



**BOY SCOUTS
OF AMERICA®**
NATIONAL CAPITAL
AREA COUNCIL



**The Michael Snowden
Memorial
Wood Shop
Youth Shop Assistant Program
Version 2.1
June 27, 2021**



Table of Contents

1. INTRODUCTION	3
1.1. Coordinator	3
1.2. Qualifications	3
1.3. Number of Youth Assistants	4
1.4. Training	4
1.5. Nomination and Approval.....	5
1.6. Service.....	6
1.6.1. Pinewood Derby Build Days.....	6
1.6.2. Other Shop Activities	6
1.7. Benefits	6
2. Tool Usage Rules- Youth Assistants	8
3. Forms and Approvals	10
3.1. Unit Leader Approval	10
3.2. Parental/Guardian Approval/Release	10
3.3. Youth Assistant Code of Conduct and Expectations	11
Overview and Scout Behavior Expectations	11
Behaviors Requiring Corrective Action	11
Corrective Actions.....	11
Expectations.....	11
The following are the expectations for participants in the Youth Shop Assistant Program:.....	11
• The participating Scout’s behavior will exemplify the Scout Oath and Law at all times.....	11
• Participation in at least two events a month.	11
• Focused attention to the activity at all times while at the Shop.....	11
• Strict adherence to all Shop policies and safety guidelines.	11
• Serve as a positive role model for others.....	11
Agreement	11



Index of Tables

Table 1 - Training Plan.....	4
Table 2 - Tool Usage Age Requirements.....	8



1. INTRODUCTION

In 2018, Camp Snyder built Michael's Woodshop for the general use of the NCAC Scouting Community. This shop has an extensive array of hand and power tools, workspace, materials, and dust collection. Woodworking is a serious activity, and the use of sharp hand and power cutting tools introduces a new level of risk and requires discipline safety and usage procedures to ensure those using the shop are safe.

The shop has become exceedingly popular across NCAC, and the demand for use requires additional staff to ensure appropriate support, safety and operation of the woodshop. Currently they are ten adult volunteer Shop Stewards, and they require additional help. This is the catalyst for the Youth Shop Assistant Program, where older, trained and mature scouts will be afforded the opportunity to provide service in the shop.

Youth Shop Assistants ("Youth Assistants") will be trained to perform support for such activities as Pinewood Derby Build Days, Eagle Scout Projects, and Woodworking Merit Badge Classes. They will also help with the maintenance and operation of the shop.

1.1. Coordinator

The Youth Assistant Coordinator is CJ Staton. He can be reached at statoncj@gmail.com or 571-340-1421. He is responsible for the program under the direction of the Head Shop Steward, Mr. Dave Schneeman and the other Shop Stewards.

1.2. Qualifications

Youth Assistant Qualifications:

- 14 Years or older
- At least Star Rank – to show demonstrated leadership*
- Have earned the First Aid Merit Badge*
- Have earned or in process for the Woodworking Merit Badge*
- Approved by their unit leader*
- Parental Approval

* For Youth registered in BSA programs other than Scouts BSA where "Star Rank" and merit badges do not apply, the unit leader shall assess demonstrated leadership and include a statement in their approval that the Youth has demonstrated an appropriate level of leadership and reasonable alternative measures for first aid skills and woodworking interest will be applied.



1.3. Number of Youth Assistants

The expectation is that a Youth Assistant will commit 6-8 hours (at least two activities) per month while participating in the program. It requires a minimal year-long commitment of the candidate due to the training required and personal investment in a Youth Assistant by a Steward. The number of Youth Assistants will be limited to the number of Stewards that have the time to invest in the training and oversight of a Youth Assistant.

To ensure adequate training and focus, each Steward is limited to overseeing two Youth Assistants at any given period.

1.4. Training

All Youth Assistants will be trained. Specifically, the training will cover:

- Shop Rules, including the Tool Usage Charts
- First Aid specific to the wood shop
- Power levels and the settings
- Maintenance of Tools
- Shop maintenance
- Interaction with Adults and Cubs

Table 1 - Training Plan

Topic	Timeframe	Syllabus
Image	30 Minutes	<ul style="list-style-type: none">• Discuss function as role model and positive image for the Wood shop• Discuss professionalism and courtesy, to include servant-based leadership
Shop Rules and Safety	1 Hour	<ul style="list-style-type: none">• General Safety Rules• Tool Usage Rules• Rule Enforcement (how to politely inform an adult about a rules violation)• Spatial Awareness and Safety



First Aid	1 Hour	<ul style="list-style-type: none"> • Emergency Procedures for Serious Injuries • Tourniquet • Dust in the eye – irrigation syringe • Splinters – Soaking and remove • Blunt Trauma (Hammer to the thumb) • Minor cuts • Practical Experience
Power Levels	30 Minutes	<ul style="list-style-type: none"> • What are the various circuit breakers in the subpanel and which ones are turned on for which type of session? • Who is allowed to determine the appropriate level
Tool Maintenance	2 hours	<ul style="list-style-type: none"> • Changing a scroll saw blade • Changing sandpaper on various devices • Proper tool storage • Sharpening
Tool Certification –per specific tool	Various	<p>Training on a specific tool; to include:</p> <ul style="list-style-type: none"> • Age Limitations on use • Tool functions • Tool Safety • Tool Operation • Competence Test

The Youth Assistant Coordinator will record training and certifications.

