

# Troop 505 Handbook

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This handbook has been assembled to provide additional guidance about the operation of Troop 505. As policies and programs are developed changes, additions, or modifications will be made to this handbook. Changes will be approved by a majority of the Committee present.

## I. INTRODUCTION

Troop 505, "The Prairie Troop," was chartered in 1964 and has been a continuously active Troop in Naperville since its inception. Many boys have graduated from the Troop with the skills, values, and self-confidence necessary to guide them through their entire adult life. The values we strive to instill are based on those found in the Scout Oath and Law:



### SCOUT OATH

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

### SCOUT LAW

*A Scout is:*

*Trustworthy  
Loyal  
Helpful  
Friendly*

*Courteous  
Kind  
Obedient  
Cheerful*

*Thrifty  
Brave  
Clean  
Reverent*



The aim of Scouting is: build character, foster citizenship, and to develop fitness. **Troop 505's program is planned and run by the boys with guidance from adult leaders. Scouting works best in the out-of-doors and Troop 505 supports a strong outdoor program**

## II. CHARTERED ORGANIZATION, KNOX PRESBYTERIAN CHURCH

Troop 505 is chartered by Knox Presbyterian Church under the auspices of the Christian Education Department. The Scouting program is non-denominational. The Church furnishes a place to meet; approves the Troop's recommendation of the Scoutmaster; approves the Troop's recommended Troop Committee of at least three adults; and appoints a member of the Church as their official Scouting Representative, the Chartered Organization Representative. Boy Scouts of America (BSA) grants a charter to Knox Presbyterian Church to operate the Troop for one year. BSA provides the Scouting program and services to support the Troop.

The Chartered Organization Representative is an active link between the Troop and the Church and also works closely with the Troop Committee and Chairman. The Chartered Organization Representative is also a voting representative to the BSA Council and District.

### III. MEMBERSHIP

The size of Troop 505 has varied widely over the years. The Troop will accommodate boys as long as there is adequate equipment and resources available to maintain a quality program.



Membership in Troop 505 is open to boys who have completed the fifth grade of school and are between the ages of 11 and 18 or to those boys who have earned the Arrow of Light Award. As soon as the boy becomes a member, so do his parents or guardians. Personal involvement of the boy's parents or guardians in Troop activities is required, except for boys in the senior year of high school.

### IV. PROPER SCOUT BEHAVIOR

While attending Scout meetings and activities, all boys are expected to act in a manner becoming Scouts.

The following method will be followed to deal with Scouts who continue to use improper language, talk back to leaders or other adults, or constantly misbehave:

1. The Senior Patrol Leader will meet with the misbehaving Scout to discuss the problem and try to reach a solution. *Note: The Scoutmaster or registered leader will be present, but the meeting is conducted by the Senior Patrol Leader.*
2. If the Scout continues to misbehave, a Scoutmaster Conference will be held. The Scoutmaster will notify the Scout's parents of the situation. Notification of the conference will be sent home and must be signed by a parent and returned before the Scout can attend the next meeting/activity. *Note: a parent must return the signed notification, not the Scout.* Depending on the problem, the Scoutmaster may send a Scout home early (from either a meeting or activity). Parents will be contacted to pick up their son.
3. If the Scout continues to act in an un-Scout-like manner, the Scoutmaster, Troop Committee Chairman, and the Senior Patrol leader may opt to suspend the Scout from multiple activities. The Scoutmaster will notify the parents in this situation as well.

Fighting and unsafe handling of fire and knives will be dealt with immediately. A Scoutmaster Conference will be held and most likely the Scout will be sent home from the meeting or activity.

***NOTE: IF THE SCOUT IS SENT HOME, THE PARENT MUST PICK UP THE SCOUT WHEREVER THE SCOUT IS LOCATED.***

## V. TROOP COMMITTEE



Troop 505's strong scouting program is a direct result of active parent or guardian (family) participation. The Troop needs each family to be responsible for at least one job. Each family is required to hold a position (active Scoutmasters or chairman/position as identified below) or participate on a committee. *Note: If a family is unable to fulfill their position (i.e. work, schedule interference,.....), then they need to fulfill another position. All Troop parents are invited and encouraged to attend the monthly committee meetings.* Registered adult leaders are those adults registered with BSA. These include the Chartered Organization Representative; Committee Chairman; members of the Committee (a minimum of three including the Chairman); Scoutmaster, Assistant Scoutmasters; and, Merit Badge Counselors. A uniformed leader is an active trained registered adult (Scoutmaster or Troop Committee).

**Troop Committee:** comprised of the following individuals

- **Committee Chairman:** Works closely with the Scoutmaster and Chartered Organization Representative. Responsible for coordinating and delegating activities of the various committees (Administration, Activities, Fund Raising, Camping, and Advancement) including the Treasurer and Secretary. Prepares the agenda and chairs the monthly committee meetings to discuss and plan upcoming activities and evaluate past activities. Establishes additional committees and subcommittees as needed. Present at most Troop meetings.
- **Administration and Membership Committee Chair: Responsible** for coordinating and delegating activities of the committee; attends monthly committee meetings; and, is present at most Troop meetings. He/she is also the Assistant Committee Chair.
- **Treasurer:** Responsible for maintaining the Troop's finances by keeping an accurate accounting of the Troop's revenues and expenses. Reports the financial status at the monthly committee meetings, and assists the Troop Committee with establishing the annual budget. Attends monthly committee meetings and is present at most Troop meetings.
- **Secretary:** Attends committee meetings, prepares meeting notes, issues official Troop communication (letters, etc.).
- **Advancement Committee Chair:** Responsible for coordinating and delegating activities of the committee; attends monthly committee meetings; and, is present at most Troop meetings.
- **Activities Committee Chair:** Responsible for coordinating and delegating activities of the committee and attends monthly committee meetings.
- **Camping Committee Chair:** Responsible for coordinating and delegating activities of the committee; attends monthly committee meetings; and, is present at most Troop meetings.
- **Fundraising Committee Chair:** Responsible for coordinating and delegating activities of the committee and attends monthly committee meetings.

**Administrative and Membership Committee:** Responsible for coordinating membership, registration, and administrative functions.

- **Registration/Membership** - Responsible for keeping records of boys as they join the Troop and for completing the official registration (re-charter) in March/April. Need to attend Troop meetings in September (sign-up for boys moving into the area) and mid February through March (sign-up for boys transitioning from Webelos to Boy Scouts).
- **Recruiting** - Responsible for working with Cub Scout Packs for promoting Troop 505 in order to recruit boys for the scout year. Responsibilities include scheduling Troop 505 Scouts and Leaders to attend Cub Pack bridging ceremonies (February/March); maintain communications with area Cub Scout Packs; coordinate Cub Scout participation at Camporee (October); and Troop visits (November through March).
- **Newsletter** - Gathers information, publishes, and distributes the Troop's newsletter. Works with the Troop Scribe in preparing news articles for the newsletter and with the Troop Historian in preparing the Troop's scrapbook
- **Troop Store** - Responsible for the receipt, storage, and resale of used scouting uniforms and equipment. This position requires attendance at most Troop meetings.
- **Internet Coordinator** - Responsible for maintaining the Troop web site. This includes establishing, maintaining, and implementing the guidelines for what information is posted to the web site and links with other home pages. The Troop website is updated by the Scouts monthly based on information provided in the Troop monthly newsletter.
- **Database Entry Coordinator** - Responsible for data entry in updating the Troop database. The Troop database uses Microsoft Access.
- **Medical** - Responsible for keeping the committee up to date on current health and safety issues. Reviews the personal health and medical forms for all Scouts and registered leaders. Updates the Troop Prescription/Health Information Log and maintains the file of medical forms. current.
- **Audit** – Responsible for performing an annual independent audit of Troop finances.

**Camping/Transportation Committee:** Responsible for working with the uniformed leaders to plan and execute the year's camping activities.

- **Camping Chair** - Responsible for making reservations, organizing sign-ups, and collecting funds. *Note: The activities are planned and chosen by the Scouts with input from the uniformed leaders.*
- **Transportation** - Responsible for recruiting and coordinating drivers for each activity. Maintain transportation records and prepare tour permits as required.
- **Summer Camp Committee Chair** - Responsible for coordinating all activities associated with the Troop's two weeks at summer camp. Summer camp is scheduled for the first two weeks of July.
- **High Adventure Chair** – Responsible for coordinating all activities associated with the Troop's high adventure trips.

