

# Troop 161

## Parent Notebook



Welcome to Troop 161. The Troop has developed this manual to help answer questions that scouts or their parents may have about the Troop, and how it functions. It is the goal of our troop to provide a challenging and structured environment for Scouts to learn leadership, teamwork and self-reliance. Scouting is structured around an outdoor setting. Monthly outings provide opportunity for the boys to grow with each new experience. Advancement is based on participation, attitude, leadership and merit.

Scout activities are planned and executed by elected boy leaders. Adult advisors provide the Senior Patrol and Patrol Leaders with guidance. Adult volunteers function as instructors, merit badge counselors, drivers, committee members, etc.

Duty to God, Duty to country, and Duty to self are the three main points or ideals included in the Scout Oath. Together with the twelve points of the Scout Law, these ideals provide a moral code, which can guide a Scout throughout his entire life.

If a boy is willing to follow the Scouting Trail enthusiastically and diligently, his life will be forever changed.

**FOR EVERY 100 BOYS WHO JOIN A BOY SCOUT TROOP:**

Twelve will have their first contact with a church or synagogue.

Five will earn their religious emblem.

One will enter the clergy.

Eighteen will develop hobbies that will last through their adult life.

Eight will enter a career that was learned through the merit badge system.

One will use his Boy Scout skills to save a life.

One will use his Boy Scout Skills to save his own life.

Seventeen will become Scouting volunteers.

Two will become Eagle Scouts.

## TROOP 161 AT A GLANCE

Sponsor: Bethesda Presbyterian Church

4858 McConnelles Hwy. York, SC 29726 (803) 328-1360

Scout Committee Chair: \_\_\_\_\_  
(Phone) (E-Mail)

Scoutmaster: \_\_\_\_\_  
(Phone) (E-Mail)

Asst. Scoutmaster: \_\_\_\_\_  
(Phone) (E-Mail)

Asst. Scoutmaster: \_\_\_\_\_  
(Phone) (E-Mail)

Asst. Scoutmaster: \_\_\_\_\_  
(Phone) (E-Mail)

Senior Patrol Leader \_\_\_\_\_  
(Phone) (E-Mail)

## Program Basics

Membership: Open to boys who have completed the 5<sup>th</sup> grade, or earned the Arrow of Light Award, or are between the ages of 11-18.

Meetings: Monday evenings from 7:00 p.m. to 8:30 p.m.

Outings: Usually 3<sup>rd</sup> weekend of each month; camping, backpacking, rafting, canoeing, mountain biking, orienteering, lock-in, service projects, etc.

### Costs:

Mission: Our mission at Troop 161 is to ensure that every scout is provided with the opportunity to take full advantage of the Scouting program offered by our unit and the Boy Scouts of America. There is obviously a cost associated with our scouting program and the opportunities we provide. Troop 161 will make every effort to ensure that every scout who wants to participate in our scouting program and activities has that opportunity. Troop 161 believes that family finances should not become a barrier to a scout's participation in scouting programs. We will help the scouts learn to plan and develop self sufficient means to offset their scouting program cost. This is accomplished through periodic fundraisers. Our troop also has as a number of supporters and benefactors who help us in scholarships and camperships when the need arises. If a specific scouting activity becomes an issue for your family please contact the scoutmaster to discuss available options. Troop 161 will partner with your family to ensure your scout has the opportunity to fully participate in our scouting program.

Annual Program fee (due in Dec.) -\$37 per year (includes Boy's Life)

Outings - \$25 - \$35 per trip (approx.)

Summer Camp - \$180.00-\$260.00

*(Out of Council Camps can be \$50 - \$60 more)*

High Adventure Trip - to be determined

Fundraisers - Appendix C

### Organization:

Boy Scouts is designed to be a boy-run organization. The Scout is a member of a Patrol, led by their elected Patrol Leader. The Patrols form the Troop, which is led by their elected Senior Patrol Leader. There are several other positions of responsibility, both elected and appointed, that help the Troop to run smoothly. The Scoutmaster and his assistants provide guidance and support. The Troop Committee, comprised of parents and other adults, helps with fund-raising, advancement, policy decisions, discipline as needed, and generally anything "behind the scenes" to help the Troop run smoothly.

## Values and Guiding Principles:

The values of the scouting program are embodied in the Scout Oath.

The principles of scouting are embodied in the Scout Law.

**Scout Oath:** On my honor I will do my best  
To do my duty to God and my country  
and to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
mentally awake, and morally straight.

**The Twelve Points of the Scout Law:** A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean and Reverent.

## Uniforms:

The uniform is an important part of scouting. When the scout wears his uniform he is reminded that, not only is he a member of Troop 1, but he is a member of a much larger, honorable organization that has been around for a long time. It is an outward sign that he believes in certain values and is willing to stand up for them.

His uniform gives him a reason to take pride in the way he looks, and in the badges and awards he displays that testify to his achievements in skills and leadership. He should wear it proudly!

## POLICY:

Field Uniform is required at all Troop meetings and activities unless otherwise directed by troop leadership. The uniform should be neat and clean and worn properly (The shirt must be tucked in and have all appropriate insignia). Scouts should expect weekly uniform inspections. Complete uniform is required to be considered by any Board of Review.

