Session Length: 50 Minutes

Learning objectives:
- The Key 3 – Council and District Key 3 Meetings
- Engaging the Key 3 – Inviting professionals to events
- Building Working Relationships
- District/Council Goals – What can OA do to help?

Required Materials:
- Flipcharts
- Power Point presentation file
- Handouts: District Key 3, bin item # 14-630 from BSA; pages 18-19 of Camping Committee Guidebook #33083D from BSA; Quality Unit, District and Council Forms.
- 3’ of clear tape

TRAINER PREPARATION

This training is based a great deal on your own council or district OA goals. In preparing for this training, a trainer should determine the different key 3’s (council, district, and/or OA) who might be in attendance and address the training accordingly. You should also have contact information for each point in this presentation. Be prepared to answer questions on different subjects as they come up.

You should have a flipchart or white board for writing down discussion points. Make sure a computer and projector are available if you plan to use the accompanying PowerPoint presentation with this syllabus. Provide copies of the PowerPoint and accompanying handouts for people to make notes and refer to while giving your presentation.

SESSION NARRATIVE

Introduction: 2 Minutes

In this session participants will hear about district/council operations from the perspective of the Key 3 (District Chairman/Council President, District Commissioner/Council Commissioner, and District Executive/Scout Executive) and how those relate to OA operations. We will demonstrate ways that the OA can be more active in supporting the tasks that these three people have to accomplish for successful district operation. We will provide the participants with a better understanding of what districts and councils are trying to accomplish and help OA leaders better prepare to further their program in tandem with the goals of the district and council. Finally, participants will have tools they can use to approach their Key 3’s and District/Council professionals with to be of service to district and council operation.

The Key 3 – Council & District Key 3 Meetings 7-10 Minutes

To address the concept of Key 3 Relations, we need to understand what Key 3’s are out there that we work with.
The role of any successful Key 3 in Scouting maintains focus on a few core goals. Those include recruiting new and future leaders, planning and strategizing for events and other upcoming activities from fundraising to camping to youth membership, executing the plans that are made, and evaluating their success for future leadership and planning.

The District and Council Key 3’s meet at least monthly to go about this process to make sure they are successful in meeting the goals and plans they have established. Part of their job is to always be expending the base of people from which to pull for ideas and support of the units they serve.

Another large part of the Key 3’s responsibility is to provide all the pertinent program and operation information they can to units to ensure the units they serve are successful. The Key 3 is the conduit and primary liaison between knowledgeable district and council volunteers on the District Committee or Commissioner Staff and successful unit program.

The District or Council Key 3 provides leadership to all aspects of successful District or Council operation.

The Lodge Key 3 should also meet regularly to discuss plans, projects, progress, success, failures, and other items of interest. This is a way for everyone to get onto the same page and work together. It can also be used as a way to share information and try something new. Following the District Key job descriptions and suggestions is a very good approach to becoming and/or staying successful.

As a member of the Lodge Key 3 you should include the other’s suggestions and constructive criticism for quality teamwork and respect. This is great opportunity to coach each other and learn new ways to collaborate to accomplish your goals as a Lodge Key 3. This will allow all members to grow and buy into what you are working toward.

**Engaging the Key 3 – Inviting professionals to events**

Professionals are working for the Boy Scouts all the time. It is sometimes fun to get out to different events and see the program working. However, you do need to understand current priorities for them and work around that. If The School Night program has just started, a professional should attend a school function instead of going camping with the OA. It does not mean that they do not want to join you. It simply means that School Night is higher on the priority list than the Fall Fellowship.

In all cases, advance notice for events is a must. You can not expect a professional to show up to a weekend event when you tell them on Tuesday. Back date your events and then provide them with the needed planning time. This works well for volunteers as well. Pre-planning and advance notice is good in any activity for several reasons, listed below:
• Your event is the first one in the calendar, and likely will stay the first priority
• You can make changes and adapt to adversity earlier, preventing crisis mode
• Others do not have the excuse of not knowing early enough about your event

Try using a backdating calendar. Finally, make sure to confirm the attendance of professionals prior to the event.

Keep in mind that professionals spend their work week, and then some usually, involved in Scouting. Personal time, a chance to do something other than work, pursuing personal hobbies, taking a vacation, etc., is at a premium for professional scouters. There are times that professionals need to say “no” to attending an event. This is not to say they don’t have any interest in your activity; it just may mean they need to spend time with their family, or get away from Scouts for awhile to clear their head. Remember, volunteers pick the time they spend in the Scouting program, professionals choose to spend their whole working time in the Scouting program.