- **Mini-Adventure Chair** – Responsible for coordinating all activities associated with the Troop’s Mini-adventure trips that are open to boys who have achieved First Class rank and are either too young for the High Adventure trip or choose not to participate in the High Adventure trip.

**Advancement Committee:** Responsible for recording and maintaining advancement records; purchasing advancement badges for award ceremonies; setting up Courts of Honor; and, coordinating Eagle projects with the District Advancement Committee.

- **Court of Honor Program** - Responsible for preparing the program for both Troop Courts of Honor and Eagle Courts of Honor. *Note: Courts of Honor are run by the Scouts.*
- **Court of Honor: Awards** – Responsible for processing the paperwork and obtaining awards (merit badges, rank advancement, and other awards) for Courts of Honor.
- **Court of Honor: Refreshments** - Responsible for refreshments at Troop Court of Honors and Eagle Courts of Honor. *Note: Eagle Courts of Honor are normally held on Sunday afternoons; Troop Court of Honors are held four times a year with the last one in May being the ice cream social.*
- **Board of Review Coordinator** - Responsible for calling committee members and parents for help at Boards of Review. Coordinate with the Advancement Committee Chair to determine when and how many parents are needed at Boards of Review. *Note: Boards of Review are scheduled twice a month and require at least two committee members and one parent but no more than six.*

**Fundraising Committee:** Responsible for all fund-raising projects and assist in annual budget planning.

- **Popcorn Coordinator** - Coordinate popcorn sales in the fall. Attend District information meetings; pass information on to the Troop; consolidate orders; pick up and distribute Troop orders; account for final collections; and distribute prizes to the boys.
- **Pancake Breakfast** - Plan and coordinate the pancake breakfast held in February, including selling of advertisements for the place mats, solicit food donations, and organize ticket sales. This is the Troop's major fund-raiser and all Scouts and parents are expected to help.
- **Friends of Scouting (FOS)** - Coordinate the annual BSA Illinois District family fund-raising drive with the Troop to support the scouting program. Attend the District kickoff meeting in January, distribute FOS cards, and collect and turn in FOS cards and donations to the District. (January through April)
- **DuPage Symphony Orchestra** – Coordinate the sales of concessions at the DSO events that are held at Pfeiffer Hall at North Central College.
- **Recycling** – Coordinate the recycling program that includes cell phones and used printer cartridges.

- **Christmas Wreath Sales** - Plan and coordinate Christmas wreath sales in the fall. Plan information meetings; pass information on to the Troop; consolidate orders; pick up and distribute Troop orders; and account for final collections.

**Activities Committee:** Responsible for working with the Scoutmasters in planning and executing the year's non-camping activities. Responsible for making reservations, organizing sign-ups, and collecting funds. *Note: The activities are planned and chosen by the Scouts with input from the uniformed leaders.*

- **Wall Climb** - Responsible for planning, implementation, making reservations, organizing sign-ups, and collecting funds for the indoor wall climb and pizza dinner. (normally February or March).
- **Lock-In** - Responsible for planning, implementation, making reservations, organizing sign-ups, and collecting funds for the lock-in (normally October).
- **Ski Trip** - Responsible for planning, sign-ups, and implementing the ski trip in January.
- **Service Projects** - Responsible for planning and implementing the Troop's service projects such as Scouting for Food (April), Church maintenance projects (Spring and Fall), and Holiday Happening at Naper Settlement (December).
- **Family Night Dinner** - Responsible for planning and implementing the Troop's annual "family" dinner and program in January.
- **Parents' Meeting - Responsible** for planning and implementing a parents' get aquatinted gathering. Normally held twice a year (at the start of the year in September and after new Scouts have joined in March or April).
- **Other** - Responsible for planning and implementing other non-camping activities chosen by the Scouts.

**Finance Committee:** The finance committee is chaired by the treasurer and is responsible for maintaining the Troop Finances.

- **Escrow** – Responsible for maintaining escrow accounts.



## VI. SCOUTMASTERS

The Scoutmaster and Assistant Scoutmasters are responsible for the Scouting program.



**Scoutmaster** - The Scoutmaster is responsible for:

- Training and guiding boy leaders to run the Troop
- Working with and through responsible adult leaders to bring Scouting to boys
- Helping boys grow by encouraging them to learn for themselves
- Guiding boys in planning the Troop program
- Helping the Troop committee recruit assistant Scoutmasters
- Coordinating Scoutmaster conferences.
- Keeping up to date on BSA policy and implementing it into the program.

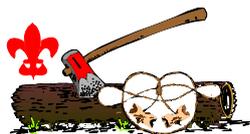
**Assistant Scoutmasters** - The Assistant Scoutmasters support the Scoutmaster. The following specific program responsibilities are also assigned to Assistant Scoutmasters:

- **Pioneers (New Scouts)** - Responsible for working with new Scouts. New Scouts are those boys who have not earned the First Class rank and entered seventh grade. Responsible for training and guiding Scout Den Chiefs.
- **Venture Crew** - Responsible for working with 7th and 8th graders that have earned First Class, specializing in more challenging and diverse activities.
- **Merit Badge Coordinator** - Responsible for coordinating Troop 505 parents who are Merit Badge counselors. Recruit parents to become Merit Badge counselors. Maintain and update the Troop merit badge list and coordinate merit badge classes.
- **Scout Training** - Responsible for organizing and conducting Scout Junior Leader Training. Responsible for coordination of all other Scout training activities, such as Den Chief and Council Junior Leader Training.
- **Scout Leadership Coordinator** - Responsible for coordinating the assignments of junior leadership positions within the Troop. *Note: satisfactory completion of the leadership position is approved by the adult working with the Scout (e.g. Adult Quartermaster- Quartermaster; Secretary- Historian and Scribe), but final approval for rank advancement is the Scoutmaster's responsibility...he is the only one that can approve (sign) for rank advancement above First Class.*
- **High Adventure** - Responsible for the program requirements for the High Adventure summer program. Works with the High Adventure committee and High Adventure Coordinators.
- **Venture/Crew Advisor** - Responsible for coordinating all activities associated with Crew 505, our Venture Crew that is open to boys of high school age.
- **Eagle Coordinator** - Responsible for working with Scouts (Star and above) to guide them on their path to the rank of Eagle.

- **Quartermaster** - Responsible for training and guiding the Scout Quartermaster(s) in taking care of Troop equipment. Also responsible for purchasing equipment based on recommendations from the Scouts and leaders. Major equipment purchase requests are submitted to the Committee for approval.
- **Adult Training** - Responsible for keeping track of adult training. Also responsible for maintaining contact with the District Training Chairman to identify upcoming adult training opportunities and schedule Troop training sessions, such as Youth Protection Training.
- **Order of the Arrow** – Responsible for working with the Scout Troop Chief to (a) ensure OA information is provided to the Troop, (b) coordinates the elections, (c) provide information on ordeal and brotherhood work weekends.

**Two Deep Leadership** - At least two adult leaders who are registered in Scouting will be at all Troop meetings and activities. *Note: The assisting adult may not be a spouse or relative.* For campouts, the Troop will have a minimum of three adult leaders (of which two are registered leaders), and additional adult leaders depending on the number of Scouts. The activity will be canceled if these minimum requirements are not met. Knox Presbyterian Church requires that youth groups must be supervised by adults 21 or older at all times. There must be at least two adult supervisors for up to twenty youth with another leader for each additional ten youth above twenty.

**Training** - The Scoutmaster, all Assistant Scoutmasters, and Committee Chairman are required to attend Boy Scout Leader Basic Training (the three required training classes are New Leader Essentials, Scoutmaster Specific Training, and Outdoor Leadership Training) and Youth Protection Training (see Section XII). Boy Scout Leader Basic Training must be complete within one year of becoming a leader. All registered leaders are required to take Fast Start Training upon becoming a leader. They are also encouraged to attend advanced training such as Woodbadge and Lord Baden Powell University.



