NEW PARENT ORIENTATION PROGRAM

“BEST PRACTICES”

by

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Heart of America Council

North Star District

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**Introduction**

This document is a part of my Wood Badge ticket. The intent is to provide a “best practices” document with helpful information for welcoming new parents into your unit, whether they are new to Scouting, crossing from Cub Scouts to Scouts BSA or transitioning from another unit. The aim is to increase retention by increasing or improving adult involvement.

It is important to welcome new parents and provide them with as much information as possible, so that they feel a part of your unit, rather than ‘watching from the outside’. It is also an excellent way to identify new leaders and fill vacant positions on your committee.

Experience has shown that sustaining membership in a unit depends partly on reaching new audiences to invite them to join the unit and partly on engaging new members and their families so that they feel welcomed and want to stay. The more involved, engaged and informed the parents are, the more likely they and their youth are to remain in the program. Although, it is important to note, there is *no substitute* for a good program.

Please note that this is not a document to be followed to the letter. Nor is it anticipated you will use all the information contained here. It is, instead, a guide to show you what you *might* do. You must do what is right for your unit. Hopefully, though, you can glean from this document and its appendices some helpful suggestions that you can incorporate into your own program. It is offered in an editable document with the intent that you can copy from it what you find useful and adapt it to your needs.

**Acknowledgements**

I want to thank the following North Star District units for providing me with their information. Without their input and support, this document would have been considerably shorter and much poorer in content.

**1288 1374 1394 1495 1376**

**4180 4360 4460 T218 (Soaring Eagle District)**

***Thank you! Thank you! Thank you!***

**The New Member Coordinator**

The New Member Coordinator (NMC) is an official BSA position and can be key in welcoming new members, as the name implies. It is helpful to have someone fill this role, to provide focus and to take the load off the ScoutMaster, Committee Chair, Chartered Organization Representative and/or whomever else may be shouldered with that responsibility. It should be noted that the NMC is not intended to fully and completely fill this function, but to oversee and coordinate - again, as the name implies.

What is the NMC?

The New Member Coordinator (NMC) position has been designed to:

* Be a FUN and engaging position.
* Form relationships with new members and their families.
* Fit every type of unit, every age level and every program.
* Be recruited and supported by key unit leadership.
* Be mentored by the District Membership Chair.
* Use a team approach, allowing them to tailor their work to individual interests/expertise, as well as to recognize the particular needs of the unit.
* Be visible and easily identifiable at unit gatherings by their welcoming smiles and their BSA “Welcome” logo that they display and wear on an activity shirt, on a hat or vest or in some cases, a pin on a field uniform.

Training for New Member Coordinators:

* The Welcome training video on [my.Scouting](https://my.scouting.org) should be sufficient for you to get started in your exciting new role. (See the [Welcome Course Instructions](https://41zfam1pstr03my3b22ztkze-wpengine.netdna-ssl.com/wp-content/uploads/2017/05/NMC-Welcome-Course-Instructions-for-my.scouting4.docx)).
* Additional detailed training on Sharing the Benefits of Scouting, Coordinating Recruitment, and the Joining and Welcoming Process is available in the BSA Members LearnCenter, using the same process for access

Further benefits and information can be found at:

* [New Member coordinator – Why, What, Who,How](https://41zfam1pstr03my3b22ztkze-wpengine.netdna-ssl.com/wp-content/uploads/2018/04/NMC-Why-What-Who-How-.pdf)
* [New Member Coordinator Position Description](https://41zfam1pstr03my3b22ztkze-wpengine.netdna-ssl.com/wp-content/uploads/2017/05/NMC-Position-Description.pdf)
* [New Member Coordinator Q&A](https://41zfam1pstr03my3b22ztkze-wpengine.netdna-ssl.com/wp-content/uploads/2019/02/New-Member-Coordinator-Q-A-.pdf)
* <https://scoutingwire.org/marketing-and-membership-hub/councils/new-member-coordinator/>

**New Parent Handbook or Letter**

Most units provide a handbook or letter to their new parents. These are intended to welcome the parents, provide them insight to the unit they are joining and, in many cases, to Scouting in general. It is intended to provide them with answers to most of the questions they may have and to inform them regarding the workings of the unit and BSA.

The amount of information they contain varies by unit. Subsequent pages will cover these documents in more detail. You may decide what to include or exclude, as you see fit. At a minimum, though, it should include:

* a welcome statement (let them know you’re happy to have them!)
* your unit number and, if a Cub Pack, their Den number
* adult leadership and contact information
* where you meet
* Troop, Pack or Den meeting days and times
* communication channels
* costs, such as dues and charter fees and breakouts on such fees

It is also helpful to include (in no specific order):

* aims and methods *and the value* of Scouting
* where to purchase scouting supplies and uniform items
* basic items they will need to get started
* uniforming requirements and other equipment
* advancement
* Committee Meeting and/or Unit Leader Meeting days and times
* finance, fundraising and financial assistance
* unit calendar (or where to find it)
* new parent information sheet and survey (occupation and interests)
* information on your Charter Organization (and what that is)
* medical requirements
* code of conduct / behavior guidelines (and consequences)
* leader training
* common unit activities
* introduction to Scouting ‘jargon’
* Mother’s Club information, if you have one

*It is important that you not just hand them a document, however.* It is strongly recommended that you present this information in person. Also, *don’t* overload them all at once. Present this in more than one meeting.

**Additional documentation**

It may be helpful to divide the above information into multiple documents and provide them to the parents in ‘bite size chunks’. You may also want to include additional documentation.

In addition to the information called out above, you may want to include:

* unit directory / org chart
* unit policies / by-laws
* unit leadership descriptions
* Treasurer info and forms
* list of Merit Badge Counselors (for Scouts BSA units)
* current BSA health form
* special needs request form
* medication administration form
* summer camp information
* campout personal equipment checklist (gear list)
* websites of interest
* honor programs (for Scouts BSA units)
* for Troops, how does the SBSA program differ from Cub Scouts?
* for Cubs, the Den and Pack structure
* service projects / community service

Rather than try to reinvent the wheel or provide one all-encompassing document, I am providing examples of these documents, through numerous appendices, for you to peruse. I’ve used place-holders for unit number and names. You will want to apply appropriate information.

I have also provided them in an editable format, to make it easier for you to copy the documents, or portions thereof, and edit as you desire. Use what works for you and adapt them to your needs. Packs may find some Troop documents useful, for example. And, of course, you may disregard what you do not want or need. You may also wish to use this document, itself, as a reference.

**Appendix A**

**Pack xxx Parent Information Guide**

WELCOME TO THE ADVENTURE OF CUB SCOUTING

**Why Join Cub Scouting?**

• Your time is valuable. More than ever, today’s families strive to find

quality time to spend together. Cub Scouting helps to support your

family by providing ready-made opportunities for you and your child to

do things together.

• Cub Scout-age youths benefit developmentally from belonging to a group of

youths their own age. Through this sense of belonging, youths build self-esteem

and learn to get along with others.

• As a parent, you want to be assured that the groups that your youth joins will

teach values consistent with good citizenship, character development, and

physical fitness. The Boy Scouts of America has been weaving these lifetime

values into fun and educational activities since 1910.

• In a society where your child is taught that winning is everything, Cub Scouting

teaches him/her to “do his/her best” and to be helpful to others.

• Scouting teaches family values and works to strengthen your relationship with

your child. Scouting activities can bring added value to the time you already

have with your child.

• They will learn to live by the code of “On my honor.”

But we know that youths do not join Cub Scouting just to get their character built.

Youth join because it is fun. And fun is at the heart of everything Cub Scouts do—

from exploring natural habitats to building model cars and robots to trying sports

like archery or telling stories around a campfire. Youth in Cub Scouting might be

learning great lessons, but they’re far too busy having fun to notice.

**How Does Cub Scouting Work?**

One unique thing about Cub Scouting is that you, as his/her family, join in on the

program with your child, and you will help him/her along the way. Cub Scouting exists

to support your family and help enrich your family time together. There is a

different handbook for each grade level, with adventures that are age-appropriate for

their developmental level. As your youth advances through these books by working

on adventures with you, he/she will earn badges and other recognition that he/she can wear

on his/her uniform. Your child’s success in Cub Scouting depends on you!

The Cub Scouting program takes place at two levels. Your child will be a part of a *den*,

a small group of youths in the same grade level who usually meet weekly. All dens, from

grades 1 through 5, make up a *pack.* Once a month, the dens, with

their families, are together at the pack meeting, where youths show off

the new skills they have learned during the month and are recognized

for the badges they have earned. All youths, when they join, earn the

Bobcat badge first. Your den leader will show you how.

**Dens**

**The Tiger Den (Grade 1)**

Parents are most involved at the Tiger level. The youth and his

parent or guardian join the den together and attend all meetings

and activities together.

The den is made up of three to eight of these parent-child teams. Each den

also has a Tiger den leader (usually one of the parents) who helps coordinate the

meetings. The parent-child teams take turns running the activities and planning

meetings with the Tiger den leader. The den usually meets weekly either at

the homes of host parent-child teams or at a designated facility; participates in

adventures, some of which involve outings; and attends the monthly pack meeting.

**The Wolf (Grade 2) and Bear (Grade 3) Dens**

Parents are vital to the Cub Scout dens, both in the role of home

support and to help the den leader. Youth at this level are beginning to be

more independent, and not every youth needs a parent at every meeting.

The den consists of four to eight youths, a den leader and assistant den

leader (usually parents of some of the youths), and often a den chief

(an older Scout BSA or Venturer who helps the den leader).

They usually meet once a week at a regularly scheduled time and

place, and they also attend the pack meeting with their families.

**The Webelos Scout Den (Grades 4 and 5)**

The Webelos den is much like the Wolf and Bear dens, but

there is more emphasis on the youths learning to take leadership

roles and preparing to become Scouts BSA.

**Pack Meetings**

The Cub Scout pack is made up of all the dens, which

meet monthly at the pack meeting, led by the Cubmaster. This is the climax of

the weekly den meetings and activities. There are games, skits, songs, ceremonies,

and presentations of badges that youths earned during that month. This is where

families—not just parents, but siblings, too—can see the achievements of their

Cub Scout.

The pack, including families, also participates in other special events throughout

the year, including:

**Pinewood derby®—**You can build and race a model car with your child.

**Blue and gold banquet—**Cub Scouting’s birthday party—for all pack members

and their families— takes place in February.

**Camping—**Overnight and day camp opportunities introduce your family to the

camping experience.

**Service projects—**Packs may participate in food drives, conservation projects, or

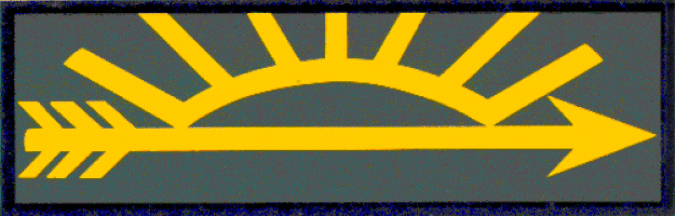
other community activities.

**Field trips and special outings—**Den outings are a great way to learn more about

the people and places in your community.

**Make memories with your child that will last a lifetime!**



**How Can You Help?**

The most important help that you, as a parent, can give your youth is to work with

them on their Cub Scouting adventures and help them achieve their badge of rank. His/her

handbook is full of age-appropriate activities that you will enjoy doing together

at home. When he/she completes a project, it is your responsibility to sign their book

to verify that he/she has done his best. This will help the den leader know that he

or she can sign off on that part of your child’s rank requirements and arrange for

recognition for their efforts. And then it is all-important for you to attend the

monthly pack meeting with him/her, so you can celebrate their achievement. **Your role**

**as a parent is the secret to a successful Cub Scouting program!**

The den and the pack also rely on parent participation to run a successful program.

Cub Scouting operates through volunteer leadership. Consider volunteering

as a member of the pack leadership team. Volunteer leaders are an example of

Scouting’s principle of service to others. By volunteering in Scouting, you are also

giving your child the gift of your time. What could be more valuable? You will have

an opportunity to be a positive influence in his life and in the lives of his friends.

Here are some of the ways you could volunteer:

**Den leader.** Leads the den at weekly den and monthly pack meetings. Attends the

monthly pack committee meeting.

**Cubmaster.** Helps plan and carry out the pack program with the help of the pack

committee. Emcees the monthly pack meeting and attends the pack committee meeting.

**The Pack Committee**

Every Cub Scout parent or guardian is invited to become a member of the pack committee.

Pack committee members perform administrative functions of the pack. The committee

meets monthly and includes the responsibilities below.

**Committee chairman.** Presides at all pack committee meetings. Helps recruit adult

leaders and attends the monthly pack meeting and pack committee meeting.

**Advancement chairman.** Maintains advancement records for the pack. Orders

and obtains all badges and insignia. Attends the monthly pack meeting and pack

committee meeting.

**Membership chairman.** Manages the transition of new Scouts into the pack and

coordinates orientation for new Scouting families. Responsible for the marketing and

recruiting initiatives of the pack, as well as the growth and retention of the unit.

**Secretary/treasurer.** Keeps all records for the pack, including pack bank account,

financial records, etc. Attends the monthly pack meeting and pack committee meeting.

**Pack trainer.** Coordinates training for adults. Promotes leader training and roundtable

meeting attendance. Attends the monthly pack meeting and pack committee meeting.



**Training**

The Boy Scouts of America offers convenient training for parents who volunteer to serve as

leaders. As a new parent, you can learn all about Cub Scouting and how quality Scouting

programs are built at the pack level. Log on to My.Scouting.org and create an account to

gain access to all available training content. For more information about training at all levels

of the program, go to www.scouting.org/training.

We encourage all parents to take the BSA’s Youth Protection training, which is

required for all adult leaders.

To find out more about the Youth Protection policies of the Boy Scouts of America

and how to help Scouting keep your family safe, see the *Parent’s Guide* in any of the

Cub Scouting or Scouts BSA handbooks, or go to www.scouting.org/Training/

YouthProtection.aspx. Completion of the “Exercises in Personal Safety Awareness”

in the Parent Guide with your child is a requirement for rank advancement.

**Youth Protection**

Child abuse is a serious problem in our society, and unfortunately, it can occur anywhere,

even in Scouting. Youth safety is of paramount importance to Scouting. For that reason, the

BSA continues to create barriers to abuse beyond what have previously existed in Scouting.

The Boy Scouts of America places the greatest importance on providing the most secure

environment possible for its youth members. To maintain such an environment, the

BSA has developed numerous procedural and leadership selection policies, and provides

parents and leaders with numerous online and print resources for the Cub Scout,

Scouts BSA, and Venturing programs.

Youth Protection training is required for all BSA registered volunteers. Parents are

strongly encouraged to take Youth Protection training to become familiar with

policies, procedures, and guidelines.

New leaders are required to complete Youth Protection training within 30 days of

registering. To take the training online, go to My.Scouting.org and establish an account

using the member number you receive when you register for BSA membership. If

you take the training online before you obtain a member number, be sure to return

to MyScouting and enter your number for training record credit. Your BSA local

council also provides training on a regular basis if you cannot take it online. For more

information, refer to the back of the BSA adult membership application, No. 524-501.

Youth Protection training must be taken every two years. If a volunteer’s Youth Protection

training record is not current at the time of recharter, the volunteer will not be registered.

For more information about Youth Protection, please see BSA’s Youth Protection website

at www.scouting.org/youthprotection.aspx.

Volunteer Incident Report Form: www.scouting.org/filestore/pdf/680-676\_WEB.pdf

**How Much Does Scouting Cost?**

**Registration fee**—annual fee for youth and leaders

(The leader’s fee includes a subscription to *Scouting* magazine.): ........................**$xx**

***Scout Life* magazine—**optional, but strongly recommended: .............................**$xx**

**Books—**Youth handbooks are the *Tiger Handbook, Wolf Handbook, Bear*

*Handbook,* and *Webelos Handbook.* Adult leaders use one or more of the following

resources: the *Cub Scout Leader Book, Tiger Den Leader Guide, Wolf Den Leader*

*Guide, Bear Den Leader Guide, and Webelos Den Leader Guide.* See your local

Scout shop or www.scoutstuff.org for prices and a wealth of other reasonably

priced resources.

**Pack dues—**The amount varies by pack, depending on money-earning projects

conducted by the pack to decrease the amount needed to run the pack program.

$xx.xx Annually, if joining after July 1, $xx.xx

**Uniform**—The uniform and its cost vary by program for both youth and adult.

Uniforms may also be purchased at your local Scout shop. See www.scoutstuff.org for details and current prices.

**You Are Not Alone!**

Your **den** is in a **pack** that belongs to an organization chartered by the Boy Scouts

of America (BSA) to operate a Scouting unit (a **chartered organization**)*.* The

chartered organization approves leadership, helps secure a meeting place, and makes

sure that the pack works within the guidelines and policies of their organization as

well as those of the BSA.

Many volunteers and BSA professionals are interested in the success of your pack.

A special volunteer assigned to help your pack is called a **commissioner**. The

commissioner helps the pack provide a successful and high-quality program. The

commissioner is also the communication link between your pack and the local council.

All leaders need training to be effective. The BSA provides both online and

instructor-led training for adult volunteers in how to be a successful leader.

Your district is one of several in the BSA **local council.** The professional staff at

your council service center can help or will get you in touch with someone who can.

Local Council Locator: www.scouting.org/LocalCouncilLocator.aspx

My chld is in Pack \_\_\_\_\_\_\_, which meets at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (location)

at \_\_\_\_\_\_\_\_\_\_ (time) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (day and week of month).

He/she is in Den \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which meets at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (location)

at \_\_\_\_\_\_\_\_\_\_ (time) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (day of week).

Our pack’s chartered organization is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Our local council name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Our Leaders Name Phone No. Email**

Den leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Cubmaster\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix B

Pack XXX Parent Orientation/

Training Guide

2021-2022

You Registered, What’s next?

* Your new scout needs a few things to get started:

-Den Handbook (Lion, Tiger, Wolf, Bear, Webelos)

-Class A Scout Shirt and appropriate patches \*

*(I recommend getting one that is a little big, so it will fit for a while)*

\*Class A shirt is not required, but is highly recommended. Some Scouting events require Class A shirts to be worn.

* Be checking your email for an invitation to join Scout Book. This is our online Pack management program. It allows leaders and parents a way to keep track of achievements, email one another, and keep up to date on Pack and Den events. It also have a built in calendar function.
* Attend your first Den Meeting!!!

Scouting Materials may be purchased at:

- **[Local Shop Name]**

- **Council Store**

(name and address)

**Your Den Leader will be:**

**(kindergarden) Lions: Name**

**(1st grade) Tigers: Name**

**(2nd grade) Wolves: Name**

**(3rd grade) Bears: Name**

**(4th grade) Webelos: Name**

**(5th grade) Arrow of Light: Name**

**You will get and email to let you know when and where.**

* Attend the Pack Parent Meeting

[Date & Time]: Skate Park Night and Pack Parent Meeting

**Vocabulary:**

**Pack:** Large group of Cub Scouts of various ages. *We are Pack xxx*. *We work together on larger events and projects.*

**Den:** Smaller group of Cub Scouts of the same age/grade level. *Dens work to earn achievements and gain ranks.*

**Class A**: Dress shirt for scouting. *Youth who are Tigers, Wolves, or Bears wear a blue Cub Scout Class A. Youth who are Webelos may were either the blue Cub Scout Class A or the tan Scout Class A.*

**Class B:** Cub Scout shirts that are not Class A. *These are usually Pack or Den shirts.*

|  |  |  |
| --- | --- | --- |
| Cost |  | Average Cost per year for  Cub Scout Pack xxx  2021-2022 |
| |  | | --- | |  | |  | |  | |  | |  | Registration & Insurance Fee $xxx.00  New scouts also have a $25 registration fee.  (Prorated fee for September-October) $xx.xx  New Scout Total: $xxx.xx  Scout Life Magazine (optional)  $xx.00 per year  Fees can be paid all at once by cash or check to the Pack or you can use the online SCOUT PAY option to set up a payment plan or to pay by credit card. SCOUT PAY can be found at <https://www.hoac-bsa.org/internet-rechartering>. Just scroll down to the section labeled Scout Pay. **B**ook Guides for each level of Cub Scouting  approximately $xx.00 Uniform\* Shirt: $xx.00-$xx.00  Neckerchief: $x.00  Slide: $x.00  Belt:$x.00 (This is where they place earned achievement loops.)  Insignias (Patches): $xx.00  \*Uniforms are not required for membership, but are required for participation in some specific activities. Fundraising -[Fundraiser 1 description].  -[Fundraiser 2 description].  Historically, these fundraisers have funded most our budget for the year. The pack may have a small fundraiser in the Spring to offset other expenses. Miscellaneous Activity Expenses From time to time optional activities may have associated fees. Examples: Day/Overnight Camps ($60-$140 depending type of camp), Scout Day at the “K”, Scouting 500, Scouting Day at the KC Zoo, special Den activities, etc.  It is the goal of Pack 360 to offer a positive and rewarding scouting experience to the youths we serve. There are scholarships available for families who have financial need. |

**Pack xxx-**

**2021-2022 Calendar**

These are in addition to or may replace your twice monthly Den meetings.

[Date & Time:]

[Event name & place]

[Date & Time:]

[Event name & place]

[Date & Time:]

[Event name & place]

[Date & Time:]

[Event name & place]

[Date & Time:]

[Event name & place]

[Date & Time:]

[Event name & place]

Parent Information Sheet:

Scout Name:

Scout Rank:

School Grade:

Parent(s) Names:

Email address(es):

Phone #:

Committee Interest (please circle):

Fundraising

Fun Activities

Campouts

Community Service

Blue and Gold

Pine Wood Derby

Fishing

Christmas/Holiday Party

Any ideas for activities/improvements or concerns:

\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix C



**Cub Scout Pack xxx Parent Information 2021-2022**

Welcome! Thank you for your interest in joining Cub Scout Pack xxx chartered by [Charter Org name] . This handout will outline important information about joining our Pack. We are currently in an exciting situation where a new group of families will be able to make memories and have adventures together! It will be a new pack that fits today’s life and busy family schedule. This new group will have support from the older Scouts BSA Troop who will assist parents in planning, running meetings and learning skills. As we begin the scouting year, all grades will meet on **[day & time]** with our next meeting being on **[date].** In [month], we should be ready to meet in grade levels and have our first main event – this will be decided on by the youths at the first meeting. The deadline to register is **[day, date].**

When you are ready to scout, bring a completed application and fees to the meeting on **[date].**

**Den Structure**

Youth are grouped in a Den according to age and grade.

* Kindergarten-Lion Cubs (must be 5 by September 1)
* First Grade – Tiger Cubs
* Second Grade-Wolf Scout
* Third Grade-Bear Scout
* Fourth Grade-1st year Webelos
* Fifth Grade-2nd year Webelos
* Sixth Grade – 18 years will be a member of the Scouts BSA Troop and meet separately.

**Pack Activities**

We have monthly Pack Meetings which are generally on a Monday or Saturday each month. This is usually when the Cub Scouts receive their awards, and other recognition. Families are welcome to attend all Pack Meetings. We also plan many other Pack events which include Pinewood Derby, Raingutter Regatta, Graduation, Blue & Gold Celebration, Camping Trips, etc. The Pack is most active September through May.

**Camping**

Our Cub Scout Pack and the [Council Name] offers several different camp outs through the year. Some camp outs are **strictly** one Cub Scout and ONE Parent type events, however some camp outs are family style events. Details are always given prior to each event.

**Service Projects**

Part of scouting is giving back to those in need and helping out our community. We teach the Cub Scouts about community service by holding projects at the Pack level. In the past, we have participated in: [events]. In addition, most dens will also do service projects on their own.

**Registration Fees**

**BSA rates for registration and insurance!!** Your registration fees go to BSA National, Heart of America Council and Pack xxx dues. Your pack dues cover your scout's awards, help fund pack events, and help with pack activities such as games & snacks. Den dues cover miscellaneous supplies and are determined by each Den Leader when necessary.

\*\*NEW SCOUTS and NEW LEADERS ONLY\*\*

* 1. • For new Cub Scouts, the initial cost to sign up for the rest of the 2021 fiscal year is **based on the month of registration. ($xx.xx – this includes the $x BSA National fee, $x.xx Council fee and the $xx new scout fee.** 
     + - 1. o Optional subscription to Scout Life magazine is based on the month of registration.
  2. • For new Scout Leaders, the initial cost to sign up for the rest of the 2021 calendar year is **based on the month of registration.**

On [Date], **everyone** will "Recharter" for 2022 with Boy Scouts of America. We will collect **$xxx.00** per scout ($xx BSA National registration fee, $xx Council Fee and $xx for pack dues). This will cover the fiscal year (November 1 through October 31, 2022). You may also purchase an optional subscription to Scout Life magazine for your child for $xx.00 per year ($x per month). Adult leaders are only $xx.

**Please note that Lions (Kindergarten) and Tigers (First grade) must have an adult partner at every event**. There is no fee for an adult partner. The adult fee is for those who will be registered volunteers in leadership or committee positions.

**Fundraising**

In order to keep up-front costs as low as possible, our Pack does fundraising. This is a great opportunity for friends and family to help keep your costs low, by supporting your scout through fundraising.

There are **two main fundraisers** that your scout will participate in (This does not include Lions). Details about each fundraiser are provided before that event.

NOTE: In the past, some Cub Scouts have sold tons of fundraising products. So much product that they *not only* helped their Pack, but they earned monetary credit towards their summer/fall camp outs! Make sure to tell friends and family members how they can help you pay for your CAMP OUTS!

**Required Uniform Items**

All new Cub Scouts will need to purchase the BSA Cub Scout Blue Shirt, World Crest Emblem, den number patch, council patch, numeral xxx neckerchief, neckerchief slide, belt, and handbook. Our Pack does/does not wear the BSA pants sold at the Scout uniform locations. (Optional attire, if not.)

Uniform initial cost is approximately **$xx** plus tax (shirt $xx, belt $xx, neckerchief $xx, neckerchief slide $x, den number patch $x, and handbook $xx). Remember to buy the Cub Scout Blue Shirt big. You will need it to last a few years, until you change rank to the tan shirt. Uniform costs for Lion cubs are different. Please see your Lion leader or Gwen Martin for details.

