improve your skills in *giving* information:

- Be sure others are listening before you speak.
- Speak slowly and clearly.
- Draw diagrams, if needed. Ask those receiving information to take notes.
- Have the listeners repeat their understanding of what was said. Encourage questions.

UNDERSTANDING THE NEEDS AND CHARACTERISTICS OF THE SHIP

Each individual member of the group has certain needs and characteristics.

1. A leader should understand his or her own needs and characteristics.
2. A leader should understand the needs and characteristics of each member of the group. This helps the leader to deal with each person as an individual, to treat that individual with respect, and to help the person grow.
3. This understanding helps in planning the program and in getting things done.
4. This understanding creates trust and builds confidence among group members.

Through conversation and informal surveys of ship members, try to find out:

- Why they joined your ship
- What they expect from the ship's program
- What their major interests are
- What their plans for the future are

KNOWING AND USING THE RESOURCES OF THE GROUP

Resources include all those *things* necessary to do a job. Resources also include *people*, because people have knowledge and skills. Knowledge is what a person learns through familiarity or experience – what you know. Skill is the ability to use what you know. Attitude includes the desire to do something – motivation – and the belief that you can do it – confidence.

When the leader uses the knowledge and skills of group members to get a job done, the members gain experience and improve skills. They also develop a positive attitude toward using a skill.

- Keep the ship's program capability inventory up-to-date and use it in planning.
- Understand the purpose and resources of your chartered organization.
- Survey the members' parents; include them in your program capability inventory.
- Find out your ship members' skills, interests, and resources.

PLANNING

Planning is an important part of everything we do in Sea Scouting. The following is a simple process for planning:

- Consider the task and objectives. What do you want to accomplish?
- Consider the resources – equipment, knowledge, skills, and attitudes.
- Consider the alternatives.
- Reach a decision, evaluating each option.
- Write the plan down and review it with the ship.
- Execute the plan.
- Evaluate the plan.



CONTROLLING GROUP PERFORMANCE

A leader influences the performance of the group and individual members through his or her actions. Why is control needed?

A group needs control as an engine needs a throttle – to keep it from running itself into the ground. A group works together best when everybody is headed in the same direction. If a plan is to be properly carried out, someone must lead the effort. Control is a function that the group assigns to the leader to get the job done. Control happens as a result of recognizing the difference between where the group is and where the group is going. The leader is responsible for developing a plan to help the group get to its goal.

Setting the example is the most effective way of controlling the group. When working with ship members, do the following:

Continually observe the group. Know what is happening and the attitude of the group. Make your instructions clear and pertinent. Pitch in and help when necessary.

Quickly deal with disruption. Guide the ship toward self-discipline.

EVALUATING

Evaluating helps measure the performance of a group in getting a job done and working together. It suggests ways in which the group can improve its performance. There are two basic categories of evaluation questions. After any event or activity, ask these questions:

Getting the job done –

- Was the job done?
- Was the job done right?
- Was the job done on time?

Keeping the group together –

- Were relationships between group members helped or hurt?
- Was participation equally distributed among group members?
- Did the group enjoy the activity? Did the group handle conflicts well?

SETTING THE EXAMPLE

Setting the example is probably the most important leadership skill. It is the most effective way to show others the proper way to conduct

themselves, and is even more effective than verbal communication. Without this skill, all the other skills will be useless. One way to think about setting the example is to imagine yourself as a member of a group and think about how you would like your leader to act.

SHARING LEADERSHIP

While there are various ways to exercise leadership, the goal of Sea Scouting leadership is exemplified in a quote from the ancient Chinese philosopher, Lao-Tzu: "But of a good leader... When the work is done, his aim fulfilled, they will say, 'We did this ourselves.' "

The Sea Scouting leader wants to give ship members the skills he or she possesses, not to use those skills in ways that keep the ship weak or dependent. He or she offers leadership opportunities to ship members and teaches them the skills they need.

COUNSELING

Counseling is important:

- To help people solve problems;
- To encourage or reassure; and
- To help a Sea Scout reach his or her potential.

Counseling can be effective when a person is:

- Undecided – he or she can't make a decision;
- Confused – he or she doesn't have enough information or has too much information; or
- Locked in – he or she doesn't know any alternatives.

How do you counsel?

- First, try to understand the *situation*. Listen carefully. Summarize. Check the facts. Paraphrase to make sure you understand.
- Second, help list as many *options* as possible.
- Third, help list the *disadvantages* of the options.
- Fourth, help list the *advantages* of the options.
- Finally, let the person decide on a *solution*. The counselor's role is to give encouragement and information, not advice.



REPRESENTING THE GROUP

Where do you represent the ship? Ship leaders represent the ship at ship committee meetings, Advisors' meetings, officers' meetings, Sea Scout officers' association (EOA) meetings, and planning conferences, and to the chartered organization.

The leader represents the ship in two situations:

- Without consultation – when he or she doesn't have the opportunity to consult with ship officers about a decision
- With consultation – when he or she can meet with ship officers about the issue

In some cases the leader must represent the ship's decision exactly; in other cases, he or she must use independent judgment. You will need to solicit and analyze members' views and attempt to represent those views within the guidelines of your ship, your chartered organization, and Sea Scouting.

EFFECTIVE TEACHING

Effective teaching is a process to increase the knowledge, skills, and attitudes of the group and its members. The focus is on learning, not teaching.