"Field Uniform" consist of  
Scout shirt with proper insignia (short sleeves recommended)  
Scout pants or shorts  
Scout web belt & official buckle  
Scout socks  
Scout Handbook

The following is part of the "Field Uniform" and is required for special occasions:

Troop neckerchief and slide  
Merit Badge Sash (once merit badges have been earned)

OA Sash (if O.A. member)

Activity Uniform: (worn only on occasions specified by Scoutmaster) scout activity shirt designated by the troop, Scout pants or shorts Scout web belt & official buckle Scout socks Scout Handbook

Troop 161 has a limited number of used (experienced) uniforms available on a first come, first served basis. Donations of outgrown uniforms are welcomed. Should uniform cost become an issue for your family, please contact the scoutmaster and discuss your issue. We want to ensure every scout has the means to properly uniformed.

Basic Equipment:

Scout uniform, Scout Handbook Sleeping bag and pad, Backpack, Eating/ utensils, Hiking boots, Poncho or rain gear. A list of basic equipment will be provided to new scouts when they join the troop. Additional information is also described in the section of this handbook "Camping and Equipment"

## TROOP 161 DISCIPLINE POLICY

The Scout Oath and the Scout Law form the bases of our troop's discipline policy. Each scout is expected to live up to these ideals in their daily life and while participating in all scout meetings and activities

**SCOUT OATH:** On my honor I will do my best  
To do my duty to God and my country  
and to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
mentally awake, and morally straight.

**The Twelve Points of the Scout Law:** A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean and Reverent.

### DISCIPLINE POLICY:

In keeping with these high standards, Troop 161 has the following policies regarding Scout conduct:

**Minor violations:** (including, but not limited to: disruptive behavior; any form of physical or verbal harassment; dishonesty; disobedience; abuse of equipment).

First offense - immediate conference with Scout.

Second offense (during same activity) - call parents to pick up Scout from meeting/function immediately. The Scout and a parent must come before the Patrol Leaders Council and the Scoutmaster before he may resume troop activities. Any damaged equipment must be repaired or replaced.

**Major violations:** (including, but not limited to: fighting; malicious behavior; chronic dishonesty; malicious abuse of equipment; stealing; possession or use of drugs, weapons/firearms/laser pointers, alcohol, or tobacco).

First offense - immediate suspension from the Troop for 1 month. Reinstatement will only be after a conference with the Scout, a parent, the Scoutmaster, and members of the Troop Committee. Any damaged equipment must be repaired or replaced. Additionally, depending on the nature of the violation, the Committee and the Scoutmaster reserve the right to immediately and permanently expel a Scout on a first offense.

Second offense (w/in 12 months) - permanent expulsion from Troop 161.

## ADVANCEMENT

The trail to Eagle Scout is a challenging but rewarding path. To complete each rank, certain Scout skills must be mastered, and each rank is more challenging than the one before it. The Scout is continually adding to his skills and knowledge. He will proudly wear his badge of rank on the left pocket of his uniform shirt.

Advancement in Scouting involves setting goals for one self and then working to achieve those goals. There is help all along the way, but the Scout is responsible for taking the initiative. Consider the emptiness of only meeting goals that someone else has set for you, versus the fulfillment and thrill of achieving goals that you have set for yourself! Often parents want to know how their scout is progressing. It is important to our goal of teaching a scout personal responsibility, for each scout to know how they are progressing in their advancement and the next steps they must take to advance. When a parent wants to know how their scout is advancing they should ask their scout and hold them accountable to know.

The Scouting trail progresses from the new Scout to Tenderfoot, to Second Class, to First Class Scout, these requirements may change somewhat as the national scouting program is revised. To become a Star, Life, or Eagle Scout will require that a certain number of merit badges be earned, that a position of responsibility in the troop be carried out, and certain service requirements be met.

The new Scout should set himself a goal to earn the rank of First Class within his first year. His goal for Eagle rank should be by his 16<sup>th</sup> birthday, although any time up until his 18<sup>th</sup> is certainly commendable.

Merit badges - encourage the Scout to increase his skills in things he likes to do, and challenge him to try out new activities that may result in fresh interests or hobbies. There are well over 120 to choose from, and at least 21 must be earned to become an Eagle Scout. (Twelve specific ones are required, with the rest "elective".) Some badges may be earned as a result of programs conducted on regular meeting nights, but most will be earned during summer camp and other outings. Scout's merit badge progress may be documented in a "Merit Badge Work Book." This is the easiest way to progress through and document your merit badge work. These are available on line at [Meritbadge.com](http://Meritbadge.com) or from a troop leader.

### Merit Badge Documentation:

Merit badge progress must be recorded on the "Merit Badge Blue Card." All advancement is recorded in our troop advancement database. (*Reference Appendix E*)

### Scoutmaster Conference:

After completing all the requirements for a particular rank, scouts will participate a conference with one of the Scoutmasters. The purpose of the Scoutmaster



Conference to ensure all rank requirements have been met, review and set goals for the scouts progress. This conference is also an opportunity for scouts to provide feedback on the troop and offer ideas for troop improvement.

Board of Review - The final step for each rank advancement is for the Scout to present himself before the troop's Board of Review. The Board of Review is a panel of 3-4 Troop Committee members who will ask questions so the scout can state what he has learned and accomplished for this new rank. When they are satisfied that he has completed the requirements, they will send an advancement report to the council. Boards of Review are usually conducted on quarterly, during regular meeting times. A Scout will not be reviewed if he does not present himself in full uniform with their scout handbook properly documented.

Court of Honor - a ceremony to honor all the scouts who have advanced in rank or earned merit badges since the previous Court of Honor. Parents and family are invited to the celebration, usually associated with a Family Night Dinner or refreshments and informational meeting. It is held four times a year, usually one to two weeks after the quarterly Board of Review.