## VII. TROOP ORGANIZATION

**Patrol Leaders' Council (PLC) Meeting** - Responsible for planning and running the Troop Program. The PLC is made up of the Senior Patrol Leader, assistant Senior Patrol Leaders, and Patrol Leaders. Each Patrol Leader represents his patrol on the PLC and brings back information to his patrol on decisions made by the PLC. Therefore, every Scout in the Troop is given a voice in the Troop's operation.



**Annual (Long Term) Plan** - No later than April, the PLC will plan the activities for the coming year. This plan shall be presented by the Scoutmaster to the Troop Committee for approval and planning no later than the June Troop Committee Meeting.

The PLC meets at least monthly to plan events and Troop meetings (see Section IX, Meetings and Communication). The Scoutmaster and/or Assistant Scoutmaster(s) attend the meeting to guide and coach the boys.

**Pioneers** - Scouts in the fifth and sixth grade are assigned to new boy patrols. For fifth grade boys, the Patrol Leader (Troop Guide) is a senior Scout. For sixth grade boys, the patrol leader is a different sixth grade Scout each month. An older Scout is also assigned as Troop Guide to assist the Patrol Leader and work with the new Scouts on Scouting skills.

**Venture Unit** - The Venture Unit is a special program for Junior High School boys (7th and 8th grade). The Scouts will meet during regular scheduled meetings to work on advanced skills and plan upcoming activities. There are normally two to three activities scheduled during the year and a weeklong adventure trip. The Venture adventure trips are not quite as challenging as high adventure, but provide scouts an opportunity for a challenging summer experience.

**Venture Crew** - The Crew is a high adventure program for boys in high school. (see Section XVII, Venture Crew 505). This program provides more challenging and diverse activities (i.e. technical rope climbing, white water rafting, etc.).

**Junior Leaders** - Planning and running the Troop is the responsibility of the Scouts through junior leadership positions. The junior leaders set a good example, wear their uniform correctly, live by the Scout Oath and Law, and show Scout spirit.

**Senior Patrol Leader (SPL)** - elected by the Scouts to represent them as the top junior leader in the Troop. The SPL is elected to serve for six months. Candidates for election must be approved by the Scoutmaster. Elections are held in May (July through December) and December (January through June) .He reports to the Scoutmaster. His duties consist of the following:



- Run all meetings, events, activities, and the annual program planning conference.
- Run the Patrol Leader's Council meeting.
- Assign duties and responsibilities to junior leaders.

**Assistant Senior Patrol Leader(s) (ASPL)** - the second-highest-ranking leader(s) in the Troop. He is appointed by the Scoutmaster. He reports to the Senior Patrol Leader. His duties consist of the following:



- Help the SPL lead meetings and activities
- Run the Troop in the absence of the SPL
- Help train and supervise junior leaders in the Troop

**Troop Guide(s)** - one of the most important positions since he works with the new Scouts, teaching them Scouting skills and how to work together as a patrol. He is appointed by the Scoutmaster and is an older Scout (at least First Class) and has been a Patrol Leader. He is a “big brother” to the patrol of new Scouts.

**Patrol Leader(s)** - the cornerstone of the Scouting program. He is appointed by the Scoutmaster. He reports to the Senior Patrol Leader. His duties consist of the following:



- Represent the patrol at the Patrol Leader’s Council
- Helps Scouts advance
- Keeps Patrol members informed

**Assistant Patrol Leader(s)** - appointed by the Scoutmaster. He reports to the Patrol Leader providing assistance and leads in his absence.

**Venture Crew President and Vice President** – see Section XVII, Venture Crew 505.

**Junior Assistant Scoutmaster(s)** - serves in the capacity of an Assistant Scoutmaster. He is appointed by the Scoutmaster, must be at least 16 years old, and has shown outstanding leadership skills.

**Troop Scribe(s)** - appointed by the Scoutmaster. He keeps the Troop records. Attends and keeps a log of Patrol Leader’s Council, works with Troop Committee member responsible for records relative to Scout attendance and advancement. He also works with the adult responsible for the newsletter for special articles. He reports to the Assistant Senior Patrol Leader.

**Troop Quartermaster(s)** - appointed by the Scoutmaster. He keeps track of troop equipment and sees that it is in good working order. He reports to the Senior Patrol Leader and works with the Assistant Scoutmaster responsible for equipment. He is normally assisted by several Scout quartermasters. He is responsible for maintaining the troop equipment room (see Section XI, Equipment).

**Instructor** - appointed by the Scoutmaster. He teaches scouting skills. He reports to the Assistant Senior Patrol Leader and works with the Assistant Scoutmaster for new Scouts/recruiting.

**Chaplain Aid** - appointed by the Scoutmaster. He works with the Adult Troop Chaplain (or an adult appointed by the Scoutmaster) to meet the religious needs of Scouts in the troop. He is knowledgeable about and promotes the religious emblem program. He reports to the assistant senior patrol leader.

**Librarian** - appointed by the Scoutmaster. He sets up and takes care of the troop library. He reports to the Assistant Senior Patrol Leader and works with the adult responsible for the library.

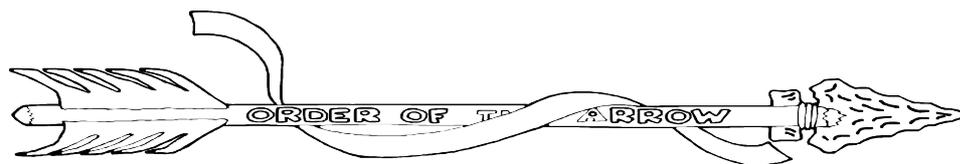
**Historian** - appointed by the Scoutmaster. He gathers pictures and facts about Troop activities and keeps them in a historical file or scrapbook. He reports to the Assistant Senior Patrol Leader and works with the adult responsible for publicity.

**Den Chief** - works with the Cub Scouts, Webelos Scouts, and den leaders in a Cub Scout Pack. He reports to the Den Leader and the Assistant Scoutmaster for new Scouts/recruiting.

**Troop Order of the Arrow (OA) Coordinator** - appointed by the Scoutmaster. He attends monthly Order of the Arrow chapter lodge meetings and provides information back to the Troop.

**Training** - The Troop provides junior leader training. The Senior Patrol Leader, Assistant Senior Patrol Leader(s), and the Patrol Leaders must have attended Troop Junior Leader Training (JLT) or attend it during their term. JLT consists of a full day interactive training program. In addition, a team-building outing is scheduled for late summer (usually August) and is attended by all junior leaders elected and/or chosen. Den Chief training is provided by the Council once a year in the fall. Senior junior leaders are encouraged to attend Thunderbird Junior Leader Training provided by the Council each spring/early summer. The Troop offers a scholarship for boys attending this training. The amount of the scholarship is 50% for each Scout up to a maximum of \$250 for all boys attending. *Note: the Scout must pay the full cost of attending JLT and upon successful completion of the course will be reimbursed accordingly.*

**Order of the Arrow** - The Order of the Arrow (OA) is a national brotherhood of Scout honor campers originated to strengthen Troops and encourage outdoor experiences. Troop members are nominated and elected to membership by fellow Scouts in their Troop. To be nominated, Scouts must meet the minimum requirements established by the OA and be approved by the Scoutmaster. Elections are held once a year, usually in January, under the direction of the Council's OA lodge. Eligible adults may be nominated by the Troop Committee, but only if Scouts are elected also. It is great honor to be elected to the OA and as such it is expected that they will join the OA. If an elected Scout does not become a member he may not be nominated the following year unless he has a legitimate reason approved by the Scoutmaster.