“For teaching to be effective, learning must take place.”

The steps of effective teaching include

- Choosing the learning objectives
- Providing a discovery experience that helps the learner understand the need for the skill
- Demonstrating or explaining the skill
- Allowing the learner to practice the skill
- Evaluating the process



Planning Your Ship's Program

Sea Scout Ship 468, Bay Area Council, BSA
St. Andrew's Episcopal Church, Pearland, TX



Your ship's program is probably the single most important activity you will be involved in. Not only will you help determine the activities your ship will be doing, you will also learn how to plan. In this chapter, we will discuss the following areas to help you plan a meaningful and successful program.

- The qualities of a good program
- Learning the steps in the planning process
- The planning of an individual activity
- Making your program dynamic throughout the year

The spirit of the planning process for a year's program or for an individual activity should be consistent with the leadership philosophy that is discussed throughout this handbook. The planning process itself should contribute to people growing and learning, and to officers and ship members feeling responsible for ensuring that their program is a good program.

Qualities Of A Good Program

Every ship wants a successful and satisfying ship program. How can you achieve that kind of program for your ship? Every program will be different because every ship is unique, but certain things contribute to that uniqueness. A good ship program:

- Demonstrates a good match between the program capability inventory forms and the activity interest survey
- Addresses the needs and interests of the ship members
- Reflects a balanced program, centered on the six experience areas
- Involves as many ship members as possible through the course of the year in (1) suggesting ideas for activities, (2) planning the activities, and (3) participating in the activities
- Is a dynamic and action-oriented program, changing and adjusting through the year to the growth and development of ship members
- Is based on careful, consistent planning by the Sea Scouts
- Emphasizes new skills, new ideas, new experiences, and new challenges

Planning a year's program is the focus of the next section. Some people think that planning is the dull part of an activity; it isn't. Brainstorming ideas is fun – if you really brainstorm. Seeing your new program

take shape is satisfying. And learning how to plan might be the thing you look back on in the years ahead as one of the most important things you gained in your Sea Scouting experience.

Learning the Steps in the Planning Process

You will plan your initial year's program in the ship officers' seminar. This section clarifies the process you will use so that you will be adequately prepared to apply this process in the seminar itself. In addition, your Advisor will guide you and offer assistance whenever necessary. Planning your year's program is divided into two parts:

- Part One: deciding upon the activities for the year's program
- Part Two: practicing the steps for planning an individual activity

PART ONE: DECIDING THE ACTIVITIES FOR THE YEAR'S PROGRAM

In planning your year's program, you will engage in four steps to help you arrive at a decision regarding the activities you select as a part of your year's program. Those four steps are:

1. *Gather and evaluate information.*

In this first step, you will gather and discuss the PCI program planning form, the initial Sea Scout activity interest survey given after the officers' briefing, the goals of an Sea Scout ship, and the six experience areas. Every officer should be familiar with these four areas of information, and it is important that you ask any questions you might have about the information you are receiving.

2. *Brainstorm ideas.*

In this second step, you will suggest any ideas for activities that come to your mind. At this point, don't worry at all about judging ideas for their ultimate effectiveness in your year's program. That interferes with the brainstorming process. Rather, be creative, use your imagination; think about any and all possibilities. Keep visualizing answers to the question, "What could we do?" (See the sample brainstorming worksheet in the Appendix.)



3. Discuss and evaluate your list of any and all activity ideas.

Now it's time to think about the value of your suggested ideas in relation to the information you reviewed in step one; namely, the PCI, the Sea Scout activity interest survey, the six experience areas, and the goals of the ship. It is now time to stand back and objectively discuss the advantages and disadvantages of each idea and to weigh each in relation to the others.

4. Select the activities for your year's program.

In this last step, you decide which activities you think would be best for the program, and you fit those activities into the ship's calendar. As a result of this last step, you should know which activity you plan to do in each month. This four-step process helps you discover that planning involves gathering essential information and ideas, sorting that information and those ideas, and interpreting what you have sorted. Planning misses the mark when essential information is not considered or included, when creativity is missing in the process, or when people do not integrate the information and the ideas.

PART TWO: PRACTICING THE STEPS FOR PLANNING AN INDIVIDUAL ACTIVITY

In the Quarterdeck seminar, you will also go through the steps for planning one individual activity and then applying the same process to the superactivity. The purpose of this practice is to help you understand what goes into planning an activity so that you can later support, as necessary, the activity chair and activity committee who will do the actual planning. Support is much more meaningful when you can discuss the issues of each specific planning step. The planning process consists of seven steps:

1. Determine the desired outcomes of the activity.

In this step, consider the purpose of the activity and the goals you would like to achieve. You need to visualize what the members should gain as a result of engaging in this activity.

2. Identify needed resources for the activity.

Identifying needed resources involves answering questions such as: What expertise, facilities, and materials are needed? Who can we get to help? What is available at the location? Where can we get the necessary equipment? The PCI should be used in answering these questions.

3. Consider alternatives in case of unforeseen circumstances

This step involves considering the possibilities for different things that might affect the activity. What if it rains? What if the activity doesn't work as planned? Does it depend on a certain number of people participating?

4. Make all the decisions involved with this activity.

Determine specifically who will be in charge of the activity. Which other people will have specific responsibilities for the activity? Who will organize the contests, teach the skills, serve as officials, and so on? How will the activity be organized? Decide where and when the activity will be held. All these decisions should be recorded on the activity planner.