## **CAMPING AND EQUIPMENT**

Troop 161 provides much of the major equipment needed for camping trips, such as tents w/rain flies, stoves, and Troop 161 owns a large amount of camping and associated types of equipment of substantial monetary value. The troop is well equipped with tents, stoves and lanterns, 20lb. propane fuel equipment, patrol cooking gear, dining flies, patrol and tent boxes, food and drink coolers, etc. and a trailer for hauling this equipment to our activity and camping locations. Troop ownership of this equipment saves the individual scouts from having to buy this equipment, but it carries with it the responsibility of each scout taking care and maintaining this equipment for use by future members of the troop lanterns.

Many scouts borrow sleeping bags and/or backpacks for the first few campouts. After your scout has gone on a few camping trips and is sure about Scouting is the time to consider purchasing his own equipment. It is recommended that you check with a Scout Leader before making major purchases.

Sleeping bag - There are basically two types of sleeping bags - cold weather and summer bags.

Cold weather bags are usually "mummy" type bags with down or synthetic filling. Typically, these bags are very lightweight and fluffy. Cold weather bags are usually rated for specific temperatures. For example, a 20 degree bag will provide adequate insulation for a night with temperatures as low as 20 degrees F. Size is also important for a cold weather bags; if the bag is too big for the Scout, his body will have difficulty warming up all the dead air spaces in the bag.

Summer bags are usually rectangular in shape and are filled with cotton or fabric insulation. The intent of the summer bag is to keep the evening chill out and to ward off biting insects. A good substitute for a summer bag is a couple of blankets.

All sleeping bags should be protected with a water resistant stuff sack. The sack will protect the bag from tears and help keep moisture away.

Sleeping pads - optional in the summer, but necessary during the cold months. The pad provides cushioning, but, more importantly, it adds a layer of insulation between the Scout and the ground. Closed-cell pads are less expensive and are typically 1 inch of flexible foam. Self-inflating pads consist of a layer of open cell foam covered by a water-proof nylon. They tend to take up less room when rolled up, but may be damaged more easily than closed cell foam pads.

Backpack - Troop 161 goes on several types of camping experiences: Short term camping including weekend backpacking district and council events. Long term summer camp or high adventure camping experiences. Each type requires different methods of carrying/packing gear.

Backpacking requires all equipment, food and shelter to be carried on the camper's back. Obviously, weight is a primary concern and a minimum amount of equipment should be taken. A frame back pack is recommended. There are two types of frame backpacks: internal and external. The choice is a personal one and depends on body shape, budget and maturity.

Eating utensils - plastic personal eating utensils are recommended.

- bowl
- plate (optional) cup
- knife, fork, spoon (may be plastic or metal) water
- bottle
- pots and pans as needed

Pocketknife - recommended, but the Scout must complete his Totin' Chip" before he can use one. Sheath and hunting knives are prohibited.

Poncho - or raincoat should be standard equipment for all outings.

Shoes - sneakers or tennis shoes will work fine for most outings with the exception of backpacking trips. For backpacking, hiking boots with plenty of ankle support are recommended. Make sure the boots are "broken in" well before a backpacking trip. A

second pair of lightweight sneakers is suggested in case the primary pair of shoes gets wet.

Socks - the right kind of socks are important in preventing blisters and keeping warm. For winter camping, wool socks are highly recommended. Since wool can be scratchy, a synthetic liner is also desirable. For hiking, a thick hiking sock also with a liner is suggested. The Scout should always bring plenty of changes of socks. Cotton socks should NEVER be worn on hiking or backpacking trips. Cotton retains moisture and promotes blisters and other foot problems.

Flashlight - with extra bulb and batteries.

Personal Items - toilet paper, toothbrush, toothpaste, comb, washcloth, soap, insect repellent, sunscreen, deodorant, shampoo. It is recommended that mini travel versions of these items be purchased and kept packed and ready for any trip.

First Aid Kit - a personal first aid kit should contain band aids, antibiotic cream, moleskin, and specific allergy medications as needed.

Clothing - requirements will vary depending on season and length of outing. In general, pack enough clean underwear and socks for each day. Have an extra set of clothes in case of rain. During cold weather use many layers of clothing. Hat and gloves in winter, ball cap in summer. Swim suit when appropriate. Always bring a windbreaker / raingear.

Matches - or lighter in waterproof containers, may only be carried by older, more responsible scouts, who have earned the "Fire'n Chit".

Camp Chair: Each Scout should have their own camp chair or stool. Don't expect to borrow one from other scouts. The ground can be a cold wet place to sit

Miscellaneous - sunglasses, fishing gear, camera and film, plastic bags, small shovel, paper, pencil, merit badge pamphlets, candle lantern.

The above list is meant to serve as a general guide. Use your own discretion in choosing what to take and what to leave. Feel free to ask any of the troop leaders for advice or help in choosing equipment.

Scouts should pack and unpack their own equipment. After each outing, the Scout should review what was used, needed and not used so that next time he can pack more effectively. Checklists are available in the Scout Handbook or from the leaders, but eventually the Scout should develop his own.

Last, but not least, all personal gear should be identified with the Scout's name or initials.

A series of rules pertaining to troop owned equipment have been established:

1. It is the responsibility of each scout to use and maintain any troop owned equipment in the manner for which it is intended in order to keep it in working order. Any malfunctioning or damaged equipment should be reported to the adult leadership immediately. This is primarily the responsibility of the Patrol Leaders and the Troop Quartermaster.
2. Any scout who damages any troop owned equipment is responsible for fixing or replacing that piece of equipment. If a specific person can't be isolated, or the damage was due to horse-play by several members of the patrol, then the patrol will be responsible for the cost or repair.
3. Damage through ignorance of how to use a piece of equipment is NO EXCUSE for a scout not replacing the damaged item. There are plenty of other scouts and adult leaders who can help. If you don't know the equipment - - - ASK BEFORE YOU USE IT!
4. During camp outs, all cooking equipment is to be thoroughly cleaned by the scouts and all scouts will be expected to participate in an equipment clean-up the first meeting after the outing.
5. DO NOT spray insect repellent in or near the tents. It ruins their waterproofing.
6. Troop owned equipment MAY NOT be borrowed by Scouts for non Scouting events.