## VIII. TROOP FINANCES



Troop re-charter takes place in March/April of each year. A re-charter fee will be required of each Scout as established by the Troop Committee. The re-charter fee will include BSA National fee, insurance, Boy's Life subscription, and Troop dues. Scouts that have not registered by May 1st cannot participate in Troop activities. A late fee of \$25 will be assessed for those families that do not re-register on time. There is a considerable amount of paperwork that must be complete for registration and late registrations require **considerable** additional time to process. *Note: The Troop fiscal year is from April to April; any boy entering the Troop between these dates will pay a prorated fee.*

The Troop is entirely funded by the Scouts and their families. The funding comes from yearly dues and fund-raising activities. The main fund-raising activities are the Pancake Breakfast (February), Popcorn Sales (September), and wreaths (October/November). **All Scouts are encouraged to participate in all fund-raising activities. The major fund-raiser is the Pancake Breakfast where all Scouts and families are expected to participate and sell a minimum quantity of tickets and/or advertisements established by the Troop Committee.**



The proceeds from the Pancake Breakfast are shared by the Troop and the Scouts. Popcorn Sales, wreath sales, recycling, DSO concession sales and other troop fund raising activities are BSA sponsored sales and the profits are shared by the BSA Council, the Troop, and the Scouts. *Note: Scouts in their senior year of high school are not required, but encouraged to participate in fund raising activities.*

**Escrow Account** - The fund-raising profits that are shared with the Scouts are placed in an escrow account. The percentage that the Scout receives is established by the Troop Committee. The escrow account can be used by Scouts for summer camp, high adventure, monthly campouts, or purchase of equipment associated with Scouting (tents, hiking boots, backpacks, etc.). Receipts for equipment purchased must be submitted to the Treasurer and approved by the Scoutmaster or Committee Chair for reimbursement. Scouts leaving the Troop forfeit their escrow account and those funds will be transferred to the Matt Rysdon Scholarship Fund after one year. Exceptions are (a) boys transferring to another Troop with an escrow account program may elect to have their escrow account transferred (the transfer must occur directly to the new Troop Treasurer) or (b) escrow funds may be transferred within a family. *Note: Refunds of \$10 or less will be placed in the Scout's escrow account. Refunds greater than \$10 will be refunded to the Scout.*

**Annual Budget** - The annual budget is prepared no later than March for the upcoming year and is usually approved at the April Troop Committee. Troop dues will be set as part of the annual budget. *Note: the budget covers activities from May 1 to April 30.*

**Tax Exempt Number** - The Troop has a tax free exempt number on file from BSA from the State of Illinois. This number should be used for Troop purchases requiring payment of sales taxes.

**Audit** - An independent annual audit of Troop finances will be conducted periodically, especially upon a change in the Treasurer's position. The audit will be performed by at least two individuals that are not registered leaders.



## IX. MEETINGS AND COMMUNICATIONS



**Troop Meetings:** Held every Monday at Knox Presbyterian Church from 7:30 to 9:00 p.m. Meetings begin at 7:30 p.m. sharp. Scouts should enter the Church through the Basswood Street entrance (south). Scouts are not permitted in the building without an adult Troop Staff member present. The schedule for meetings is issued in the beginning of the year and generally follows the school district calendar (203 & 204). Two parents (one parent from each or two families) are required to attend each meeting to assist the Scoutmaster at meetings. The parents will arrive at 7:00 p.m. and make sure the boys stay in designated areas for our use, work with the SPL in setting up chairs, and provide general assistance as requested. It is the responsibility of each family to attend the meeting as scheduled. If they cannot attend, they are responsible for making arrangements for a replacement and notify the Scoutmaster. Parents may also be contacted to participate in Boards of Review (see Section XVI, Advancement).

**Committee Meetings:** the Troop Committee meets the second Thursday of each month at Knox Presbyterian Church at 7:00 p.m. Additional meetings may be called as necessary. The meeting is attended by the Committee Chairman, Committee Members, Scoutmaster, Assistant Scoutmasters, and any interested parents.

**Patrol Leader Council Meetings:** The Patrol Leader Council meets monthly according to a schedule established by the Senior Patrol Leader and Scoutmaster. The meeting is attended by the Senior Patrol Leader, Assistant Senior Patrol Leader(s), Crew President and/or Vice President, Patrol Leaders, Assistant Patrol Leaders, Scoutmaster, and Committee Chairman.

**Scoutmaster Meetings:** the Scoutmasters meet monthly according to a schedule established by the Scoutmaster. The meeting is attended by the Scoutmaster, Assistant Scoutmasters, Crew Advisor, Camping Chair, and the Committee Chairman.

**Newsletter:** The Troop has a newsletter, the Prairie Troop News, which is published periodically. It is normally available for pickup by the Scout at the first meeting following the Committee Meeting (usually the third Monday of the month). The newsletter is put in the Scouts mail folder – it is his responsibility to pick it up in a timely fashion. It provides specific information on upcoming activities, changes to the calendar, and much other interesting and important information concerning the troop. It is very important that both the Scout and parent read each issue.

**Calling Tree:** A calling tree is used to communicate information to all Scouts in the Troop. The Senior Patrol Leader will contact the Assistant Senior Patrol Leader(s) and the Patrol Leaders. They in turn will contact all members of their patrol.

**Hours for Calls:** The Troop Committee requests that Scouts and parents refrain from calling past 9:00 p.m. on weeknights, and no earlier than 9:00 a.m. on weekends. *Note: Occasionally it may be necessary to call after 9:00 p.m., but not later than 10:00 p.m.*

**Parent Questions and Concerns:** If a parent has a concern or question, he/she should call the following individuals depending on the concern. Please remember that questions of normal business (when is the next campout, etc.) are questions that your son is expected to ask. For program issues (camping, advancement, patrols) call the Assistant Scoutmaster for your son's age group (see Section VI, Scoutmasters) first and then if necessary contact the Scoutmaster. For administration issues (transportation, parent involvement, medical, etc.) call the applicable committee chair or program chair (see Section V, Troop Committee) first and then if necessary contact the Committee Chair.

## X. OUTINGS

**Adult Leaders** - Each outing will have an Outing Scoutmaster and Outing Assistant Scoutmaster in charge. Scoutmasters will take turns as the Outing Scoutmaster and Assistant. *Note: the Outing Scoutmaster is not always the Troop Scoutmaster.* It is the Outing Scoutmaster's responsibility to coordinate program preparations for the trip; establish and implement the program specifically identified for that trip; and, work with the adults and Outing Senior Patrol Leader. The Outing Assistant Scoutmaster will assist the Outing Scoutmaster and provide the menu and food for the adult patrol.



**Scouts** - Scouts must sign up at a Troop meeting two weeks in advance of the outing. Scouts will be organized into Patrols for that outing using the regular Troop Patrols as much as possible. One of the older Scouts is selected by the Scoutmaster to be the Outing Senior Patrol Leader (SPL). He is responsible for guiding the activities of the Patrol Leaders.



The **Campout Patrol** will decide their menu at a regular Troop meeting before the campout. The menu will consist of a balanced meal that meets the First Class cooking requirements. The Patrol Leader will assign one Scout to purchase all of the Patrol's food for the outing. Each Patrol is responsible to cook its own food and clean up their area. Soda pop and junk food are not allowed on the menus. Hot dogs, hamburgers, and similar foods are not acceptable for dinners, but can be prepared for

lunches.

The Troop establishes a fee for food in addition to the outing fees. Money will be collected when the Scout signs up two weeks in advance. The patrols plan the menu and purchase the food. Receipts are turned in to the Treasurer after the campout for reimbursement. It is expected that the purchases will **not exceed** the amount budgeted. If a Scout does not cancel before the food is purchased, he is responsible to pay for his share. Money in excess of actual costs will go to the Troop treasury. If the money is not paid or Scout does not sign up two weeks in advance he cannot go unless he gets special permission from the Scoutmaster.

Items that are not allowed on Troop outings include: candy, junk food, soda pop. Water guns, explosives (fireworks), sheath knives, radios, electronic games, tape or CD or DVD players, cell phones, MP3 players, valuables, or excessive money. *Note: all expenses for trips are identified in advance.* Scouts found with any of these items may be sent home at the discretion of the Outing Scoutmaster and their parents notified.

**Safety Procedures** - Safety procedures for outings are identified in Section XIV, Safety.

**Uniforms** - Scouts and Adult Uniformed Leaders will wear their uniform (either Class A or B) to and from the outing as identified in Section XV, Uniforms.

