

# **Troop 505**

## **Boy Scouts of America**

### **Troop Policy Manual**

This is a handbook for Scouts and their parents. It explains the things you should know about Boy Scout Troop 505 of Naperville, IL. It is supplementary to the official Boy Scout Handbook and Safe Guideline to Scouting provided by the Boy Scouts of America. Parents should review this handbook with their Scout. When you register with Troop 505, you agree to abide by the policies and procedures of the Troop and the Boy Scouts of America.

Troop 505 is a boy run troop. However, all parents are strongly encouraged to be involved and act as guides and advisors. Parents are needed for much more than just driving to and from events. Jump in and try out several of the Committees. Or Join the ranks for the ASM's and take a hands-on role in the continued progression of the Troop. Or if camping and working directly with the boys is not your strong suit, then seek out a spot in one of our many Committees, there's something for everybody. The Troop only functions well when we're all involved.

There are many training opportunities available and if you would like to participate as an adult leader. You will soon find yourself caught up in the excitement that can only come from Scouting!

This manual is dedicated to all the great Scouts and Scouters whom have made Troop 505 the outstanding organization it is today. Without their spirit and dedication, combined with the assistance and support of numerous parents, friends, and the Knox Presbyterian Church, the many activities, outings and programs would never be reality.

Thank you,

The Troop 505 Committee and Scoutmasters

(This document supersedes policies found in any other troop publications)

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# Troop 505 Diversity

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Troop 505's purpose is to provide the Scouting Program for all youth in the community.

The Boy Scouts of America was founded on the premise of teaching moral and ethical values thru an outdoor program that challenges them and teaches them respect for nature, one another, and themselves. Scouting has always represented the best in community, leadership and service.

Troop 505 is open to scouts of every economic background, religion, race, culture and color. Handicapped boys will be accommodated to the greatest extent possible within our troop programs.

America was built strong through the interaction of such ethnic and cultural diversity. Our troop remains strong and growing by embracing and encouraging cultural, religious, ethnic and individual diversity. No discrimination will be tolerated on these matters.

Women are welcome to participate either on the Troop Committee or in an Assistant Scoutmaster position.

High Adventure trips and other activities may at times be limited to those people physically fit enough to participate. The Scoutmaster will make such determinations.

Troop 505 aims to embrace and encourage the understanding of diversity among Troop 505 Scouts and families. We will strive to:

- Promote an environment of inclusiveness among Troop 505 Scouts and Scouters.
- Create cultural awareness and understanding. The ability to relate to others who are different than we are is not some talent we are born with, rather it is a skill that must be learned, studied, cultivated and practiced.
- Emphasize using the Scout Oath as a model for life – being unselfish in service and devotion to the welfare of others.

# WELCOME TO TROOP 505!

Welcome to the Boy Scouts of America (BSA) and Troop 505. We are happy to have you as a member of our Troop. By becoming a parent of a Boy Scout you are starting your son out on the great adventure of Scouting. This is an important and rewarding endeavor that you will share with him.

Troop 505, "The Prairie Troop," was chartered in 1964 and has been a continuously active Troop in Naperville since its inception. Knox Presbyterian Church charters Troop 505 under the auspices of the Christian Education Department. The Scouting program is non-denominational.

Many boys have graduated from the Troop with the skills, values, and self-confidence necessary to guide them through their entire adult life. We have a large contingent of adult involvement and we continually strive to maintain and upgrade our equipment. We are proud of our Troop's history and have had over 170 Scouts climb the ranks to EAGLE, the highest rank in Scouting.

The information in this Troop Handbook is designed to give a new Scout and his parents details about Scouting and camping in Troop 505. The Troop Handbook discusses Troop policy and guidelines in more detail.

The promise of Scouting is:

ADVENTURE...  
LEARNING...  
CHALLENGE...  
RESPONSIBILITY.

Our goal is to provide opportunities for our sons to:

- Develop friendships;
- Experience the great outdoors;
- Set and achieve goals in Scouting;
- Become an active part of their family, community, and nation;
- Mature into strong, wise, adults.

## TROOP 505 IS A BOY-RUN TROOP

It is the goal of the BSA and Troop 505 that Scouts themselves plan and execute their own program to achieve the goals outlined in the Boy Scout Handbook. Parents and adult leaders participate, guide and support the boys' program. New Scouts begin with small jobs under the guidance of more experienced Scouts. As their skills and knowledge improve, new responsibilities are given to them. Each Scout will learn the skills needed to carry out his job in the Troop and will learn how to pass those skills on to other boys.