Items can be purchased at:

• Council Scout Shop – name and address

• Local shop name and address

**Lion Cubs (Kindergarten) Tiger Cubs (1st grade) Wolf (2nd grade)**

Lion Cub Hat Den Number Den Number

Blue Lion Tshirt Blue Tiger Cub Belt Blue Cub Belt

Class B Tshirt Orange Neckerchief Yellow Neckerchief

Lion Cub Handbook Tiger Cub Neckerchief Slide Wolf Neckerchief Slide

Tiger Cub Hat (opt) Wolf Hat (opt)

Tiger Cub Handbook Wolf Handbook

**Bears (3rd grade) Webelos I (4th grade) WebelosII (5th grade)**

Den Number Den Number Patrol Patch

Blue Cub Belt Blue Webelos Belt Blue Webelos Belt

Blue Neckerchief Plaid Neckerchief Plaid Neckerchief

Bear Neckerchief Slide Webelos Neckerchief Slide Webelos neckerchief Slide

Bear Hat (opt) Web. Plaid/Olive Hat (opt) Web. Plaid/Olive Hat(opt)

Bear Handbook Webelos Handbook Webelos Handbook

**Class B Uniforms:**

We also wear a scouting t-shirt which is referred to as **Class B or Activity uniform**. We currently do not have t-shirts on hand but these can be purchased at any scout shop or at Brants Clothing in Liberty. All Cub Scouts must have at least one Class B t-shirt, which should always be worn under the Class A uniform shirt. We also encourage family members to purchase a Class B t-shirt, which can be worn at Pack/Den related events. Class B shirts are the only uniform that can be worn by non-scout family members.

Once a year we may order sweatshirts, and any other special-order items. More information will be provided to you as that date approaches.

**Scoutbook (www.scoutbook.com)**

Our pack uses an advancement tracking website called Scoutbook. This BSA owned tracking system creates an individual profile for each scout and parent. It is an easy and efficient way for parents and leaders to input awards, communicate with families, keep an updated calendar, view your financial account, and have all that information transfer as the scout’s progress through cub scouts, youth scouts and venturing.

Once your registration has been processed, you will receive an email from Scoutbook with an invitation to connect to your scout’s account. You will then create your own password and receive access to our pack information. Parents are expected to update their scout’s account with achievements and awards that they earn throughout the year. Den leaders will assist you and ensure you are on track to earn rank by promotion in May.

Appendix D

Pack Leadership Position Descriptions

**Pack Committee Chair**

**Requirements/Experience necessary:**

* Knowledge of the Cub Scout program current or previous preferred, but will train a willing individual.
* Must be a registered Scouts BSA adult member and have current Scouts BSA Youth Protection certification.
* Must complete appropriate position training on My.Scouting.org for the Pack Committee Chair position.
* Be appointed by the Charter Organization Representative.

**Responsibilities:**

* Attend and preside over monthly Pack Leadership Committee Meetings.
* Serve as a Key 3 member for Pack XXXX as directed by [Council Name].
* Conduct monthly Pack meetings - Plan program and assign duties to Dens.
* Regular communication with Den Leaders on den progress toward advancement.
* Assist with Scoutbook administration.
* Organize and purchase achievements and advancements earned by Pack members. (Use of Pack funds)
* Prepare achievements and advancements for presentation. Den leaders present, but in the absence of the Den leader, present Den awards.
* Assist with Pack activities, such as, camp outs, fundraisers, service projects, etc.
* Work with the Troop Scout Master to help facilitate the ease of transition from Pack to Troop.
* Become BALOO certified. (or find a volunteer to receive this training)
* Attend District Round-Table meetings as needed.
* Other duties as needed.

**Pack Treasurer**

**Requirements/Experience necessary:**

* Knowledge of the Cub Scout program current or previous preferred, but will train a willing individual.
* Must be a registered Scouts BSA adult member and have current Scouts BSA Youth Protection certification.
* Must complete appropriate position training on My.Scouting.org for the Pack Committee.
* Attention to detail and ability to balance financial accounts (check book).

**Responsibilities:**

* Attend and participate in monthly Pack Leadership Committee Meetings.
* Present monthly financial reports to the Pack Leadership Committee.
* Reimburse expenses as appropriate.
* Collect annual Re-Charter Fees.
* Assist with the annual Re-Charter process.
* Collect any funds for activity expenses.
* Assist in fundraisers as appropriate.
* Create an annual budget with assistance of the Pack Leadership Committee.
* Other duties as needed.

**Den Leader**

**Requirements/Experience necessary:**

* Knowledge of the Cub Scout program current or previous preferred, but will train a willing individual.
* Must be a registered Scouts BSA adult member and have current Scouts BSA Youth Protection certification.
* Must complete appropriate position training on My.Scouting.org for the Den Leader position.

**Responsibilities:**

* Attend and participate in monthly Pack Leadership Committee Meetings.
* Plan twice monthly den meetings based on the advancement and achievement needs of the den. (Assistance from other den parents is strongly encouraged.)
* Place den activities in Scoutbook calendar.
* Track progress towards advancement and achievements in Scoutbook.
* Communicate regularly with den parents via email, text, or in person.
* Assist with Pack activities, such as, pack meetings, camp outs, fundraisers, service projects, etc.
* Serve as the designated contact person for your den. (For recruiting and communication purposes.)
* Other duties as needed.

**Committee Member**

**Requirements/Experience necessary:**

* Knowledge of the Cub Scout program current or previous preferred, but will train a willing individual.
* Must be a registered Scouts BSA adult member and have current Scouts BSA Youth Protection certification.
* Must complete appropriate position training on My.Scouting.org for the Pack Committee.

**Responsibilities:**

* Attend and participate in monthly Pack Leadership Committee Meetings.
* Assist with Pack activities, such as, pack meetings, camp outs, fundraisers, service projects, etc.
* Other duties as needed.

**Fundraising Chair**

**Requirements/Experience necessary:**

* Registered Scouts BSA adult member preferred, but must have current Scouts BSA Youth Protection certification.

**Responsibilities:**

* Attend and participate in monthly Pack Leadership Committee Meetings preferred. Attendance near big events is necessary.
* Plan, with the assistance of the committee, Pack fundraising activities, such as:
  + -Fall Fundraising dinner
  + -Jesse James Festival Biscuits and Gravy Fundraiser
  + -Other fundraising opportunities as needed.
* Work with the Treasurer on collection of funds and budgets for activities.
* Other duties as needed.

**Community Service Chair**

**Requirements/Experience necessary:**

* Registered Scouts BSA adult member preferred, but must have current Scouts BSA Youth Protection certification.

**Responsibilities:**

* Attend and participate in monthly Pack Leadership Committee Meetings preferred. Attendance near big events is necessary.
* Locate and secure appropriate community service opportunities for the Pack. (At least two per year)
* Secure location (date and time).
* Assure event is placed on Pack electronic calendar.
* Communicate activity information to parents. (Date, time, location, activity)

**Camp out Chair**

**Requirements/Experience necessary:**

* Registered Scouts BSA adult member preferred, but must have current Scouts BSA Youth Protection certification.

**Responsibilities:**

* Attend and participate in monthly Pack Leadership Committee Meetings preferred. Attendance near big events is necessary.
* Become BALOO certified (or find a volunteer to receive this training).
* Work with Pack Committee to select dates for Fall and Spring Camp outs.
* Secure locations for campouts with the assistance of the Pack Treasurer.
* Plan agenda and activities to be conducted during campouts. (Skills, games, crafts, flag retirement, advancement)
* Plan meals for camp outs-Who is cooking? What are we eating?
* Communicate with parents’ information such as, date, times, locations, meals, activities, etc.

**Pine Wood Derby ChaiR**

**Requirements/Experience necessary:**

* Registered Scouts BSA adult member preferred, but must have current Scouts BSA Youth Protection certification.

**Responsibilities:**

* Attend and participate in monthly Pack Leadership Committee Meetings preferred. Attendance near big events is necessary.
* Select dates for PWD workshop and Race.
* Secure a location for PWD workshop and Race.
* Work with the Treasurer concerning the PWD budget.
* Secure PWD kits for all scouts and others wishing to participate before the winter holiday party. (Pack covers the cost of kids for scouts, and charges approximately $x for all others.)
* Assist with the PWD workshop to facilitate the building of PWD cars. (Tools, weights (for purchase), patterns etc.)
* Publish a list of requirements/rules prior for the PWD workshop for Pack XXX PWD. Such list should be compliant with the [District Name] PWD requirements.
* Set up track and check in stations for day of race.
* Run software system (or designate someone to do so) for the actual race.
* Communicate to parents concerning event dates, times, race requirements, etc.
* Prepare trophies and certificates for winners and participants.
* Communicate information for division winner on participation in the [District Name] PWD.
* Pack and store track for future use.

**Blue and Gold Chair**

**Requirements/Experience necessary:**

* Registered Scouts BSA adult member preferred, but must have current Scouts BSA Youth Protection certification.

**Responsibilities:**

* Attend and participate in monthly Pack Leadership Committee Meetings preferred. Attendance near big events is necessary.
* Utilize a committee for preparation and delegation of banquet duties/needs.
* Secure location and date for the Blue and Gold Banquet.
* Work with Treasurer on budget for event.
* Request White Shield Dance Team for Arrow of Light presentation. (https://www.whiteshieldmicosay.com/)
* Plan for Pack contribution to the meal (main course/meat/drinks).
* The Pack provides all the paper goods (napkins, plates, cups, table cloths, cutlery)
* Communicate with Pack & Troop families on potluck side and dessert needs.
* Work with Arrow of Light Den concerning table decorations/center pieces/decorations.
* Work with Troop XXX for Cross Over ceremony.
* Secure a PA system.
* Work with the Cub Master for presentation of Advancements and Achievements for all scouts.
* Invite COR and Institutional Head to attend the banquet.
* Create a program for the event (work with AOL Den for insert information).

**Fishing Derby Chair**

**Requirements/Experience necessary:**

* Registered Scouts BSA adult member preferred, but must have current Scouts BSA Youth Protection certification.

**Responsibilities:**

* Attend and participate in monthly Pack Leadership Committee Meetings preferred. Attendance near event is necessary.
* Secure location (Date and time) for the event.
* Communicate to Pack families date, time, and specifics of the event.
* Assure event is placed on Pack electronic calendar.
* Work with Pack Treasurer concerning budget for the event.
* Secure prizes for the event.
* Secure bait (worms) for the fishermen.
* Possibly hold a clinic on a fishing/conservation topic prior to the event.

**Fall/Spring Fun Activity –**

**Holiday Party Chairs**

**Requirements/Experience necessary:**

* Registered Scouts BSA adult member preferred, but must have current Scouts BSA Youth Protection certification.

**Responsibilities:**

* Attend and participate in monthly Pack Leadership Committee Meetings preferred. Attendance near big events is necessary.
* Select an activity based on Pack family input.
* Work with Pack Treasurer on budget.
* Secure location (date and time).
* Assure event is placed on Pack electronic calendar.
* Communicate activity information to parents. (Date, time, location, cost)
* Plan activities/food for during the event if necessary.

Appendix E

**Troop xxxx New adult leader orientation**

**Revised MM/DD/YYYY**

‐What are some of the things that are different between WEBELOS and this Scouts BSA troop?

1. WEBELOS and Cub Scouts are adult lead. This troop is Scout lead with adults aiding and guiding.

2. Scouts will sign most requirements in the Scout book (except SM review and board of review).

3. Adults will handle teaching of merit badges.

**‐As an adult, how do I help the troop?**

1. Camping

a. Adults are needed for transportation – Due to COVID we request each Scout have their own

transportation

b. Adults are needed for safety and 2 deep leadership

c. Adults are needed for merit badge training

2. Weekly Meetings

a. Support your Scout

i. Get your Scout to the meetings

ii. Ask them what they plan to do at a meeting, don’t tell them

iii. Ask them what they learned from a meeting after it is over

iv. Review what is being recorded in their Scout book as well as in ***Scoutbook*** the app

(www.scoutbook.com)

b. Participate in (listen to) the training provided by the youth leadership (not too old to learn)

c. Be part of a rank advancement Board of Review (required for all ranks Scout through Life). Eagle BORs

are handled by District Representatives and select committee members.

d. Listen to the Senior Patrol Leader at the beginning and end of the meetings to hear any “Items of

Importance”

e. Participate in the Opening & Closing Ceremonies – These are not exclusively for the Scouts

3. Training

a. Get trained as a committee member before August (minimum level of training for all adults)

b. Get trained in at least one other position of responsibility

i. Merit badge counselor (easiest training possible and you control your schedule)

ii. Assistant Scout Master (doesn’t mean you will be an ASM but considered the 2nd level of learning)

4. Adult positions of responsibility (partial listing)

a. Adult leadership – Key three

i. Scout Master – [Name]

ii. Charter Org Rep – [Name]

iii. Committee Chair – [Name]

b. Adult leadership with Scout interface

i. Assistant Scout Masters

1. [Name]

2. [Name]

3. [Name]

4. [Name]

5. [Name]

ii. Advancement Chair – [Name]

iii. Chaplin – [Name]

iv. Merit Badge Counselors

c. Adult leadership with limited Scout interface

i. Committee Members – Essentially, everyone not listed above

ii. Camping Chair – [Name]

iii. Treasurer – [Name]

iv. Secretary & Membership – [Name]

v. Equipment chair – [Name]

vi. Fundraising chair – [Name]

**‐That is a long list. Who should I contact if I have questions?**

1. [Name]

2. [Name]

3. [Name]

**‐Summer camp**

1. Should I attend summer camp?

a. Absolutely!

b. Definitely!

c. Without a question!

2. What do adults do at summer camp?

a. Get to know the rest of the troop both Scouts and Adult Leaders

b. Assist in Boards of Review

c. Enjoy up to 10 days with your Scout and other adult leaders

d. Attend various types of training

3. Do I need to attend all 10 days?

a. Short answer…no…but we would like you there for the first 5 days if possible to attend SM/ASM training. The more the merrier

**‐Monthly camping**

1. Do I and my Scout need to attend every camp out?

a. Not a requirement but the more camp outs your Scout attends the more they will get out of the program.

b. We recommend parents try to attend 3 campouts per year outside of Bartle

**‐Funding**

1. How much does all this fun cost?

a. Dues ‐ currently, we ask for $xx in the fall and then $xx in the winter, total of **$xxx**. We try to align these with the annual fundraisers as a buyout option

b. BSA Registration ‐ **$xx (for Scouts) & $xx for adults**

c. Council Fee ‐ **$xx**

d. Summer camp ‐ **$xxx** for 2019

e. Monthly camping – varies between **$xx and $xx** depending on the event

2. Is there help available for these fees?

a. Yes, we have a couple of ways for Scouts to earn their own way including popcorn sales and BBQ sales

b. There are camperships available based on need through both the troop and council. If you know of a Scout that can’t pay $385 for camp please let me know and we will work with them to get to camp. Money shouldn’t be a barrier for Scouting.

Appendix F

**TROOP**



**XXX**

**New Scout Orientation Manual**

**Welcome to Troop XXX!!**

**New Parent Orientation Handbook**

Dear New Parents of Troop XXX:

We would like to welcome you to Troop XXX. We are fortunate to have your Scout join our troop. Troop XXX is very active when it comes to helping your Scout succeed in Scouts BSA. There is nothing more rewarding than being able to help your Scout learn the skills and requirements needed as a Scout.

We understand this is a new experience for you and your child. The best advice we can give is to make sure that you reach out to parents who have been in Troop XXX in the past. Ask parents questions and form a support group with one another. If you have a question, please feel free to ask one of the adult leaders. If they can’t answer the question, they may be able to offer a suggestion of who to contact. A listing of adult leaders can be found at the back of this document.

We would encourage you to become active in this group. Our troop is successful because of parents and volunteers who help us on various committees, campouts and other activities. Whether you want to participate on a small or large scale, we will always welcome your help and fresh ideas. We are here to help you get acclimated into the Troop.

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Scout BSA Troop XXX

**[Charter Organization Name]**

**[Charter Organization Location]**

Thank you for your interest in Troop XXX and welcome. The Troop was founded in YYYY and since its inception the troop has had **xx** scouts reach the rank of Eagle Scout. Troop XXX is a youth-lead troop, which means the youths are leaders, and make the decisions regarding their Scouting program. While this can be challenging, it allows the youths to grow in the many ways. Scouting is a value driven program and at Troop XXX we believe in giving youths the opportunity to experience responsibility and learn leadership skills preparing them for higher levels of scouting and life in general. The adult leaders of XXX are present to assist the scouts run the troop. All of our leaders receive Training Classes (Youth Protection and Troop Committee Challenge) but many have also attended Scoutmaster / Assistant Scoutmaster or the highest level of scout leader training, Wood Badge.

# GENERAL INFORMATION

The [Charter Organization Name and Location] sponsors Scouts BSA Troop XXX of the [District Name], [Council Name]. We meet at the church located at [meeting location]. Troop meetings are held every [day] evening [time]. These meetings are broken into (a) PLC Meetings, (b) Troop Meetings, and (c) Courts of Honor. The monthly PLC MEETINGS are where program planning is developed for the next month’s Troop Meetings and are for the Scouts in a Leadership position. TROOP MEETINGS involve working on specific skills, merit badges, advancement or other activities. The youths are expected to attend as many of these meetings as possible. We understand that school, sports and other activities sometimes create schedule conflicts but each youth is an important member of his/her patrol, whether it is making decisions or participating in activities; the patrol isn’t complete without them. If a youth can’t attend a meeting, they should let his Patrol Leader or the Senior Patrol Leader (the overall youth leader) know in advance.

Four times a year the Troop Meeting is designated as a COURT OF HONOR where the youths are recognized for awards and advancement they have achieved over the previous months. Each Scout is asked to bring a treat to share with all the Troop Families. Families are invited and encouraged to attend Courts of Honor as they are special nights for our Scouts and should be shared with the entire family.

The Troop XXX Calendar will also indicate the schedule of events. This is located and it includes: the troop meetings, PLC meetings, Courts of Honor, campouts, and other activities such as fund raisers, Order of Arrow and other activities. Access is granted to each Scout, their parent and/or guardian(s) and each Leader when they join the Troop. If questions, please contact the Advancement Chair.

# TROOP PROGRAM

In addition to the weekly meetings and periodic Courts of Honor, we stress a complete Scouting program for the youths. We camp monthly where the youths will engage in activities such as hikes, bike trips, snowboard/ski trips, trap shooting, IBEX climbing and other events. We are also involved with community service and other regional scouting activities. The point of all this is to help the youths become self-sufficient both “in the woods” and in other parts of their life. We attempt to build a self-confident and a well-rounded person.

# ADVANCEMENT

Advancement in scouting is very important and a major aspect of the scouting program. Advancement tracks the scouts learning, knowledge and progress toward the ultimate goal of Eagle Scout. Each youth is expected to work actively toward their next rank. It is important that the scout be encouraged to advance. Advancement teaches valuable skills and safety lessons used throughout life. Periodically, each youth will be counseled and reminded of the importance of rank advancement.

# OUTINGS

¾ of “Scouting” is “outing”. We have an exciting and well-rounded outdoors program at Troop XXX. We realize that there are parts of the youth’s life beyond Scouting, but outings are an important part of the Scouting experience and rank advancement. For a Scout to reach the First Class Rank, he must actively participate in the campouts. We camp one weekend every month (even in the winter months), and during the summer months we spend 10 days at Scout camp.

## WEEKEND CAMPOUTS

Typically, weekend campouts start at about [time] on [day] at [location], with a return to [location] around [time] on [day]. The youths will plan menus and shopping lists, and they with the help of an adult or older scout, will buy the food. When shopping with your scout, work with them to stay within their allotted budget as these are the beginnings of important life skills. The typical cost for a weekend outing is between **$xx.00 and $xx.00** per person depending upon the type trip, distance, food required etc. For attending these outings, the youths will receive coups to wear on their belt.

## SUMMER CAMP

All youth joining the Troop are eligible to attend summer camp. We attend Summer Camp at [camp name & location], for X days in June, July, or August. [Explanation regarding location]. This is a wonderful experience for every Scout and the Troop strongly encourages all Scouts to attend. Parents often find camp motivating with all of the training opportunities afforded and are encouraged to come and stay 1 to X days. If your Scout wishes to go to summer camp, we ask that he/she become an active member of the Troop as soon as he/she joins. Our normal activities and weekend campouts will help prepare them for the experience. We’ve found that Summer Camp is a “grabber” – youths who attend camp the first year tend to be more successful and stay longer in Scouting. Some parents may think their Scout is too young for summer camp the first year, however almost all of the first-year scouts go to camp and they all have a great time and camp jump-started their advancement. We highly recommend that all scouts, but especially new scouts, attend summer camp. **The costs are affordable ($XXX for [year]) and can be offset with fundraising, but the experience is priceless.**

# SCOUT REGISTRATION

There is an annual registration fee of $XXX.00 ($XX national + $XX council) for each Scout ($X.00 for Scouts transferring from another Cub Scout Pack and/or is already registered through Cub Scouts) plus an additional $XX.00, if you are interested in receiving Scout Life magazine. The annual registration fee covers the period from [date] to [date].

# SCOUT DUES

Annual Troop Dues are $XXX (equivalent to $XX a month) and should be paid annually in January (for the calendar year). If a family needs to, they can pay quarterly at $XX each quarter. A Scouts dues cover the cost of yearly registration ($XXX), every year after the youth joins Troop XXX. The dues also pay for Merit Badges, Rank Advancement Patches and Pins, Mother’s Pin, Service Stars, camping coups, Eagle Neckerchief, and other Troop-sponsored awards. This fee can be offset by fundraising activities. A Scout account cannot be more than three (X) months (or $XX) in arrears at the time of Court of Honor, or the Scout cannot receive their awards until the account is paid current or balance is below $XX. The Troop Committee has the authority to change the amount of dues as deemed necessary. **There is a $XX fee for joining (or transferring) to cover costs for the Troop XXX neckerchief, slide & uniform epaulettes.**

# UNIFORM

There are two uniforms the Scouts wear. The “Field” (formerly known as “Class A”) uniform is the standard dress uniform of the Boy Scouts of America (shirt with required patches, pants or shorts with belt, socks, neckerchief and cap.) All scouts of XXX should have a complete Field or Class A Uniform. We provide a distinctive Troop Neckerchief that the Scout will receive upon crossover from Cub Scouts or after joining the Troop (once the initial $XX fee has been paid). Uniforms can be purchased through authorized Scout distributors; such as [local store name]. The youths are expected to wear “Class A” uniforms to all meetings during the school year, and uniform inspection is held once a month during this period. The scout should wear as complete a uniform as possible for inspections. The “Activity” (formerly known as “Class B”) uniform is more casual and replaces the dress uniform with a Scout related t-shirt and casual pants or shorts. This uniform is worn at all campouts, summer camp, and to meetings during the summer. If you need assistance in finding or purchasing a uniform, please talk to the Scoutmaster or other adult leader.

[Local Store Name and Address]

Council Scout Shop

[Address]

All Scouts are expected to wear their full Class A uniform to all Troop Meetings. Troop XXX requires that Scouts wear the khaki uniform shirt (including Troop XXX numbers, leadership position patch, patrol, World Crest is optional (purple patch)), Troop XXX or Eagle neckerchief & slide (or Eagle bolo), scout belt, and Scouts BSA Coup on belt to be considered "in uniform." Scout pants, scout socks and scout cap are considered optional at Troop XXX. The Order of the Arrow and Mic-O-Say coups (if earned) should be worn at ALL Scout functions even if the Scout uniform is not required. Merit badge sash and/or OA sash should be worn on more formal occasions such as Courts of Honor.

# OTHER SCOUT EQUIPMENT

Your Scout will need some basic equipment as soon as they join Scouting.

This includes:

* THE OFFICIAL SCOUT BSA HANDBOOK (spiral-bound recommended)
* A pair of good hiking boots (waterproof recommended)
* Rain gear (or poncho)
* Eating utensils (knife, fork, spoon, plate, bowl and cup)
* A good temperature rated sleeping bag and ground pad

The adult leaders will be happy to help you select the necessary equipment and we encourage you to ask. Buying the right items the first time will avoid having to buy again in the near future. Experience is the best teacher, but it can also be the most expensive. If possible, your Scout should help pay for their uniform and equipment as we’ve found the youths will often take better care of these items when they help pay for them. Birthday and Christmas gifts are also an excellent opportunity to add to their Scout gear.

# PHYSICALS AND MEDICAL INFORMATION

Completion of the scout physical form, Part A&B is necessary for weekend outings, and Part C for summer camp or high adventure. We request that when your Scout has their yearly physical exam for school, you also have a Scout Medical Form filled out by your physician. A yearly update of personal information is required, as many changes take place with the family’s health insurance coverage over the scout’s time in the troop. Registered adults with the troop also must have medical forms on file.

The health form can be found at the Troop’s website (URL) (& at [www.scouting.org](http://www.scouting.org), search Annual Health & Medical) under the “Forms” section. “Part A” and “Part B” are required for all scout outings. Part “C” of the Health Form is required for summer camp.

# FUNDRAISERS

Troop XXX holds a few fundraising activities over the year, with X% going into the Scout’s personal account. There is a council sponsored Popcorn Sale in the fall which benefits the council, troop and the scout. XX% of the proceeds from the popcorn sale come back to the troop (X% to the scout’s personal account, which can be used for troop or scouting related fees and equipment.) A few other troop fundraising activities are scheduled throughout the year and typically include selling trash bags and Scouts BSA Popcorn. Occasionally the Troop Committee will designate a fundraiser “for the Troop” in which XX% of the profits go to the Troop, and is announced as such in advance. The proceeds from troop fund raising events are used to purchase camping equipment and other items that every troop needs to operate. Any fundraising suggestions are appreciated and welcomed. We also ask for your help by volunteering your time to help make our fundraising activities as profitable as possible.

# PARENTAL INVOLVEMENT

Your child’s success in Scouting depends, to a great extent, on the support they receive from home. They need encouragement from you if they are to succeed. Your interest and support can do much to help them get the most out of scouting. Your presence at Courts of Honor, or your involvement in a Troop projects, meeting and outings will help reinforce his/her belief in the Scouting program.