If a professional is attending your event, make sure to have him/her involved and participating in your event. It could be a small speech about what is going on in the district or council or a question-and-answer session about what it’s like working for the Boy Scouts. If you ask someone to attend an event, please have something for them to do there. That way they feel needed and can contribute to the event.

**Trainer Tip:** Have a short discussion about what events you can invite professionals to and what they might be able to do while there.

**Building Working Relationships**

**12-15 Minutes**

**Trainer Tip:** Ask the participants “Who is the key volunteer that is responsible for providing support on the district level to the chapter?” “... On the council level to the lodge?” The District Camping Chairman (working with the District Executive) selects a Chapter Adviser and the Council Camping Chairman (working with the Staff Adviser and/or Scout Executive) selects a Lodge Adviser.

Can you use your lead volunteer chairman in the district and council activities? How involved is the district or council camping chairman with your OA activities? How involved is the OA with district or council events, other than OA specific events?

Your camping chairman is a great resource and contact for all sorts of things that may interest the OA in fulfilling cheerful service and be a great resource to you in trying to build your chapter or lodge beyond what it is now. This individual would like to help and just needs to be asked. Be proactive in engaging the OA in other events.

**Trainer Tip:** Review pages 18-19 of the Camping Committee Guide, detailing specifics of the working relationship of the Camping Committee and the OA in districts and councils.

You should plan to involve OA in district and council activities other than just OA events. The OA should be used for providing service to the council or district. At the district dinner, you may have a need to serve the meals that night. Ask the OA to do that.

Not only can the OA be involved in things other than OA, but make sure they are providing one of the biggest services a district and council can benefit from: Camp Promotion! Scouting’s National Honor...
Society is charged with the great responsibility of making sure that every boy who wants to camp has that opportunity as a member of the BSA.

**Trainer Tip:** Ask the participants “What other opportunities does the OA have to offer resources to get involved in district and council events?” Generate a list and let them add to the notes in the PowerPoint presentation handout they already have.

Consider resources you need to be successful. Consider what resources you can provide to others’ success. Consider what sort of relationship you have with people who can help make you successful and the relationship you have with people who you are helping to make successful.

Professionals are resources and can provide support. In most cases, professionals have had experience in what you are working on or have the contacts to find someone who has. It is much easier to collaborate to fill needs and support plans than to work on it alone. Do not feel afraid to ask a professional for help.

Know what you need. Don’t expect too little; there are a lot of resources at hand that people may be afraid to ask for. Don’t expect too much; there are a lot of priorities in Scouting and this is one of many things that are happening at any given time in Scouting.

Working collaboratively and being prepared for anything in your plan will make the relationships you build that much more successful.

**District/Council Goals – What can OA do to help with?** 12-15 Minutes

All units are working each year to earn the Quality Unit Award. The OA can provide help for troubled units on how to complete it. They can provide help in camping or activities.

Quality Program is vital to successful, Quality Units.

**Trainer Tip:** Review the Quality Unit forms with the participants. Point out the program areas where OA can specifically help units be more successful (items #3 – Outdoor Activities, #5 – Planned Program, #6 – Service Project).

Quality District/Quality Council

**Trainer Tip:** Review the Quality District (QD) and Quality Council (QC) requirements with participants after Quality Unit discussion. Point out some of the significant differences in these sets of requirements. QD and QC each require at least 60% of units be Quality Units, addressing much of the program portion of Scouting. Many of the other requirements of QD and QC address the “business” side of Scouting, financial stability and membership growth.

OA can support the goals of Quality District and Quality Council by means other than program as well. Work with your troops to become active in Cub Scout Pack recruitments near your troop. Supporting projects for camp or your council office that are part of the operating expense of the council can also show OA’s continued goals of supporting district and council operation.

Each year the OA conducts unit elections to induct new members. This process gives them the opportunity to observe unit operations and share them with Unit Commissioner and District Executive. It is also a way to provide other information to the units. Your Summer Camp Director wants to try some new
activities this summer, but is not sure what the Scouts would like. The OA could do a survey when they visit units for elections.

The Order of the Arrow should also commit to camp promotion with a plan and carry it out. One of the goals for the OA is to promote camping.

**Conclusion:**

The key 3 is the working relationship between the Lodge Chief, Lodge Adviser, and Lodge Staff Adviser. This can also be at the chapter or village level with Chapter Chief, Chapter Adviser, and District Executive. With a good relationship between these people, many things are possible. How well does your key 3 work? Is there ways that you can get the key 3 to work better? How often does your key 3 meet and should that change? Think about these questions and then make some changes.

[Answer any questions they may have.]