5. Develop a plan for how to share this activity with others.

In this step, discuss and decide how to inform the members about the activity. Consider whether a promotional effort is desirable to encourage all ship members to participate.

6. Carry out your plan for this activity.

The activity chair and activity committee are responsible for leading the activity. They carry out the decisions made and the responsibilities committed to using the previous five steps as their guide.

7. Evaluate the completed activity.

After the activity, the ship leaders need to reflect on it and discover: Did the members like the activity? Were the desired outcomes (step 1) achieved? What would you do differently the next time?

After completing the ship officers' seminar, you should get to know these steps like the back of your hand, and so should every activity chair. That is an expectation you must clarify with the activity chairs of all ship activities. These steps should become a part of the shorthand language of the ship so that you can easily and effectively keep up to date on the planning of ship activities in the year's program.

Planning an Individual Activity

In the previous section, you practiced planning an individual activity. However, the actual responsibility for planning an activity belongs to the activity chair and activity committee. You have learned the planning steps to be able to support them. Becoming a leader is not only a goal for you as a youth officer. The goal of a Sea Scout program is to also give every member leadership opportunities. Being an activity chair represents that kind of opportunity. Just as your Advisors work to hand off the leadership of your ship



to you, you also look for opportunities to give leadership responsibilities to the members.

DEFINITION OF AN ACTIVITY

An activity is a hands-on experience in which all the members do something. A sailing trip, ski trip, volleyball game, computer workshop, dance, service project, swim party, career seminar, mock trial, fitness test, or ethics debate are examples of activities.

ROLE OF THE ACTIVITY CHAIR

The activity chair for an activity is selected by the ship's Boatswain and Skipper and is responsible for (1) planning, (2) promotion, and (3) staging the activity. For relatively simple activities, the activity chair alone may be sufficient to carry out these three responsibilities. However some activities in a ship are more complicated. For these, the activity requires a committee and, depending upon the activity, receives help from the Skipper, ship committee and consultants. For example, if the activity is a bowling night, the activity chair probably can organize, promote, and run it alone. However, if the activity is a water-skiing party, then the activity chair might need other Sea Scouts and adults to help with things such as equipment and transportation. Use the PCI to find adults who could serve as consultants, obtain equipment, provide instruction, and supervise safety procedures. When a committee works with the activity chair to plan an activity, the chair and the committee should go through the seven planning steps together. It is the responsibility of the chair to be sure that the activity planner is filled out, and filed with the ship records.

WORKING WITH A CONSULTANT

Consultants can be a great asset to an activity chair. Because your ship committee has recruited these adults, you need not hesitate to ask them for help. The activity chair should explain the activity to the consultant who is helping and find out how the consultant's expertise can be helpful for the activity. In addition, the activity chair should review with the consultant what is expected of him or her and what equipment or supplies are needed, if any. After this discussion, the activity chair should follow up with a letter to the consultant, summarizing their discussion, so that there is no misunderstanding. Also thank the consultant after the activity is over.

Developing a Dynamic Program

The program you create in your ship officers' seminar is simply your initial program for the year. You should constantly fine-tune your program of activities throughout the year. That is what makes a program dynamic.

The following things should cause you to stop and reassess your program:

- **Additional responses to the PCI**

The PCI is a form that should be used continually. Give a PCI form to any adult who potentially could help the ship. The added information you receive from these responses could affect activities you would like to do.

- **Sea Scout activity interest**

Give Sea Scout activity interest surveys to members on a consistent basis. Doing so allows you to check your initial program against new or changed interests, with other suggestions for activities, or with the interests of new members. If your ship members know you are on the lookout for new activities, they are more likely to suggest ideas that come to their minds during the year.

- **Growth and development**

You and your ship members will change and grow throughout the year. What seemed like an excellent idea at the beginning of the year might not seem as meaningful six months later. You might have additional ideas that better address where you are at these later points in time. Realize the importance of this new insight and awareness, and adjust your program accordingly.



How to Brainstorm

Sea Scout Ship 468, Bay Area Council, BSA
St. Andrew's Episcopal Church, Pearland, TX



INTRODUCTION

Brainstorming is an essential part of good thinking, and it is also an essential part of coming to good decisions. How does brainstorming help you think better and make better decisions?

First, it helps you get out good ideas and information.

Second, it fosters creativity; it encourages people to see possibilities. Brainstorming causes you to stretch – to not stop at the first thing that comes to your mind but to keep thinking.

Third, it encourages every one in a group to participate.

Fourth, brainstorming is fun, and causes us to get caught up with thinking in a way that makes us want to think some more.

Brainstorming is a part of many Sea Scouting activities, like developing your year's program of activities. This how-to section offers some suggestions to help make brainstorming happen. We'll look at some suggestions to apply to you, and at some guidelines to apply to a group brainstorming together.

INDIVIDUAL SUGGESTIONS

The following are some suggestions to help you get in the mind-set to brainstorm

- Relax. Let pictures freely come to your mind.
- Concentrate on what you're brainstorming about. Try to get else off your mind and focus on the subject at hand.
- Don't criticize or judge your own ideas internally. If you do, youth start hesitating and being too careful.
- Take creative risks; think in terms of no limits.
- Believe in and use your own experiences as a springboard for ideas. Each person has all the experiences he or she needs for brainstorming.