### **Prohibited Items**

1. **Sheath or large "Bowie Type" knives** - These knives are only useful for skinning a large animal or cutting someone else. Neither of which you are allowed to do at a scout function. B.S.A. has banned all use of these type of knives. Accepted knives include any Official Scout Knife, or any folding blade knife with blades no longer than 3+ inches. Banned knives will be confiscated and held for the parents if they are brought to a scout activity.
2. **Any weapons** - including sling-shots, pellet or BB guns, pea-shooters, blackjacks, brass knuckles, etc.
2. **Radios, TV's, electronic devices/ games** - These are not appropriate for scout functions, especially an outdoor experience. The boys have plenty of time for this at home. Anyone found with these items may be asked to turn them over to an adult leader, and may not have them back until the outing or meeting is over.
4. **Any obscene, vulgar, or questionable material including adult magazines** - These items will be confiscated by the adult leadership and be held for the parents.

## Troop Leadership - The "Boy Run Program"

### **GENERAL:**

The scouting program is designed to teach, and promote leadership skills. The program structure contains a number of levels of youth leadership. The youth leaders (with guidance from the adult leaders) execute the troop program. These leadership programs are not taken lightly, they are considered very important. A Scout is REQUIRED to be involved in leadership if he is to advance in the higher ranks of Star, Life and Eagle. Eligibility standards for leadership positions have been established and are a combination of a scout's participation records and current rank. The top leadership positions are elected while some are appointed by the Scoutmaster. Elections are held up to two times a year.

### **YOUTH LEADERSHIP POSITIONS:**

1. Senior Patrol Leader - The SPL is the top youth leader in the troop. He conducts the troop meetings and Patrol Leaders Council meetings, passes on information from the Scoutmaster and generally watches over and leads the troop during scheduled activities.
2. Assistant Senior Patrol Leader - The ASPL is the SPL's assistant and stand-in for the SPL when he is unavailable. The Scribe, Quartermaster, Librarian, Historian, Den Chief and Chaplain's Aid report to the ASPL.
3. Troop Guide - The TG is assigned to the New Scout Patrol and reports to the Assistant Scoutmaster for that patrol. His job is to help the new scouts learn how the troop operates and assist in their rank advancement.
4. Patrol Leader - The PL is the leader of the patrol. He has the energy and training to make the patrol work as well as possible. The Patrol Leader for the New Scout Patrol is appointed by the Assistant Scoutmaster for the patrol, and is rotated on a monthly basis.
5. Assistant Patrol Leader - The APL is the Patrol Leader's assistant and replacement for the PL whenever he is unavailable. The APL is appointed by the Patrol Leader. In the new Scout Patrol the APL is the scout who was Patrol Leader the month before.
6. Other Positions - These positions include it Scribe, Quartermaster, Historian, Librarian, Den Chief, and Chaplain's Aid. They are explained in your Boy Scout Handbook, and they are considered leadership positions for the purpose of advancement.

## **YOUTH LEADER ELIGIBILITY:**

The following eligibility requirements need to be met by any scout running for elected leadership positions, or holding any leadership position:

1. In the previous six months a scout must have attended at least 50% of the troop meetings.
2. In the previous six months a scout must have attended at least 50% of the troop monthly activities.

## **RANK REQUIREMENTS FOR HOLDING OFFICE:**

1. The Scout must fill the following Rank and requirements for both elected and appointed positions:

- A. SPL** - Be at least **Star rank**; have served as ASPL; have the approval of the Scoutmaster, and be elected by the troop.
- B. ASPL** - Be at least **Star rank**; have served as a PL; have approval of the Scoutmaster, and elected by the troop.
- C. Troop Guide** - Be at least **First Class** rank and be appointed by the SPL, with Scoutmaster's approval.
- D. Patrol Leader** - Be at least **First Class** rank and be elected by the patrol.
- E. Assistant Patrol Leader** - Be at least **Second Class** rank and be appointed by the PL.
- F. OTHER POSITIONS** - Appointed by the SPL with the Scoutmaster's approval.

2. Scouts nominated for elective positions must have the approval of the Scoutmaster and Adult Leadership.

3. A youth member may be removed from a leadership position if in the judgment of the Scoutmaster and troop leadership that he is not fulfilling the duties of the position or performing his duties in a way that has a negative effect upon the operation and welfare of the Troop.

## ELECTIONS

Elections will be conducted at a regular troop meeting by secret ballot.

1. The current SPL will conduct the election.
2. The current SPL will call for nominations from the Troop for the Senior Patrol Leader.
3. There is no limit to the number of nominations of qualified candidates.
4. Potential nominees can accept or reject nomination.
5. Attendance for the last six months is checked.
6. Scoutmaster gives his approval
7. Ballots are passed out to the membership, the SECRET vote is taken and the ballots are collected and counted by the SPL and Scoutmaster.
8. The newly elected SPL is announced to the membership. The new SPL immediately takes charge and after conferring with the Scoutmaster, conducts the election/appointment of the other officers.
9. Patrol Leaders are elected by their own patrol members.
10. The new PL chooses the APL's with the approval of the Scoutmaster.