**Parents** - All parents are expected to participate in providing transportation to and from campouts and other organized activities. Every household is required to provide an equal share of transportation, normally three times per year per scout in a family. Any exemptions must be approved by the Committee Chairman and will require other assignments to support the Troop. *Note: active uniformed leaders and committee members who contribute greatly in time and energy in the Troop are exempt.* Should you or your spouse be unable to drive because of unanticipated events, you are responsible for finding a substitute driver in a timely fashion. Please notify the Transportation Committee as soon as possible of the conflict and name of the driver who will be driving. Unless excused by the Scoutmaster, a Scout will not be permitted to participate in future campouts if his household driving assignments are in arrears. Beyond the need to assist in transportation, parents are encouraged to attend campouts. To provide a quality program, the number of adults may have to be limited. Parents that wish to attend campouts must take Youth Protection Training. If there are more parents than openings then those parents who do not get a chance to attend will be first on the list for the next campout. Parental driving is incumbent on a clean driving record.

**Pickup and Return** - The Troop will only use the Gartner Street entrance (on the North side of the Church which faces downtown Naperville) when leaving and returning from all outings. For outings Scouts shall only be in the Church for moving equipment from/to the supply room and in the restroom off the main hall. All other areas of the Church are off limits without specific adult leader permission. There are other activities going on in the Church so remember no running, no raised voices, etc.

Upon returning from outings on Sundays, drivers are expected to be at the campsite no later than 30 minutes before the designated departure time (this provides time to load up the gear). We will not return to the Church during the morning worship hours (up to 12:00 noon).

**Summer Camp** - The Troop will attend a BSA sponsored Summer Camp every summer. Advancement during Summer Camp will be a planned part of the event and focused on the outdoor programs provided at a camp setting (see Section XVI, Advancement for details). The Troop normally books two weeks of summer camp. Attendance needs to be essentially equal between both weeks. Preference for a particular week will be based on first come - first served and parental participation. All adults attending summer camp must have Youth Protection Training. For the thirty plus boys that attend summer camp each week, we require five (5) adult leaders (1 - Scoutmaster, 2 - New Scout patrol, 1 - camp, and 1- rotate). *Note: If there are not enough leaders to support each week then the Troop Committee will make a decision to only attend one week.*





**High Adventure** - High Adventure is a challenging outing for Scouts to experience living and cooperating with each other to meet an exciting challenge. High adventure inspires Scouts to undertake worthy challenges and to work together to meet crew objectives. High adventure programs are for older Scouts. Every participant must be at least age 13 by January 1 of the year of the activity or have completed seventh grade. Some of the more rugged high adventure experiences, like Philmont, require participants to be at least 14 by January 1 of the year of the activity or have completed eighth grade. In addition, every Scout who desires to participate must have sufficient emotional and mental maturity to withstand the stresses and pressures of an extended high adventure activity. These are the standards by which the Scoutmaster will determine which members are eligible to participate in high adventure experiences. The age requirements will be established for each high adventure based on the level of difficulty of the trek.



Experience has proven that the best size for a high adventure crew is six to twelve persons, including adult advisors. Each crew elects a crew leader, who is responsible for leadership of the crew including organizing the crew, assigning duties, making decisions, and recognizing the capabilities and limitations of each crew member. The advisor is responsible for ensuring the safety and well being of each crewmember.

Troop 505 supports BSA's principle that success in any Scouting activity requires adequate well-trained leadership. This is doubly true of tours and expeditions where added stress and strain are daily occurrences. Each crew or group shall have at least two adult advisors. All adult advisors shall be physically fit, registered Scouters, and have adequate training. Adequate training is defined as Boy Scout Leader Basic Training, Youth Protection, First Aid and CPR. In addition, adults should be individuals who are actively working with the youth in the Scouting Program. The number of adult advisors should normally be two per crew but not to exceed three so as not to jeopardize the goal of a high adventure outing: growth and maturity of youth through an adventure which is planned, led, and carried out by themselves. Remember the trip is totally lead by the boys with adult advisors as just that .... 'advisors'.

To participate, Scouts must meet the age requirements established for the outing, attained the rank of First Class, and be active in the Troop (see Section XVI, Advancement & Attendance). Class 3 medical forms (or similar forms required by the High Adventure Program) must be completed by both Scouts and adult leaders as identified in Section XIV, Safety. The Scouts and adult leaders must also be able to meet the challenges of the outing and must complete advanced training and physical conditioning prior to the trip. The Troop reserves the right to prohibit Scouts and adults from attending this outing at any time up to departure if they do not meet minimum physical fitness or do not exhibit scout skills or spirit. 'This is a safety issue'. *Note: BSA has a policy that boys must be 14 years old by January 1 of that year to attend Philmont or have completed eighth grade.*

**Participation** - Scouts are expected to be active in all Troop activities as defined in Section XVI, Advancement & Attendance. Some activities such as High Adventure outings are limited in the number of boys that can attend. In these cases, participation will be a key factor in selecting Scouts. Scouts will be selected by age, rank, Troop participation, and scout spirit (not necessarily in that order).

## XI EQUIPMENT

The Troop supplies all the equipment needed for camping with the exception of personal gear, sleeping bags, and ground cover. This includes equipment such as tents, rain flies, propane stoves, propane lanterns, cook kit, chef kit, tent stakes, hatchets, and saws. Scouts and their families are financially responsible for damage done to tents and other Troop equipment. Misuse of the equipment will result in additional duties working with the Quartermaster. The consequence for continued misuse may be that a Scout will not be allowed to use Troop equipment.



**Patrol Equipment** - The Troop supplies a patrol box consisting of a cook kit, chef kit, and stove to each Patrol. The equipment is assigned in August and January and it is the responsibility of the Patrol to maintain the equipment. The Patrol Box is stored in the troop trailer. It is expected that all equipment is returned in good, clean condition and that all missing parts are replaced by Patrol members.

**Personal Tents** - Scouts and adults attending outings may use their personal tents if (a) it is appropriate to withstand heavy weather (i.e. no cabin type tents); (b) no larger than 4 man; and, (c) approved by the Scoutmaster at a meeting prior to the outing.

**Troop Equipment Room, Trailer and Shed** - The Troop stores all of its equipment in either a storage room in the basement of Knox Church, an outside shed on church property, or in the troop trailer. It is the responsibility of the Scout Quartermaster to maintain the equipment room in good order. He will be supervised by the Assistant Scoutmaster Quartermaster. Troop equipment will be safely stored in an orderly manner. All food items stored in the equipment room will be in sealed containers, such as Tupperware to prevent rodent or insect problems. Packaged food products (pancake mix in boxes, sugar packages, etc.) that may attract rodents will not be stored in the Troop equipment room. Propane will not be stored in the Troop equipment room, but may be stored in the shed behind the Church. Scouts will not enter the equipment room without permission from the Scout Quartermaster, Scout Assistant Quartermaster, Senior Patrol Leader, or an adult leader.

## XII. SERVICE PROJECTS

**Church Service Projects** - The Troop is an important part of the Church community and as such will help in appropriate service tasks as requested by the Church. The Troop will provide service during the year like painting, cleanup, or support at Church activities.

**Community Service Projects** - The Troop sponsors several service projects to assist the community. All Scouts are encouraged to participate in at least one service project. Examples of service projects include Scouting for Food, assistance during Naperville Settlement Holiday Program, cleanup at Von Oven, and cleanup at forest preserves.

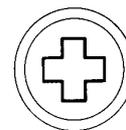
### XIII. USE OF CHURCH FACILITIES



The guidelines for use of Church facilities is defined in the Knox Presbyterian Church *Facilities Use Guidelines*.

- Troop meeting activities are restricted to Fellowship Hall, the Multipurpose Room, or other rooms designated for meeting purposes. Other areas of the Church are strictly off limits. Equipment belonging to the Church, such as chalkboards, pianos, games, and should not be touched.
- Be courteous of other activities going on in the church.
- Smoking is prohibited on Knox Presbyterian Church property.
- **Gum is not allowed at any time**
- Scouts **may not use the elevator** without permission of an adult leader.
- Please park in designated Church parking spaces or the Gartner Plaza (not in front of stores) or the Mid-America lot after hours. Do not park in the streets. The Church has an agreement with the neighbors not to park in the street.
- It is the responsibility of each and every Scout to leave the church in better condition than when we entered. Chairs and tables should be returned to the position originally found or as identified by the church. If floors require vacuuming (for example after inspecting and folding tents), a vacuum cleaner is available for our use in the janitor closet outside the meeting room. The vacuum cleaner is to be returned after use.
- Any damage, for example inadvertently banging an equipment box against a wall, should be reported to an adult leader. The Troop will then make arrangements to repair the damage.
- Adult supervision is required any time the gym is being used. This includes use of the gym before and after meetings.
- Soda Machine – the soda machine may be used before or after the meeting. Soda or food is not allowed during the meetings unless it is a special meeting (i.e. ice cream social, pizza party, etc.)