GROUP GUIDELINES

Now you're ready. The next step is to help create the right 1dnd of environment for the group to brainstorm together. You contribute to this kind of environment when you

- Encourage as many ideas as possible.
- Don't judge ideas (as good or bad) during brainstorming.
- Don't look ahead to making decisions; stay totally in the brainstorming mind-set.
- Build on one another's ideas.
- Encourage participation from everyone in the group.
- Don't worry about the words you're using to express an idea. Simply try to describe the picture you're seeing.
- List the ideas that your group comes up with so that you don't lose them.

When you engage in brainstorming, think about the two words that make up this word. Once you experience brainstorming, you'll realize that it is like a storm in the brain. Ideas begin to flow that you never knew you had – and one idea breeds another idea, and that idea breeds yet another. Brainstorming often surprises people. It blows off the thoughts that lie on top and exposes ideas we are often unaware are inside of us. We begin to appreciate more fully what we are capable of and how creative we are. By causing us to stretch beyond our usual way of thinking, brainstorming makes it hard for us to snap back to where we were before, because we've grown.



How to Earn Money

Sea Scout Ship 468, Bay Area Council, BSA
St. Andrew's Episcopal Church, Pearland, TX



Many ships decide to purchase equipment, take a trip, or plan a special project that requires additional funds. Sea Scouts who pay their own way will appreciate the equipment or trip more than those who don't. The decision to plan a money-earning project should be made by the entire ship. Once a money-earning project has been approved, all the members should participate in the project.

PLANNING A MONEY EARNING PROJECT

In planning a money-earning project, your ship should follow these guidelines:

- **Determine whether you really need the money.** First, review your current budget to be sure that members' dues will not be sufficient for your needs. If they aren't, determine how much money you need to raise for which specific needs. Then, develop a specific budget based on your needs and goals.
 - **Be realistic.** Consider carefully what your members will actually do. Sea Scouts have not been very successful with selling products door-to-door. Ships are more successful with onetime projects, such as a dinner or car wash.
 - **Decide how funds will be accounted for.** Decide in advance whether all funds will go into the ship general funds, into individual Sea Scout accounts (within the ship account) based upon hours worked and profits made, or a percentage into the ship general funds and the balance into individual Sea Scout accounts. Sea Scout accounts belong to the ship and can be used by an Sea Scout only to defray his or her share of costs of ship activities.
 - **Look for a need** Find out whether there is a service or project your community or chartered organization might need. Ask questions – you might be surprised. Some organizations in your community may be delighted to pay your ship to do a special project or service as long as the project doesn't put someone out of work
- **Get parents involved.** Parents are excellent resources for ideas. They might also be willing to provide leadership or assistance.
 - **Review your money-raising project with BSA policy and your chartered organization.** Check the BSA policy, and check with your chartered organization to be sure the money-earning project is appropriate. The BSA money earning policy is:
 - The plans and the dates for your project will not conflict with any programs of your chartered organization, BSA local council, or United Way.
 - Your plan should be in harmony with local ordinances, free from any stigma of gambling, and consistent with the ideals and purposes of the BSA.
 - If a commercial product is to be sold, it should be sold on its own merits and not merely on the basis of "helping Sea Scouting."
 - Those selling need to act as individuals without attempting to capitalize on the goodwill of Sea Scouting to promote sales.
 - The buyers, even if they are family and friends, should be able to receive their money's worth from the product, function, or service.
 - The project should be carried out in a manner that does not infringe on the rights of other Scouting units in the same area



or on the right to a livelihood of local business people and their employees.

- An individual should sign any contracts without binding or committing the Boy Scouts of America in any way.
- **Beware of promotional schemes or questionable product or sales gimmicks.** Carefully check out the product and the reputation of its supplier before you become involved. p
- Develop a plan for your money-earning project. Once you decide on a project, write a specific plan of who does what and of how the money is handled. Be sure that ship members, parents, your

chartered organization, and your BSA council understand and approve your project. Submit a unit money earning application, No. 34427, to your BSA local council. This is for your protection.

- **Obtain all necessary approvals before beginning your project.** Be sure to obtain any necessary licenses, approvals, health regulations, and other permissions in advance.
- **Complete a project appropriately.** After the project is completed, thank those involved, return any unsold products or borrowed equipment, and provide for proper accounting of funds.

IDEAS FOR MONEY-EARNING PROJECTS

The following ideas are ship projects, not individual employment efforts. All funds for goods and services should be paid to the ship to avoid conflict with tax and employment laws. The ship is a nonprofit organization; individual members are not. Be sure the financial arrangements of your project do not violate child labor laws, income- or sales tax regulations, or employment regulations. This is another reason to obtain approval of your unit money earning application from the BSA council. Wash cars (perhaps at an employee parking lot), wash airplanes (at a private airport), or wash boats (at a marina). Employees could pay as they come to work so that the ship would have all day to wash and/or wax these vehicles.