## RESPONSIBILITIES OF ADULTS

### Parents

What can you do to help your son in Scouting?

The success of Troop 161 is dependent upon the full participation of the Scout parents. Every family is invited to participate in the Troop Committee, campouts, and other activities. We urge at least one parent of each Scout to register as an adult Scouter.

Some suggestions:

- Keep the dates of Troop activities on your calendar.
- Encourage him as he progresses in the advancement program and perhaps help him master the skills of Scouting.
- Familiarize yourself with the Boy Scout Handbook and rank advancement procedures in order to monitor your son's progress.
- Support the troop with your talents and available time.
- Serve on the Troop Committee.
- Provide transportation for outings.
- Help organize and participate in the camping trips.
- Help maintain the equipment.
- Serve as a merit badge counselor in a hobby or career field with which you are familiar.
- Attend and/or help with the family dinners and fund raisers.
- Maintain an awareness of upcoming trips and activities through reading the Troop Newsletter and through discussions with their Scouts. Parents are also encouraged to help their sons coordinate family plans with Troop trips, so that a Scout will know by each planning deadline whether he will be going on an outing.

Scouting is a family affair, and we need the regular involvement of all parents to help the program run smoothly. See the Appendix A on the Troop Committee for actual jobs and their descriptions.



**TROOP 161**  
**SCOUT EXPECTATIONS**  
**SUMMARY SHEET**

**> Participation**

Scouts are expected to participate in all troop activities including weekly meetings, monthly outings, and any other designated troop (or patrol) activities. Regular participation provides the opportunities for developing outdoor and leadership skills. While full participation will not guarantee a scout's advancement in rank, lack of participation will surely hold him back.

Standards

- 75% attendance for troop meetings and other activities
- 50% attendance for monthly outings (in addition to summer camp)
- Attendance at summer camp
- Attendance at monthly Patrol Leaders Council (PLC) and Junior Leader Training (JLT) if holding a leadership position

**> Advancement**

Scouts are expected to advance in rank. While the rank of Eagle is the ultimate goal, each scout is expected to continue his advancement as long as he is a member of the troop. This is accomplished by being active in the program, learning basic and advanced skills, wearing the BSA uniform, progressing through increasing levels of leadership opportunities, and showing scout spirit. While the troop program provides the basic setting for the advancement process, it is the scout's responsibility to advance within the program as far he can.

Standards

- First Class rank within one year of joining
- Eagle rank by 16th birthday is the goal, but anytime before 18 is commendable

**> Uniforms**

Scouts are expected to own and wear the standard BSA uniform (commonly called "class A"). The uniform is required at all troop events unless specifically modified by the Scoutmaster. The additional accessories of the neckerchief and slide and the merit badge sash are required, but are not worn on a routine basis. They are required for Boards of Review, Courts of Honor, Scout Sunday, and any other special occasions designated by the Scoutmaster.

Standards

- Own full BSA uniform
- Uniform is in order with all insignia properly applied
- Wear uniform at all troop events

**> Conduct**

Scouts are expected to conduct themselves in a scout-like manner at all times. This includes respect for self, other scouts, and adults.

Standards

- Always shows scout spirit
- Upholds the Scout Oath
- Upholds the Scout Law

*(Reserved: content is under revision)*

### Members:

- Institutional Head
- Chartered Organizational Representative
- Committee Chair
- Committee Members
  - Secretary
  - Treasurer
  - Advancement
  - Activities/ Program/Outings
  - Equipment
  - Training
  - Chaplain

### **Roles and Responsibilities:**

#### **Training:**

Part of the troop quality measure is ensuring our troop committee is full trained. There are three required parts to this. These courses are all web based short courses located on the MyScouting web site.

<https://myscouting.scouting.org/> (click on the Boy Scouting Tab once you get logged in under e-learning.)

Course for the Troop Committee are:

- Youth protection training (It is good for (2) yrs) **Required**
- “This is Scouting” (a scouting program orientation) **Required**
- “Fast Start for leaders” **Required**
- “Troop Committee Challenge” **Suggested**

*(Reserved: content is under revision)*

**Fund-raisers:**

The troop conducts fundraisers as needed to offset the cost for High Adventure Trips, Summer camp, any District Council Camping Events.

**Scout Accounts:**

- Depending on the goal of the fundraising activity, profits will be allocated between the troop and the individual scout.
  - If the goal of a specific fundraiser is to generate funds to offset the cost of summer camp or a high adventure activity, the scout will receive the majority of the profits.
  - If the goal of the specific fundraiser is to offset troop's operating and equipment cost, the troop will receive the majority of the profits.
  - Scouts will always have a portion of every fundraiser set aside to be used offset the cost of annual registration and unit re-charter expenses.
- Each Scout's fundraising profits will be documented in our troop financial records ledger. Additions and expenses for each scout will be recorded for each scout in this record.
- When a Scout leaves the troop:
  - When a scout leaves the troop (ages out or quits) they are not entitled to any balance in their personal scout account. These funds will go in to the general operating funds of the troop.
  - If scout transfers to another unit (family moves) any balance in their personal scout account designated for summer camp or high adventure activities will be provided to the scout's new troop with a written request from the new troop committee chairman. These funds may be paid directly to the Scout Council office to be applied to a scouts summer camp or High Adventure activity expense.