# TROOP COMMITTEE / PARENT MEETINGS

Troop Committee or Parent Meetings are held on [day]. All parents are invited to attend as Troop activities and outings are discussed. Please come to the meetings, give us your input, and if you can, please volunteer to assist the Troop. It will not survive without parental support and it’s fun and rewarding to work with the Scouts.

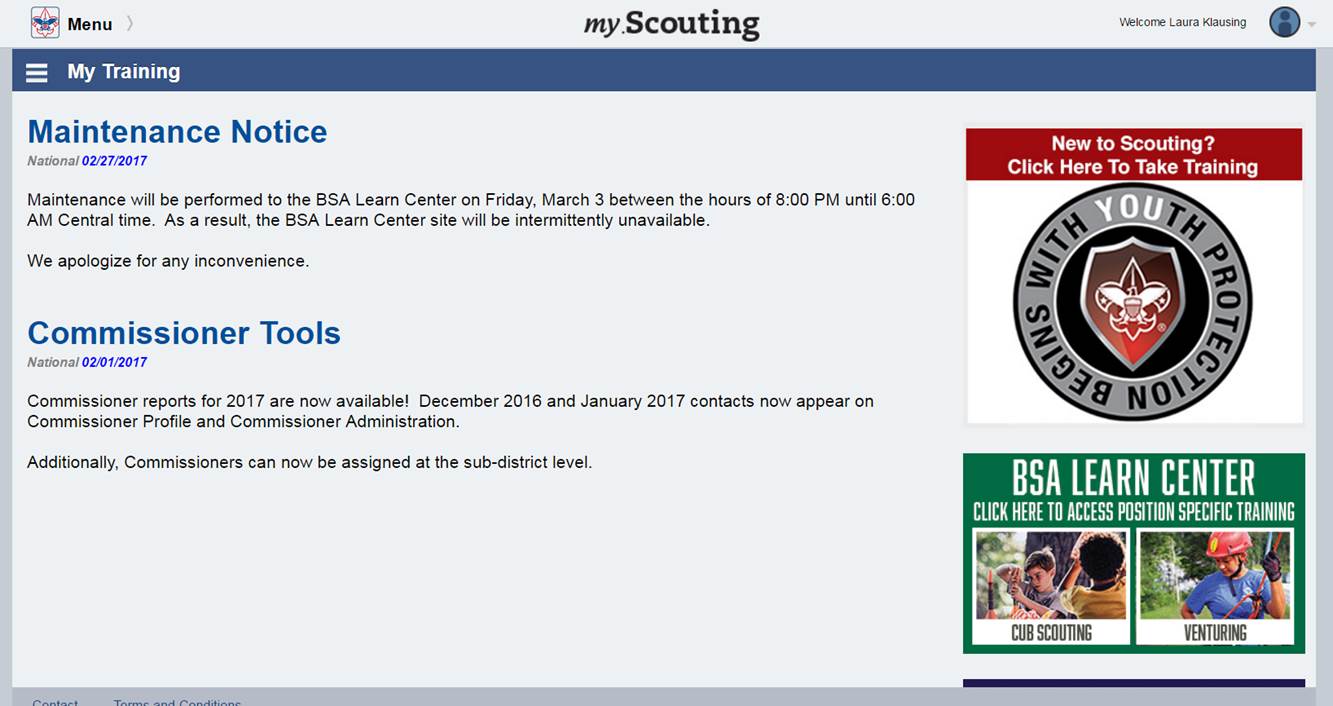
We encourage all parents to join our Troop as adult leaders and become involved with Troop activities. If both parents cannot join, we hope at least one will take an active role or consider being a Merit Badge Counselor especially if you have any special interests, hobbies, or avocations. The adult registration fee is $XX.00 per year ($XX national + $XX council). Re-Chartering fees are due in [month] each year & $XX per year added if Scout Life magazine is requested. **You must be a registered member if you wish to accompany your Scout on monthly camp outs or Scout Camp.** We also ask that even if you unable to become actively involved with the activities you still try to attend our Committee Meetings as often as possible.

Adults would like to join the troop must complete an application, Youth Protection Training and the Troop Committee Challenge training.

The application can be completed either via hard copy obtained for the Scout Shop or Membership chair or can be completed online and printed, the link is: <http://www.scouting.org/filestore/pdf/524-501.pdf>

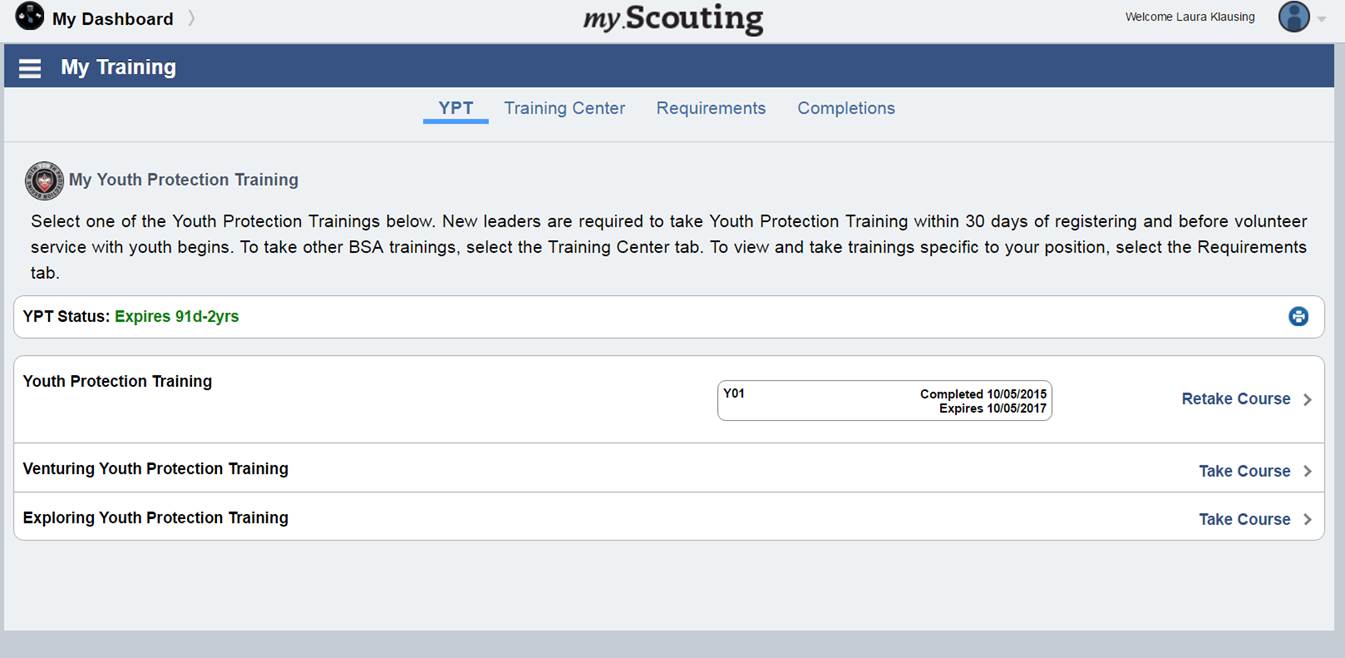
The training is completed online on the my.Scouting website, the link is: <https://my.scouting.org/>

Note: retain your logon and password as you will have to retake the Youth Protection course every 2 years.

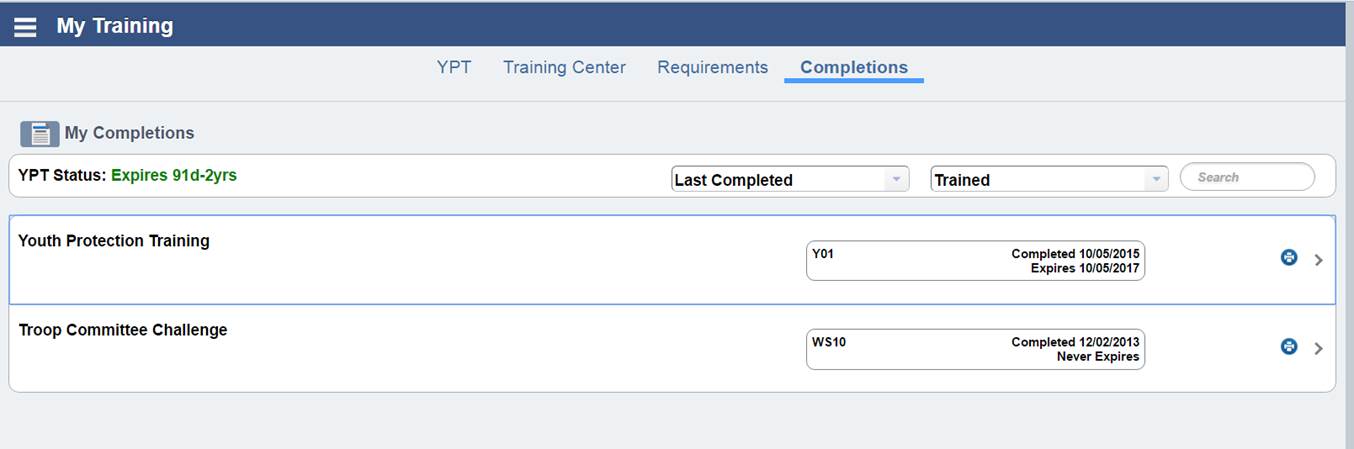


Click on the New to Scouting? Click Here to Take Training on the right side of the page (shield).

This will take you to your training dashboard:



When you have finished, you will go to your Completions area and you will see your completed training:



Please hit the blue print button next to each and print a copy of both to attach to your Adult application and turn into the Membership Chair.

Thank you for your interest in Troop XXX, a troop dedicated to keeping the fun in scouting while developing youths into young men in a value driven organization.

# WEBSITES of INTEREST:

Council: [Council URL]

District: [District URL]

Merit Badge Information: <http://usscouts.org/meritbadges.asp>

<http://usscouts.org/mb/worksheets/list.asp>

<http://meritbadge.org/wiki/index.php/Merit_Badge_Worksheets>

TroopMaster Web : <https://tmweb.troopmaster.com>

TroopMaster Mobile: Search TM Mobile in Google Play Store or Apple App store; sign on information will be sent via email. Contact [Name], if questions.

Troop Website: [URL]

Facebook: Search Scouts BSA Troop XXX. Closed group so please request access and it will be granted.

Adult Training <https://my.scouting.org/>

# AIMS AND METHODS OF THE SCOUTING PROGRAM

**Aims of Scouting**

The Scouting program has three specific objectives, commonly referred to as the "Aims of Scouting." They are character development, citizenship training, and personal fitness.

**Character**

One is growth in moral strength and character. We may define this as what the youth is themselves; their personal qualities, their values, their outlook.

**Citizenship**

A second is participating citizenship. Used broadly, citizenship means the youth's relationship to others. He/she comes to learn obligations to other people, to the society he/she lives in, and to the government that presides over that society.

**Fitness**

A third aim of Scouting is development of physical, mental, and emotional fitness. Fitness includes the body (well-tuned and healthy), the mind (able to think and solve problems), and the emotions (self-control, courage, and self-respect).

**Methods of Scouting**

The methods by which the aims are achieved are listed below in random order to emphasize the equal importance of each.

**Ideals.**

The ideals of Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. The Scout measures himself/herself against these ideals and continually tries to improve. The goals are high, and as he/she reaches for them, he/she has some control over what and who he/she becomes.

**Patrols.**

The patrol method gives Scouts an experience in group living and participating citizenship. It places responsibility on young shoulders and teaches youths how to accept it. The patrol method allows Scouts to interact in small groups where members can easily relate to each other. These small groups determine troop activities through elected representatives.

**Outdoor Programs.**

Scouts BSA is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. In the outdoors the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Scouts gain an appreciation for the beauty of the world around us. The outdoors is the laboratory in which Scouts learn ecology and practice conservation of nature's resources.

**Advancement.**

Scouts BSA provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Scout plans his advancement and progresses at their own pace as they meets each challenge. The Scout is rewarded for each achievement, which helps them gain self-confidence. The steps in the advancement system help a Scout grow in self-reliance and in the ability to help others.

**Associations with Adults.**

Youth learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of the troop. In many cases a Scoutmaster who is willing to listen to youths, encourage them, and take a sincere interest in them can make a profound difference in their lives.

**Personal Growth.**

As Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Youth grow as they participate in community service projects and do Good Turns for others. Probably no device is as successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program also is a large part of the personal growth method. Frequent personal conferences with his/her Scoutmaster help each Scout to determine his/her growth toward Scouting's aims.

**Leadership Development.**

The Scouts BSA program encourages youths to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a youth accept the leadership role of others and guides him/her toward the citizenship aim of Scouting.

**Uniform.**

The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Scouts BSA is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for Scout activities and provides a way for Scouts to wear the badges that show what they have accomplished.

# BSA BUDDY SYSTEM

The buddy system is a safety routine that calls for a Scout to be paired with a buddy whenever he/she participates in Scouting activities such as aquatics, cycling, or hiking, and when he/she meets with his/her merit badge counselor. It is a way for Scouts to look after one another, stay safe, and have more fun. During meetings with adult leaders, a Scout's buddy can be another Scout or friend.

* Everyone has a buddy.
* Your buddy goes everywhere with you, and you go everywhere with them.
* Know where your buddy is at all times.

The buddy system is important. If you get hurt or lost, your buddy will be able to help you. Two people can often solve a problem better than one.

# SCOUTS BSA ADVANCEMENT

The Scouts BSA advancement program is divided into three main areas. The first and primary advancement area is a series of ***Ranks*** that the Scout progresses through known as the Eagle Scout trail. The rank system occurs in two distinctly different phases.

After joining the youths work on the ***Scout,*** ***Tenderfoot***, ***Second Class***, and ***First Class*** ranks. During this phase, all four ranks may be worked on at the same time. These ranks focus on Scouting skills - the outdoors, physical fitness, citizenship, patrol/troop participation, and personal development. After completing these ranks, a Scout should be adept at participating in all of the activities in the Scouts BSA program, literally a ***First Class*** Scout.

During the second phase, Scouts work on the ***Star Scout***, ***Life Scout***, and ***Eagle Scout*** ranks. These ranks are worked on one at a time and must be earned in order. Here the focus of advancement switches from Scouting skills to personal development and community service. Merit badges are an integral part of this part or rank advancement, and can be worked on any time throughout Scouting.

After earning the Eagle Scout Award, a Scout still has the opportunity for advancement recognition by earning ***Eagle Palms***.

Completion of requirements for advancement along the Eagle trail may be earned at any time, but ranks and palms are received in sequence and according to time and leadership requirements.

**Scout** - The Scout badge sets forth the joining requirements for Scouts BSA. Learn Scout Oath, Law, Motto & Slogan. Describe Scouts BSA Advancement, Rank, Merit Badges, Patrol Method, tie a square knot and can earn the Cyber Chip Award.

**Tenderfoot** - Overnight camping, knots, American flag, Scout ideals, physical fitness, first aid requirements and (1) one hour service time.

**Second Class** - Orienteering; overnight camping and cooking; knife, saw and ax tools, flag ceremony, service, animal identification, first aid, swimming; drug abuse dangers requirements and (2) hours service time.

**First Class** - Orienteering, patrol activities, overnight camping and cooking, U.S. rights and obligations, plant identification, knots and lashings, first aid and rescue, swimming and safety afloat, joining invitation requirements and (3) hours of service time.

**Star Scout** - Time, community service, merit badges, Duty to God and position of leadership requirements.

**Life Scout** - Time, community service, merit badges, Duty to God and position of leadership requirements.

**Eagle Scout** - Scouting's highest award. Time, service, merit badges, position of leadership, Duty to God and leadership service project requirements. The Eagle Scout Award may be worn on a uniform of Venturers and Sea Scouts. The Star, Life and Eagle patch may be worn on the uniform of Venturers.

**Eagle Palms** - Recognition for further service, growth, Duty to God, tenure and a position of leadership.

# TROOP XXX RANK REQUIREMENTS POLICY

**Times for working on Rank Requirements**

1. Rank Requirements during troop meetings will only be done at specified times. During this time a Scout can work with an older Scout (see below) learning a selected rank requirement. The new and older Scout has to mutually agree to do this.
2. Rank Requirements during non-designated rank requirement advancement outings. During this time a Scout can work with an older Scout (2nd Class or above) learning a selected rank requirement. The new and older Scout has to mutually agree to do this.
3. NEVER is an Adult to approach an older Scout and question them about why they are not working on rank requirements with their child. When an Adult has a question concerning this type of activity, they are to direct this with the Scoutmaster. As Adults we must make the Scouts feel comfortable.
4. Adults are encouraged to work with their Scouts at home on rank requirements. This will better prepare your Scout to "Show his/her Stuff" when being reviewed on the selected rank advancement. Also, statistics have shown Scouts that have adult participation are more likely to reach the rank of Eagle Scout.

**Rank Advancement Process**

1. Sign Off by one of the following:
   1. Scout Skills (@ Meeting or Camp)
      1. Youth Star Scout or above that instructs the skill using the EDGE method.
      2. Registered Adult Leader that instructs the skill using the EDGE method.
      3. Attending Troop Guide, Patrol Leader, Senior Patrol Leader or Asst. Senior Patrol
   2. Personal Development (Not @ Meeting or Camp)
      1. EXPLAIN, SHOW (Evidence) or DO
      2. Troop Guide, Patrol Leader, Senior Patrol Leader or Asst. Senior Patrol Leader
      3. Trained SM/ASM that is not the Parent.
2. Sign off must include legible printed initials and actual date of completion.
   1. If completed at a camp out, must be the date of the camp out not the date of signing book.
3. After ALL requirements are completed turn in the book to the Advancement Chair and request a Scoutmaster Conference. (may not occur same night)
   1. Scoutmaster, ASM, Adult Advisor will approve:
      1. Leadership Execution
      2. Scout Spirit
   2. Advancement Chair will check for:
      1. Participation and/or Time Rank
      2. Leadership Time
      3. Service Time
4. Scoutmaster Conference in Class A Uniform .
5. Board of Review in Class A uniform.
6. Rank Badge will be Awarded at next Troop Meeting and will be recognized at Quarterly COH.

# Merit Badges

**Merit Badges** are the second main area of the Scouts BSA advancement program. Unlike ranks, there is a degree of choice in the merit badge program. A sub-group of merit badges are known as Eagle required merit badges. To earn Eagle Scout, most of these badges must be earned although some are "either/or" badges. The remainder of the badges help with earning ranks as well as Eagle Palms after the Eagle Scout award has been earned. Scouts may work on merit badges from they time they join a Scout troop until they turn 18 years old. There is no time limit for completion of merit badges other than age 18.

You can learn about sports, crafts, science, trades, business, and future careers as you earn merit badges. There are more than 100 merit badges. Any Scout may earn any merit badge at any time. In most cases you don't need to have had rank advancement to be eligible, although occasionally Merit Badges taught at summer camp have special requirements that must be met.

**Pick a Subject**. Talk to your Patrol Leader, Sr. Patrol Leader, or Scoutmaster about your interests. Visit the Troop Librarian and read the requirements of the merit badges you think might interest you. Pick one to earn. Your Troop Librarian will check out the desired book (if available) and give you the name of a counselor from a list of Merit Badge Counselors. These counselors have special knowledge in their merit badge subjects and are interested in helping you. Copies of the Merit Badge worksheets can be found online at <http://usscouts.org/mb/worksheets/list.asp>, or at [www.scouting.org](http://www.scouting.org).

Scout Buddy System. You must have another person with you at each meeting with the merit badge counselor. This person can be another Scout, your parents or guardian, a brother or sister, a relative, or a friend.

**Visit with the Counselor**. Get a Merit Badge application from the Advancement Chair and make sure it is signed by your Scoutmaster. Get in touch with the merit badge counselor and tell him or her that you want to earn the merit badge. The counselor may ask you to come and see him so he can explain what he expects and start helping you meet the requirements.

When you know what is expected, start to learn and do the things required. Ask your counselor to help you learn the things you need to know or do. You should read the merit badge pamphlet on the subject. Many troops and school or public libraries have them. (See the list of current Merit Badge Pamphlet Revision Dates included in the Merit Badge Worksheets page <http://usscouts.org/mb/worksheets/list.asp>)

**Show Your Stuff**. When you are ready, call the counselor again to make an appointment to meet the requirements. When you go take along the things you have made to meet the requirements. If they are too big to move, take pictures or have an adult tell in writing what you have done. The counselor will ask you to do each requirement to make sure that you know your stuff and have done or can do the things required.

**Get the Badge**. When the counselor is satisfied that you have met each requirement, he or she will sign your application. Give the signed application to the Advancement Chair so that your merit badge emblem can be secured for you.

**Requirements**. You are expected to meet the requirements as they are stated -- no more and no less. You are expected to do exactly what is stated in the requirements. If it says "show or demonstrate," that is what you must do. Just telling about it isn't enough. The same thing holds true for such words as "make," "list," "in the field," and "collect," "identify," and "label."

**Other Merit Badge Opportunities:** Several times a year, Merit Badge Colleges are held in various locations by various organizations. The Advancement Chair will provide details on these classes when they become available by email and paper handouts.

# TROOP XXX

# RECOMMENDED CAMPING GEAR LIST

1. Sleeping Bag
   1. Rated for 20 degrees or lower (0 degrees preferably.)
   2. Preferably with stuff sack to make transport easier.
   3. Fleece sleeping bag liner (optional)
2. Ground Pad
   1. Therm-a-Rest type, self inflating
   2. Closed cell foam insulation
   3. Sleeping cots are not allowed for the Scouts due to their size and the size of the youth tents.
3. Small camping pillow
4. Small (5x7) plastic tarp in case the tents get wet (not required)
5. Hiking Boots
   1. Water-resistant (Gore-Tex panels)
   2. High top – provides ankle support
6. Camp Shoes
   1. Something extra to wear if the boots get wet
7. Socks – 2-3 pair minimum
   1. Scout socks are excellent material intended for hiking and camping.
   2. Wool Socks recommended for cold-weather camping.
   3. Sock Liners or non-cotton socks – 2-3 pairs (Optional)
8. Underwear – 3 pair
9. Long Underwear – 2 pair
   1. Cold weather camping
   2. Polypro or other “wicking” material
10. T-Shirts – 2-3 shirts
    1. Activity or Class B Scout shirts.
11. Long Sleeve Shirt (Optional)
    1. “Under Armor” style recommended for Cold weather camping.
    2. Dress in layers.
12. Long Pants (Optional)
    1. Official Scouts BSA long pants unzip and convert into shorts (not required)
       1. Cotton/Nylon blend
       2. Do not need to purchase or pack separate shorts
13. Outer Wear (Optional)
    1. 1 pair of “coveralls” or overalls
       1. Insulated for extra warmth
       2. wind breaking pants
       3. water resistant
    2. 1 pair of warm layer pants
       1. fleece or nylon
14. Stocking Cap
    1. One for outside wearing
    2. One for sleeping during colder weather
15. Jacket or Windbreaker
    1. Long sleeve fleece with a windbreaker liner
16. Rain Gear - Vinyl poncho
17. Gloves
    1. 2 Pair for snowy or wet campouts
18. Flashlight
    1. Small LED for carrying
    2. Head lamp for convenience
    3. LED types mean no replacement bulbs needed
19. Water Bottle
    1. Nalgene-type (1 quart min)
    2. 2 for longer hiking campouts
    3. Insulated sleeve for summer
    4. (Optional) Camel-Bak type hydration pack
20. Mess Kit
    1. Plate and Bowl
    2. Cup
    3. Spoon, fork, and knife set
21. Personal Items
    1. Tooth brush & paste
    2. Deodorant
    3. Soap
    4. Sun Screen - SPF 30 or higher
    5. Towel
22. Bag for personal items
    1. A medium ditty bag for wet and dirty items
    2. Plastic garbage bag will also work
23. Compass (Optional)
    1. For hiking or orienteering activities
    2. After reviewing the different types
24. Knife (Optional)
    1. After reviewing Scouts BSA allowed types
    2. Scout must carry Totin Chip
25. Folding Chair
    1. For meals – picnic tables not always available
    2. For those nice campfires
26. Any personal medication
    1. This must be discussed with the Scoutmaster prior to any campouts

# WHAT ADULTS DO ON SCOUT CAMPOUTS

Here is some information we try to give parents on their first campout with the troop.

Camping is the heart of Scouting, so please take a few minutes to read this sheet. *Scouting is absolutely different from Cub Scouting or Webelos!* And while parents often accompany the Scouts on campouts, the Scouts camp with their patrol and not with their parents and family members.

**Policy Summary**

Here is a summary of our troop (and BSA) policies, followed by the reasoning for the policies. There are exceptions, but these policies are in effect on most outings.

**Scout Tenting & Meals**—Scouts tent with their patrol in a patrol site separate from the other patrols. Patrols plan their own menus, and cook and eat together as a team. In general, adults do not eat or tent with a youth patrol.

**Adult Tenting & Meals**—Adults tent with the adult patrol in a patrol site separate from the other patrols. Same gender tenting is required in adult patrols. We plan our own menu, and cook and eat together as a team. In general, adults do not eat or tent with a youth patrol.

**Adult/Youth Tenting**—BSA youth protection policies forbid an adult and a youth sharing the same tent. While youth protection policies may not apply to a parent and child tenting together, it is troop policy that youths tent with youths and adults with adults. If a parent tents with their child, it has been our experience that the youth will lose out on many opportunities to make decisions and be part of the patrol team! [Yes, you are probably the rare exception, but it wouldn't be fair to the other adults to single you out.]

**Smoking/Drinking**—Drivers may not smoke while Scouts are in the car. Adults may not smoke or use tobacco products, nor drink alcoholic beverages during a Scout activity. Adults who must smoke or chew must do so discretely out of sight of the Scouts.

**Youth Leadership**—Adults should not interfere with the functioning of youth leaders, even if they make mistakes (we all learn best from our mistakes). Step in *only* if it is a matter of immediate safety or if the mistake will be immediately costly. If possible, involve a uniformed adult leader first.

**Youth Growth**—Never do anything for a youth they can do themselves. Let them make decisions without adult interference, and let them make non-costly mistakes.