To ensure two-deep leadership and that the parent/guardian is fully knowledgeable of the program and the required commitment, a parent/guardian must accompany the Youth Assistant on all training sessions.

1.5. Nomination and Approval

To be considered for the Youth Assistant program, the Unit leader will send an email, including the Youth parents or guardians to michaelswoodshop.cwbs@gmail.com. A signed copy of the parental



approval/release form must be attached to the nomination. In addition, the Youth Assistant Code of Conduct and Expectations Form must be included, signed by both the youth and their parent/guardian.

The Youth Assistant Coordinator will review the nomination, and if approved, assign a Shop Steward to mentor the Youth Assistant, and serve as the primary contact.

1.6. Service

Until such time as they complete all their training, Youth Assistants will only work with their Mentor. He/She will coordinate service time directly, while ensuring to copy parents/guardians on all emails.

Once the Youth Assistant is fully trained, they will be considered a Journey man, and be allowed to support any Adult Steward. They will be added to the sign-up support emails and will be allowed to directly sign up.

Specific activities the Youth Assistants will support are described below in section 1.6.1.

1.6.1. Pinewood Derby Build Days

From November until late January, the shop runs Pinewood Derby days, where packs and individual Cub Scouts come to the shop to build their Pinewood Derby Cars. There is a proscribed 10 step process that is used to build the cars, and the Youth Assistants are of great value in keeping the process moving.

The Youth Assistants help with set up, manning stations, using the tools, and generally helping out. They get a lot of experience teaching young Scouts.

1.6.2. Other Shop Activities

The Shop also hosts Eagle Scout Projects, Woodwork Merit Badge classes and Unit events for Scouts and Cubs to come out and build projects such as bird houses, toolboxes, and small games. The Youth Assistants will be assigned to specific work stations or youth to help them through the process.

1.7. Benefits

The program provides many benefits to its participants. First, it provides them with the opportunity to provide service back to the Scouting community. Their unit leader may determine that these hours count toward service hours for advancement.

Second, the Youth Assistant will be learning general carpentry, woodworking, and other hands on skills that will expose them to potential careers in the trades, where there are millions of jobs available. These do not require four year degrees. Mike Rowe, an Eagle Scout has documented the opportunities in these areas - <https://parade.com/468405/parade/mike-rowe-skilled-help-wanted-and-needed/>



Third, they will have opportunity to build their interpersonal skills by working with a variety of people of various backgrounds. They will learn how to professionally interact and will be coached in dealing with challenging customers.

Fourth, it is fun. Spending a day helping a bunch of over eager cub scouts build pinewood derby cars is fun, and often hilarious.

Finally, for every 20 hours of service a Youth Assistant completes, he/she will be given a free hour of shop usage for their unit.



2. TOOL USAGE RULES- YOUTH ASSISTANTS

Youth Assistants will be trained at the highlighted levels in the table below.

Table 2 - Tool Usage Age Requirements

Tool	Age	Use Limitations	Safety Requirements
Scroll Saw	< 10	Must have direct adult hands on support for use	Hold down clamp in place, stock must not be larger than the table or exceed 2" in thickness.
	>= 10 and < 16	Can use with direct adult supervision	Hold down clamp in place, stock must not be larger than the table or exceed 2" in thickness.
	>16	Trained youth can use directly	Hold down clamp in place, stock must not be larger than the table or exceed 2" in thickness.
Miter Saw	<12	No use	
	>=12 < 18	With direct adult supervision and hold down, Scout can make cut.	Not complex miter cuts, stock must no exceed 4" x 4"
	>18	Trained operators can use saw	Stock can not exceed 6" width or 4" x 4"
Band Saw	< 12	No Use	
	>=12 < 18	With direct adult supervision, Scout can make cut.	
	>18	Can use independently if trained and verified by Shop Steward	
Router	< 14	No Use	
	>=14 < 18	With direct adult supervision, can use tool.	Adult must ensure bit is secure, material is secured, and cutting path is clear.
	>=18	Can use independently if trained and certified by Shop Steward	
Drill Press	< 10	Must have direct adult hands on support for use	Hold down clamp in place, stock must not be larger than the table
	>= 10 and < 14	Can use with direct adult supervision	Hold down clamp in place, stock must not be larger than the table
	>14	Trained youth can use directly	Hold down clamp in place, stock must not be larger than the table
Jig Saw	< 10	No Use	
	>= 10 and < 14	Can use with direct adult supervision	Hold down clamp in place, stock must not be larger than the table
	>14	Trained youth can use directly	Hold down clamp in place, stock must not be larger than the table