- Control traffic; park cars; operate a checkroom, nursery, or concession stand; sell programs, take tickets, serve as ushers, and perform other services at community or sports events, including cleanup when activities are over.
- Stage a pancake breakfast, spaghetti dinner, or similar event. Aim for the unusual such as wild game dinners, chili cook-offs, barbecues, and so on.
- Offer a birthday party service. Plan games, dress as clowns, provide refreshments, supervise activities, and so on.
- Organize a color guard, drill team, band, dance group, or other entertainment for conventions or community affairs. Be sure the chamber of commerce and convention bureau know you are available.
- Produce a play, carnival, fashion show, or booth show, selling tickets or space to other organizations.
- Conduct or be part of a garage sale, rummage sale, auction, flea market, swap meet, or other similar activity. Operate garage sales for neighborhoods or community organizations on a commission basis.
- Operate a Christmas tree lot, including making and selling wreaths, door decorations, or other holiday items. Wrapping gifts at a booth, a retail store, or a mall is another service that a ship can do to raise funds.
- Check with owners of vacant property for cleanup or beautification projects.
- Perform services for businesses or organizations, such as stuffing envelopes, assembling kits, and so on.
- Collect aluminum, paper, glass, or other recyclable materials. Be sure you have a source that will buy your collections, and find out how the recyclable must be prepared.



- Sell Scouting show tickets. Participate and show others what your ship does.
- Mow, rake, weed, trim, and clean up yards of homeowners or businesses.
- Operate a nursery or day care center during community events.
- Clean stadiums, fairgrounds, or other facilities after public events.
- Distribute newsletters or promotional fliers (don't necessarily endorse their product or cause).
- Operate a weekend kennel, walk dogs, or provide other pet-related services.
- Sell or collect plant specimens. Pick fruits or vegetables. Catch or raise fish bait to sell.
- Shovel snow and treat icy walkways or parking lots.
- Sell magazine subscriptions.
- Design and sell T-shirts and similar promotional items.
- Perform household repairs, cleaning, painting, and similar services.
- Take photos at dances or conventions.
- Organize ski swaps, part sales, or similar functions for a commission or booth rental.
- Recycle the parts from defective products for a business or industry.
- Clean irrigation ditches, gates, or drains.
- Provide a crew for harvests or other events requiring temporary workers.
- Sign up with temporary service bureaus.
- Check vacationers' homes. Take care of yards, pets, mail, and so on, while they are away.
- Wash and maintain boats in marinas while owners are away.
- In resort areas, check and provide outside maintenance of vacation homes.
- Construct and maintain fences for farmers or ranchers.
- Operate a coffee/food service, at construction sites, freeway rest areas, or harvest locations.
- Organize a high school fashion show for a department store.
- Plant a garden on vacant land and sell produce at a roadside stand (with permission).
- Help people planning to move with packing, loading, garage sales, and cleanup.
- Maintain yards of vacant homes that are for sale. (Check with real estate agencies.)
- Check with political parties to provide meals, cleanup, or other services at rallies or picnics.
- Clean private beaches for resorts or homeowners.
- Sell programs or souvenirs at parades or celebrations.
- Offer to decorate floats for parades.
- Offer to run day care centers, staff day camps, help at summer camps, or help with similar events for churches and community organizations.
- Put on plays or run activities for youth groups.



How to Plan Your Ship's Superactivity

Sea Scout Ship 468, Bay Area Council, BSA
St. Andrew's Episcopal Church, Pearland, TX



Introduction

The highlight of your ship's program should be its superactivity. A superactivity is a major project, activity, trip, or other event that piques the interest of your ship's members and officers as a long-range goal around which to rally your ship's program. A superactivity might be a trip to discover more about your ship's program interest, a long-term service project to help your community, an outdoor adventure trip, a training activity to become more proficient in your ship's program specialty, or even a visit to a foreign country. A superactivity requires more than normal planning and preparation. The first step is to select a superactivity that all ship members want to do. Then, make the decision – commit to it. The money, equipment, leadership, and transportation seem less challenging once the commitment is made. If your ship is new, keep the superactivity simple so that it will be a success. Be sure to pick an activity that is within the capability of your ship members. The following considerations need to be a part of your planning.

Date

Schedule your superactivity well in advance, preferably a year. This will allow ship members to fit it into their personal and family plans. Be sure that your ship committee, parents, and chartered organization are aware of and approve of your plans.

Location

Make any necessary reservations well in advance, and be sure to find out whether any deposits are required. Get all confirmations in writing, and be sure there aren't any hidden costs, rules, or surprises.

Adult Leaders

An adult male, 21 years of age or older, must accompany male Sea Scouts. An adult female, 21 years of age or older, must accompany female Sea Scouts. At least two adult leaders must go on the activity. Adult leaders, recruited by the Advisor, may be associate Advisors, ship committee members, parents, or members of the ship's chartered organization. Don't forget to arrange for consultants to help with the program for the superactivity.

Equipment

Determine and make a list of the equipment needed, the equipment the ship must secure from other sources, and the equipment the members need to have for the superactivity. Determining these equipment needs should be done well in advance so that ship members have ample time to obtain the needed items.

Food

Food is an important consideration. Determine and make a list of where you plan to eat, who has responsibility for planning the menus, purchasing, and cooling the food; the equipment that will be needed; and how much it will cost. Be sure that the menu includes nutritious foods.

Lodging

Determine where you will stay and what members need to bring if your superactivity involves lodging. Look into staying at military bases, Scout camps, hostels, churches, and with other ships. Make definite plans, and obtain reservations well in advance.

Budget

Determine how much your superactivity will cost, how you will pay, and whether you need to pursue any money-earning projects. Break down the cost per member, and determine how you will pay along the way. Consider using traveler's checks.