## XIV. SAFETY



Safety is the responsibility of everyone in the Troop: parents or guardians, adult leaders, and Scouts. Each family needs to become familiar with the Troop safety programs and it is **their** responsibility to ensure their boys are properly prepared for outings (i.e. warm clothing for cold weather camping, wearing hats, gloves, adequate rain gear, canteens and the need to drink water). The Troop supports the health and safety policies established by BSA in the *Guide for Safe Scouting* and other BSA publications

**Smoking** - Smoking is **not** permitted while in the presence of Scouts at any time.

**Tour Permits** - Tour Permits are required for all outings outside the Council boundaries. Tour Permits are also required for Von Oven even though within the Council boundaries (these facilities require permits for insurance reasons). The vehicle description (including model, year, number of passenger seat belts), insurance liability limits and driver's license number for each individual driver carrying Scouts during the trip must be included on the permit. All drivers must have the minimum insurance requirements established by BSA and have a current transportation form on file with the Troop. *Note: the minimum insurance requirements is identified on the Troop transportation form.* For trips greater than 500 miles (except summer camp), a National Tour Permit is required.

**Outings** - The following safety procedures should be followed for each outing:

- a) Parents will be provided with information on where the outing is taking place and a phone number where the Troop can be reached in case of an emergency.
- b) An emergency coordinator will be assigned for each outing. The emergency coordinator in Naperville will be the primary contact with the adult leaders on the outing.
- c) The location of the nearest medical facility and method of contact (911 or other emergency number) will be identified prior to the trip. For outings outside Council boundaries the name and phone number of the State Police, County Sheriff, and the Local BSA Council should be identified. A portable phone is desirable.
- d) Drivers should pair up (at least two cars) so that help is available in case of mechanical difficulties. Speed limits should not be exceeded. No caravans as a safety precaution.
- e) Upon departure from outings **no one** will leave without first checking with the Scoutmaster responsible for the outing. Failure to do so can create many problems..... *Note: The Scoutmaster is responsible for all boys from the time they leave the Church until they are dropped off at their homes/Church.*
- f) A medical release form shall be on file for each Scout and adult attending the outing. If the form is not completed, the Scout cannot attend the outing. All medical release forms are located in the medical book. These forms are completed once each year and cover all outings.
- g) Seat belts are **mandatory** for all Scouts and adult leaders. No double buckling. Scouts under the age of 13 are **not allowed** to sit in front of an air bag. If the front seat needs to be occupied have the largest Scout (over the age of 13) sit there and move the seat back as far as possible. *Note: potential injury from release of an airbag is relative to an individual's*

*size and weight no matter what age. If boys over the age of 13 are allowed to sit in the front seat, this needs to be taken into consideration.*

- h) No one under the age of 21 is allowed to drive anyone other than himself or equipment to or from a Troop sponsored outing.
- i) Scouts need to be properly equipped for the outing (i.e. suitable boots, gloves, jacket, hat and sleeping bag for cold weather camping). The Outing Scoutmaster has the option of not allowing a boy to attend if he is not properly outfitted.
- j) Siblings not registered with the Troop are not allowed on Troop sponsored outings.

**Personal Health and Medical Records** - All Scouts and adult leaders must complete a personal health & medical record including the medical release section. The personal health & medical form (as identified below) must be complete before any Scout or adult goes on an outing.

- Class 1 - Required for all Scouts and adult leaders. This form must be completed upon joining the Troop and each year during re-chartering (March). This form is filled out by the parents and includes all pertinent medical information including the medical release (consent to treat); insurance information; emergency contacts; doctor's name and phone number; and, any medical condition (allergies, medication, special care).
- Class 2 - Required for all Scouts and adult leaders under the age of 40 attending summer camp. A physical (and new completed form) is required every 36 months.
- Class 3 - Required for all Scouts and adults attending a BSA or Troop sponsored High Adventure Outing. It is also required for all adults 40 years and older attending summer camp. A physical (and completed form) is required every 12 months. The medical release section must be complete. *Note: Philmont, Boundary Waters, and Seabase may have their own forms, which must be used.*

### **First Aid**

- Medical Prescriptions on Outings - One adult leader will be assigned to hold all prescription medicine for the outing. The Scout and parent will provide clear written instructions to the assigned adult leader. The leader will ensure that the Scout takes his medicine. The Scout needs to be knowledgeable about his own care. 
- Medical release forms for each boy and adult leader will be taken on all outings.
- A Troop first aid kit will be taken on all outings. Each Scout should also have a personal first aid kit for each outing.
- Uniformed leaders are encouraged to take a recognized First Aid course and Adult CPR (Adult CPR covers ages 9 and above). Current certification is required for all adults attending a Troop sponsored or BSA High Adventure outing.

**Youth Protection Training** - All registered leaders are required to complete Youth Protection Training. In addition all parents attending camping activities are required to obtain Youth Protection Training. Re-certification is required every two years. All parents or guardians are encouraged to obtain this training, which is now available as an on-line course.

**BSA Safety Programs** - The Troop supports all safety programs established by BSA. Adult leaders are encouraged to be trained in the following programs:

- Safe Swim Defense Plan (renewed every two years)
- Safety Afloat
- First Aid and Adult CPR - current certification is required for at least one adult attending a Troop sponsored or BSA High Adventure outing. For outings in remote locations first aid training should include Red Cross 'When Help is Delayed' or similar backcountry first aid training. *Note: the Troop requires all adult advisors attending a high adventure to have current certification or have approval from the Scoutmaster.*

**Knife, Ax, and Saw** - All Scouts are required to earn the Totin' Chip after successfully completing instruction in the use of knife, ax, and saw.



- Totin' Chip requirements are found on Page 85 of the Official Scout Handbook. The Totin' Chip Card is carried by the Scout whenever he is using a knife, ax, or saw. Upon improper use of cutting implements, an adult leader can cut off one corner of the card. If all four corners are cut, the Scout cannot use these implements until he re-earns the card.
- The recommended knife for a Scout is a folding pocket type (Official scout knife or Swiss Army pocket knife). If a larger blade is needed, such as for high adventure programs, a "lock-back" with blade length not to exceed 3 1/2 inches may be used. No sheath knives are allowed. This also applies to all other forms of knives not intended for hiking or camping.
- The Troop provides hand axes and saws. Personal axes and saws are to be left home.

**Fire Safety** - All Scouts are required to earn the Firem'n Chit.



- The Firem'n Chit Card is earned after successfully completing instruction in fire safety. The Firem'n Chit Card is carried by the Scout whenever he is building a campfire. Upon improper use of fire starting or fire control, an adult leader will cut off one corner of the card. If all four corners of the card are cut, the Scout must re-earn the card.
- Liquid or propane fueled lanterns or heaters should never be used in or near tents.
- No open flames or candles are allowed in tents at any time.
- Propane bottles are to be connected to stoves and lanterns only by adult leaders.

**Accident & Illness Coverage** - BSA sponsors a secondary accident and sickness insurance plan. This allows the Troop to obtain prompt medical treatment for accidents that may occur while participating in any activity approved and sponsored by the BSA (Troop) without concern about how the cost will be paid. All registered youths and adult leaders are covered by the policy. Registration fees include one dollar to cover payment for the plan.

**Power Tools** - BSA policy is that chain saws cannot be used by Scouts for any project related to Scouting. Power tools can be used by Scouts with proper adult supervision with the exception

of Eagle Projects. Council policy is that power tools are not to be used by Scouts for Eagle projects.

## XV. UNIFORMS

**Meetings** - Scouts should wear their "Class A" uniforms to all Troop meetings and activities unless otherwise informed.