## Appendix D

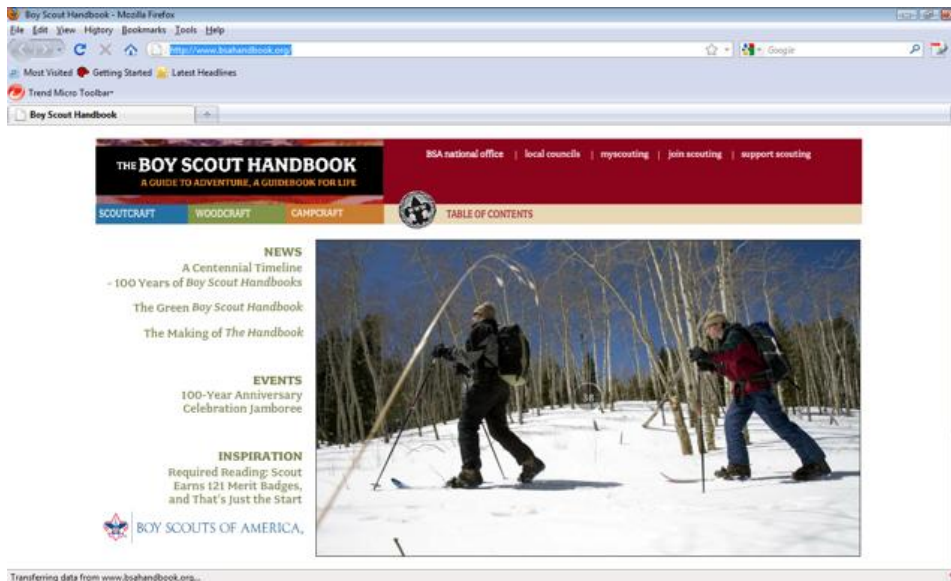
## Scouting On-Line Resources

On-Line Scouting:

Boy Scouts of America - <http://www.scouting.org/>



BSA Handbook online - <http://www.bsahandbook.org/>



# Appendix D

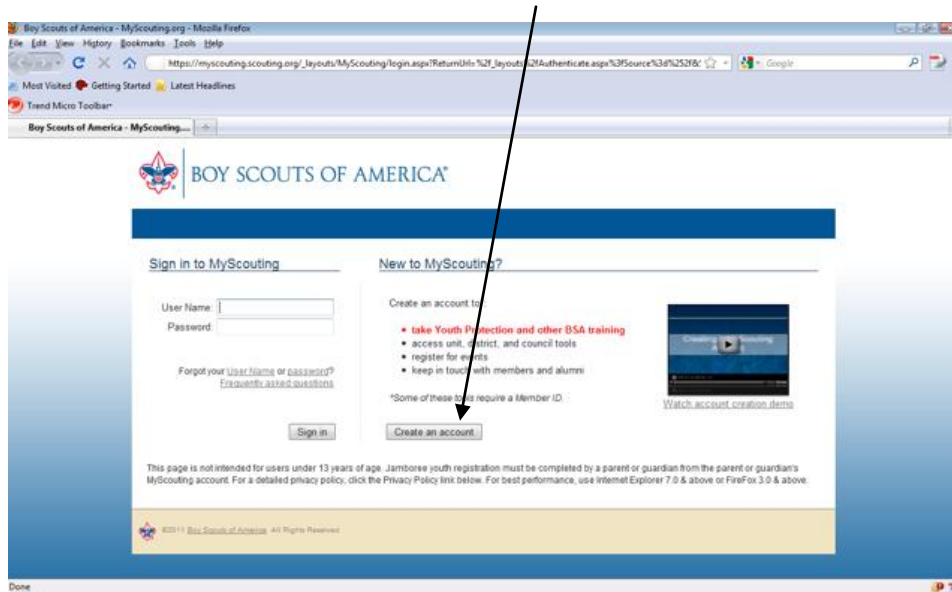
## Scouting On-Line Resources

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### MyScouting

<https://myscouting.scouting.org>

First time users will need to create a New Account

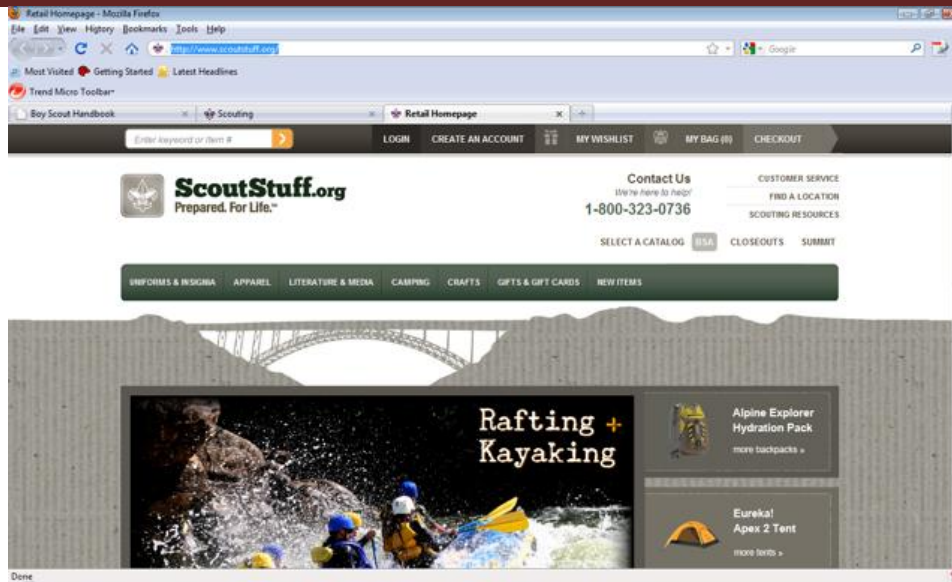


- Adults
- Scouts

- Scout Shop - <http://www.scoutstuff.org/>

# Appendix D

## Scouting On-Line Resources



### Merit Badges and the “Blue Card” Merit Badge Process

Merit badges are an important part of scouting. They're fun and informative, and become milestones on the road of advancement. There are over 200 merit badges for a scout to explore covering every vocation, sport, and hobby. Merit badges give scouts and introduction into careers, teach the responsibilities of citizenship. Through the merit badge program scouts learn many life skills such public speaking, financial management, and personal safety which will be valuable for executing an Eagle Project. The Merit Badge Program gives a Scout the confidence achieved through overcoming obstacles. Social skills improve. Self-reliance develops. Examples are set and followed. And fields of study and interest are explored beyond the limits of the school classroom. As with rank advancement, there are no gray areas built into the BSA merit badge requirements; there is no room for subjective interpretation. Fifty miles is fifty miles, and ninety days is ninety days. Either a scout achieved the stated requirement, or he didn't. There is no pre-dating of requirements that will be accomplished at a future date. Furthermore, a Scout is expected to have read the merit badge book PRIOR TO demonstrating his proficiency in the merit badge skills to the counselor. Our responsibility is to uphold these requirements for all scouts. Exceptions or modifications are made only in cases of disability.

#### **I. Merit badge Process**

- 1) The scout selects a merit badge he wishes to complete.
  - A) Merit badge work books for every merit badge are available on [www.meritbadge.com](http://www.meritbadge.com). These work books provide an easy way for scouts to document their merit badge progress. Many times merit badge counselors will provide these for scouts.
- 2) The scout selects a merit badge counselor from the list of counselors maintained on the troop website or makes arrangements with another district and council approved merit badge counselor. The scout should then meet with the counselor to confirm the counselor's availability to oversee the merit badge work.
- 3) The scout contacts their troop scoutmaster and identifies his merit badge choice and the name of his counselor. A blue card will be filled out, signed and provided to the "troop advancement chair / record keeper" to be recorded in Troopmaster. Once information is recorded in Troopmaster the blue card will be returned back to the scoutmaster who will return the blue card back to the scout. The blue card must be signed by a scoutmaster prior to any work beginning on the merit badge.

*Note: In order to emphasize the scout's responsibility and accountability blue cards will only be provided to and received from the scout.*

- 4) The scout works on completing the merit badge requirements and meets with his counselor as appropriate to review and get approval of completed requirements.

*Note: During the process of completing the merit badge the scout is responsible for retaining the incomplete blue card. This helps to serve as a reminder that work is incomplete and that the scout is responsible for ensuring progress is made toward completion. It's a good idea for the scout to periodically present their blue cards to their*



*scoutmaster so that troop records can be updated with the scout's progress in Troopmaster.*

- 5) Once the scout completes the requirements for the merit badge he will schedule a time to meet with his counselor and turn in anything that requires review by the counselor. Upon approval of all of the work required for the merit badge the counselor will mark the appropriate requirements as complete, sign the blue card, retain the counselor's copy and return the remaining two sections to the scout.
- 6) Upon obtaining the counselor's signature the scout will make a copy of the remaining two blue card sections for his own records and turn in the original blue card sections to the scoutmaster. The copies will allow the blue card to be reproduced in the event that the original is lost.

*Note: In order to emphasize the Scout's responsibility and accountability blue cards will only be provided to and received from the scout.*

- 7) The card will be reviewed, signed and turned into the "troop advancement chair / record keeper". Troopmaster will be updated to indicate the merit badge has been completed and at the next troop court of honor the scout will be awarded the merit badge along with the scout's section of the blue card to retain for his records.

*Note: Merit badge courses that take place outside of the troop may or may not utilize blue cards for recording progress toward the completion of a merit badge. These special situations will be handled on a case by case basis to ensure the scout is provided an accurate record of his merit badge completion.*

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**II. The Merit Badge Blue Card Process -Frequently Asked Questions****1.) Initiating the merit badge process?**

It is the scout's responsibility to identify a merit badge he wishes to pursue and a counselor for that badge. The troop maintains a list of registered merit badge counselors on the troop website. If the scout would like to pursue a merit badge for which there is no troop counselor the scout should ask for assistance in locating a counselor from outside the troop. From there he will request a blue card from the scoutmaster and the front of the card will be signed after confirming the scout's intentions and that a merit-badge counselor has been identified.

**2.) What is a “Blue Card”?**

The blue card is a three part form used by BSA to track progress toward the completion of merit badges. The card has three sections which need to be filled out by the scout. Upon completion of the merit badge, one section will be given to the scout, another will be retained by the counselor and the last will be filed by the troop Advancement Chair / record keeper. When a scout reaches the point of completing an Eagle Scout application, proof of completion for each merit badge will be required.

**3. My blue card has three sections. Who gets all these sections?**

- a.) Applicant Record – The scout fills this out completely and leaves it attached to the Troop Record.
- b.) Troop Record - fill this out completely and leave it attached to the Applicant Record.
- c.) Merit Badge Counselors Record - have your merit badge counselor sign this off. The counselor may retain this portion for his/her records. It does not have to be turned in to the troop.

*Note: It is recommended not to separate the blue card sections to prevent losing one section.*

**4. What is a merit badge counselor?**

A merit-badge counselor is a registered adult who has completed a merit badge counselor application form and has been approved by the council. The merit badge counselor will help guide the scout through a merit badge. Most adults sign up for badges in which they have experience or interests, such as basketry, public speaking or fishing. In many cases the only thing a counselor will do is sign off the badge after reviewing the scout's proficiency with the requirements. A merit badge counselor must be 18 years of age and a registered adult.