Spindle Sander/ Palm Sander /	< 10	Must have direct adult hands on support for use	
	>= 10 and < 14	Can use with direct adult supervision	
	>14	Trained youth can use directly	
Belt Sander	>14	Can use with adult supervision	
Planer	>=18	Can use only if trained and certified by Shop Steward	
Jointer	>=18	Can use only if trained and certified by Shop Steward	
Table Saw	<14	No Use	
	>14	Can be used with direct hands on supervision by Shop Steward	Ripping only with guard in place. Stock must be at least 18" long and no longer than 4' and no thicker than 1 1/2" for softwood and 3/4" for hardwood. Rip must be wide enough to allow safe, unrestricted use of a push stick.
	>=18	Can use only if trained and certified by Shop Steward	Ripping only with guard in place. Stock must be at least 18" long and no longer than 4' and no thicker than 1 1/2" for softwood and 3/4" for hardwood. Rip must be wide enough to allow safe, unrestricted use of a push stick.
Radial Arm Saw	< 14	No Use	
	>14	Can be used with direct hands on supervision by Shop Steward	Stock must be at least 15" long, no wider than 8", no thicker than 1 1/2" for softwood and 3/4" for hardwood. No bevel cuts permitted.
	>=18	Can use only if trained and certified by Shop Steward	Stock must be at least 15" long, no wider than 8", no thicker than 1 1/2" for softwood and 3/4" for hardwood. No bevel cuts permitted.



3. FORMS AND APPROVALS

This section contains the forms for approval for the Youth Shop Assistant Program.

3.1. Unit Leader Approval

The unit leader should send an email to michaelswoodshop.cwbs@gmail.com, copying the parents/guardians, with the following text:

I, (Name), Scoutmaster of Troop XXX, nominate (Scout Name) for the Youth Shop Assistant Program. He/She is 14 or older, has reached the Star Rank, and has show the appropriate maturity and behavior for this role. He/She will be given service hour credit for his/her time in the shop.

Scout Leader Name

3.2. Parental/Guardian Approval/Release

Scout _____ has permission to participate in the Wood Shop Youth Shop Assistant Program at Camp William B. Snyder, 6100 Antioch Road, Haymarket Virginia 20169, Starting on MM/DD/YYYY.

In consideration for the benefits derived, we expressly waive all claims against the Camp, local, and national councils of the Boy Scouts of America, or their representative, in the event of any accident, injury, illness, or other damage that may in connection with, or incident to this program. We also understand that Camp leadership is not responsible for any electronic devices brought to the shop.

The Scouts physical condition has/has not (Mark one) changed since the last physical examination. I understand that adult leaders more than 21 years of age will supervise all activities.

IN case of emergency, notify _____ at _____.

Special medical information Leaders should know:

Parent/Guardian _____ Date _____ Phone _____



3.3. Youth Assistant Code of Conduct and Expectations

Overview and Scout Behavior Expectations

Scouting works toward three aims: 1) Character Development, 2) Citizenship Training, and 3) Personal Fitness. The Ideals of Scouting—captured in the Scout Oath and Law—represent the framework in which these aims are pursued. In Michael’s Woodshop, we have high expectations for our Scouts and Adult Leaders as they demonstrate integrity, honesty, and character in all walks of life.

At the same time, however, we recognize that on rare occasions, both Scouts and Adult Leaders may at times demonstrate behaviors that call for corrective action. Our goal is not to punish or expel a Scout or Adult Leader, but rather to address inappropriate behavior and reinforce the aims of scouting.

Behaviors Requiring Corrective Action

- 1) Using profane language and/or gestures.
- 2) Fighting, hitting (horseplay), hazing and/or taunting others, endangering others and/or oneself.
- 3) Refusal to follow instruction issued via Unit leaders (adult and/or junior) as well as parents, and leaders in church, school, and the community.
- 4) Disruptive behavior during activities and/or other situations requiring attentiveness.
- 5) Dishonesty.
- 6) Intentional, reckless, and/or negligent destruction of property (church, school, public facilities, etc.) and/or the environment.

Corrective Actions

For inappropriate behaviors, Michael’s Woodshop response will include one or more of the following Corrective Actions— depending on the severity and frequency of the violation(s).

- 1) Discussion of the violation and its consequences. Follow-up discussions with Adult Leaders and/or parents will be scheduled as necessary.
- 2) Separation from the activity. Additionally, parents may be called to pick up the Scout.
- 3) Expulsion from the Youth Shop Assistant Program

Expectations

The following are the expectations for participants in the Youth Shop Assistant Program:

- The participating Scout’s behavior will exemplify the Scout Oath and Law at all times.
- Participation in at least two events a month.
- Focused attention to the activity at all times while at the Shop.
- Strict adherence to all Shop policies and safety guidelines.
- Serve as a positive role model for others

Agreement

We affirm our commitment to the Youth Assistant Code of Conduct & Expectations and our willingness to accept and support Corrective Actions taken due to inappropriate behavior.

Scout Name: _____ Parent Name: _____

Signature/Date: _____ Signature/Date: _____