**Adult Training & Resources**—The Boy Scouts of America provides an outstanding handbook for adults, and an excellent training course to help us understand the goals of Scouting and how to attain them. The adult manual is called the *Scoutmaster Handbook*, and it's worth your time to read it. The training is called *Scout Leader Basic Training*, and is offered in our area twice a year. It's also a good investment of your time. Troop XXX encourages our uniformed adult leaders to complete Scout Leader Basic Training. We encourage other adults to follow suit.

**Rationale**

Scouts BSA camping activities center on the patrol, where youths learn teamwork, leadership, and most camping skills. It is important that adults not be in the middle of patrol activities such as site selection, tent pitching, meal preparation, and anything else where youths get to practice decision-making.

A key difference between Scouts BSA and Cub Scouting/Webelos is *leadership*. Look for the word "leader" in a job title, and you will begin to appreciate the difference. The *responsible person* for a Cub/Webelos den is the adult *Den Leader*. The *responsible person* for a Scouts BSA patrol is the youth *Patrol Leader*.

This isn't token leadership. A Patrol Leader has *real* authority and *genuine* responsibilities. Much of the success, safety, and happiness of six to ten other youths depends directly on him/her.

*Scouting teaches leadership*. And youths learn leadership by practicing it, *not* by watching adults lead. So what do we adults do, now that we've surrendered so much direct authority to youths? Here are our troop's guidelines on the *indirect, advisory* role you now enjoy (no kidding, you **should** enjoy watching your Scout take progressively more mature and significant responsibilities as they *zoom* toward adulthood).

The underlying principle is ***never do anything for a youth that they can do themselves***. We allow youths to grow by ***practicing*** leadership and by learning from their ***mistakes***. And while Scout skills are an important part of the program, what ultimately matters when our Scouts become adults is *not* whether they can use a map & compass, but whether they can offer leadership to others in tough situations; and can live by a code that centers on honest, honorable, and ethical behavior.

Youth need to learn to make decisions without adult intervention (except when it's a matter of immediate safety). Youth are in a patrol so they can learn leadership and teamwork without adult interference. Being an adult advisor is a difficult role, especially when we are advising kids (even worse, our own children). Twice each year, the Boy Scouts of America offers special training on how to do this, which we expect our uniformed adults to take. And any adult is welcome – and encouraged – to take the training (see the Training Chair or Scoutmaster; dates are set by the Council or District).

If a parent goes on a campout, you are an automatic member of our adult patrol. This patrol has several purposes—good food and camaraderie (of course), but more important is providing an example the youth patrols can follow without our telling them what to do (we teach by example). Since a patrol should camp as a group, we expect the adults to do so also; that's way, adults don't tent in or right next to a youth patrol where your mere presence could disrupt the learning process.

Quite simply, our troop policy requires adults to cook, eat, and tent separately from the Scouts (even parents of Scouts). We are safely nearby, but not smothering close. Sure, go ahead and visit the patrol sites (not just your child's), talk to your Scout (and the other Scouts), ask what's going on or how things are going. But give the youth room to grow while you enjoy the view. Show a Scout how to do something, but don't do it for him/her. Avoid the temptation to give advice, and don't jump in just to prevent a mistake from happening (unless it's serious). We all learn best from our mistakes. And let the patrol leader lead. Your job is tough, challenging, and ultimately rewarding, because your Scout will be an adult the day after tomorrow.

# HONOR SCOUT PROGRAMS

Some of the older scouts are involved in Scout Honor Camping Programs. Troop XXX participates in two honor scouting programs, the Tribe of Mic-O-Say and the Order of the Arrow. New Scouts will have plenty of time to learn more about these and will hopefully be invited to join when they reach the appropriate levels in Scouts.

## TRIBE OF MIC-O-SAY [Note: MOS may be deleted if not applicable]

The Tribe of Mic-O-Say is an H. Roe Bartle Scout Reservation honor camping program, based upon the intensification of the principles and ideas of Scouting. By design, the requirements for eligibility are not shared with scouts as the mystery enhances the scout’s attentiveness and growth. Its purpose is to provide recognition for youths who have demonstrated and proven their devotion to Scouting even beyond the extra mile. It is a youths program guided and inspired by adults. The most important thing to stress to new scouts is summer camp attendance where they will see the impact of the program and many will set goals of becoming a member.

Adult leaders are brought into the Tribe so that they may interpret and encourage the use and application of those principles in the lives of youths. There are two ranks in the Tribe of Mic-O-Say: Braves and Warriors / Honored Women. The two divisions of Warriors are Hardway Warriors and Honorary Warriors. Hardway Warriors entered the Tribe before their 18th birthday, whereas Honorary Warriors and Honored Women entered the Tribe after their 18th birthday.

There are three categories of paint responsibilities: Working Paint for the Hardway Warriors, the Tribal Council, and the Council of Chieftains.

Working Paint for the Hardway Warriors and the order in which they are earned is as follows:

* Firebuilder--Orange Paint. Their responsibility is to build and tend all fires upon the altars of Friendship and Warmth, that we may have light for ceremonies.
* Tom-Tom Beater--Green Paint. They beat the drums that send forth the call that will bring Tribesmen to ceremony, as well as beat the drums for the Dance of Joy.
* Runner--Blue Paint. They serve as messengers and escorts of the Tribe. It is their job to make sure the candidates get where they are going, when they are supposed to be there.
* Keeper of the Sacred Bundle--Yellow Paint. It is their duty to keep the Customs and Traditions of the Tribe.
* Shaman--Purple Paint. Their duty is to aid the Tribal Council and in doing so, prepare themselves for this future responsibility. Orientation for first year campers is also their responsibility.

The Tribal Council is as follows:

* Tribal Council --White Paint. One is first called as a Sachem, then Keeper of the Wampum, Sagamore, and Medicine Man. They all wear White Paint. Sagmores and Medicine Men also serve on the She-She-Be Council. It is their responsibility to carry out and endorse the policies of the Council of Chieftains.

The Council of Chieftains is as follows:

* The Council is composed of Chiefs and Chieftains. They all wear Red Paint and a necklace of 24 eagle claws. It is their duty to establish the policies of the Tribe of Mic-O-Say. The Directing Chief directs the activities of the Tribe and the Presiding Chieftain presides at Ceremonials and Chieftain meetings for his particular Chieftainship of twelve moons.

## ORDER OF THE ARROW

The purpose of the Order of the Arrow is fourfold:

* To recognize those Scout campers who best exemplify the Scout Oath and Law in their daily lives
* To develop and maintain camping traditions and spirit
* To promote Scout camping
* To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others

Scouts are elected to the Order by their fellow Scout members, following approval by the Scoutmaster. To become a member, a youth must be a registered member of a Scouts BSA troop and hold First Class rank. The youth must have experienced fifteen days and nights of Scouts BSA camping. The fifteen days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps. These 15 nights must be in the 2-year period prior to Troop OA elections.

Adult selection is based on their ability to perform the necessary functions to help the Order fulfill its purpose, and is not for recognition. One adult per 50 scouts is elected by the Troop Committee. Selected adult Scouters must be an asset to the Order because of demonstrated abilities, and provide a positive role model for the youth members of the lodge. Similar to the youth, adults must have experienced fifteen days and nights of ScoutS BSA camping. The fifteen days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps. These 15 nights must be in the 2-year period prior to Troop OA elections.

The induction ceremony, called the Ordeal, is the first step toward full membership. During the experience, candidates maintain silence, receive small amounts of food, work on camp improvement projects, and are required to sleep alone, apart from other campers. The entire experience is designed to teach significant values.

After 10 months of service and fulfilling certain requirements, a member may take part in the Brotherhood ceremony, which places further emphasis on the ideals of Scouting and the Order. Completion of this ceremony signifies full membership in the OA.

After two years of service as a Brotherhood member, and with the approval of the National Order of the Arrow Committee, a Scout may be recommended for Vigil Honor for outstanding service to Scouting, his/her lodge, and the community.

# TROOP XXX ADULT LEADERSHIP

[Name] COR – Chartered Organization Representative

[Name] Troop Committee Chair

[Name] Treasurer

[Name] Advancement Chair / Secretary

[Name] Camping Chair

[Name] 2022 Camp Bartle Scoutmaster

[Name] 2023 Camp Bartle Scoutmaster

[Name] Training Chair

[Name] Quartermaster

[Name] Den Chief Chair / New Membership Coordinator

[Name] Webmaster

[Name] Fundraising Chair / Mother’s Club

[Name] Popcorn Kernel

[Name] Scoutmaster

[Name] Asst. Scoutmaster / Life to Eagle Chair

[Name] Asst. Scoutmaster / New Scout Asst. Scoutmaster

[Name] Asst. Scoutmaster

[Name] Asst. Scoutmaster

[Name] Asst. Scoutmaster

Appendix G

**New Scouts**

**Philosophy**

The first thing you notice is that the goal and practice of Scouts BSA is to have a Youth Led Troop. For those of you who have been involved in Organized Sports or Cub Scouts, you are used to the parents running the show. You prepare everything, think things through, have snacks and drinks ready (any soccer moms/dads out there?) and the kids mostly show up, goof around and expect to be prodded into doing whatever we have organized for them without really appreciating all the work that has been done for them.

Scouting is different. Sure, the adult leaders are here to organize the big picture calendar, collect the funds, fill out the forms, drive to the campouts, etc., but the Scouts decide on everything else and more importantly learn how to become leaders in the process.

**Organization**

The youths are organized into Patrols. Each patrol is approximately 7 Scouts their own age who act as a mini-team’ within the Troop. The patrol decides as a group what their menu will be on the campout and acts together as a unit to get things done.

Within each patrol, there is a Patrol Leader, who is elected from within the Troop. Their job is to communicate with the adult leaders what the patrol decides. They speak for the group and gets instructions from the leaders to give to the group. The highest-ranking Scout in our Troop is the Senior Patrol Leader. They are in charge of running the meetings.

Other jobs in each patrol include:

Scribe: Takes notes within the patrol of who is attending the campout or the meeting, or the collection of permission slips and paperwork

Quartermaster: Takes responsibility for the equipment of the patrol.

This organization makes it so there aren’t 40 Scouts all asking the same questions. We can break it into manageable unit size, and the Scouts are really taking the responsibility of leading each other. It is not like Cub Scouts where a parent tries to get the attention of a group of kids to explain something complicated to a wide variety of attention spans. The Scouts lead the Troop.

**Campouts**

Campouts embody how Scouts BSA are different than Cub Scouts (where your Cub Leaders did all the work of campout planning and organization).

What, where? In the BSA, the Scouts decide where we camp. They make suggestions to their Patrol Leaders, and a discussion and vote occurs at a Patrol Leaders Council meeting dedicated to activity planning.

Meals: The Scouts eat what they cook (Really!), not what the parents/Adult Leaders cook. The Scouts plan their menus within their patrols at the Monday Troop Meeting before the campout. The Scouts decide who’ll prepare the meals, buy/bring the food. (If they don’t like what is on the menu, they get a chance to influence the outcome for the next campout.) The Scouts do their dishes and put away their cooking utensils in their patrol boxes.

Camping: The Scouts work within their patrols to set up a campsite, pitching (and later taking down) their tents with a tentmate. The Scouts find and collect the firewood, build their own cooking fires. Scouts learn teamwork and gain confidence in their own capabilities. While on a campout, Scouts can work on rank advancement tasks with their patrol mates or older Scouts. Or they can simply sit by the fire and get to know work each other better. This really is the fun activity on each campout.

Adults’ role: The adult leaders’ job on the campouts is to supervise, to ensure the safety of the Scout, to advise/coach/mentor, but allow the Scouts to do the task.

**Parental Involvement**

You can become involved as much or as little as you want. We are looking for family involvement. We have a very good group of adult leaders.

If you decide to become an Adult Leader and participate in overnight campouts, we expect the following:

• Wear the uniform if participating as a leader or driving to a campout.

• Complete Adult Volunteer Paperwork.

• Finish all adult BSA training and Virtus training.

• Give us your Car/insurance Information.

• Volunteer for a Committee. (*See Troop Committee Organization, above)*

**Rank Advancement vs. Merit Badges**

The ranks in Scouts BSA are as follows: Scout, Tenderfoot, Second Class, First Class, Star, Life, Eagle. In addition to rank advancement, there are merit badges required for Star, Life and Eagle.

Troop XXX encourages continued rank advancement. We find that it keeps the youths interested and occupied. If a Scout is not advancing in rank, there is a high likelihood that they will leave Scouting. There is also a direct correlation between parental involvement and Scouting success.

Earning specific Merit Badges are required to advance for Star, Life, and Eagle, but other merit badges are for fun/interest. The Advancement Committee is there to keep track of each Scout’s progress.

**What happens at Meetings?**

The meeting opens with a flag ceremony – presentation of the American and Troop flags, the Pledge of Allegiance, and the recitation of the Scout Oath and Scout Law. The Senior Patrol Leader then starts with the agenda of the meeting, which may include Patrol event planning, Campout/meal planning, Learning skills or playing a game. Ends with a Closing Ceremony -- retirement of the flags, Scoutmaster’s Minute, SPL’s Benediction and Charge.

**What do I need to buy?**

• Sleeping Bag. We recommend one that is good to 20 degrees (or 0). Mummy type that can be stuffed into a small bag will help.

• Sleeping Pad (e.g., ThermaRest or other brand). There is no room for large inflatable mattresses.

• Mess Kit for meals. Simple is sufficient, as the Troop provides the heavy metal cookware, camp stoves, utensils, etc.

• Outdoor boots/camping shoes. NOT tennis shoes. Keep Scouts warm by having waterproof shoes.

• Good socks. Wick away the moisture. Keeps feet warm.

• Adults need their own tents. If you want your own, buy one. If you don’t mind sharing with another adult leader, you can do that also.

**Summer Camp – X Days?!?! [adjust as appropriate]**

[Camp] in [Location] is the highlight of the Scout Year. Yes, it is X days – [Dates] this year. There is one “Family Day” visit on Sunday where families come down, and bring side dishes and desserts, we have a Troop-sized BBQ cookout. The Scouts love it!

What happens at Camp? Think of Summer Camp as a summer school to earn required MERIT BADGES. We get up, have breakfast, then they go to merit badge classes, have lunch, more merit badge classes, then evening activities. Every day offers an opportunity to swim.

Camping Facilities: Similar to [Camp]. [Council] has upgraded all camp facilities, so Scouts sleep in pipe-frame canvas tents on concrete pads. Each campsite has a pavilion where we gather for activities and advancement work. Meals are eaten in the camp Dining Hall, where chants and songs and a daily program put on by camp counselors provides the entertainment.

Parental Involvement: We do need adult leaders to come down and help at Camp. You do not have to stay the entire X days. It’s a very relaxing way to get away from your real-world responsibilities and also help the Troop.

Tribe of Mic-O-Say: [include if appropriate or change to OA] This is an honor society which exists only in our Council, and is a special honor earned by the Scouts at camp. It takes 3 years of coming to camp before a Scout becomes eligible, but it is designed to keep the Scouts interested in summer camp and Scouting long enough to attain the rank of Eagle. Many of our older Scouts who have achieved Eagle, graduated and moved on to college will come back for Bartle just to continue participating in Mic-o-Say activities and to serve as mentors to the Troop’s younger Scouts.

Appendix H

**Welcome to Scout Troop XXXX**

We sincerely hope you and your scout enjoys your scouting experience with our scout troop. To help you we have tried to anticipate and answer some questions you may have. Here is a short “Table of Contents” in case you have any specific question right now and want an answer.

1. Meeting schedule 10. Merit Badges
2. What your scout needs and Merit Badge Colleges
3. Registration, dues, fees, 11. Leaders Training

and Financial Assistance 12. Records

1. Parental involvement 13. Troop Meetings for Adults
2. Medical requirements 14. Treasurer Information
3. Campouts A. Treasurer Information
4. Summer Camp B. Treasurer Report
5. Patrol Leaders Council (PLC)
6. Rank Advancement

**Enclosures** (as appropriate)

**Return Paper work**

1. (Other, as appropriate)
2. Health Forms - Need for each registered. Need before camping with the troop.
3. Contact Information
4. **Meeting schedule**

The Troop is sponsored by [Charter Organization name and location]. This is where troop meetings are held. During Covid and when [Charter Org] is closed, the troop will meet at [alternate location and address, if applicable]. If there is no school on Monday the Scoutmaster will let everyone know where the meeting will be. It may be somewhere else. [Specify communication method.]

The troop meets [day & time] unless canceled by the PLC (Patrol Leader Council) or the Scoutmaster. Please be there [time]. There are announcements made. You may want to stay to hear them. The troop can use all the parents help. The meeting ends at [time]. There will be a closing circle before the end of the meeting. There are announcements and maybe passed out information sheets for upcoming events. Please ask your scout if there was anything passed out.

As stated before, scouts meet every Monday night. There are some exceptions. If Christmas or New Year’s fall on a Monday there is not a meeting. We also do not meet on Labor Day.

[Sample unit meeting schedule]

6:00? to 7:00 PLC meeting, patrol work, merit badge work

7:00 to 7:05 Scout meeting opening, announcements

7:05 to 8:00 Scout meeting

8:00 to 8:15 Free time

8:15 to 8:20 Clean-up

8:20 to 8:30 Closing circle, announcements, pass out

information, Scoutmaster Minute

Your scout will be part of a **Patrol** within the Troop. The Patrol will have scouts their own age and they may already know each other. Patrols within the troop have the opportunity to meet at 6:00pm on the same evening.

1. **What your scout needs**

A. Scout Uniform

B. Merit Badge Sash

C. **Current** Scouts BSA Handbook and book cover

D. Preparedness Pack

E. First Aid Kit

F. Sleeping bag or bedroll

G. Backpack

We know many of these items are very expensive and we do not expect a scout to show up with these right away. The troop does have some items in the scout closet.

1. The **Scout Field Uniform shirt** with the Heart of America council patch and the American Flag patch can be worn with jeans. Many scouts, however, wear BSA shorts with scout socks around the year. They may also wear BSA pants. Very soon, they will need other parts of the uniform. The troop will make available the [troop number] patch for purchase. Please contact [name] to get this patch. The cost is $X. A complete uniform includes a green scout belt. We do have some shirts that have been donated back to the troop that the scout can see if they can fit into. A **Scout Activity Uniform** shirt is a scout troop related T-shirt. It is used during summertime as the required shirt. We do have some shirts that have been donated back to the troop that the scout can see if they can fit into.
2. They will need a **Merit Badge Sash** to put their merit badges on that they will earn.
3. The **current Scout Handbook** is very important and your scout **MUST** have it with them at **every** scout meeting. They may reference it during the meeting. It may need to be updated during the meeting. If any updates occur at home or on a campout, the Scout Handbook will need to be turned into the Advancement Chairman to record these updates.

A **book cover** will help keep the book clean and keep the pages from falling out. [Note where to buy].

1. We have included a list of what goes in a scout’s **Preparedness Pack** [delete if not used]. It needs to be brought to every scouting event.
2. Included is a list of what goes in the scout’s **Personal First Aid Kit**. This needs to be in a plastic container. These are items that can be accumulated gradually during the early months of your scout’s tenure in the troop. You will need to replace items as needed. [Delete if not used.]
3. The **sleeping bag** or **bed roll** will be needed when your scout goes on all overnight campouts.
4. The **backpack** will be used as their **Preparedness Pack**. They will need to bring it to **every function** the scouts go on. That is because it will carry their Scout Handbook, first-aid kit (complete and in a plastic container), and other things listed on the Preparedness Pack Check-List.  [Again, delete if not applicable.]
5. **Registration, Dues, Special Fees, Summer Camp, and Financial Application**
6. **Registration** for each scouting calendar year is October to September. All registered scouts (youth, parent(s), or leader) pay a registration fee that covers his or her next year of scouting. The collection of registration will **begin in September**. It **must be paid** (or arrangements made with the treasurer) by the **beginning of October**. If a scout joins any other time during the year, this amount will be prorated to the time from initially joining scouting.  The troop collects all amounts for all family members that are registered. Registration may be prorated depending on when they joined Scouts.
7. **Dues** are collected in September. They cover from September through the following August. Dues help pay for things like the scout’s supplies and awards. Registration and dues may be prorated depending on when you / your scout joined scouts.
8. If scouts decide to go on **special** events, merit badge colleges, or other scouting activities fees may be collected at that time for these events.
9. **Summer Camp** at Bartle $XX deposits, per person going, for the Camp Draw is also due in October or before. The draw is scheduled in November. If your scout is camping at the Rotary Camp their fees will be due in April or when their registration comes out for that year.
10. If you are applying for any **Financial Assistance Information**, please see attachments. Fill out the reason and amount needed in the Financial Transaction form. Then fill out the needed request form. Use the Unit Financial Assistance Application for any activity requested. Please work with the Troop Scoutmaster on this process.

**4. Parental involvement**

The scout troop cannot adequately function and provide a quality program for the scouts without the help of the parents. Therefore, the troop requires a parent to join with their child. Parents have a variety of opportunities for providing assistance. The basic support is provided by the Troop Committee which meets [day, time & location]. All parents are invited to attend the Committee Meeting as that is a primary way to find out what is happening in the troop.

Involvement may consist of holding a position on the Troop Committee or providing transportation for the scouts to and from a campout location on a weekend. There are many tasks and we ask that you begin attending the Committee Meeting to find out how you may help.

A parent may wish to assist by helping in the training of the scouts by being an Assistant Scoutmaster. Assistant Scoutmasters attend weekly troop meetings as well as other planned meetings. Our troop’s Scoutmaster’s Meeting is scheduled [day]. It is led by the troop scoutmaster. It is at [location & time]. All Assistant Scoutmasters also assist in tasks assigned by the scoutmaster.

The troop strongly encourages registered parents wishing to be an Assistant Scoutmaster to take the ‘Basic Scoutmaster and Assistant Scoutmaster Specific’ and ‘Outdoor Leadership Skills’. These classes are given twice a year by the District Training staff. They are also given at summer camp. Please contact our Advancement Chairman [name] for information concerning when the next set of classes are being held.

**5. Medical requirements**

Please complete the **Medical Information and Release** on the back of the enrollment application. Also complete the **Troop Medical Release** and a completed **health form** which is included in the packet [if applicable]. These items are required before your scout can participate in campouts and other similar activities. These are required because **safety** is an important part of all scouting activities and ***being prepared*** is essential and a part of the scouting program. The Health Forms goes on all campouts. All registered scout leaders need this form also.

**6. Camping**

The troop plans to have a campout every month and may plan additional activities on other weekends. Campouts are normally [days] but they may vary from that schedule.

There will be a scout and an adult scout leader assigned to each camp out. Their responsibilities are to research the camp out, contact the camp out location for availability and costs, and determine the costs for each individual going on the camp out. The timing on this should start at least two months (if not earlier) before the campout. If any problems occur, please contact the SPL, Scoutmaster, and the Committee Campout Chairperson as soon as you can. This gives enough time to change this camp out requirements, change the location to a new place, or change to a new activity that has been approved by the PLC and Scoutmaster.

Patrols do things together on the campouts. The Patrol plans their menus for campouts. One of the Patrol members (Grub Master) purchases the food with all members sharing the cost. The troop charges $X for each meal on the campout. It is up to the Grub Master to stay within that budget of what was collected. Then after the campout at the next scout meeting, the Grub Master will return any leftover money and receipts into the Troop Treasurer. This money is then used for gas for whoever pulls the trailer to camp or on long trips because their gas mileage is very low due to the trailer pull. If you can pull the trailer and are willing to do so, please let the Scoutmaster and the Committee Campout Chairperson know you may be available as needed.

The troop provides all tents, cooking equipment, and other camping gear for each Patrol. Each Patrol has a Patrol Camp Box. The Patrol is responsible to keep it up to date on supplies as needed. They also need to keep it clean and nice looking.

Each scout will have to provide their own personal gear. A comprehensive list is provided in the Scouts BSA Handbook but generally includes the uniform, a sleeping bag or bedroll, a change of clothes and toiletries. We have also enclosed a list in this packet.

**7. Summer Camp**

Each year the troop attends **summer camp** at [camp & location]. It is an exciting X days for the scouts. They participate in many activities as well as earn merit badges for advancement in rank. Our troop tries to attend the X session. If that is not available, we try for the X session. This depends on who is going and when our camp draw is. The troop will provide opportunities for scouts to earn money toward their camp fees (see Treasurer Information).

During [month] we start asking leaders and scouts if they are planning on going to camp. We need to pay a non-refundable $XX per camper for those planning on going at that time. [Month(s)] is when the camp draw is done. That is why we started collecting at that time. Our draw depends on the number of participants over the last two years. The lower the number means a later draw and a later session for camp.

Registered parents and scout leaders can also attend summer camp. You can be a Full-Time or Part-Timer. Part-Timer are 2 people that split the time and cost of camp. Their responsibilities are to help make the camp go smoothly. They will help drive down to camp and back to the church. Adult campers will help the scouts to get to their merit badge classes the first day. The scouts will then go on their own to the merit badge classes. The leaders will be asked what jobs they would like to do at camp. There is a list the Camp Scoutmaster will show you to pick from.

Parents may visit their scout or leader at summer camp on Visitors’ Day. This visitor day can be a Sunday or Saturday. This is eagerly looked forward to by all of the scouts and leaders. We would like for you to start showing up at 10:00 am. Families will bring food for the noon picnic meal. The entire troop, families, and friends from camp will share the feast (potluck). What to bring will be discussed at the Before Camp Parents meeting.

Some of our scouts have attended Rotary Camp located in Lee’s Summit Mo. This camp is generally attended by scouts with special needs, who may not function well during the days at [camp]. The session length is just a week. The scouts attend individually and not as a troop.

**8. Patrol Leaders Council (PLC)**

Scout Troop XXXX is actually “run” by the scouts themselves. The PLC plans the annual program of activities. They provide detailed planning throughout the year through monthly meetings. This is a group of scouts under the Senior Patrol Leader and is composed of the Patrol Leaders and other Scouts in leadership positions in the Troop. This is called a “**Youth Run Troop”** and it is one of the basic principles of the Boy Scouts of America. See the handout for the Troop XXXX Leadership Structure.