### Class A Uniform:



- Tan Scout shirt with appropriate insignia <sup>1</sup>, patches, and red shoulder loops. Uniform and insignia will be worn in accordance with the BSA "Insignia Guide".
- Scout pants<sup>2</sup> or Scout shorts/Troop shorts with official socks.  
*Note: Scout socks are only required when wearing Scout shorts.*
- Troop neckerchief <sup>3</sup> with slide (slide of choice) or Scout bolo tie  
*Note: Troop neckerchief must be worn at Courts of Honor and Troop activities that represent the Troop (Pancake Breakfast, etc.)*
- Scout belt and buckle
- Troop Scout hat (not to be worn in the Church)
- Merit Badge sash worn at Courts of Honor and Scoutmaster Conferences.
- OA sash, when appropriate

### Class B Uniform

- Troop 505 tee shirt
- Scout pants or Scout shorts/Troop shorts with official socks, unless otherwise informed.  
*Note: Scout socks are only required when wearing Scout shorts.*

**Outings** - The uniform for the outing will be identified by the Scoutmaster for each outing normally the Class A uniform will be worn to and from the campout by Scouts. Adult leaders will wear the uniform shirt to and from the outing. Scouts can wear Official BSA pants, or shorts to campouts or blue jeans/shorts or khaki pants/shorts. Sweat pants, jams, or similar pants/shorts are not acceptable.

**Summer Camp** - Class A uniform shall be worn to and from summer camp. Shirt, scarf, and troop hat will be worn at dinner. Complete Class A uniform (pants or shorts & scout socks) will be worn to camp formations. The Troop hat will be worn at all times by Scouts and Adult Leaders.

**Adult Uniformed Leaders** - Scoutmaster and Assistant Scoutmasters are expected to purchase and wear uniforms to all Troop meetings and activities. It is important for the leaders to set an example for the Scouts by wearing a complete and proper uniform.

**High Adventure** – all participants (youth and adult) will wear the Class A with Troop neckerchief traveling and at other appropriate times. Shorts will be official scout shorts or troop shorts.

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<sup>1</sup> In recognition of how long the Troop has been in existence, the applicable year bar may be worn

<sup>2</sup> It is recommended that all Scouts have official BSA pants. It is acceptable for Scouts with the rank of Tenderfoot and Second Class to substitute the official pants with blue jeans or khaki pants. **Sweat pants, jams, or similar pants or shorts are not acceptable.** Official BSA pants are required for all Scouts with the ranks of First Class and above.

<sup>3</sup> The Troop provides new members with the Troop 505 neckerchief. If a replacement is needed, a \$10.00 charge will be made

**Uniform Resale** - The Troop maintains an inventory of "used, but serviceable" uniforms for resale. The Troop charges 50 percent of the original price (established in the latest Scouting catalog). One-half of the proceeds go to the Troop and the other half to the Seller's escrow account.

## XVI. ADVANCEMENT & ATTENDANCE

The Boy Scout advancement program is "the art of meeting a challenge". The boys master a series of skills that prepare them to enjoy the outdoors. As they master these skills, they move through the six Boy Scouting ranks (Tenderfoot, Second Class, First Class, Star, Life, Eagle), each more demanding than the last.



There are four steps to advancement:

1. The Scout learns
2. The Scout is tested
3. The Scout is reviewed
4. The Scout is recognized

A Scout must be active to master the skills and earn the ranks. The rank requirements specify certain skills, service projects, and leadership positions that must be met. The Troop requires a Scout to attend meetings and outings to advance through the ranks.

**Advancement is the responsibility of the Scout.** He must ask (a) the Troop's uniformed adult leaders for help and guidance and alert them when he is ready for advancement and (b) contact counselors to earn Merit Badges. *Note: the Scout should contact the Scoutmasters for his group (Pioneers or Venture) when he is ready for advancement.* It is not the responsibility of parents to discuss the details of advancement or merit badges with uniformed leaders or merit badge counselors. Under extremely rare circumstances or problems that cannot be resolved between the Scout and uniformed leader/merit badge counselor, the parent shall only contact the Scoutmaster or Committee Chairman for resolution.

The Troop's policy is that family members do not sign off for their own Scouts except when working with groups. It is recommended that, if possible, two adults work with groups so that family members do not sign off for their own Scout. Adult Troop Advancement personnel monitor individual Scout advancement, and will encourage the boys to advance. However, Adult leaders do not necessarily push the boys to advance.

A Scout must successfully hold a responsible troop position approved by the Scoutmaster for the rank of Star, Life, and Eagle. As the boy progresses through higher ranks it is expected that the position he holds will require progressively more responsibility and leadership. The Troop Committee's policy is that a candidate for Eagle must hold a position of Patrol Leader, Troop Guide, or Senior Patrol Leader and demonstrate his leadership skills for a minimum of six months sometime during his tenure as a Scout. As Patrol Leader, Troop Guide, or Senior Patrol Leader it is expected that he attend at least 75% of the meetings and campouts.

All of the advancement rank requirements are found in the Boy Scout Handbook. Advancement should be accomplished in the appropriate environment. For example, Patrol cooking must be done on a campout, not at a meeting. Each Scout is expected to read and bring his handbook to all Scouting activities. Another excellent resource is the Boy Scout Field Handbook. The "Field Manual" provides more detailed information on outdoor activities.

If in the view of the Scoutmaster, these requirements are too difficult for a particular Scout to handle or there are extenuating circumstances, he may modify or waive the requirements on a case-by-case basis.

**Participation** - The Troop defines **active participation** as follows: Scouts should attend and actively participate in at least 50% of the scheduled activities (meetings and outings) and fund-raising activities during the year: attendance records are kept. In addition, Scouts must attend at least three (3) campouts per year, or two (2) campouts plus summer camp or high adventure to remain active. *Note: the Troop is a camping Troop and younger Scouts learn from the Senior Scouts.* Scouts active in other activities (such as seasonal sports) that may conflict at times should identify this to the Scoutmaster. Scouts with attendance less than 50% will not be considered for rank advancement or participation in High Adventure Outings unless there are special considerations (e.g. extended illness). Justification for less than 50% attendance must be submitted and approved by the Scoutmaster and Committee Chairman prior to the Board of Review.



**Merit Badges** - Merit badges are awarded to Scouts for fulfilling requirements in specific fields of interest. The Scout earns a merit badge by working with a registered counselor, an expert (volunteer) in the chosen subject. The Scout (a) obtains a merit badge card "Blue Card", (b) the name of a counselor from a member of the Advancement Committee or ASM – Merit Badge Coordinator, and (c) has the card filled out and signed by the Scoutmaster, Crew Advisor or ASM – Merit Badge Counselor). The Scout then contacts the counselor to make an appointment. Before he starts, he meets with the counselor to understand what the requirements are and how they are to be met. The Scout must be accompanied by another Scout or parent for all meetings with the counselor. Any registered Scout, regardless of rank, can work on and receive the award when earned. However the focus of Scouts below the rank of First Class should be on advancement not merit badges.

The District maintains a listing of merit badge counselors in our area. There are more than a hundred merit badges. As a supplement to the District listing, the Troop recruits and maintains a listing of Troop parents (this includes a Scout's extended family - aunts, uncles, grandparents) that volunteer as merit badge counselors for the more popular merit badges. A merit badge counselor must be 18 years or older, of good character, and proficient in the subject he or she will counsel. A counselor must register (no fee) by filling out the Adult Registration Application (BSA form no. 28-501) and Merit Badge Counselor Information sheet. The forms are submitted via the Troop Advancement Committee to the Council/District for official review and approval.

Merit badge counselors from within the Troop may hold special workshops before or after the Troop meeting to reach more Scouts for their particular area of interest. These special workshops are needed to be approved by the Scoutmaster or Committee Chair by contacting the Merit Badge Coordinator. Scouts are not to be working with counselors during the meeting unless it is a part of the program for the meeting. If meeting with a merit badge counselor before a meeting, all work must stop by 7:20 p.m.

The Troop Committee's policy is that family members who are Merit Badge counselors **cannot** sign off badges for their own Scouts except for home repair merit badge and when working with groups (for example personal management, first aid, ...). It is recommended that, if possible, two Merit Badge counselors for that badge work with groups so that family members do not sign off for their own Scout.