HEALTH AND SAFETY

If your superactivity involves physical activity, make plans to get post members in shape and have medical checkups by a physician. Include safety, first aid, learn-to-swim, and related subjects at post meetings. Plan a shakedown trip or cruise to familiarize everyone with procedures and equipment. Consider sunburn, proper foot care, altitude, first-aid supplies, and emergency procedures.

INSURANCE

If your post doesn't have a health and accident policy, obtain short-term insurance for the trip (available through your BSA council). Be sure to take along the necessary forms and claim numbers.

TOUR INFORMATION AND PERMITS

Send a completed local or national tour permit application to your BSA local council. Be sure all parent releases and permission slips are obtained. Secure a copy of the BSA publication, *Tours and Expeditions*, which contains detailed planning help, BSA policies, and recommendations for a safe and exciting trip.

DEVELOPMENT OF PLAN

Carry out the seven steps for planning an individual activity, and be sure you have filled out an activity planner. Design a month-by-month plan to obtain the necessary equipment, funds, reservations, preparations, and promotion for your superactivity. Ship members should be continually aware of and involved in the planning. The Boatswain and skipper should recruit a member to be the activity chair and an activity committee sufficient to do the job. Involve Mates, ship committee members, and parents. The activity committee for your superactivity should meet regularly, and the activity chair should report on a monthly basis at your post officers' meetings and post meetings.

COMMUNICATION AND PUBLICITY

Be sure those at home know your schedule and how to contact you in case of an emergency. In addition, be sure you have emergency telephone numbers of parents. Give the local news media information on your superactivity, stressing any unusual, exciting, or newsworthy activities. See whether they will publish a daily report by one of your post members, including photos and follow-up reports. (Don't wait until you get back; then your trip is no longer news.) Once you have made these contacts with the media, it is essential that you follow through on all commitments. Occasionally, a newspaper, magazine, or television station will even send a reporter along on all or part of your trip. In case of an accident or emergency, contact your BSA local council first and follow its advice on dealing with the news media for this kind of situation. Detailed planning, involvement of post members, good communication, and elective leadership are the keys to having the best possible superactivity experience.

Sample Planning Budget

Expenses	Per Ship	Per Person
Food		
Housing		
Travel		
Tickets		
Insurance		
Incidentals		
TOTAL EXPENSE		
Income	Per Ship	Per Person
Ship Treasury		
Individual Fees		
Money-earning Projects		
*Other Income		
TOTAL INCOME		

* include any pledged donations of food, gas, or equipment



Activity Planning Packet

Sea Scout Ship 468, Bay Area Council, BSA
St. Andrew's Episcopal Church, Pearland, TX



Checklist

Activity _____

Date _____

Item

Date Completed

1. Activity Checklist*
2. Activity Timeline
3. Activity Planner*
4. Activity Budget *
5. Sign-Up Sheet*
6. Permission Slips

Other Forms (as needed):

7. Float Plan (for boating activities)*
8. Cruise Plan (for boating activities)*
9. Tour plan (for camping and land-based activities)*
10. Local Tour permit (for travel)*
11. National Tour permit (for travel over 500 miles)*
12. Flight Permit
13. Driver Information Sheet
14. Campsite Information*
15. Menu Plan
16. Cruise Log
17. Harbor Log
18. Station Bill

* To be included with Final Report

Additional Information Related to Activities

From the Sea Scout Manual:

2-3 “For each activity, an activity chairman is appointed. He or she may be invited to Quarterdeck meetings by the Boatswain whenever advisable to present detailed plans”

2-4 “The activities of a ship are carried out through activity committees. For each activity scheduled, a committee is made up of a Sea Scout chair and just enough Sea Scouts to do the job. The activity chairman provides leadership in successfully planning and conducting the activity.” (see also p. 4-28 for “How to be a Successful Committee Chairman”)

3-5 “Ideals for Able: #4. Serve effectively either as an elected officer of your ship or as the chairman of a major activity.”

4-3 (Checklist of items for Ship meeting agenda) “Promotion of activities by activity chair- asked to promote participation- This is done through progress reports on superactivity as well as regular activities.”

Adult Leadership:	It is a Ship and BSA rule that a female adult <i>must</i> be present when female Sea Scouts are on an overnight activity. Two adults are required for every activity.
Announcements:	An article gets information out to everyone. Information to be included: information from permission slip, when the permission slip is due, any moneys due, requests for drivers/leaders, etc. Graphics and pictures are great. Ask for help if needed.
Designated areas:	There are to be separate male and female sleeping quarters. If you are not familiar with the site or boat, ask another Sea Scout or an adult who knows the area for any suggestions.
Transportation:	Talk with the Skipper or Committee Chair about the activity, dates, land or sea cruise, destination (is there a map on file? If not, you must provide), approximate number of participants. At that time, ask that the drivers indicate whether they will return Sea Scouts to their home or to the Church parking lot.
Health Forms:	The form used by Ship 468 is the BSA Class III form for long cruises and other high adventure trips. Health forms will be filed for each new Sea Scout. These will be updated every three (3) years or before an extensive long cruise or high adventure activity. A reproduction of the official BSA health form on the back of the Venturing registration form can be used in the interim and for guests.
Return Time:	Due to the lack of control over winds, weather, etc., pick-up time can vary as much as 1 to 2 hours. Add 1 hour for boat cleanup. Take this into consideration when deciding on pick-up time.