**9. Rank Advancement**

In the Scout Handbook it lists all of the Scout Rank’s requirements. A parent, a merit badge counselor, an Assistant Scoutmaster, or the Scoutmaster can sign off on any rank requirement. When your scout first arrives at a scout meeting, **they need** to take their scout book to the Advancement Chairman. This person will then update the scout’s records in Scoutbook with what they had signed completed.

While working on their first few ranks of Scout, Tenderfoot, Second Class and First Class they can work on all of these ranks’ requirements at the same time. This work can be done at home, a scout meeting, campouts, other activities, merit badge colleges, and summer camp.

Once they have completed all requirements for their rank in the given order, they will receive their new rank patch at the closing circle. They should sew it on. They will also get their pins and their mother/parent will get their pins at the next Troop Court of Honor. There are 3 to 4 COH in a year.

**10. Merit Badges & Merit Badge Colleges**

**A. Merit Badges:**

Merit Badges are the second main area of the scout advancement program. Unlike ranks, there is a degree of choice in the merit badges known as Eagle required merit badges. To earn the rank of Eagle Scout, most of the badges must be earned although some are “either/or” badges. A good place to get merit badge information can be found at [**http://www.youthscouttrail.com/youth-scouts/merit-badges.asp**](http://www.boyscouttrail.com/boy-scouts/merit-badges.asp).

**How do you earn a merit badge?**

1. Pick a merit badge with the subject you would like to learn about.
2. Fill out a blue merit badge card. Any Assistant Scoutmaster should have one. They need to date and have the Scoutmaster sign it.
3. Contact a merit badge counselor to work with them on what they need you to do. Almost all of the Scoutmasters do Merit Badges.
4. Unless otherwise specified, work on the merit badge requirements.
5. Show your work to the counselor to get a completed blue card.
6. Turn your card into the Advancement Chairman when you first get to the scout meeting.
7. Get the merit badge patch at the next Court of Honor.
8. Sew it onto your scout’s merit badge sash.

**B. Merit Badges Colleges**

A **Merit Badge College or Academy** is an opportunity for all scouts to earn merit badges. These colleges offer Eagle required and many other merit badges that we do not have counselors teaching. We ask all scouts to take an Eagle required merit badge and any other merit badge they would like to take. Sometimes they offer two merit badges at the same time. Like Home Repair and Painting.

The dates and locations of colleges vary. When we find a college is ready for signup, where the college is located, the signup dates, and what merit badges that are being offered, we then check our troop calendar to see if we can fit it in. We pass out to the scout a flier that talks about the college, when it is, what they have to offer, the cost, and when we need to register for the college. We also find out what any prerequisites are needed to complete the badge at the college. If they can’t complete it there, we try to complete it here at the troop. Or find a counselor to complete it with. If no one wants to go then we just drop it. Then we just file it for next year.

**11. Leader’s Training**

All registered adult scouts need to have taken Youth Protection Training. Once your scout application has been processed you will get a card with your identification number on it. With this identification number you can then log into the scout training application called Scouting.org. Here is a link. Just copy it and put it into your browser. <https://www.scouting.org/> or use <https://my.scouting.org/>. The first one will send you to the second one. Once you log in you can then take any training you want or you have to take. Like Youth Protection. At the completion, please print two copies of the completion certificate. One needs to be turned into the Advancement Chairman. Then keep the other one for your records of your scout training.

**12. Records**

We keep all scout’s and leader’s records in an application called **Scoutbook**. [Name] is the System Administrator. Once she/he gets your scout identification number, she/he will set you up in Scoutbook as a parent of your scout. She/he will also set your scout up in Scoutbook. When your scout’s registration has been processed, your scout will have their own identification number. She/he will send the parent(s) who registered an email to have you log into Scoutbook. This needs to be done so you are aware of how your scout is doing and you can access the troop calendar to see what the troop has planned. You will be able to make your password, when you log into Scoutbook, the same as you have in MyScouting.org.

**13. Troop Meetings for Adults**

**A. New Parents Meeting:**

This is the first meeting that is offered to all new scout parents and existing parents. This meeting goes over this document in detail by the leaders in the troop.

**B. Troop Committee Meeting:**

This committee is run by the Troop Committee Chairman. This committee meets [day]. All registered leaders are requested to come to this meeting. The meeting starts at [time]. It runs about 1 to 1/2 hours at the most. There are several positions of responsibility that are required for the troop such as Chairman, Treasure, Secretary, and Fundraiser Chairman.

**C. Troop Scoutmaster Meeting [if applicable]:**

This committee is run by the Troop Scoutmaster. It meets [day]. All registered scoutmasters should attend. The meeting starts at [time]. It runs about 1 hour at the most. This meeting has a set agenda. It follows: 1. Recruitment, 2. Campouts, 3. Troop Meeting Plans, 4. Advancements, 5. Life to Eagle, 6. H. R. Bartle Camp, 7. Project Reports, 8. Other Activities.

Appendix I

[Troop Header Graphic]

Chartered by [Charter Org.]

[Location]

Parent Information Guide

&

Troop Handbook

*Welcome to Troop XXX!*

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**Mission Statement**

The mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Oath and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society. This is achieved by:

* Involve them throughout their formative years in a non-formal educational process.
* Use a specific method that makes each Scout the principal agent in his or her development as a self- reliant, supportive, responsible, and committed person.
* Assist them to establish a value system based upon spiritual, social, and personal principles as expressed in the Oath and Law

Troop XXX is an exemplary Scout Troop with a great track record of success since its founding. We provide a program so our young youths can learn and mature into young men and become responsible leaders in the community. To succeed, we require each parent to participate in the development of our young men’s quest. This quest is not considered a social event and is not solely focus on rank advancement.

**LIFE IS FULL OF CHOICES.**

**SCOUTS MAKE THE RIGHT ONES!**

**Background**

Troop XXX was founded in [year] and is chartered by [Charter Organization], located at [Address].

**Troop Philosophy**

Troop XXX believes that the best way to foster leadership, self-confidence, and self-reliance in Scouts is to have a Troop that is led by the Scouts. Troop XXX also believes that Scouts need to see both men and women in the role of Scout leaders, since this reflects what the Scouts will face as they become young men and enter the work force. Therefore, in Troop XXX you have both men and women as Scoutmasters, Committee members, and Merit Badge Instructors.

**Troop Meetings**

The Troop meets every [day] night [time]. in [location], except for most Federal holidays. The Patrol Leader Council (PLC) meets with the Scoutmaster once per month. Please check the Troop web calendar as it is sometimes necessary to alter this schedule.

**Conduct**

The Troop does not tolerate disrespect to any adult leaders or Senior Patrol members. All Scouts are expected to show respect, especially to adults. Parents and Scouts are to read, sign and return the Behavior Policy & Guidelines (page X-X) prior to the first overnight.

**Scouting Organization**

NATIONAL COUNCIL BOY SCOUTS OF AMERICA

REGION

LOCAL COUNCIL

District

Charter Organization

Troop Committee

Troop

The above diagram represents the organization of Scouting. Troop XXX is a member of the [Council Name] and of the [District Name]. Our Charter Organization is [Charter Organization]. There are several documents that explain the function of each level of the organization available online or in pamphlet form at the [Council Name] website ([URL]) or at the headquarters building located [Address]. However, this Parent Information Guide focuses on the organization and policies of the Troop and Troop Committee.

**Committee Organization**

The primary purpose of the Troop Committee will be to support the Scoutmaster in developing and implementing the program for the Troop. The Committee acts as the board of directors for the Troop and among other functions provides the following:

* Ensures that quality adult leadership is recruited and trained Supports leaders in carrying out programs
* Responsible for Troop finances and budget plans
* Obtains, maintains, and properly cares for the Troop property.
* Ensures the Troop has an outdoor program.
* Serves on Boards of Review and Courts of Honor

The Troop Committee consists of the Committee Chairperson, Secretary, Treasurer (Finance Chairperson), Rank Advancement Chairperson, Quartermaster, Program Chairperson and Fundraising Chairperson. The Committee is organized with four primary sub-committees: Finance, Program, Rank Advancement and Fund-Raising (described below).

**Finance Sub-Committee**

This Sub-Committee recommends policies and procedures, develops the annual budget, and provides monthly oversight of the Troop’s financial assets. The Sub-Committee works closely with the Quartermaster in developing the policies and the budget for the Troop. The issues to be considered by the Sub-Committee include (but are not to be limited to):

• Income management • Expense reimbursements

• Troop donations • Equipment purchases/maintenance

**Program Sub-Committee**

This Sub-Committee develops an annual plan for Troop activities and organizes those activities for implementation. The Sub-Committee works closely with the Scoutmaster in developing the Troop activity program. The activities to be considered by the Sub-Committee include (but are not to be limited to):

• Campouts

• Scout Camp, both Summer Camp and Camp-o-rees

• Court of Honor: Troop-level and Eagle Scout ceremonies

• Scout Sunday

• Special Troop outings

• Recruiting

**Rank Advancement Sub-Committee**

This Sub-Committee monitors Rank Advancement and assist Scouts with opportunities for achieving progressive ranks. The activities to be considered by the Sub-Committee include (but are not to be limited to):

• Track the Troop’s rank advancement

• Coordinate with Program Sub-Committee to ensure specific requirements for advancement will be given priority in planning Troop activities

• Conduct Boards of Review (with senior Scouts as members of the board of review)

• Monitor and assist in merit badge achievements

*For additional guidelines and information, please reference Appendix X: Rank Advancement*

**Fundraising Sub-Committee**

This Sub-Committee investigates opportunities for specific fundraising events, organizes the approved events, and implements the activities supporting the events. The Sub-Committee works closely with the Finance Sub-Committee to ensure the funds needed for the Troop’s yearly activities are accurate when determining the goal(s) of the fundraiser(s).

**Troop Committee Meetings**

The Troop Committee meets once a month, normally [day], separate from the Troop Meetings or functions. While the official business of the Troop is voted on and approved only by the members of the Committee, ***all parents are welcome and encouraged to attend the Committee Meetings and/or seek to become a member of the Committee.***

**Troop Finances**

**Troop Dues**

To meet the organization’s maintenance fees (such as maintaining troop trailers, Troop camping equipment, etc.), the Troop charges each Scout an annual dues amount. Adult leaders and those youth who have earned the Eagle Scout rank are exempt from annual dues. The Troop collects the annual dues at the start of the calendar year. For the YYYY year the Troop Committee elected for Troop annual dues to be set at $XXX.00 and to be pro-rated to 1/2 ($XX.00) due by [date] and the remaining 1/2 ($XX.00) to be due [date]. When a Scout joins the Troop, his first year’s annual dues will be pro-rated according to the month they join.

**Camping Fees**

Each Scout and adult leader are required to pay a fee for monthly campouts attended, primarily for food. The planning for campouts is on the second Monday before the campout at the Troop meeting. At this meeting, Scouts are expected to let their patrol know whether they are attending (also parents) and have completed a RSVP on the Troop’s website.

Some campouts involve activities that require an additional charge beyond food. For example, [cite examples with additional fees]. This is typically announced in advance of the Monday planning meeting and checks may be brought to the Troop meeting prior to the campout. The Troop Treasurer will email each family a monthly invoice with balances due. Invoices are expected to be paid within 30 days. A typical fee to cover a weekend of camping is between $X -$X for food plus any ticket costs associated with the event that we are attending.

**Summer Camp ([Camp Name])**

Troop XXX attends Summer Camp each year (X days in [months]) at [Camp and location]. In addition to the camp fees charged by [Camp Name], the Troop incurs significant expense in implementing our premier camping event of the year. The Committee has set [Camp] Fees for YYYY at $XXX. Early-bird registration by [Date] earns a $XX discount.

**High-Adventure Camping, Jamborees, etc.**

Each year the Troop has opportunities to travel to other Scout camps in the nation or to Scouting’s High Adventure Bases, depending on interest and finances. These trips involve advance planning, and typically the participants will have associated fundraising opportunities.

**Troop Organization**

**Patrol Leader Council**

The Patrol Leader Council (PLC) runs Troop XXX with the coaching and mentoring of the Scoutmaster and Adult Leaders. The PLC is led by the Senior Patrol Leader and is made up of the Assistant Senior Patrol Leader, Scribe, Historian, Quartermaster, and Patrol Leaders from each Patrol. The PLC holds a monthly planning meeting, discusses the last campout, determines the activity calendar, decides on the campouts, plans the meetings, etc.

**Patrols**

New Scouts are assigned to a patrol with other first-year Scouts. Troop Guides (Life Scouts) work with the first-year patrol(s) to help the Scouts in the patrol earn their requirements for Tenderfoot, Second Class, and First-Class ranks. Each patrol elects its own Patrol Leader and Assistant Patrol Leader. Elections currently are held every six months. The Patrol Leader is a position of responsibility and counts towards Rank Advancement requirements.

**Adult Leadership**

The Scoutmaster, Assistant Scoutmasters, Committee Members, and Merit Badge Counselors compose the Adult Leadership of Troop XXX. All Adult Leaders in the Troop are required to be registered with BSA. We ask that all leaders attend Scout Adult Leader Training and have Youth Protection and Health & Safety Training. In accordance with official Boy Scouts of America policy, Troop XXX practices “two-deep leadership.” This means that there must be a minimum of two adults present at each Scout function or outing. Committee Meetings are open to all parents of Troop members. *We expect all adults to contribute in some capacity to ensure the success of the Troop.* All registered Adult Leaders of the Troop are members of the “Dragon” Patrol and may wear the Dragon Patrol patch on their uniform.

**Camping**

This is where the Scouts earn their rank and merit badge requirements and have the most fun! Troop XXX camps nearly every month. Most campouts are the second or third weekend of the month and go from Saturday morning to Sunday morning. The majority of campouts will require departure on Friday evening. We usually meet and depart from [Location] and return to [Location] on Sunday morning. Parents are responsible for getting the Scout to the [Location] 30 minutes prior to the departure time and picking the Scout up at [Location] at the designated time Sunday morning.

**Camping Equipment**

The Troop supplies tents, tarps, stoves, lanterns, water containers, etc. Each patrol has its own set of pots/pans and cooking utensils. Each patrol is responsible for maintenance of this equipment. Adults provide their own tents in addition to their own personal equipment.

**Recommended Camping Gear & Equipment**

Appendix A contains a list of camping equipment that is recommended for use by members of Troop XXX. The items can be located at camping retail outlets, garage sales, thrift stores, or borrowed from friends.

Every Scout and Adult Leader camping with Troop XXX must bring the following items on campouts:

**The “Twelve Essentials”**

These items should be taken on all outdoor outings with Troop XXX.

1. Change of clothes and boots.

2. The Official Scouts BSA Handbook

3. Pocket Knife (you must have your “Tote-N-Chip” to carry a knife)

4. First Aid Kit (The Troop takes a large one on the campouts)

5. Water in a water bottle or hydration pack.

6. Fire starting materials (waterproof matches or waterproof container)

7. Pencil/Pen & Paper

8. Flashlight, extra bulbs/batteries

9. Rain Gear

10. Full Class - A uniform, unless otherwise specified

11. Sleeping bag, sleeping pad

12. Mess kit: shallow bowl, knife, fork, spoon, and drinking cup (Hot or Cold, depending on weather conditions). Paper cups, utensils and plates are not provided for Scouts or adults.

An internal or external frame backpack is encouraged once you see that your child is in Scouts for the long term.

**Permission Slip**

There is one Permission Slip for the parents to sign (see pg. X-X) which covers all outings for the calendar year. This must be filled out with emergency contact information and signed by the parent before the Scout can attend the event. In addition, adults are not allowed to drive to events unless we have your automobile and insurance information on file (see pg. X-X). Emails will be sent prior to each Troop event outlining the logistics of the event. If a Scout has not turned in a permission slip at the time of departure for the campout, the Scout will not be able to attend the campout.

**Medication/Special Needs**

If your child has any special needs, we will need to have a full medical background on them. If they require medication while on a campout, we must have a medication release (see pg. X-X) form filled out. His/her medication must be in the original prescription bottle with detailed instructions on when he/she needs it, and how to administer the medication. This should be given to the Adult Leader in charge of the campout. No Scout may take medicine on their own. An Adult Leader must administer it. (We have made exception for inhalers and bee sting allergy kits – Scouts will be allowed to keep these items with them at all times, but we must be informed prior to the campout and the same paperwork applies.)

**Uniforms**

Scouts are expected to wear a properly adorned uniform at all Troop meetings and special events. *Those that are not dressed appropriately will be sent home.*

**Field Uniform (formerly called Class A):** Worn for Troop Meetings, Scoutmaster’s Conference, Boards of Review, Courts of Honor, Scout Sunday, and traveling to and from camp. Consists of Khaki BSA shirt (tucked in and neat), Scout pants with Scout belt, neckerchief, slide, sash (Courts of Honor, Scout Sunday).

Special note about Troop Meeting uniforming: Scouts may wear shorts that have belt loops (i.e., no gym shorts, basketball shorts, etc.).

**Activity Uniform (formerly called Class B):** Any BSA or Troop XXX shirt with jeans or shorts. This is worn at campouts, service work projects, and patrol get togethers.

**Troop Communication**

We are always trying to improve communication between the Troop and the family. We have developed a website where you can access Troop information – [URL]. You will receive a login and password to access the website.

*Social Media*: The Troop currently has a Facebook group page. *Please reference the Troop*

*Social Media policy at Appendix X.* The Troop also has a “Remind” application that allows rapid text message distribution to the Troop. Access to this application is explained in greater detail on the Troop’s Troopmaster webpage.

We try to keep the calendar updated as meetings and events change, but we also rely on e-mail as the primary method of communication. Therefore, we need to get everyone’s e-mail address so we can send information in a timely fashion. We hope this will get important information directly to the parents. It will also give parents a point of contact if they have any questions concerning Troop functions, etc. Please be sure to fill in the parent’s e-mail address (and the Scout’s, if they have a separate one) on the application paperwork.

We also require all the Scouts to have their Scout book and a binder to keep Troop information in. This notebook is to be brought to each meeting. The Scouts will use this to take notes, bring home any handouts, and maintain their advancement/merit badge cards.

**Conclusion**

Troop XXX will try to do everything we can to make your family’s Scouting experience a positive one. Like anything good, you will only get out of it what you put into it. Get to know the Troop, plan patrol activities, ask questions, stay involved and have fun! Parents can help their Scout by supporting the Troop. Please complete and return the forms found in Appendix X, along with the BSA Adult registration form if you wish to become a Committee Member or attend Summer Camp.

**Adult Leadership Positions**

|  |  |
| --- | --- |
| Scoutmaster  Guides PLC & sets the morale for the Troop | [Name] |
| Committee Chairperson  Chairs and organizes the Troop Committee to see all functions are appropriately coordinated. | [Name] |
| Assistant Scoutmaster(s)  Help the Scoutmaster & PLC during camp outs, meetings, and Scoutmaster conferences. | [Name] |
| Charter Organization Rep (COR)  Liaison between the Troop & the Church | [Name] |
| Committee Secretary  Keeps a summary of Troop Committee meetings | [Name] |
| Treasurer  Responsible for overall Troop accounts | [Name] |
| Chair: Fundraising | [Name] |
| Chair Program | [Name] |
| Chair: Advancement | [Name] |
| Eagle Scout Advisor | [Name] |
| Community Service Coordinator | [Name] |
| Social Media Chair | [Name] |
| Chair Recruitment: Pack Liaison | [Name] |
| Quartermaster  Buys & maintains camping equipment, to include the two trailers | [Name] |
| Adult Training | [Name] |
| Religious Coordinator (Catholic) | [Name] |
| Religious Coordinator (Protestant) | [Name] |
| Current as of: [Date] | |

**Glossary of Terms**

|  |  |
| --- | --- |
| [Camp Name] | Summer Camp in [Location, Directions] |
| Board of Review | To attain the next rank a Scout has to pass a “Board of Review”, which is essentially a 20-minute oral exam about the rank. These are often held during or after Monday meetings. |
| Youth Led Troop | This is the philosophy that Scouting is about the Scouts deciding and leading the activities. Adult leaders are here to help, supervise and provide support activities. |
| Camp Boxes | When going to summer camp, a “camp box” like a foot locker is required for the Scouts to keep their clothes and other items. |
| Charter Organization | Our Troop has a sponsor or “charter organization” by [Charter Org name]. They allow us to use their facilities. |
| Court of Honor | When the Scouts pass to the next rank they get recognized at a “court of honor”. These ceremonies are held roughly X times per year. |
| Mic-O-Say  [include if appropriate] | This is an honorary tribe for 3rd year and above Scouts that is earned at Camp H. Roe Bartle. Both Scouts and adult leaders who wear a necklace with two claws have earned this honor. |
| Order of the Arrow | Order of the Arrow is BSA’s National Honor Society. Mic-O-Say is only recognized at Camp Bartle and Camp Geiger. |
| Patrols | Within our Troop, it is broken down to “patrols” of roughly 6-9 Scouts. This enables better organization and more leadership opportunities for the Scouts. |
| PLC | Patrol Leaders Council. On Monday nights after campouts there is no regular Scout meeting. However, there is a PLC and Adult Leaders to help plan upcoming events. |
| Quartermaster | Quartermaster is in charge of all the Scout assets, gear and camping equipment. |
| [District Name] | This is our local chapter of BSA. We are in the [District Name] of the [Council Name]. |
| Round Tables | Once a month there is a roundtable meeting held at [Location] for the Adult Leaders of the [District Name]. These are good opportunities to get training, gather information and meet other leaders. |
| Safe Scouting | This is training on how to be an Adult Leader. It features both safety and sexual abuse issues. |
| Scout Committee | Troop XXX has Committees formed to delegate the responsibilities of running the Troop. We meet once per month. Committees include: Program, Finance, Fundraising, Advancement. All parents are encouraged to attend. |
| Scoutmaster Conference | To get a rank advancement, a Scout needs to get “signed off” on all of the requirements and schedule a Scoutmaster conference before taking the board of review. The Scoutmaster conference is to make sure the Scout understands the issues and has had a chance to review the material. |
| Scribe | The scribe within the patrol takes all the notes and handles the paperwork of the group. |
| Two-Deep Leadership | This is the concept of always having 2 adults present at any meeting or outing with the Scouts. Part of “Safe Scouting”. Prevents abuse. |

**2022 Camping Calendar**

(Subject to change. Please check Troop XXX website)

|  |  |
| --- | --- |
| January [dates] | [Theme / Location] |
| February [dates] | [Theme / Location] |
| March [dates] | [Theme / Location] |
| April [dates] | [Theme / Location] |
| May [dates] | [Theme / Location] |
| June [dates] | [Theme / Location] |
| July [dates] | [Theme / Location] |
| August [dates] | [Theme / Location] |
| September [dates] | [Theme / Location] |
| October [dates] | [Theme / Location] |
| November [dates] | [Theme / Location] |
| December [dates] | [Theme / Location] |

Appendix J

**Troop XXX New Parent letter and meeting agenda**

We will have some additional new parent meetings in room XXX over the next couple of Scout meetings. Please see the meeting schedule below.  [Name] will determine a meeting date and to explain the Mother’s Club.

We want to make sure that we have enough time to discuss and answer questions for each topic without rushing but we also wanted to make the most of your time, so we planned for more than one. If we do not need the extra time, great.

If you have specific questions you want to make sure that we cover, please email [Name / e-mail].

**[Date]**   
**Monthly Camping – [Names]  (15 min) [Note: adjust times, as needed.]**

* Monthly Camping
* Permission Slips/ waivers
* Grub fees
* Grubmaster – role/responsibility (won’t be a first year but still helpful to understand)
* Quartermaster
  + His/Her Role
  + Role of youths – Responsibility tents

**Financial Management of the Troop – [Name]  (10- 15 min)**

* Scout Account
* Camp payments
* Payment Methods
* Where you can find her

If these first two topics run long we may not get to the below 2 topics and if not we will pick them up the following meeting.

**Chartered Organization Representative (C.O.R) – [Name] ( 5 min)**

* - C.O.R Role /Responsibilities
* - Charter Organization information and specific requirements [as needed]

**Mothers Club – [Name]  (5 min)**

* What is Mothers Club?
* How you can help
* Questions from Parents

**[Date]**

**Summer Camp – [Name] (30 min)**

* Camp details
* Medical forms

**[Date]**

**1st year Coordinators - [Name]   (15 – 20 min)**

* Their Role
* First year program

**Advancement – [Name]  (15 – 20  min)**

* Updating /Not Updating Scoutbook
* Service hours
* Camping hours
* Court of Honor (advancement meeting)

Appendix K

[Please note the following was taken from a PowerPoint slide presentation.]

[Multiple slides may be represented on one page of this document.]

Summer Camp 2017

[TROOP LOGO]

New Parent Orientation

Welcome

* Why are we here tonight?
  + You have lots of questions and we have most of the answers
  + Allow you to get information, ask questions and calm any concerns you have about sending your Scout away for 10 days.

What we will cover

* Camp Preparation
* Travel Information
* Schedule While at Camp
* How to Reach Your Scout
* What to Bring and NOT Bring to Camp
* Prescription Medication
* Program Schedule
* Expenses to Anticipate

Camp Preparation

* Registrations – Must be registered as a Scout
* Physicals – Required with Parent and Physician signatures (turn in two copies along with insurance)
* Special Needs – Advise us of any special requirements – Dietary, Medical, Allergy, etc. (camp is not the time to change meds or take a vacation from meds)
* Swimming – Work on Swimming Skills early and get lessons if necessary (typically the number 1 thing first year scouts struggle with)
* Troop Pre-Camp Check In ([Date])
* Letter to Employer available if necessary(for adults)

Travel Information

* Departure
  + Meet [Time, day, date] at [Location].
* What to Wear
  + Scouts and Scouters will be in **Full Class A Uniform**
  + Scouts will take swim test 1st thing at camp. **Wear swim trunks under shorts.**
* Travel
  + We will carpool to [Camp name] with a stop at [location] to eat lunch. **Bring Money**.
  + Parking at Camp is limited so carpooling is suggested
* Return
  + [Date], [Location], approximately [Time].
  + All Scouts must check out from [Camp Name] same time as the rest of the troop (no leaving a day early).

Schedule While at Camp

[The following is a typical day at H. Roe Bartle Scout Reservation. Edit as appropriate.]

