

Flotilla / Division Sea Scout Ship Charter Guide

AUXSCOUT is the U.S. Coast Guard Auxiliary's initiative to implement the Boy Scouts of America's Sea Scout program as the Auxiliary's official youth program. This sheet provides a quick reference to Flotillas and Divisions interested in chartering a Sea Scout Ship.

- ✓ Has the AUXSCOUT Standard Operating Procedure (**SOP**) Briefing been presented at your Flotilla/Division meeting?
 - The Briefing provides a brief overview of the AUXSCOUT program and how your unit can get involved.
- ✓ Has the AUXSCOUT Flotilla/Division workshop been presented at your Flotilla/Division meeting?
 - The Workshop presents the steps needed to charter a Sea Scout Ship (unit), including what is expected of a Ship sponsor and what benefits you can expect from the program (what Sea Scouting is and is not).

Has your flotilla/division membership decided to:

- Sponsor a new ship;
- Assume sponsorship of an existing Ship;
- Associate your Flotilla with existing Ship(s) in its AOR?

Your flotilla/division membership should decide how involved it wants to be with the AUXSCOUT program. The level of AUXSCOUT involvement will depend on how committed the elected and staff officers and members are willing to be. The flotilla/division should expect to have, at a minimum, two Ship membership meetings, a Quarterdeck (Ship youth leadership) meeting, and one weekend activity each month.

Assuming your flotilla/division decides it wants to charter a new Sea Scout Ship, the following steps need to be completed:

- ✓ Contact your Division or District Sea Scout Coordinator (DSSC) – he/she will help you contact the right people in your local BSA Council;
- ✓ Contact your local BSA council contact provided by the DSSC. You should be put in contact with a new unit organizer in the council;
- ✓ Your FC and VFC (if flotilla; DCDR and VCDR if division) will meet with council staff member and organizer;
- ✓ Organizer meets with your flotilla/division and reviews the Sea Scout program and its purpose;
- ✓ Organizational meeting – The FC and VFC (or DCDR and VCDR) will meet with flotilla/division members and adults who have volunteered to take leadership roles in the new Sea Scout Ship. Adult Sea Scout leadership training is scheduled. From this meeting at least 5 adults must commit to taking leadership roles in the new Ship. The minimum required adult positions for chartering are:
 - Charter Organization Representative (**COR**)
 - Committee Chair
 - Committee Member (2)
 - Skipper (unit leader)

The Charter Organization Representative must be a member of the flotilla/division. Ideally the Committee Chair will also be a member of the flotilla/division. The first group of adult leaders will most likely come primarily from the flotilla/division, but it is recommended that the Skipper position not be

filled by the FC/VFC (DCDR/VCDR for divisions). On the other hand, it would be reasonable for FC or VFC to assume the COR position because the COR is the sponsoring organization's representative to the BSA council. The FSO for Auxscout (FSO-AS) would also be a reasonable choice for Charter Organization Representative.

Next steps

- Complete a capability inventory – list of adults in the organization who can help instruction, resources and equipment for ship meetings and activities;
- Plan first 3 months of meetings;
- Recruit at least 5 youth members;
- Turn in paperwork to council for approval;
 - New Unit Application
 - Annual Charter Agreement
 - Adult Applications – note all adult applications submitted must be submitted with a copy of the adult's Youth Protection Training (YPT) certificate. In addition to the BSA requirement, AUXSCOUT SOP requires, at the minimum, the following flotilla/division positions to also have completed BSA YPT training: FC, VFC, FSO-HR, FSO-MT, FSO-OP, FSO-AS and DCDR, VCDR, SO-HR, SO-MT, SO-OP, SO-AS. In addition, any staff officer that oversees a program Sea Scout youth may participate in is required to pass the BSA YPT training.
 - Youth Applications – note, too, that any youth age 18 to 20 at the time of application submittal will be required to take and pass the BSA YPT training before they can be registered.
- Request DIRAUX authorization to charter a new Ship through the chain of leadership and management (COLM).
 - FC attestation that all requisite leaders and staff officers and members needing YPT have completed BSA YPT – provide copies of YPT completion certificates for Auxdata entry
 - Local BSA council approval has been requested
 - Include a roster of Ship's adult leaders
 - Include a roster of Ship's youth.

Once DIRAUX has approved the new Ship application, he/she will issue a Coast Guard Auxiliary Sea Scout Ship charter certificate. The BSA council will issue a BSA Sea Scout Ship charter once the BSA paperwork has been approved.

Keep in mind it is your flotilla/division's responsibility to recruit the new ship's adult leaders and youth members. The local council will not do it for you, though they have resources that may help you with the process.

Other options

If the flotilla/division is approached by the local BSA council to take over the sponsorship of an existing Sea Scout Ship, the new Charter steps will be adjusted accordingly. A request for DIRAUX charter authorization will still need to be made through the COLM. The BSA YPT requirement will still have to be met.

If the Flotilla/Division wants to associate itself with existing Sea Scout Ships in its AOR, work with your Division Staff Officer – Auxscout (SO-AS) to help you find existing ships in your AOR to team up with.