Menu Planning

The following are some ideas to make the job of menu planning a little easier. At first it may seem awkward but if you work with it you should find it very efficient and, in the end, that it will save a lot of time and aggravation. You will work out your own shortcuts after you learn the planning concept.

The first step is to plan your menu. For example:

Friday	Saturday	Sunday
Breakfast None	Breakfast Cereal, toast, OJ	Breakfast Eggs/bacon, Donut, OJ
Lunch None	Lunch Tuna sandwiches, chips, drink	Lunch Cold cut hoagies, fruit, drinks
Dinner None	Dinner Spaghetti, salad, Italian bread, drinks	Dinner None
Snack Chips, fruit drink	Snack Cheese, crackers, soda	Snack None

Using this menu you can make up your grocery and equipment lists. Try to picture yourself preparing a meal and all the things that go into it. For example, a tuna sandwich requires mayonnaise, pickles, lettuce (depending on your recipe), seasoning, etc., not just a can of tuna. You also need a can opener!

You will want to include different kinds of food. For example, try to have fruit and vegetables along with the meat and potatoes. It makes a more interesting and healthful menu. Even if you love potato chips, you will get tired of them after 6 meals. Don't forget to plan the amounts needed when you know the number of people attending.

Other things you should think about:

- Special diets. Is someone a vegetarian, diabetic, allergic, etc.?
- The cooking skills of the people doing the cooking. Is he/she a gourmet chef or a beginner water-warmer?
- The kind of equipment you will be using, a camp fire, boat stove, camp stove (1 or 2 burner?), no stove, etc.?

If you are backpacking food, weight is a serious consideration. You will want to minimize things that are heavy. There is a separate sheet for that kind of menu planning.

Grocery list (5 people)	Grocery list (5 people)	Grocery list (5 People)
Chips 1 large bag	Cereal 5 small boxes	Eggs 10
Apples 10	Milk ½ gallon	Donuts 10
Sodas 10 cans	Sugar small bottle	OJ 1 quart
	OJ 1 quart	Salt, pepper small shaker
	Tuna 3 small cans	Bacon 1 ½ lb
	Mayo small bottle	Slices meats 20 slices
	Relish small bottle	Cheese 20 slices
	Salt, pepper small shaker	Mayo small bottle
	Lettuce 1 head	Mustard small bottle
	Bread 1 loaf (15 slices)	Hoagie rolls 10
	Chips 1 large bag	Grapes 1 lb
	Kool-aid 1 packet	Fruit cocktail 5 cups
	Spaghetti sauce bottle	
	Meat 1 ½ lb	
	Italian bread 1 loaf	
	Butter 1 stick	
	Lettuce 1 head	
	Salad dressing 1 bottle	
	Cookies 1 bag	
	Sodas 10 cans	
	Cheese 1 lb	
	Crackers 1 box	
Equipment Napkins	Equipment can opener, dish detergent, towels, big salad bowl, plates, silverware, glasses, 2 pots, colander	Equipment frying pan, spatula

As you can see, the above menu, which is pretty simple, requires a lot of planning to assemble all the things you need. The more complicated the menu, the more difficult it is!. If you can, keep it simple.

Use a blank form from the website, which you can use to put your ideas into place. If you need help, please don't hesitate to ask

Suggested Activity Planning Timeline

Here are suggested timelines to use as a guideline for activities. Make notes about ideas for: location (site), reservations for camping, activity agenda, people for the committee and what they can do, need to reserve boats, etc.

Due date	Date done	What is to be accomplished	
4 weeks prior	_____	Familiarize yourself with activity and plan an agenda	
	_____	Read the entire packet and made notes	
	_____	Plan what committee needs to do	
	_____	Talk about activity plans to Ship	
	_____	Ask Sea Scouts to serve on committee	
	_____	Ask Skipper/Mates for adults activity leadership	
	_____	Meet with Advisor and committee	
	_____	Finalize Activity Planner & Budget	
	_____	Make reservations (camp site and/or boats)	
	_____	Have map/directions for activity	
	3 weeks prior	_____	Meet with Advisor and Committee about progress
		_____	Finalize tour permit & give to Advisor
_____		Give budget to Purser	
_____		Plan menus (Skipper/Mate to approve.)	
_____		Finalize permission slip & copies made	
_____		Call Storekeeper to check boat status	
_____		Tour permit has been mailed/faxed by Advisor	
2 weeks prior	_____	Ascertain who will be Designated Safety Office	
	_____	Call Advisor and Committee about progress	
	_____	Skipper/Mate approved menu/budget	
	_____	Sign-Up Sheet; Permission slips handed out	
	_____	Call Storekeeper to check about boat status	
1 week prior	_____	File Float/Tour Plan with Designated Safety Office	
	_____	Call Advisor and Committee about progress	
	_____	Set date and time for shopping for food	
	_____	Collect signed permission slips and money	
½ week prior	_____	Call people whose permission slips are not in	
	_____	Have the medical form notebook	
After activity	_____	Shopping trip for food	
	_____	Check to see if all paperwork is in order	
1 weeks	_____	Evaluate and review activity	
	_____	Put all paperwork in order	
	_____	Return the medical form book	
	_____	Activity planner is to be turned	

Activity Planner

(To Be Filled in by Ship Officers)