7:00 am First Call – Reveille

7:15 am To the Colors – Flag is raised – KP Call

7:30 am Breakfast

7:50 am Lifesaving participants leave after 60-second KP

8:30 am Merit Badges and Scouting Skills

9:30 am Merit Badges and Scouting Skills

10:30 am Camp Scoutmaster Meeting

10:30 am Lunch Outpost Programs – Troop Swim – Patrol Activities

11:40 am KP Call

12:00 Noon Lunch

After Lunch Senior Patrol Leaders Council

12:45 - 1:45 pm Rest Period

2:00 pm Merit Badges and Scouting Skills

3:00 pm Merit Badges and Scouting Skills

4:00 pm Troop Swim – Patrol Activities

4:30 pm Dinner Outpost Program

5:00 pm Staff and Leaders Swim

5:40 pm KP Call (no KP on Day 4)

5:45 pm Flag Retreat

6:00 pm Evening Meal **(Day 4 at 5:30 PM)**

7:00 pm Troop Activities

8:00 pm Evening Programs

8:30 pm Warrior and Brave Ceremonies (Days 6 & 8)

9:45 pm Call to Quarters (All Scouts in Campsite)

10:00 pm Taps – Lights Out, All Scouts in Tents

How to reach your Scout

* Don’t call or text. Do Write! (if you are good you can even send it early so they get mail sooner)
* Address:

Full name & Troop Number (XXX)

[Session number, if applicable]

[Camp name]

[Campsite, if applicable]

[Camp address]

In Case of Emergency

* Camp: [telephone number] (Emergency only)
* [Troop contact and cell number]
* [Troop contact and cell number]
* Emergency Text Alert: Signup at

[http://mobile-text-alerts.com/youthscouts](http://mobile-text-alerts.com/boyscouts) [if available]

* Council website at [URL]
* FEMA approved storm shelters available for all campers. [if applicable]

From Bartle Program Guide

[Use appropriate info for your Camp]

The Scout uniform builds individual and unit pride. The Scoutmaster’s attitude toward wearing

the Scout uniform will be reflected in the dress of his/her troop. Scouts should wear their uniform to

and from camp with pride! Scouts and Scouters who have their Class “A” uniform shall wear it to

camp-wide flag ceremonies, as well as campfires, Mic-O-Say Ceremonies (if not in tribal attire) and

religious services. Those who do not own a complete uniform should wear their Class “B” uniform.

**Equipment and Supplies Everyone Should Bring – No Glass Containers**

Annual Health and Medical Record (completed and current) – **Troop collects and brings these**

Bible or Prayer Book

Camp Box with Lock (suggest extra key or combination turned in at checkin)

Official Scout Uniform (shirt, troop neckerchief w/slide, shorts or pants, belt, and socks)

Camp T-Shirt (new ones available at trading post)

Extra shirts, shorts, underwear, socks, etc.

Mess Kit for Outpost Programs

Pajamas – Sleep shorts Sweater or Light Jacket Long Pants

Swimming Suit (One piece suit for ladies) **Sun Block** Raincoat or Poncho

Non Aerosol Mosquito Repellent Handkerchief Hat or Cap

Bath towels Toothbrush & Toothpaste Shampoo, Soap, Comb

Deodorant Work Gloves

Sleeping Bag or Blankets, Pillow Flashlight & Extra Batteries Scout Handbook

Merit Badge Pamphlets Paper & Writing Utensils Drinking Cup

~~Pocket Knife (No sheath knives)~~ Hiking boots & tennis shoes (no flip flops or open toe shoes)

**Water Bottle**

**OPTIONAL EQUIPMENT**

Moccasins Camera Sunglasses

Canteen Musical Instrument Small Rug or Mat

Sewing Kit Stamps and Envelopes

Nylon Line, Clothes Pins, Coat Hangers Clothes Washing Soap (in plastic bottle or biodegradable powder)

**Spending Money** – Souvenirs, snacks, merit badge supplies and craft kits are available at the

Trading Post. Troops may wish to operate a "bank" to hold money for Scouts while at camp. Only small bills 1s, 5s & 10s should be brought to camp. The Trading Post cannot easily make change for larger bills.

Camp Needs / Equipment

[adjust per troop policy]

* Make sure name and Troop XXX is on everything
* No electronics (No phones)
* No valuables
* No Magic Cards (PLC decision)
* Pack everything together – no loose items
  + Ziplock Bags (2 gallon) work great
* Recommend a carpet for tent – coordinate
  + Carpet must be taken back home, no disposal
* Recommend a combination lock – practice
* Review Scouts items before we leave

Prescription Medication

* When your Scout goes to camp…that is not the time to have them stop taking their medication.
  + We will have all medications in a locked and controlled container.
  + Dosage and dispensation will be coordinated by a Scouter attending camp.
  + All medicine, including dosage and frequency should be included on annual medical form
  + Medicine Dispensing Sheet needs to be completed
  + Troop Health and Safety – Heather Walbran
  + Put all medicines in a zip lock bag with Scout's name on outside of bag. Place note card inside bag listing each medicine, dosage, times per day given.
  + Example: (Zyrtec, 1 pill daily, evening or ibuprofen 2 pills 4x a day)

Program Schedule

* Advancement
  + Summer Camp is a GREAT opportunity for your Scout to advance.
* Fun Stuff
  + Five Mile Hike
  + Trip to Iconium (a.k.a. “Ico”) for Peach Floats
* Service Projects and Camp Improvement
  + We will be asked to do a beautification, clean up, conservation or build project
* Scout Skills—Cooking, knot tying, etc.
* Outpost Programs—Patrol Activities
* Time to Hang out and Build Friendships
* Camp Fires & MOS Exposure
* Daily Chores—(KP, Lolly Duty, Flag Duty)

Expenses to Anticipate

* Merit Badge Costs
  + Some MB programs have an associated fee
    - Basketry, Art, Shotgun, Rifle, etc.
    - Fees can be paid or required equipment purchased at the Osage River Trading Company (ORTC)
* Trading Post
  + Snacks, Ice Cream, Notebooks, Knives
  + The world’s best SLUSHIES!!!! ☺
* Troop Banker
  + You can deposit funds into an account that will be managed by a Scouter
    - You will have the option to establish daily limits

Visitors Day

* [Day, Date]
* Be prepared to take as much Camp Gear home with you, as reasonable, when you leave.
* Gates open at [time].
* Everyone not registered to be at camp must be off the Scout Reservation By [time]. (leave our campsite by [time])
* Parking is VERY Limited, Car Pool.
* Coordinate Car Pools and food with Mothers Club.
* The leftover food will be what we eat for dinner after all the visitors have left.

Leader Roles & Responsibilities

* Our goal should be to meet the goals of the Scouts we serve
* Work at being leaders, Not Doer’s
* Bring up ideas and suggestions for making camp fun
  + Making Root Beer, Cracker Barrel, etc.
* Take a hobby you can work on in camp
* Leathers program [if applicable]
* Get TRAINED!!!!!

HOAC Bartle Resources

Leaders Guide

* [URL to current camp leaders’ guide]
* [QR to current camp leaders’ guide]

Program Guide

* [URL to current camp program guide]
* [QR to current camp program guide]

Homesickness

KC Parent / March 2014 / The Great News About Homesickness

**The Great News About Homesickness**

**BY AMERICAN CAMPING ASSOCIATION, INC.**

That’s right . . . there’s great news about homesickness! For starters, you should know that:

* Homesickness (or “missing home”) is normal. In study after study, researchers found that 95 percent of youth who were spending at least two weeks at overnight camp felt some degree of homesickness. Children at day camp may also feel pangs of homesickness, but less frequently.
* Homesickness is typically mild. Nearly everyone misses something about home when they’re away. Some campers most miss their parents; others most miss home cooking, a sibling or the family pet. Whatever they miss, the vast majority of children have a great time at camp and are not bothered by mild homesickness.
* Homesickness is something everyone can learn to cope with. In fact, research has uncovered multiple strategies that work for kids. Most kids use more than one strategy to help them deal with homesickness.
* Homesickness builds confidence. Overcoming a bout of homesickness and enjoying time away from home nurtures children’s independence and prepares them for the future. The fact that second-year campers are usually less homesick than first-year campers is evidence of this powerful growth.
* Homesickness has a silver lining. If there’s something about home children miss, that means there’s something about home they love — and that’s a wonderful thing. Sometimes just knowing that what they feel is a reflection of love makes campers feel much better.

Homesickness (continued)

So if nearly everyone feels some homesickness, what can be done to prevent a really strong case of homesickness? Here’s a recipe for positive camp preparation:

* Make camp decisions together.
* Arrange lots of practice time away from home.
* Share your optimism, not your anxiety.
* Never ever make a pick-up deal.

OK, then, what are the most effective ways of coping with homesickness at camp? What advice can you write in a letter or e-mail to your son or daughter if you get a homesick letter? Anti-Homesickness Strategies for Kids

* Stay busy Doing a fun, physical activity nearly always reduces homesickness intensity.
* Stay positive Remembering all the cool stuff you can do at camp keeps the focus on fun, not on home.
* Stay in touch Writing letters, looking at a photo from home or holding a memento from home can be very comforting.
* Stay social Making new friends is a perfect antidote to bothersome homesickness. Talking to the staff at camp is also reassuring.
* Stay focused Remember that you’re not at camp forever, just a few weeks. Bringing a calendar to camp helps you be clear about the length of your stay.
* Stay confident Anti-homesickness strategies take some time to work. Kids who stick with their strategies for five or six days almost always feel better.

Mom and Dad, your help preparing your child for this amazing growth experience will pay huge dividends. After a session of camp, you’ll see an increase in your child’s confidence, social skills, and leadership. And while your son or daughter is at camp, you can enjoy a well-deserved break. Remember, homesickness is part of normal development. Our job should be to coach children through the experience, not to avoid the topic altogether.

*Originally printed in CAMP Magazine*

Questions?

Appendix L

**Camping Equipment**

Clothing

Hiking Shoes Rain Poncho or rain suit

Light shirt (‘‘T”-shirt), synthetic wicking material Heavy shirt or long-sleeved Jacket

Shorts Long pants

Lightweight stockings Hat

(Poly-blend is best; nylon is also recommended) Gloves

Heavyweight wool or poly-blend stockings Extra Shoes

(Cotton is not a good stocking for hiking Extra Shirt/Pants/socks.

You should have two pair of heavy stockings Sunglasses

for every day of camping.)

Personal Hygiene

Toilet paper Toothbrush/paste/floss

Sunscreen lotion (at least SPF 10) Lip balm

Insect repellent (the higher the DEET, the better) Hair comb/brush (& unbreakable mirror)

Soap (anti-bacterial liquid soap in small container)

Personal First-aid kit

Adhesive bandages Adhesive Tape Moleskin Safety Pins

Repair kit: Needle & thread, Spare buttons

Religious faith materials (Bible, etc.)

Multi-purpose tool — pliers screwdriver, etc. (if desired)

Two plastic trash bags

Rope (6-8’) or Paracord (50-100’)

Sleeping bag, sleeping pad, camp pillow

Tripod chair (Scouts may not use a chair with a back until achieving Eagle Scout rank)

Frame Backpack (external or internal), or other suitable carrier of your equipment

**Winter Camping Equipment (Additional equipment required)**

Clothing

Wool or Poly-blend clothing is best, as it still insulates when wet, it wicks water away from your skin, and it dries out quicker than cotton. When cotton gets wet, it tends to stay wet and does not insulate as well. The new synthetic-fiber clothing is best, but costlier. Occasionally you can find bargains, but ‘good ole’ wool is the least expensive way to go. Down is warm when dry but when it gets wet it tends to lose heat quickly. These items are essential for winter camping:

• Thermal underwear (wool or poly preferred)

• Wool or poly shirt and pants.

• Large parka or coat

• Gloves, Stocking hat or balaclava

• Winter boots (the ‘Sorrel’ type is best, or “moon boots”

*(Athletic shoes are not permitted for winter camping.)*

Gear

A winter-weight sleeping bag and sleep pad are not required but are recommended. (A polypropylene liner will add 10 to 20 degrees rating to your bag.)

Appendix M

**Campout Personal Equipment Check-List Scouts BSA Troop XXX**

**Meet at [Location]**

**Things to Bring:**

* Readiness Preparedness Pack
* Sleeping bag or bedding
* Rain gear
* First aid kit
* Backpack or bag

**Appropriate Clothing:**

* Scout Uniform **(Must be in Scout Uniform to leave on any Troop activity)**
* Scout Activity t-shirt
* Wear a good pair of shoes or hiking boots
* Extra pair of shoes if needed
* Extra shorts or long pants
* Change of underwear
* Pajamas or sweat-suit to sleep in
* Extra pairs of socks

**Toiletries (store in a Ziploc bag)**

* Soap (enclosed container)
* Hand Sanitizer
* Toothbrush & Toothpaste
* Comb
* Washcloth and Towel
* Toilet Paper

**Other:**

* Scout Handbook
* Water Bottle or Canteen
* Flashlight and extra batteries
* Pocket knife (If you have a Totin Chip card)
* Compass
* Large trash bag

**Eating Utensils - (usually patrol gear):**

* Fork, knife, and spoon
* Clean-up gear
* Mess kit or eating gear

**Cold Weather Gear - (Several layers of loose clothing):**

* Good pair of warm loose fitting boots
* Warm winter coat with hood
* Knit stocking cap
* Thermal underwear
* Wear two pairs of socks
* Gloves
* Extra sweater or sweatshirt
* Two extra blankets (to wrap under and over)
* Windbreaker
* Extra pair of jeans

Appendix N

**Rank Advancement**

Advancement sets a pattern of setting positive goals and reaching them throughout life. Even though it’s not one of the primary aims of Scouting, advancement is a natural byproduct when your Scouting experience is acquainting you with the BSA ideals, the patrol method, the outdoors, association with adults, personal growth, leadership development, and the Scout uniform. It’s easy to advance by following these basic steps:

Learning

Testing

Review

Recognition

Rank Advancement

The requirements for the ranks of Tenderfoot through First Class prepare you to take full advantage of all that Scouting has to offer. Star, Life, and Eagle requirements focus on service to others and developing leadership skills.

Requirements for each rank are outlined in the Scouts BSA Handbook. You can work on advancement requirements with your parents or other family members, with other Scouts, and with adult Scout leaders. This can be done on your own, in patrol and Troop meetings, and during other Troop functions such as campouts. A good rule of thumb is to try to complete one or two rank requirements at each Troop meeting.

Scout skills cannot be mastered by performing them just once. You will have many opportunities to practice each skill, and you will be thoroughly tested on each requirement before it is “signed off”. In addition, expect to practice each skill repeatedly, even after it has been signed off. As you progress, you will also have opportunities to teach these skills to less experienced Scouts, which will further reinforce your knowledge and skill.

As you complete each requirement, you will be tested and signed off in the BACK section of your handbook by the Scoutmaster or by someone he or she designates. This person may be an Assistant Scoutmaster, a Troop Committee Member, or another, more experienced, Scout. (In Scouts BSA, Troop leaders, rather than parents, sign off advancement requirements. In order to avoid the appearance of impropriety, in most Troops, Troop leaders will not normally sign off rank requirements for their own child. Infrequent exceptions may be made in the case of a leader who is teaching skills to several Scouts at once at a patrol or Troop meeting or other Scouting function, but every effort should be made to have another leader sign off the instructing leader’s children if possible.

It’s up to you to take advantage of the advancement opportunities available to you, and to take initiative to ask for someone to test you when you are ready. You are responsible for keeping your own personal advancement record in your handbook. You should also record your service hours, campouts, Troop activities, and leadership positions in your handbook.

You must earn the ranks in order, but you may complete any requirement for Tenderfoot through First Class at any time. (For example, you may complete a First-Class requirement before finishing your Tenderfoot requirements, but you must earn Tenderfoot rank before you are awarded Second Class and First-Class ranks.)

You will be meeting regularly with the Scoutmaster to discuss your activity in the Troop and your understanding and practice of the ideals of Scouting. This Scoutmaster conference is also used to discuss your goals and accomplishments and is required for each rank advancement. You do not have to wait until you have completed the requirements for a rank to ask for a Scoutmaster conference. You may talk, with the Scoutmaster at any time that is convenient to both of you. However, for a Scoutmaster conference to count toward rank advancement it must take place after all other requirements are complete and before the Board of Review. At this required conference the Scoutmaster will also help you determine whether or not you are ready to go before the Board of Review.

After this Scoutmaster conference, you should arrange for your Board of Review following the procedures your Troop has established. Boards of Review for all ranks, except Eagle Scout, are normally held once a month, and are composed of three to six registered members of the Troop Committee. (Eagle Scout Boards of Review are arranged through your Council or District Advancement Committee and can have other members.) The Board of Review may not include the Scoutmaster, Assistant Scoutmasters, or your family members.

The purpose of the Board of Review is not to retest you but rather to ensure that you have completed all of the requirements, to determine the quality of your Troop experience, and to encourage you to advance toward the next rank. (Sometimes you will meet a Board of Review even when you are not ready for the next rank, to check your progress and to see how things are going for you in the Troop and in your patrol. The Troop Advancement Chairperson may schedule you for such a Board of Review when (s)he feels that an extended period has passed since your last Board of Review.)

You need to have your Scout Handbook and should be in your Field Uniform when you appear before a Board of Review.

At the beginning of the Board of Review, the president of the board will bring you into the room, introduce you to the board, and invite you to be seated. During the review the board will discuss your development along your trail to Eagle, ask you questions about skills that were required for your rank and evaluate you in terms of Troop activities and readiness for the next rank. It is also a time for you to ask any questions you might have and to give feedback to the Troop Committee about activities and your Scouting experience in your Troop and in your patrol. At the end of the review, you will be asked to leave the room while the board discusses your qualifications. The board will then call you back into the room and inform you either that you have been approved for the next rank or what additional actions you must take to qualify.

After passing the Board of Review, you will need to present your Scout field book to the Advancement Chairperson to be recorded in the master Troop XXX software. It you fail to complete this you will only delay your advancement. You will be recognized in front of the Troop as soon as possible. You will be formally recognized for your rank advancements and merit badges In front of family and friends during a ceremony at a Court of Honor. At this time, you will be presented with your wallet-sized certificate card and, if your Troop presents them, a rank pin (‘mothers pin’). Most Troops schedule four Courts of Honor each year. Your parents, other family members, and friends are invited and encouraged to attend all Courts of Honor.

After reaching the rank of Life Scout, you will meet with one of the adult leaders in the Troop. At this meeting, you will receive your Life to Eagle packet and discuss ideas and suggestions for your Eagle Service Project. This project must conform to special guidelines that have been outlined by the Boy Scouts of America. Your Scoutmaster, Troop Advancement Chairperson, and a representative of your District Advancement Committee, as well as the benefiting organization, must approve your project before you begin carrying it out.

**Merit Badges**

Earning merit badges allows you to explore many fields, helps you round out your skills, and introduces you to subjects that will perhaps become lifelong interests or a rewarding career.

There are more than 100 merit badges for you to choose from. You may earn any merit badge at any time, with Scoutmaster approval. Don’t wait for someone to tell you when and which merit badge to work on. You don’t need to reach a certain rank in order to be eligible. However, you should concentrate on achieving the rank of First Class before devoting a lot time to working on merit badges.

Don’t overwhelm yourself by trying to complete too many badges at one time. We recommend that you actively work on no more than two at one time until you reach the rank of First Class, and no more than five at one time thereafter.

You can find information about merit badge requirements in the appropriate merit badge pamphlets and in the current year’s Scouts BSA Requirements book. Some of these should be available in your Troop library or at your public library. All of them are available from your Scout Shop or Council Trading Post, or a store which sells Scouting supplies in your area. If you are finished using merit badge pamphlets that you own, many Troops encourage you to donate them to the Troop library.

**Steps to earn a merit badge:**

Get a blue merit badge card from the Advancement Chairperson, or Scoutmaster. Fill in your name, address, and the name of the badge, and ask the Scoutmaster to sign it. Then get the name and phone number of a qualified counselor from the Advancement Chairperson or Scoutmaster.

Call the counselor and set up an appointment. This can be at any place that is suitable to both of you. Along with a buddy (another Scout, a family member, or a friend), meet with the counselor. The counselor will explain the requirements for the merit badge and help you get started.

Work on the badge requirements until you complete them, meeting with the counselor (along with your buddy) whenever necessary. You must complete the stated requirements and satisfy the standards of each merit badge. The merit badge counselor may encourage you to do more than the requirements state but he or she may not require it. YOU (not the counselor, the Scoutmaster, or Advancement Chairperson) keep the merit badge card until you have completed the requirements and the counselor has signed the card. If you lose this card, you will have to start the badge over unless the counselor is willing and able to vouch for what you already completed.

If you change counselors for any reason, it is up to the new counselor whether or not he or she accepts the work you did with the previous counselor. Normally the new counselor asks you a few questions, and if the counselor is satisfied that you actually did the work that was signed off, he or she will accept it.

After you complete the merit badge and the counselor signs your merit badge card, he or she will keep the Counselor’s section and return the rest of the card to you. Bring the rest of the card to the Advancement Chairperson, who will keep the Troop section and return the Scout section to you.

You receive your merit badge shortly after you turn in the blue card (usually the next Court of Honor). Your wallet-sized certificate card will be presented to you at that Court of Honor.

**Record Keeping**

Your advancement records are kept in three places — your Council office, the Troop Advancement Chairperson, and yourself. The Council office keeps records supplied to them by the Troop Advancement Chairperson; who also keeps copies of these records for the Troop. Many Troop Advancement Chairmen also maintain their advancement information on computers.

You will receive three kinds of documents that you need to KEEP IN A SAFE PLACE UNTIL AFTER YOU TURN 18 (or receive your Eagle Scout Award, whichever is later)! These documents are: your Scout Handbook with requirements signed off; your portion of completed blue merit badge cards; and the wallet-sized certificate cards for rank advancement and merit badge completion. Make sure all of them are signed or initialed by the appropriate Scout leader.

All of the cards are the same size and can be safely kept in plastic protector pages (available at Wal-Mart, etc.) that are designed for baseball and other sports cards. IT IS VERY IMPORTANT THAT YOU KEEP THESE DOCUMENTS IN A SAFE PLACE AND DO NOT LOSE THEM!!! If it should happen that there is a discrepancy or missing records, your personal records are your most important ally in proving what you completed and when.

**Recommended Reading**

• Scouts BSA Handbook Current year’s Scouts BSA Requirements

• Merit badge pamphlets The Scoutmaster Handbook

• Advancement Committee Policies and Procedures

ACKNOWLEDGEMENTS

The original version of this document was supplied to the US Scouting Service Project internet site. It was edited it to make it fit the Advancement Guidelines of a specific unit.

Appendix O

**General Troop Policies**

**Scouts BSA Troop XXX,**

**[Charter Organization]**

**General Policies**

(Adopted by Troop XXX on [date])

1. The Scouts BSA shall have a Committee organized to manage the operations of the Troop.

2. The Scouts BSA Committee shall consist of the Committee Chairperson, Secretary, Treasurer (Finance Chairperson), Rank Advancement Chairperson, Quartermaster, Program Chairperson, Fundraising Chairperson, Recruitment Chairperson, Scoutmaster, and Training Coordinator. Committee members may designate a voting proxy to a meeting in writing to the Committee Chairperson.

3. Sub-Committees shall be formed, and a Sub-Committee Chairperson shall be appointed for the following events and other functions as the Committee shall determine:

A. Finance

B. Program

C. Rank Advancement

D. Fundraising

E. Recruitment

4. All Troop activities shall be thoroughly planned and executed.

The Sub-Committees shall:

A. Provide a written outline plan to the sub-Committee Chairperson

B. The outline shall include all known information such as: Location, Date, Budget, Preferred meal or alternate, Program content, Special needs or considerations such as: dual serving tables to allow 4 lines at dinners, transportation by bus or car, must be communicated in the preliminary planning outline.

C. Sub-Committee Chairperson shall then go forth and plan, exploring any options and determining all of the open or unresolved items.

D. The Sub-Committee Chairperson shall report back to the Committee at a regular Committee meeting on all of the options and preliminary plans prior to final approval by the Committee.

E. The Committee shall then review the plan, discuss any changes needed, vote on any alternatives, and then have a final vote on the plan.

F. The Sub-Committee Chairperson may then proceed to implement the final written Committee approved plan without further changes or guidance.

G. No changes shall be made to the final approved plan without the consent of both the Committee Chairperson and the Scoutmaster. This is intended for emergencies only or adverse weather conditions.

H. Prepare an after-action report on all major activities listing all pertinent information such as budget, overall success, attendance, food quantities, changes needed, etc. and include this with the final plan in the Committee Chairperson’s notebook and the Scoutmaster notebook.

5. Troop Sub-Committees will be organized as follows:

A. Finance Sub-Committee:

(1) The purpose of the Finance Sub Committee will be to recommend policies and procedures, develop the annual budget and provide monthly oversight of the Troop's financial assets.

(2) The sub-Committee will work closely with the Quartermaster in developing the policies and the budget for the Troop. The issues to be considered by the sub-Committee will include (but not be limited to):

a. Expense reimbursements

b. Income management

c. Equipment purchases

d. Equipment maintenance

e. Troop donations

B. Program Sub Committee:

(1) The purpose of the Program SubCommittee will be to develop an annual plan for Troop activities and to organize the activities for implementation. The Program Sub Committee will work closely with the Scoutmaster in developing the programs for the Troop. The activities to be considered by the sub-Committee will include (but not limited to):

a. Campouts

b. Scout Camp

c. Courts of Honor

d. Scout Sunday

e. Special Troop outings

f. Recruiting

C. Rank Advancement Sub-Committee:

(1) The purpose of the Rank Advancement Sub-Committee will be to monitor rank advancement and assist the Scouts with opportunities for achieve progressive ranks. The activities to be considered by the sub-Committee will include (but not limited to):

a. Track the Troop's rank advancement;

b. Coordinate with Program Sub Committee to ensure specific requirements for advancement will be given priority in planning Troop activities;

c. Conduct Boards of Review (with senior Scouts as members of the board of review);

d. Monitor and assist in merit badge achievements.