The intent of the merit badge program is to have boy's contact different counselors so that they can meet and learn from a larger group of individuals. It is Troop 505's policy that a Merit Badge Counselor only work with a boy on three separate merit badges or which no more than two can be Eagle required merit badges. Exceptions to this must be approved by the Scoutmaster.

Boys are encouraged to focus on advancement up to the rank of first class. Merit badges should not be a priority. Boys entering the troop will focus on rank advancement with the first merit badge work at summer camp.

The Troop's policy is that boys at summer camp should work on merit badges associated with the outdoors. Eagle merit badges such as Citizenship's, Communication, etc. are more suited to a classroom type environment and take away from the opportunity to fully experience the summer camp experience. The Troop has merit badge counselors to work with boys on these merit badges throughout the year. The boys should focus on Swimming, Lifesaving, Environmental Science, Rifle, Nature, Canoeing, Small-boat Sailing, Pioneering, and the many other merit badges that lend themselves to an outdoor setting.

BSA publishes pamphlets for every merit badge. The merit badge pamphlet identifies the requirements and information necessary to guide the boy in earning the badge. Merit Badge pamphlets are maintained in the Troop library and Naperville library. Pamphlets from the Troop library must be signed out. The Troop's library may not include all merit badges or may include outdated copies. The Scout should ensure that he is working with the latest Merit Badge requirements. Merit Badge pamphlets can be purchased from the BSA store at a nominal cost. Another excellent resource is the BSA Advancement Requirement Book, which lists the latest advancement requirements and merit badge requirements. Scouts may sell up-to-date Merit Badge pamphlets in good condition to the Troop (see ASM – Merit Badge Coordinator) for \$2.00 (the money goes into their escrow account) or swap for another Merit Badge pamphlet.

**Records** - Cards are issued for each rank advancement and are the only "official" record of a Scout's advancement. The signed section of the merit Badge "Blue Card" is the only record of a Scout earning a merit badge. These cards (or copies) are required to verify that a Scout has earned all ranks and merit badges before being awarded Eagle. *Note: This is especially important if a family moves to a new area. It is recommended that these be kept in a safe location.*

**Scoutmaster Conference** - The purpose of the Scoutmaster's conference is counseling the Scout(s), their parents or guardians, and reviewing the Scout(s) for rank advancement. A Scout, Scoutmaster, Assistant Scoutmaster, or parent/guardian may request a Scoutmaster conference at any time. The Scoutmaster conference may be conducted by the Scoutmaster or Assistant Scoutmaster(s) as soon as possible upon request. Rank advancement for ranks above First Class are conducted by the Scoutmaster. **The Scoutmaster is the only person who can sign off for leadership and scout spirit.** Scouts must be in full Class A (see Section XV) and have their Scout handbook. *Note: rank advancement for First Class and above, BSA pants/shorts are required.*

**Board of Review** - The purpose of the Board of Review is to (a) determine the Scout's attitude and acceptance of Scouting ideals; (b) to ensure that the requirements have been met for advancement; (c) to discuss the Scout's experience with the Troop and the Troop's program; and, (d) to encourage him to keep working toward advancement. It is not an examination. A Board of Review may also be held to counsel a boy about his lack of progress toward rank. The Board of Review is conducted by a minimum of three individuals, of which two must be a registered committee member, and a maximum of six individuals. Parents of a Scout being considered for advancement may not sit on their son's board. *Note: The Scoutmaster is not a member of the Board and does not attend; however, the Board of Review may question the Scoutmaster about a particular Scout and will allow the Scoutmaster to address the Board of Review.*

**Court of Honor** - Scouts are awarded badges at the Court of Honor, which is normally held three times a year (usually October, January, and May). All Scouts should attend regardless of whether they have earned a rank of badge. All Scouts sit together as a Troop during the Court of Honor. Parents, guardians, and family are encouraged to attend. *Note: when a boy is awarded rank advancement there is a special ceremony that includes the parents or guardians. Family support is an important part of a Scout's growth and advancement. Siblings should be seated quietly with parents during the Court of Honor.*



VENTURING · BSA

## XVII. VENTURE CREW 505

Venture Crew 505 is chartered by Knox Presbyterian Church to provide a program for older boys. The Crew's focus is a high adventure program for boys in high school (and older). This program provides more challenging and diverse activities (i.e. technical rope climbing, white water rafting,..). The Scouts have a meeting at least once a month meetings to work on advanced skills and plan upcoming activities. There are normally two to three activities scheduled during the year and the weeklong summer high adventure trip (backpacking - Philmont or other challenging locations, Boundary Waters canoe trip, or Seabase sailing trip).

### **Membership**

Membership to Crew Venture 505 is open to boys in high school through the age of 21. Scouts can maintain registration in their home Troop in addition to being a member of the Venture Crew. The Crew is open to all boys (e.g. they do not have to be a member of Troop 505 to join). *Note: advancement must be accomplished through membership in Troop 505 or a Scout's home Troop*



### **Organization**

The **Crew Committee** is comprised of the following individuals (at least three are registered):

- **Committee Chairman** - Works closely with the Crew Advisor and Chartered Organization Representative. Responsible for coordinating and delegating activities of the Committee. Prepares the agenda and chairs the monthly committee meetings to discuss and plan upcoming activities and evaluate past activities. Establishes additional committees and subcommittees as needed.
- **Treasurer** - Responsible for maintaining the Crew's finances by keeping an accurate accounting of the Crew's revenues and expenses. Reports the financial status at the monthly committee meetings, and assists the Crew Committee with establishing the annual budget. Attends monthly committee meetings.
- **Activities** - Responsible for assisting the Assistant Crew Advisor in making reservations, organizing sign-ups, filling out tour permits, setting up transportation, and collecting funds for activities (camping trips, outings, etc.). Also works with the uniformed leaders to plan the year's activities.

Note: the Crew charter requires at least five Scouts and three adults to be registered with the Crew as their primary registration.



The **Crew Advisor** and **Associate Crew Advisor** are responsible for the Scouting program.

**Crew Advisor** - The Crew Advisor is responsible for:

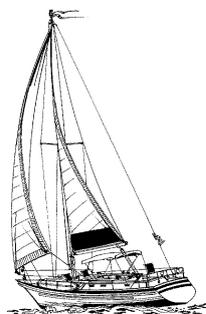
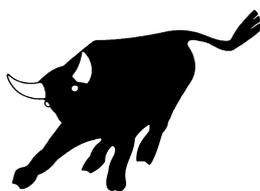
- Training and guiding boy leaders to run the Crew
- Working with and through responsible adult leaders to bring Scouting to boys
- Helping boys grow by encouraging them to learn for themselves
- Guiding boys in planning the Crew program
- Helping the Crew Committee recruit assistant Crew Advisors
- Keeping up to date on BSA policy and implementing it into the program.
- Responsible for working with High School Scouts specializing in more challenging and diverse activities.

**Associate Crew Advisors** - The Associate Crew Advisors support the Crew Advisor. The following specific program responsibilities are also assigned to Associate Crew Advisors:

- **High Adventure** - Responsible for the program requirements for the High Adventure summer program. Works with the Troop High Adventure committee.
- **Venture Crew Activity** - Responsible for making reservations, organizing sign-ups, collecting funds for Crew activities and providing supervision/transportation for activities.

**Venture Crew President** - elected by the Scouts in the Venture Crew. Candidates for election must be approved by the Crew Advisor and Scoutmaster. He reports to the Crew Advisor who is the 'Scoutmaster' for the Venture Crew. His duties consist of the following:

- Run all meetings, events, activities associated with the Venture Crew
- Help plan activities for the Venture Crew
- Represent the Venture Crew at the Patrol Leader's Council as necessary



## Appendix A



### SILVER ACORN AWARD

The Silver Acorn Award is given to a deserving adult in the Troop and Crew (one for each) for outstanding duty and service. These awards are presented at the annual district dinner.

	Joe Becia
	George Murphy
1996	Howard Bruskin
1997	Bill Hamilton
1998	Bob Charles
1999	Joe Caruso and Jim Burner, Sr.
2000	?
2001	?
2002	?
2003	?
2004	?
2005	Jim Michel and Bruce Arndt
2006	Cliff Spencer and Jim Burner, Jr.