Activity: _____

Activity Chair: _____

Activity Advisor: _____

Address: _____

Phone: _____

Place: _____

Date: _____

Ship Officers' comments: _____

Check Experience Areas

- Citizenship
- Outdoor
- Fitness
- Service
- Social
- Leadership

(To Be Filled in by Activity Committee)

Committee members: _____

DETERMINE THE ACTIVITY (Call a committee meeting, discuss the event, make the plan)

What is to be accomplished? _____

IDENTIFY THE RESOURCES

Equipment and facilities needed _____

Cost and how the activity is paid for _____

Personnel required _____

CONSIDER ALTERNATIVES

How can the activity be accomplished? _____

What are alternate plans? _____

REACH A DECISION – MAKE THE PLAN – DELEGATE RESPONSIBILITIES

Job to be done	Assigned to
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Follow up – at additional meeting and through personal contacts, follow up on all assignments until you are sure you are all set. If the going gets rough, call on your Advisor for help.

CARRY OUT THE PLAN – CONDUCT THE ACTIVITY

Just before the activity, double-check all arrangements and conduct the activity to the best of your ability, using your committee and Advisor.

Notes _____

After the activity be sure and thank everyone involved and leave things clean and in good order.

EVALUATE THE ACTIVITY

Did the members like it? _____

Number participating _____ Sea Scouts _____ Friends _____ Adults _____

Should we repeat this activity? yes no why? _____

How well did the plan work? _____

How can we improve the activity? _____

What were the costs? To the Ship _____ Per Person _____

Attach all receipts or bills for the activity

Signed _____ Date _____

Activity Committee Chair

Fill out and return this report as you plan, execute, and evaluate your activity. Turn the completed report in to the Boatswain's Mate (Program) for inclusion in the Ship's activity file.

Activity Budget

Sea Scout Ship 468, Bay Area Council, BSA
Chartered by St. Andrew's Episcopal Church, Pearland, TX

Make 2 copies; 1 copy to Purser for 21 day advance approval

Name of Event: _____ Date of Event: _____
 Activity Chair: _____ Activity Advisor: _____
 Prepared by: _____ Date Prepared: _____

Income – Estimated		Income - Actual		Money Turned In
Source	Amount	Source	Amount	
Total		Total		
\$		\$		

Expenses – Estimated		Expenses - Actual		Receipt Turned In
Source	Amount	Source	Amount	
Total		Total		
\$		\$		

Anticipated Profit/(Deficit): \$ _____ **Actual Profit/(Deficit):** \$ _____

Approval:

Boatswain: _____

Purser: _____

Skipper: _____

Sign-Up Sheet

Sea Scout Ship 468, Bay Area Council, BSA
Chartered by St. Andrew's Episcopal Church, Pearland, TX

Activity: _____ Dates: _____ to _____

	Name & Phone	Youth or Adult	Perm. Slip ✓	Cash ✓	Fee Paid By Check ✓ Acct ✓		Comments
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
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35							



SAMPLE QUARTERDECK MEETING AGENDA

Sea Scout Ship 468, Bay Area Council, BSA
St. Andrew's Episcopal Church, Pearland, TX



(The boatswain presides. Other officers participate as indicated.)

1. CALL TO ORDER – Boatswain
Pledge of Allegiance, Sea Scout Promise.
2. MINUTES OF LAST QUARTERDECK MEETING – Yeoman
Minutes are read, corrected, and approved.
3. REPORTS OF OFFICERS – called for by Boatswain
 - Communications –Yeoman**
Reads or summarizes all correspondence depending on its importance. Takes notes and plans appropriate action.
 - Membership –Boatswain's mate**
Presents plans for future ceremonies. Reports progress in recruiting including a discussion of prospective members.
 - Finances –Purser**
Reports last month's income, disbursements, and balance. Reports members owing dues or fees. Obtains authorization for payment of bills.
 - Boats and equipment –Storekeeper**
Reports last month's new, lost, or damaged items. Reports needed maintenance or repairs. Secures approval for items to be purchased or repaired.
 - District & Council Activities – Boatswain**
Reports district and council activities and leads a discussion concerning ships' participation in them. Secures suggestions for future district or council activities
 - Past Activities Review – Boatswain**
A brief review of the last month's activities, complimenting those responsible for success and encouraging positive discussion of any weaknesses
4. APPROVAL OF SHIP MEETING AGENDA – Boatswain
The boatswain presents for approval the agenda for the business part of the regular meetings to be held this month.
5. CHECK OF THIS MONTH'S ACTIVITY PLANS –Boatswain
A thorough check on all activity plans for this month with definite action to tie up any loose ends. Action is taken concerning any necessary changes in activities or committees.
6. PROGRAM PLANNING SESSION FOR FUTURE ACTIVITIES
The program planning procedure is followed at this time during each quarterdeck meeting. Under the supervision of the Skipper, the officers use this practical and democratic four-step method to make final decisions concerning the activities that they feel will meet the needs and desires of the ship's membership. Here are the four steps summed up briefly for your convenience:
 - Step 1: Collect activity ideas.
 - Step 2: Select the activities you want.
 - Step 3: Assign committees to conduct them.
 - Step 4: Double-check all plans and enthusiastically promote – and enjoy – the activities.
7. ADJOURNMENT –Boatswain
Scout Oath, Scout Law.