D. Fund Raising Sub-Committee:

(1) The primary purpose of the Fundraising Sub-Committee will be to investigate opportunities for specific fundraising events, organize the approved events and implement the activities supporting the events. The Sub-Committee will work closely with the Finance Sub-Committee to ensure the funds needed for the Troop's yearly activities are recognized when determining the goals of the fund raiser(s).

E. Recruitment Sub-Committee:

(1) The primary purpose of the Recruitment Sub-Committee is to develop and implement a year-round growth plan that incorporates all methods of recruitment, working closely with Cub Scout packs in the community. The Sub-Committee will work closely with the Scoutmaster and other required Sub-Committees (i.e Program) for organizing events for the recruitment of Arrow of Light Scouts into the Troop.

6. Each Sub-Committee chairperson shall be appointed by the Troop Committee Chairperson and approved by the full Committee. Each Sub-Committee chairperson will submit candidates to serve to the Committee Chairman for approval by the full Committee. Each Sub-Committee chairperson will be responsible for organizing each Committee including regularly scheduled meetings. The Sub-Committee chair will provide a report, including specific recommendations to the Troop's Committee Chairperson to be discussed and approved/amended at the full Committee meeting on a monthly basis.

Additionally, each Sub-Committee shall include at least one senior Scout as a member of the Committee. The Scout shall hold a rank of first class or higher and shall be approved by the full Committee upon receipt of nomination by the Sub-Committee chairperson.

7. Each Committee member shall be asked to serve at least one year. An exception to this will be extenuating circumstances which will not allow the person to continue serving or the Committee Chairman determines the need to dismiss a person from the Committee. Should it be determined by the Committee Chairman that a person should no longer serve as a Committee member, the Committee Chairperson shall bring the issue to a vote by the full Committee in a special meeting to consider such action. A majority vote by the full Committee (absentee voting will be acceptable) will be required to remove the member. In the event a person is removed from the Committee, the Committee Chairman will forward potential candidates for consideration by the Committee in a timely manner.

8. During the month of [month] of each year, Committee members will make known their intentions to continue serving as a Committee member or their desire to no longer serve on the Committee or their desire to serve in a different capacity on the Committee. In the regular Committee meeting in [month], the Committee shall receive notification by the Committee members of their intentions and shall take appropriate action to reinstate or otherwise fill the Committee positions within the guidelines of the Troop’s Policies and Procedures. Each member shall be obligated to serve a one-year term from [date] to [date].

9. Equipment purchased by the Scout Troop shall be considered common equipment. Any equipment may be “borrowed” by either organization and may also be borrowed by the Knights of Columbus and other Church organizations. The borrowing organization shall be responsible for the condition of the equipment and shall replace or repair any damaged equipment in kind. The Scouts BSA Quartermaster shall organize and maintain all equipment and shall coordinate the lending of all equipment.

10. The Troop shall follow all procedures set forth by the Boy Scouts of America. All Adult Leaders shall be provided a copy of the appropriate Leaders Book at Troop expense. Leaders leaving the organization should pass along their copy to new leaders. All leaders shall receive all required Scouts BSA Training.

11. Disputes that are not resolvable by the Scoutmaster shall be brought to the attention of the Charter Organization Representative who shall resolve the issues or dispute.

12. Accounting. Books shall be kept delineating all Troop income and expenses. A computer-based software package such as Quicken Pro shall be used with all appropriate income and expense categories. An Income and Expense statement (Profit and Loss) shall be prepared for each Committee meeting. Anyone may request full disclosure of all Troop income and expenditures and shall receive a full printout within 30 days.

A. Expenses incurred and Reimbursements made shall be for only those items and amounts approved by a vote of the Committee. A reimbursement request form shall be used and photocopies of all receipts shall be attached. Each expense shall be itemized and categorized on the form. The Scoutmaster or Committee Chairperson and one other SubCommittee Chairperson shall review, approve, and sign the form prior to giving it to the Treasurer for payment. If the request is from the Scoutmaster or Committee Chairperson then the other person or the Finance SubCommittee Chairperson needs to approve it. Incidental expenses ($XXX max) may be approved by the Scoutmaster. Expenses for awards, registration, and camping fees are normal business expenses, do not require a vote of the Committee for payment, and may be authorized directly by the Scoutmaster.

B. Campmaster and Campmaster designee attending camp as full-time adults will receive the first 2 leader fees discount from council. If the discount is not used by either, the Committee shall designate another full-time adult recipient(s).

C. The Troop shall reimburse the parents of the Scout for reasonable costs of food for campouts for which the Scout is responsible for patrol food. Those costs deemed excessive can be denied by a vote of the Troop Committee.

D. For the vehicle towing Troop XXX’s trailer, expense for fuel only will be reimbursed per current IRS guidelines. Purchaser shall submit completed reimbursement form stating the mileage incurred. Reimbursement for the direct cost shall not require prior Troop approval.

E. Use of [state] tax-exempt certificates shall comply with all applicable state laws. Authorization to use a [state] tax-exempt certificate is extended to the following Troop members, provided they are registered adult leaders with the [Council name] and are in good standing within Troop XXX:

(1) Quartermaster

(2) Scoutmaster

(3) Fundraising Committee Chairperson

F. Troop refunds shall be as follows:

(1) All money collected by the Troop for its own purposes of operating the Troop shall be non-refundable.

(2) All money collected for special Troop activities or campouts, which is used in turn to pay other vendors for their supplies/rentals/services, shall be subject to the refund policies of that vendor, including [camp name] summer camp and similar event organizers.

(3) Refunds requested as a result of non-participation will not be made unless non- participation was a result of an unplanned personal or family emergency and will be subject to the approval of the Troop Committee.

10. The most current version of Troopmaster Software shall be used to keep

track of all registration and advancement information.

11. Youth Protection guidelines shall be followed without exception. Any incident that occurs shall be immediately reported to the Scoutmaster who shall also report it to the CR. The Scoutmaster shall follow all BSA requirements for reporting and notifying the Police department as required. Should situations develop that in the judgment of the Scoutmaster require a temporary deviation from these guidelines, the CR shall be informed of the circumstances both verbally and in writing (email is acceptable). The deviation shall only occur when it would otherwise interfere with safe and prudent conduct. Temporary deviations may involve emergencies, illness, severe weather, or other potentially life-threatening situation, but **never** for convenience.

**Adult Leader Training**

Boy Scouts of America requires the following training for all Adult Leaders. There are 4 modules to take, all online, and each one takes about 30 minutes to complete. They are:

* Y01 -Youth Protection Training, must be renewed every 2 years
* SFS or WSFS- BSA Leader Fast Start
* WA01- This Is Scouting
* S10- Troop Committee Challenge

Steps:

Log into https://myScouting.Scouting.org

Sign in with your username and password or set up a new account. Under Training on the drop-down menu on the left, go to E-Learning. There is a tab for General Training and one for Scouts BSA/Varsity Scout Training Highlight the module to take by highlighting "Take Course".

Once you have taken the course, be sure that you get a copy of your certificate. Give a copy of your certificate to the Scoutmaster or Troop Committee Chair. Also let us know the user name that you used to log in to the training.

To see the training you have completed, go to Training Validation and enter your user name or BSA number to see what is complete. Remember that Youth Protection must be taken every 2 years.

BSA also offers many different levels of training (Wood Badge, NRA Range Safety Officer, Wilderness First Aid, etc.) but this training is all optional and at your cost.

Appendix P

**Troop XXXX Behavior Codes**

**Expected Behavior**

**We need two copies of this signed form.**

**One for the Scoutmaster and one to be in the Scout’s Notebook**

**All Scouts in Troop XXXX will:**

1. Live by the Scout Law.
2. Acknowledge the Scout sign.
3. Show respect to leaders and fellow Scouts and their personal property.
4. Stay in the meeting (or camping) area.
5. Show respect for the church property.
6. Refrain from taunting, teasing or using obscenities (language or gestures).
7. Care for and respect troop equipment.
8. Refrain from participation in “hazing” or “initiation” activities.
9. Respect the physical space of fellow scouts.
10. Refrain from all physical violence.
11. Report any weapons, illegal drugs, military paraphernalia immediately to an adult in charge.
12. Respect all rules and regulations governing the Boy Scouts of America.

**Consequences for failure to adhere to the Behavior Code:**

1. For repeated minor infractions:
   1. The adult leader(s) may require a public apology at closing circle.
   2. Or enforce a time-out period.
   3. Or chose to call a parent to report the inappropriate behavior.
2. For serious infractions:
   1. The adult leader(s) shall require the Scout to:
      1. Spend the remainder of the meeting in time-out.
      2. Or to go home immediately.
      3. And / or be excluded from the following meeting.

**I have read and understand the above information.**

**Scout \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_**

**Parent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_**

Appendix Q

**Scouts BSA Troop XXX Behavior Policy & Guidelines**

Scout Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Each Scouts BSA rank advancement includes a "Scout Spirit" requirement that reads "demonstrate Scout spirit by living the Scout Oath and Law in your everyday life." As one very important measure of the fulfillment of this requirement, the Scouts of Troop 218 are expected to live by the Scout Oath and Law In their relationships, both with other Scouts and with adult leaders, during all Scouting activities.

Occasionally, a Scout may not live up to the broad code of expectations represented by the Scout Oath and Law. Violations of the Scout Oath and Law will bring consequences for both the Scout and, at times, for his/her patrol.

Rank advancement is not possible without demonstrating acceptance of these guidelines.

Therefore, the Committee of Scouts BSA Troop XXX has a “zero-tolerance” policy regarding the following actions as well as an outline of the disciplinary actions that would follow.

**Minor Infractions (examples, but not limited to)**

• Disrespectful behavior towards any person;

• Use of foul or vulgar language, sexual innuendo, calling people names, ethnic jokes or disparaging remarks;

• Failure to obey youth or adult leaders;

• Abuse of a Junior Leadership position;

• Unsafe use of equipment such as a knife, axe;

• Use of matches or flammable chemicals for other than there intended purpose;

• Refusal to properly wear the Scout uniform;

o Action: Minor infractions will result in a warning from an adult leader and the behavior will be reported to the Scoutmaster. The second time the above steps must be taken, the Scout’s parents are notified, and the Scout is sent home. A Troop Committee conference will then be set up with both the Scout and his/her parents.

**More serious conduct**

• Fighting or physical harassment;

• Bullying, hazing, or any action that could result in injury to the Scout or anyone else;

• Destruction of property;

• Theft;

• Use of Tobacco;

• Use of drugs or alcohol (see below);

o Action: Parents are notified, the Scout is sent home and he/she is suspended from the Troop. A Troop Committee conference is then required for the Scout and his/her parents to determine his/her future status in the Troop and any additional disciplinary or remediation measures.

It is in the discretion of the Scoutmaster and/or the Assistant Scoutmaster(s) to determine if a violation of the zero-tolerance policy has occurred. Disciplinary actions will be

dealt with in strict confidence. The Scout’s parents will be fully informed of the issue. Together, the Troop Committee, parents, and Scoutmaster will work toward a solution with the Troop’s best interest in mind.

Place initials here Parent\_\_\_\_\_\_\_\_ Scout\_\_\_\_\_\_\_\_\_

**Scouts BSA Troop XXX Behavior Policy & Guidelines**

Scout Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

With regard to the above guidelines, the Committee Chair is empowered to act on behalf of the Committee, so that disciplinary actions can be dealt with on a timely basis. The parent of a Scout involved in a disciplinary action who is the Scoutmaster, outing leader involved, or the Committee Chair, shall defer to another leader or Committee member during problem resolution.

**Drug and Alcohol Usage:** The Following is the course of action for any occurrence by a Troop XXX Scout involving the possession, use, attempted sale, or sale of any illegal drugs or alcohol at any Troop activity.

1. The Scout will be removed from Troop XXX membership for a minimum of 6 months of active Troop program beginning the first of the month following the occurrence.

2. The Scout must receive counseling.

3. After receiving counseling, a written consent from his/her parents and his/her family counselor stating they can assure us the behavior which led to his/her dismissal is not likely to repeat itself, the Scout may make application to again become a Scout with Troop XXX.

4. The Troop Committee will review and discuss the application with the Scout and his/her parents.

5. Upon a favorable response by the Troop Committee, the Scout must agree to the following conditions:

a. He/she will apologize publicly to the entire Troop for the actions which led to his/her removal from the Troop.

b. He/she will be on probation with restrictions for 6 months of active Troop program following the acceptance of his/her application back into Troop XXX

6. The restrictions during probation are:

a. Attendance limited to Troop meetings only.

b. No camps.

c. No leadership positions.

d. No rank advancement during that time. (However, work toward advancement is encouraged.)

e. Any further violation of the Troop XXX Behavior Guidelines which would lead to disciplinary action will bring automatic and permanent dismissal from Troop XXX

7. Upon successful completion of the probation, these restrictions will cease.

It is hoped that all Scouts will meet the expectations for behavior contained within the Scout Oath and Law and that the disciplinary actions outlined above will not be required.

We have read the conduct code above and agree to abide by it.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent's signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Scout's signature |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

Appendix R

**Standards for Monthly Camp-Outs**

In order to make the monthly weekend camp-outs better for both the scouts and the leaders, please review the following items and the Troop XXXX Personal Equipment Checklist prior to each camp-out.

**Bottom line up Front: Be Prepared and Be Responsible**

**Don’t assume** other scouts/scout leaders will provide what you should have for yourself.

1. **If you can’t go on the campout, you are responsible to let the Troop Scoutmaster know the reason why you can’t go.**
2. **If you can’t go, you are responsible to let the Grub Master know you are not going. If he has already bought the food, you may still owe.**
3. Review the **Weather Forecast** regarding temperature and precipitation for the days we will be camping. Consider this information and ensure that you have the appropriate clothing (Scout shirt, long pants, coats, gloves, cap, rain gear, etc.).
4. At each camp-out we may have a fire, so you may want to bring a **chair**.
5. Bring a **Water Bottle**. The troop does not provide an endless supply of cups.
6. Meals costs are $X per meal per person. Please pay the scout Grub Masterthe full amount by the scout meeting prior to departure. The leaders will pay the Leader Grub Master the full amount the scout meeting prior to departure.
7. There are scout duty assignments for each camp-out. Understand that you will be expected to **either Cook or Clean up with each meal.** Other activities (games) will not occur until your assignment is completed.
8. On the last day of the camp-out, please start **packing your gear** as soon as you are dressed for the day.
9. The **buddy system** is always in-force…stay safe.
10. If you intend to **depart at a time other than when the troop departs,** you need to let the Scoutmaster in Charge of the camp-out know as soon as you are aware of this situation. **Don’t leave before the Scoutmaster knows you are leaving. This will affect what you may owe the Grub Master for your meals.**

Appendix S

**Troop XXX Social Media Guidelines**

1. Our number one priority is the protection of personal information pertaining to our youth members and volunteers should be our greatest concern. Troop XXX subscribes to the use COPPA, the Children's Online Privacy Protection Act, as its standard. You can read the details on compliance at http://www.coppa.org/comply.htm. BSA Youth Protection Guidelines are still applicable.

2. Copyright infringement is a major concern with unit sites. Sadly, photos, music and video are commonly reused on social media sites without permission. Plagiarism is also common. Such practices violate the ethics of Scouting. They are also violations of law and could expose the account holders to legal action.

3. The purpose of Troop Social Media websites is to provide a forum for parents, family, and friends to watch their Scouts in action, record events for posterity, and used as a recruiting tool to highlight the youth that Scout’s is a fun activity to be seriously considered. In addition, Social Media websites allow a quick forum to distribute information to the parents/family/friends of upcoming activities through information flyers.

4. The current social media sites approved for Troop XXX use are:

Troopmaster 2.0 website: [URL]

Facebook (Current): [URL]

5. Our Troop Facebook social media website and Troop website will:

A. Have content appropriate to the Scouting movement, nor allow any sites that contain material inappropriate to the Scouting movement.

B. Be regulated by the Troop XXX Committee, specifically the Committee Chairman, Scoutmaster, and designated Webmaster. They reserve the right to delete all inappropriate posted content and/or respond as the collective “Voice of the Troop” to potential caustic posts.

C. All Scouts wishing to add media to a Troop website must first clear the content with the Senior Patrol Leader and then either the Scoutmaster or other chartered adult leader in the Troop before being allowed to add it. Approved material for addition will be sent to an approved editor of the Troop Social Media for addition.

D. The Troop Committee webmaster will serve as the primary editor and approver of member access to the Troop social media sight. The Troop Committee Chair and Scoutmaster will also have edit and member access rights. The Troop webmaster will maintain the supporting e-mail, login, and password for all social media sites, with the Troop Committee Chair and Scoutmaster serving as alternates.

E. Not contain any advertisements or commercial endorsements unless they are automatically added by the site host (such as ads on Facebook). Not engage in the electronic sale of BSA Supply Division merchandise, competing products, or replicate any BSA publication currently for sale through the Supply Division.

F. Consider the safety and privacy of their members and participants by obtaining the necessary permissions to release. Only first names of a Scout may be used on a post.

G. Share activities with the council and district so they can be shared with others and aggregate all social media activities.

H. The Troop social media sites are not the appropriate forum for political or inflammatory speeches or discussions. Everything on the website should be directly related to the activities of the Troop. Save personal opinions on such matters for your own social media site.

I. This is a living document that will be updated as necessary but reviewed for content at least once per year. The policy will be added to current Troop XXX Parent’s Guide, dated [date].

6. Tips and Recommendations:

A. Provide a short title of posted pictures to help explain the context to viewers.

B. One or two great action pictures is much better than two dozen “okay” photos.

C. When possible, edit pictures by size cropping or eliminating “red eye” to improve the quality of the picture before posting.

D. When in doubt, get closer before you take the picture. Distant action shots don’t view very well on social media.

E. Limit videos to under 1MB or 15 seconds, when possible, to the limit the impact to viewers mobile media data.

DISCLAIMER: In addition to Troop websites, unit social media sites, pages, logins or handles created by individuals at the unit level of Scouting are essentially personal and therefore beyond the National Council’s and Heart of America Council’s control or liability.

Appendix T

**Troop XXXX Treasurer Information**

**Normal Annual Expenses** – Paid to the treasurer or their assistant if the treasurer is not available.

* **Troop Dues** – (covers [Month] thru [Month])
  + The amount varies from year to year depending on the status of the troop treasury. This is pro-rated for new scouts entering the troop.
* **Camp Fees**
  + **[Scout Reservation]** – The troop will pay $X per 1st year camper after the scout has paid their portion. The actual amount paid by the troop is determined by what is in the 1st year camper fund divided by the number of 1st year campers. So this can change each year. There is no 1st year camper scholarship for adults attending, so please pay the entire amount (same amount as for a scout). There is no troop scholarship after the first year. If you need financial assistance, please talk to the Troop Scoutmaster, about the council’s scholarship assistance. The sooner you do this, the better your chances are for getting assistance. It needs to be requested to HOAC before February 15th.
  + **Rotary Camp** – We offer a 1st year camper scholarship for scouts attending Rotary Camp. This is usually 50% of the camp fee.
* **Registration for Scouts and Scout Life Magazine** – Registration is done annually. We collect the Scouting Registration fee in [Month] and [Month]. Scout Life Magazine (optional) has been an additional $X. If you transferred from another Troop or Cub Pack, your registration is not due with the troop until the next Recharter time in [Month]. If you transfer into the troop, you are still registered until Registration time.
* **Fundraisers** – At the current time, we participate in [fundraisers]. Some years we also do a dinner for the church as a thank you and we collect donations at that time. Our Troop Fundraiser Chairperson works with the Troop Committee to work on Fundraiser for the year.

**Popcorn Sales ([Month] and [Month])**

Individual sales money is turned in to the treasurer at the end of the sale. It can be paid earlier if more appropriate for you by making arrangements with the treasurer. Currently, as a troop, we have chosen not to receive prizes. Instead, we take the commission and divide it among the scouts who participated pro-rated according to how much they worked. Individual sales commissions go into the scouts’ individual scout accounts. We try to do 2 – 4 Show and Sell events each year. **All scouts are expected to participate in the popcorn sale; especially the Show and Sell.** Parents’ help is also needed. If you will be requesting financial assistance from the council, **you must** participate in the popcorn sale.

* + **Nut Money (sold in the fall)** is turned into the person in charge of the sale. Currently, the scout earns $X for each unit sold. The troop earns the rest.
  + **Trash Bags (sold all year)** - Money is turned into the treasurer. Currently trash bags sell for $X a roll. We have white (tall kitchen size), yellow, and blue (larger than yellow) trash bags. The scouts earn $X for each roll sold and the troop earns about $X per roll.
  + **Church Dinner (done when the Troop Committee and the church decide to have it)** – The Troop Committee determines in advance how the money will be used. Some years it is split between the scouts who work the event and the troop. Some years it all goes to the scouts or all to the troop. **All scouts and parents are expected to participate.**

**Other Expenses** – paid to the person in charge of the activity.

* **Campouts** – Pay the adult in charge of that campout the cost of the campout (cost for camping and activities for that weekend as well as the cost of food). You will know the adult in charge because that is the person who is announcing the event at opening and closing each week. They will also be the person passing out a flier about the campout. That adult or Treasurer will give the patrol grub masters their share of the money for food.
* **Merit Badge Colleges** – Pay the adult in charge of the college. They will also be signing the scouts up for merit badge classes. You need to pay close attention to the sign up deadline. Missing the deadline may mean your scout can’t get into the merit badge classes of your choice.

**Scout Accounts**

* We track individual scout accounts for each scout. Scouts earn money for this account from the following fundraisers:
  + Popcorn commissions (their Show and Sell share as well as their commission from individual sales).
  + Nut sales - $X per unit sold
  + Trash bag sales - $X per roll
  + Church dinner –The division of the proceeds is decided by the Troop Committee in advance.
  + Other fundraisers as determined by the Troop Committee.

Appendix U

**Troop XXXX**

**Financial Transaction**

Type of Transaction: Turn in money **\*\***

Request payment **\*\***

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Making Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Scout Specific Transactions, which Scout(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cash Check #: \_\_\_\_\_\_\_\_\_\_\_\_

Use Scout Accout Funds $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Uses Other Funds, what: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Date Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*All documentation must be attached (i.e., money, receipts, invoices, etc.)**

Appendix V

Unit Financial Assistance Form

[Your unit may have a fund to help those who require some financial assistance. This form can be used for that purpose. Please edit as appropriate for your unit.]

**Troop XXXX**

**Financial Assistance Request**

**General Information:**

This is an application for funds from the Financial Assistance Fund of Troop XXXX only. The youth must be a Scout in **Good Standing** with the troop. This means they must participate in at least **50%** of the troop activities. These activities are meetings, campouts, working on rank advancements, working on merit badges, and participating in the troop fundraising. The parent(s) should take an active role with the troop and **must** help with fundraising.