**5. I'm a parent and would like to become a merit badge counselor. How do I sign up?**

Fill out an adult leader application and a merit badge counselor form and submit them to a troop scoutmaster. Once you have been approved by the district advancements chair you will be notified. This process takes varying lengths of time.

#### **6. Are there any situations in which a scout may be discouraged from starting a merit badge?**

If a scout has an excessive number of partial (incomplete) merit badges he may be requested to complete one or several of these badges prior to opening another one. These situations will be handled on a case by case basis.

#### **7. Can a parent request a blue card for the scout or turn in a blue card for the scout?**

In order to emphasize the Scout's responsibility and accountability blue cards will only be provided to and received from the Scout. It is important the scout be able to articulate to the scoutmaster his intent to work on the merit badge and his selection of a counselor when requesting the merit badge. This provides an opportunity for some discussion about his progress to date. Additionally, the scout needs to assume the responsibility for turning in the completed blue card in case there are any questions about the completed blue card.

#### **8. Who retains the blue card while the scout is working on completing the requirements?**

During the process of completing the merit badge the scout is responsible for retaining the incomplete blue card. This helps to serve as a reminder that work is incomplete and that the scout is responsible for ensuring progress is made toward completion. It is very important the scout establish a method for keeping up with the incomplete blue cards. If an incomplete blue card is lost there is no record of the progress the scout has made towards completing the merit badge.

#### **9. How will merit badges be taught in a group setting within the troop?**

Often times it suites the advancement needs of one or more patrols in a troop to teach a merit badge to a group of scouts. Merit badge skills may be taught in a troop meeting or campout setting. There are two ways this can be accomplished,

- 1) If a troop leader is a qualified merit badge counselor for the desired merit badge they may be used to teach the basic skills of or subject content of the merit badge. Scouts are required to use the blue card and encouraged to document their progress in a merit badge workbook. Even though skills are taught and demonstrated in a group setting, scouts must still demonstrate individual proficiency to pass merit badge requirements.
- 2) If a qualified merit badge counselor is not available within the troop. The troop can request a qualified merit badge counselor to come to the troop and provide group instruction similar to that of merit badge college setting. Scouts must still use the blue card with the merit badge counselor signing off each requirement. Scouts must work with the merit badge counselor to coordinate a time to finish any requirements not completed during group instruction.

#### **10.) Does the troop hold merit badge classes on outings to bring the scouts through their paces?**

Not necessarily. An adult leader may sometimes help scouts through elements of a badge on an outing. Rarely will this result in a scout getting through a complete badge, as there are often requirements that require other elements of participation. In the end, it is a scout's responsibility to read the material for a badge and pursue his counselor for sign-off. This is a low-impact way of teaching our young scouts to take responsibility for their actions.

**11.) I don't know the merit badge counselor for this badge, so can I ask my dad (ASPL, other adult, neighbor, etc.) to sign me off?**

No. The merit badge counselor must be a registered adult who is approved by the district advancements chair as a merit badge counselor for that badge to ensure that BSA Eagle Board requirements are met.

**12. My dad is the merit badge counselor, and he's a registered adult. Can he sign me off?**

Technically, yes, however we discourage it. We discourage the parent from being the signing party for any Eagle required badges. The parent can sign off non-eagle required badges, but generally the troop would prefer a scout expand his horizons by getting a sign-off from another adult for all merit badges.

**13. What is the Scoutmaster's/Assistant Scoutmaster's role in the merit badge process?**

The scoutmaster's/assistant scoutmaster's role is signing the card at the beginning and at the end. After discussing the badge with a scout, the scoutmaster/assistant scoutmaster signs the card at the beginning of the process. His signature is also required at the end of the process after all items are complete and the merit badge counselor has signed off the card. From there it can be submitted to the Advancement Chair / record keeper for entry into the troop record and preparation for presentation of the actual badge at the next troop court of honor.

**14. When can I turn in my blue card? Does it have to be at my Board of Review?**

A scout may turn in his blue-card at any time.

**15. What is the process for Merit Badges earned at camp or Merit Badge Colleges?**

The Scoutmaster will give the scout a blue card for every merit badge they have enrolled for at camp / merit badge college. The scout should ensure the merit badge counselor completes their portion of the blue card and signs off all completed requirements. At the conclusion of camp / merit badge college the troop will receive all of the merit badges and bring them back in a bunch. It's easier to ensure they're not lost in transit. The trip leader is responsible for delivering the blue cards to the scoutmaster for signatures. From there they go to the Advancement chair for data entry and awards.

**16. I only got through part of my badge at camp/ merit badge college. Where is it, and what do I do with it?**

Partial merit badges are returned to scouts as soon as possible after camp / merit badge college. Usually this takes place at the first or second meeting after the event. A partial merit badge usually has a few requirements that need to be signed off before it can be submitted. The scout will need to find a counselor, finish it up and submit it as soon as possible.

**17. To whom should a scout give their completely filled out and signed-off merit badge blue card?**

Completed blue card should be submitted by the scout to a scoutmaster. They will review the card with the scout, sign it and turn it in to the Advancement Chair /record keeper. From there the badge will be recorded so it may be awarded at the next court of honor.

**18. Can a scout change to a new counselor once he has started a merit badge.**

A scout is expected to complete a merit badge working with the counselor with whom he initiated the blue card. This pertains to merit badge college as well as merit badges being worked with a troop counselor. One obvious exception to this policy is incomplete summer camp merit badges. To complete these merit badges the scout will need to select an approved counselor with whom to complete the requirements.

**19. Can a blue card be reproduced / replaced?**

Blue cards can be reproduced from Troopmaster records to support Eagle rank advancement if needed.