**Requested Information:**

Requesting Scout(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requester Parents(s) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you make a request to HOAC for this activity? YES\_\_\_\_ or NO\_\_\_\_

What was the response form HOAC? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approval Information:**

Amount Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_

Scoutmaster Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Troop Committee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasure Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix W

Scouts BSA Troop XXX

[Date/Year] Directory

Adult Leaders

|  |  |  |
| --- | --- | --- |
| [Name]  [Address]  [City, State ZIP]  [e-mail]  [Phone Number(s)] | [Name]  [Address]  [City, State ZIP]  [e-mail]  [Phone Number(s)] | [Name]  [Address]  [City, State ZIP]  [e-mail]  [Phone Number(s)] |
| [Name]  [Address]  [City, State ZIP]  [e-mail]  [Phone Number(s)] | [Name]  [Address]  [City, State ZIP]  [e-mail]  [Phone Number(s)] | [Name]  [Address]  [City, State ZIP]  [e-mail]  [Phone Number(s)] |
| [Name]  [Address]  [City, State ZIP]  [e-mail]  [Phone Number(s)] | [Name]  [Address]  [City, State ZIP]  [e-mail]  [Phone Number(s)] | [Name]  [Address]  [City, State ZIP]  [e-mail]  [Phone Number(s)] |

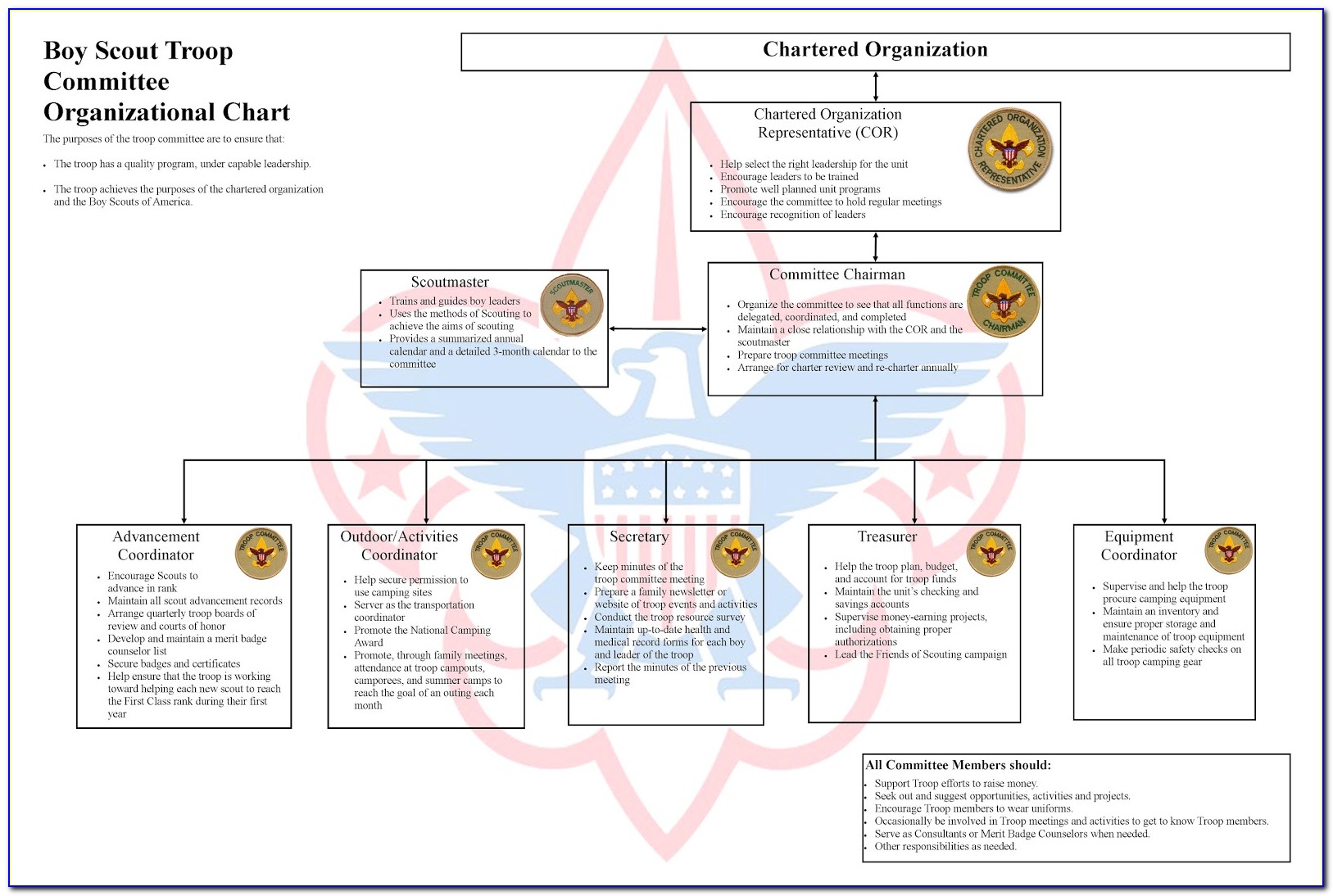
Youth Directory

|  |  |
| --- | --- |
| [Youth Name] [Parent Name]  [Address] [Parent Phone]  [City, State Zip] [Parent e-mail] | [Youth Name] [Parent Name]  [Address] [Parent Phone]  [City, State Zip] [Parent e-mail] |
| [Youth Name] [Parent Name]  [Address] [Parent Phone]  [City, State Zip] [Parent e-mail] | [Youth Name] [Parent Name]  [Address] [Parent Phone]  [City, State Zip] [Parent e-mail] |
| [Youth Name] [Parent Name]  [Address] [Parent Phone]  [City, State Zip] [Parent e-mail] | [Youth Name] [Parent Name]  [Address] [Parent Phone]  [City, State Zip] [Parent e-mail] |
| [Youth Name] [Parent Name]  [Address] [Parent Phone]  [City, State Zip] [Parent e-mail] | [Youth Name] [Parent Name]  [Address] [Parent Phone]  [City, State Zip] [Parent e-mail] |

Appendix X

Unit Organizational Charts

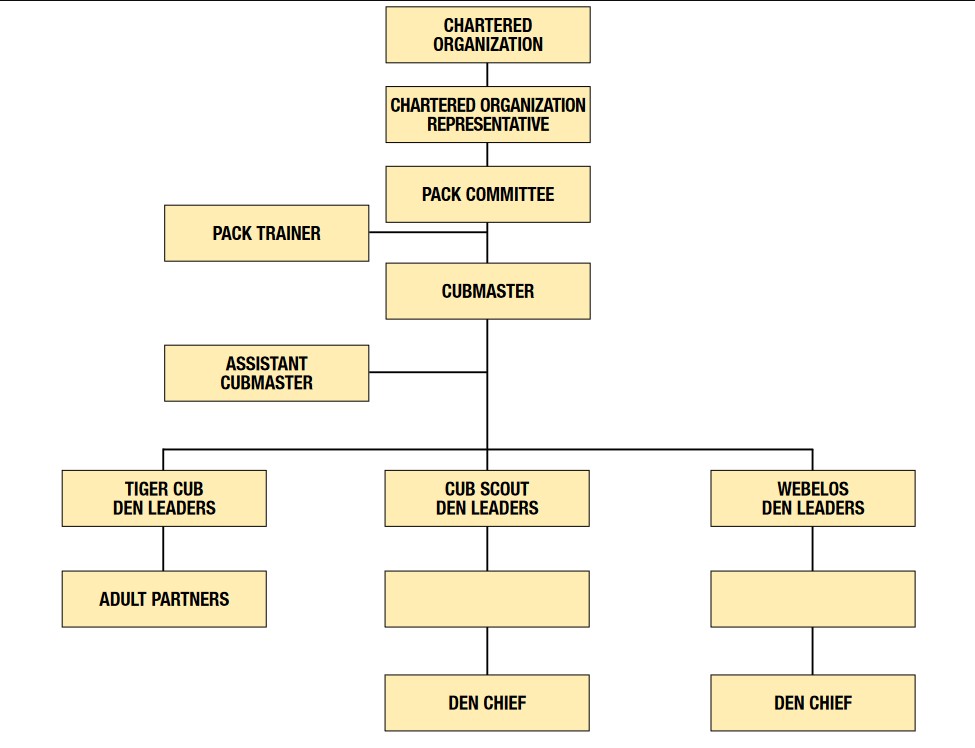
Below is a sample of a Troop Committee Org Chart:



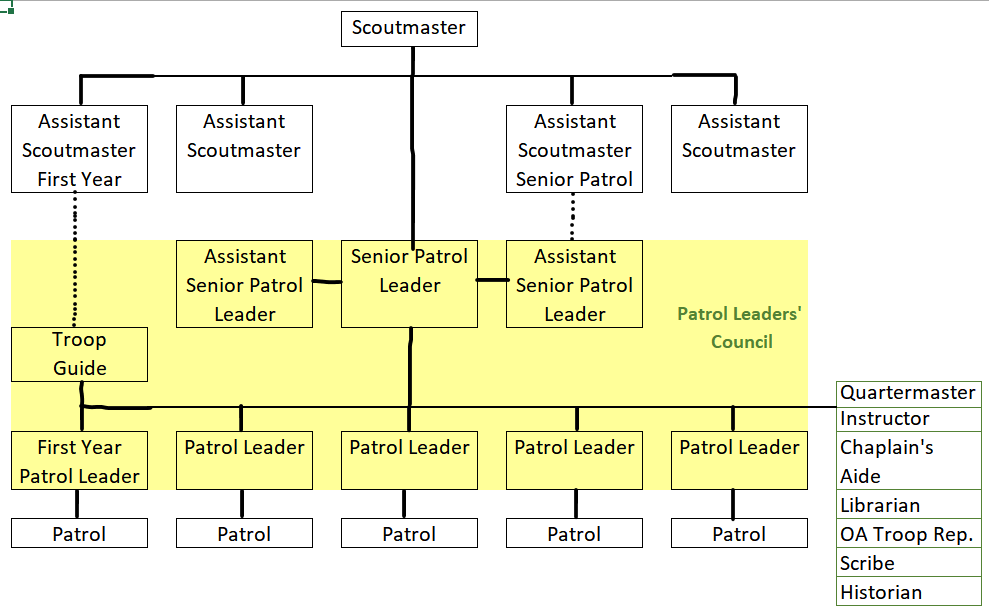
You may refer to the Outdoor/Activities Chair as the Camping Chair. Similarly, you may know the Equipment Coordinator as the Quartermaster. Your unit may also have other Committee positions to include. This chart covers the most common.

Pack and Troop Org charts can be found on the following page.

Below is a sample of a Cub Pack Org Chart:



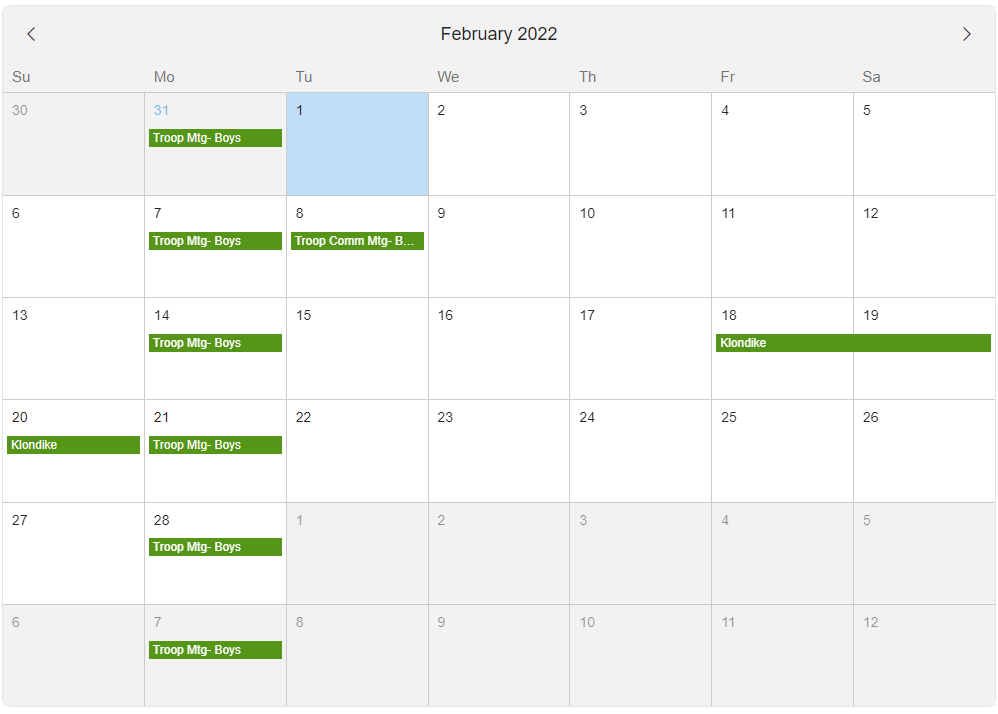
Here is a sample org chart for Scouts BSA Troop:



Appendix Y

It is recommended that you have a troop calendar that parents can refer to. This may take any form you desire, but one resembling a regular calendar seems to be most popular. It may be printed; on-line, on your unit’s website; distributed electronically (such as e-mail); or all three.

It should contain any event or meeting that parents should know about. At a minimum, it should have unit meetings, committee meetings, camping events and any other event or activity the Scout or parent should attend. Below is an example.



Appendix Z

**PRESCRIPTION MEDICATION AND SCOUT OUTINGS**

**BOY SCOUTS OF AMERICA – NATIONAL COUNCIL POLICY**

**CURRENT POLICY**

* The taking of prescription medication is the responsibility of the individual taking the medication and/or that individual’s parent or guardian.
* A Scout leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a Scout takes the necessary medication at the appropriate time.
* Boy Scouts of America does not mandate nor necessarily encourage the Scout leader to do so.
* If your state laws are more limiting, they must be followed.

**THIS IS A CHANGE**

* Old policy stated that all medications were to be checked in to a health officer or a leader in charge at all Scouting functions.

**HEART OF AMERICA COUNCIL GUIDELINES FOR MEDICATION ADMINISTRATION**

All Scouts are of course minors. Our policy, as far as Council activities are concerned, is similar to that of most schools.

* + All medications for a Scout are to be in the possession of the designated adult leader(s), NOT in the Scout’s possession, on all Heart of America Council related activities.
    - The only exception to this rule is for asthma inhalers which the Scout can carry; BUT the adult leaders need to be aware of the fact that the Scout has a condition that requires an inhaler, and is carrying an inhaler.
  + The obvious corollary to this policy is that NO Scout should be in possession of any prescription or over the counter medication without the knowledge of the Scoutmaster and/or his/her designated adult leader(s) responsible for medications.
  + This information will be treated as confidential and shared on a “need-to-know” basis with other adult leaders.

All medications must be kept in a locked box, preferably in a locked building, leader’s cabin or larger lockable box.

* The medication must be:
  + in a prescription bottle clearly labeled with the Scout’s name
  + clearly labeled with the name of the medication
  + clearly labeled with the prescribing doctor and the instructions for use
* If you need a bottle to keep at home, you should ask your pharmacy to supply an empty duplicate bottle. Virtually all of them will do so at no charge.
* A medication authorization form shall be completed for all Scouts who are to receive medications on a Scout outing.

If the Scout is taking any over-the-counter or non-prescription medication or vitamin, it must be sent in the original container. An envelope, baggie, hand labeled bottle, or any other container than that which the substance was in at the time of purchase is not acceptable.

A medication log shall be kept by all units regarding the administration of the medication. This log should note the following:

* Date of medication administration
* Time of medication administration
* Name of medication administered
* Dose of medication administered
* Name of person administering the medication
* Signature of the person administering the medication

Please remember to send enough medication to cover the entire period the Scout will be on the Scouting activity.

* This means day trips, week-ends, summer camp, etc.
* It is a good idea to send at least one extra dose in the event the troop is delayed in returning for some reason.
* Many medications are dependent upon maintaining a certain “blood level” in the patient.
  + These include many of the anti-depressants, seizure medications, antibiotics and others.
  + For the sake of your child’s health, these medications must be continually given, even on camp-outs. We strongly recommend you do not alter your child’s medication regimen for any reason without the knowledge and agreement of his/her doctor.
  + Units should be willing to see that your child receives his/her medication for the time he/she is with the troop on events and activities, to assist him/her in maintaining optimum health.

Appendix AA

**AUTHORIZATION FOR ADMINISTERING OF MEDICATIONS**

Name of Participant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **INSTRUCTIONS** | Over-The-Counter Medications: Ibprofen, |
| 1. ALL Participants MUST complete and submit a signed | Acetaminophen, Antacid, Decongestant, Calamine |
| copy of this form, even if no medications are provided. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2. Medications (Prescription and Over-the-Counter) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| must be in ORIGINAL labeled container and placed in a | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| zip-lock type bag identified with Scout's name. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3. Any Medications unclaimed at the conclusion of the | (NOTE: Circle what applies, list others that are also |
| event will be destroyed. | provided.) |
|  | Strength, Age/weight appropriate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Check One: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_No Medications are to be given (including over- | Frequency (As Directed by Manufacturer:\_\_\_\_\_\_\_\_\_ |
| the-counter). | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_Authorize Administration of Medication as | Any Special Reason for taking this Medication: |
| Indicated | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signed: (Parent or Guardian) Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (NOTE Good for 1 year from signature date.) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Medication:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Medication:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Strength:\_\_\_\_\_\_\_\_\_\_\_\_ Frequency\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Strength:\_\_\_\_\_\_\_\_\_\_\_\_ Frequency\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Reason for taking this Medication\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Reason for taking this Medication\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Approximate Date Started:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Approximate Date Started:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Temporary:\_\_\_\_\_\_\_\_\_\_\_\_Permanent\_\_\_\_\_\_\_\_\_\_\_\_ | Temporary:\_\_\_\_\_\_\_\_\_\_\_\_Permanent\_\_\_\_\_\_\_\_\_\_\_\_ |
| Side Effects:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Side Effects:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Storage Instructions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Storage Instructions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Prescribing Physician:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Prescribing Physician:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Physician's Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Physician's Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Medication:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Medication:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Strength:\_\_\_\_\_\_\_\_\_\_\_\_ Frequency\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Strength:\_\_\_\_\_\_\_\_\_\_\_\_ Frequency\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Reason for taking this Medication\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Reason for taking this Medication\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Approximate Date Started:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Approximate Date Started:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Temporary:\_\_\_\_\_\_\_\_\_\_\_\_Permanent\_\_\_\_\_\_\_\_\_\_\_\_ | Temporary:\_\_\_\_\_\_\_\_\_\_\_\_Permanent\_\_\_\_\_\_\_\_\_\_\_\_ |
| Side Effects:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Side Effects:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Storage Instructions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Storage Instructions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Prescribing Physician:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Prescribing Physician:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Physician's Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Physician's Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Appendix BB

**Troop XXX Medication Release Form**

If your child has any special needs, we need to have a full health background on them. If they require any medication while on a campout, we need to have their medication clearly marked on the original prescription bottle. We need to know what the medication is for and how often to administer it. The more we know about your child’s needs, the better we can all work together to ensure that they have a good camping experience.

The following is a list of medication that Troop XXX will have on hand at campouts. Please check those medications that your child can be given.

\_\_\_\_Tylenol (acetaminophen)

\_\_\_\_Aspirin

\_\_\_\_Ibuprofen

\_\_\_\_Benadryl

\_\_\_\_Pepto Bismol

\_\_\_\_Caladryl

\_\_\_\_Others (please list): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have any special dietary needs? If so, please list in detail:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child take any prescription medication? If so, please list in detail:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there anything else that we should know about your child that would help us ensure they have a good camping experience?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scout’s Name Parent Signature

Appendix CC

**Annual Health and Medical Record**

The Boy Scouts of America requires *all participants* to have an Annual Health and Medical Record? There are 3 parts to this Health form, parts A, B and C.

For any and all Scouting activities, *all participants* must compete **Part A and Part B (both pages)**. “All participants” includes parents, guardians, siblings, youth, staff, and unit leaders. Though **Part C** is only *required* for participation in events lasting longer than 72 hours, all Boy Scouts of America participants are encouraged to complete this pre-participation physical during an annual exam performed by a licensed health-care provider.

Please note that you must use the BSA Health Form. Other medical exams and forms, such as a school sports physical are NOT acceptable. We would encourage participants who need both types of exams to complete them at the same time.

Frequently Asked Questions (FAQ) regarding the Annual Health and Medical Record can be found here:

<https://www.scouting.org/health-and-safety/ahmr/medical-formfaqs/>

Instructions for the Annual Health and Medical Record can be found here:

<https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_instruction.pdf>

**You can download the latest version of the form here:**

<https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf>

Please note that, even though it is a .pdf form (i.e., Adobe Acrobat), it is in an editable format. Therefore, you may find it most convenient to fill in as much information on-line as you are able to, then print it out, before visiting your physician.

You can find further information regarding the Annual Health and Medical Record, including Scouting Events, Camp, Exploring and High Adventure, here:

<https://www.scouting.org/health-and-safety/ahmr/>

Appendix DD

**Summer Camp Special Needs Request Form**

The special needs request is now on-line. The on-line version provides options for physical, dietary and transportation needs. (Please note the transportation request is for youth only.) It is recommended that you check on-line for the latest version. I have included links for the Heart of America Council, below. Please check your own council’s website, if appropriate.

You will be required to attach a Doctor’s Note or Church Affiliation before submitting your special request, so please be sure you have that before beginning the process.

The form for the H. Roe Bartle Scout Reservation can be found here:

<https://docs.google.com/forms/d/e/1FAIpQLSd3o6KyaEUm8-61c7EySjMBJMYW3fHpw4ei4sdtyEvwnJmidQ/formResponse?pli=1>

The form for the Theodore Naish Scout Reservation can be found here:

<https://docs.google.com/forms/d/e/1FAIpQLSdpVyDfg7VkAiCrWVdMMNcRssyOIAKS6pZ-wsypWd09-u0_0g/viewform>

The form for Wolf Camp can be found here:

<https://docs.google.com/forms/d/e/1FAIpQLSdpVyDfg7VkAiCrWVdMMNcRssyOIAKS6pZ-wsypWd09-u0_0g/viewform>

The form for Bear Camp can be found here:

<https://docs.google.com/forms/d/e/1FAIpQLSdpVyDfg7VkAiCrWVdMMNcRssyOIAKS6pZ-wsypWd09-u0_0g/viewform>

The form for Webelos Camp can be found here:

<https://docs.google.com/forms/d/e/1FAIpQLSdpVyDfg7VkAiCrWVdMMNcRssyOIAKS6pZ-wsypWd09-u0_0g/viewform>

Appendix EE

Campership Application

Summer camp is an important part of a youth’s overall Scouting experience. Those who do not attend may find themselves lagging behind their peers. It is recognized, however, that not all Scouts have the financial wherewithal to afford the expense of summer camp. Therefore, camperships have been established to assist with the camping fee. These camperships are available to those attending Scouts BSA, Webelos, Bear, Wolf, Rotary and Philmont camps. It may be available for others.

It is not intended to cover 100% of the costs. Currently, Heart of America Council caps that assistance at 65% of the camp fee. It is expected that the Scout, the family or unit provides the remainder. Generally, it is anticipated that the Scout has expended some effort on his/her part to earn money through unit fundraisers or other means. If you live in another council, please check local policies.

Since the form may change from year to year and from council to council, I have chosen not to publish it here. Rather I am posting the link to the Heart of America Council website where the form resides:

<https://www.hoac-bsa.org/Data/Sites/1/media/camping/2022/campership-2022-form-fillable.pdf>

Please note that this form may be filled out on-line and then printed out.

Again, if you live in another council, please consult your council or search their website.

Appendix FF

**Troop XXXX Survey**

This survey is being handed out to all adults associated with Troop XXXX. It is time to plan for the coming year and makes sure all Troop and Committee position are filled.

If you are already serving positions in the Troop or on the Committee, we thank you for your support. If you want to retain your position, please indicate with a checkmark. If you are not currently participating, please indicate your first (1), second (2), or third (3) choice of positions you would be interested in fulfilling. Please remember that you can serve in more than one capacity.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Scout’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Committee Positions | Scoutmaster Corps | Miscellaneous |
| \_\_\_\_ Committee Chairperson | \_\_\_\_ Scoutmaster | \_\_\_\_ Community Service |
| \_\_\_\_ Secretary | \_\_\_\_ Assistant Scoutmaster | \_\_\_\_ Merit Badge Counselor |
| \_\_\_\_ Treasurer | \_\_\_\_ Quartermaster | \_\_\_\_ Court of Honor Coordinator |
| \_\_\_\_ Ways and Means Chair | \_\_\_\_ Life to Eagle Coordinator | \_\_\_\_ Friends of Scouting |
| \_\_\_\_ Fundraising Chair | \_\_\_\_ First Year Coordinator (ASM) | \_\_\_\_ Mother’s Club |
| \_\_\_\_ Advancement | \_\_\_\_ Chaplain | \_\_\_\_ Visitor’s Day @ Summer Camp |
| \_\_\_\_ Camping Chair | \_\_\_\_ Transportation | \_\_\_\_ Mother’s Ribbons |
| \_\_\_\_ Membership Chair |  | \_\_\_\_ Neckerchief’s |
| \_\_\_\_ Health and Safety |  | \_\_\_\_ Brag Vest |
| \_\_\_\_ Communications |  |  |
| \_\_\_\_ Re-Charter |  |  |

**If you have any questions about these positions, please contact**

**Troop XXXX Committee Chair or Scoutmaster.**

Appendix GG

**Troop XXX Parent Resource Survey**

If you can help with any of the following, please volunteer. Even if you’re not a camper, there are many things you can do to help our Troop. If everyone takes even a small part it will help us develop the best possible program for your child. *Check each box that applies.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| General Activities -- Planning and Organization | | | Program Assistance | | | Scouting Skills | | |
|  |  | Campouts |  |  | Can participate in Boards of Review |  |  | Backpacking |
|  |  | Hikes |  |  | Have Van |  |  | Fishing |
|  |  | Swimming |  |  | Have Pick-up |  |  | Orienteering |
|  |  | Publications/Newsletters |  |  | Have Trailer |  |  | Canoeing |
|  |  | Publicity |  |  | Can pull Trailer |  |  | Shooting Sports |
|  |  | Bookkeeping/Accounting |  |  | Have workshop (wood or metal) |  |  | Wilderness Survival |
|  |  | Drawing/Art |  |  | Have personal/family camping equipment |  |  | Swimming |
|  |  | Transportation of Scouts |  |  | Have access to possible campsites |  |  | Snow Camping |
|  |  | Transportation of Equipment |  |  | Have access to fishing lakes |  |  | Video/Photography |
|  |  | Service Projects/Community |  |  | Can make contacts for special trips or activities |  |  | Ropes and Knots |
|  |  | Outreach Projects |  |  | Have knowledge of maintaining camping equipment |  |  | Cooking |
|  |  | Fund Raising |  |  | Have computer and am interested in helping with Troop record keeping |  |  | First Aid |
|  |  | Web design skills |  |  | Have knowledge and would like to help maintain the Troop website |  |  | Wood Carving |
|  |  |  |  |  | Other |  |  | Fire Building |
|  |  |  |  |  |  |  |  | Camp-stove safety |
|  |  |  |  |  |  |  |  | Hiking |
|  |  |  |  |  |  |  |  | Climbing and Rappelling |
|  |  |  |  |  |  |  |  | Knife/Saw/Ax Safety |
|  |  |  |  |  |  |  |  | Leave-No-Trace (LNT) Techniques |
|  |  |  |  |  |  |  |  | Spelunking |
|  |  |  |  |  |  |  |  | Other |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I will help with: | | | | | |
|  |  | Driving on a campout |  |  | Quartermaster |
|  |  | (fill out insurance form) |  |  | (camping equipment) |
|  |  | Participating in a campout |  |  | Eagle Court of Honors |
|  |  | Coordinating a campout |  |  | Teaching a Merit Badge |
|  |  | Attend all or part of summer camp |  |  | Service Projects |
|  |  | The Troop Committee as a |  |  | Data Entry for Advancement |
|  |  | registered leader |  |  | Website Maintenance |
|  |  | Video director for Eagle COH |  |  | Fund raising |
|  |  | Troop and Eagle neckerchiefs |  |  | Membership/Re-charter |
|  |  | Food for Court of Honors |  |  | Chaplain Committee |

To be a merit badge counselor, find a subject you’re knowledgeable in & take a Merit Badge class at District Roundtable (about 45 minutes!). You can volunteer to be a counselor for up to 5 Merit Badges.

Eagle Required Merit Badges:

|  |  |
| --- | --- |
| \_\_\_Camping  \_\_\_Citizenship in the Community  \_\_\_Citizenship in the Nation  \_\_\_Citizenship in the World  \_\_\_Communications  \_\_\_Cooking  \_\_\_Family Life | \_\_\_First Aid  \_\_\_Personal Management  \_\_\_Personal Fitness  \_\_\_Environmental Science or Sustainability  \_\_\_Emergency Preparedness or Lifesaving  \_\_\_Swimming, Hiking or Cycling |

Contact Committee Chairperson for training times and locations.

Appendix HH

**Troop XXX Auto Insurance Form**

Scout Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We will need to have the following information on file:

Scout’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # (Cell / Office) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Make/Model/Year of Car #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Make/Model/Year of Car #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Passengers your car holds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(i.e., how many seat belts in your car)

Insurance Carrier(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s License #’s:

Dad: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_ Expiration: \_\_\_\_\_\_\_\_\_\_\_\_\_

Mom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_ Expiration: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | Insurance (thousands): | | |
|  | Person | Accident | Property |
| Car #1 |  |  |  |
| Car #2 |  |  |  |