We use camping as a method for boys to learn teamwork, leadership, basic first aid, outdoor and survival skills while having fun. In small groups called Patrols, each boy has an opportunity to develop both team-oriented and leadership skills.

## MEETING TIME AND PLACE

The Troop meets at Knox Presbyterian Church on Monday nights at 7:30pm sharp. The meetings run until 9:00pm. Scouts should enter the Church through the main entrance on Catalpa Street. Scouts must be courteous and quiet. Scouts are expected to keep their families up to date about Troop schedules and activities. Parents are welcome at the meetings. We welcome your help and you are encouraged to become active as a Troop Leader, a Merit Badge Counselor or Committee Member.

The Troop meets throughout the school year taking a break from meetings in the summer to allow time for summer camp and high adventure outings. The schedule for meetings is issued at the beginning of the school year and generally follows the school District 203 & 204 calendars.

## USE OF CHURCH FACILITIES

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

- Be courteous of other activities going on in the Church.
- 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 and games should not be touched.
- Use of tobacco products 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). 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.
- Soda Machine – the soda machine is off limits to all Scouts.
- Soda or food is not allowed during the meetings unless it is a special meeting (i.e. ice cream social, pizza party, etc.)

## **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 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 of Troop 505, so do his parents or guardians.

While most of our new Scouts are Webelos or boys 11 to 12 years old, we also encourage older boys to join our Troop. Older boys may feel that they are behind but they quickly advance. We assign an Assistant Scoutmaster (ASM) to our new Scouts who helps guide them through their advancement. With better discipline and learning skills and with a little help from their friends, new older Scouts quickly join their friends on the Eagle trail.

## **GETTING STARTED**

Complete a BSA application by the end of your first Boy Scout meeting. The application is available from the Scoutmaster, Committee Chair or Recruiting Chair.

The Troop provides new Scouts with their: Boy Scout Handbook, Troop insignia (numbers), shoulder loops, Troop neckerchief and neckerchief slide.

## **WHAT IS EXPECTED OF OUR SCOUTS?**

We expect each of our Scouts to be active, to advance regularly, to wear their Scout uniform proudly, to practice good manners and behavior, and to do their best to live by the ideals of Scouting as expressed in the Scout Oath and Law.

## **PARENTAL COMMITMENTS**

Scouting is a family affair. No Scout is expected to travel the "Trail to Eagle" by himself. Parents should encourage their sons to work on advancement and to take full advantage of the Scouting program. Parental involvement does not include doing Scout's work. A good rule of thumb is: "If a Scout can do it, a Scout should do it".

The Pancake Breakfast is the troops biggest fundraiser of the year. The Pancake Breakfast provides the funds necessary to run the troop.

Participation in the Pancake Breakfast is expected. All scouts and at least one parent from every family are expected to work at least one shift Saturday or Friday night. All Scouts are expected to sell a minimum number of tickets or ads as set by the troop committee.

In addition to the Pancake Breakfast one parent from each family are expected to assist with at least one troop activity per year. Weekend camping with the troop does not fulfill this requirement.

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.

Parents are invited to all Troop meetings and especially to the Courts of Honor. We also have a monthly Troop Committee Meeting, usually held on the third Thursday of the month at 7:00pm at Knox Presbyterian Church. Parents are invited to attend this meeting.

The Troop Committee reviews Troop progress, supports the Scoutmaster's program, and sets Troop policies. If a parent has a special skill or training, she or he may want to serve as a Merit Badge Counselor. Being a Merit Badge Counselor is a very rewarding position. Merit Badge Counselors must be registered with the Three Fires Council. In addition, parents are needed to drive to and attend weekend trips. The Troop requires additional information before attending these trips. Such information will be collected at the annual registration in March.

There is always room for anyone who wants to take a more active role in working with the Scouts and planning their program. Scouters (adult Scout leaders) include Troop Committee members, Merit Badge Counselors and Assistant Scoutmasters. There are also many other opportunities for adults to help serve the Troop. Some examples are helping with the Courts of Honor, the family dinner, running the Troop store and helping with the Troop food drive. If you are interested in serving the Troop contact the Troop Committee Chair.

## UNIFORM

The Scout uniform is the symbol of membership and commitment to Scouting. It is the visible reminder of the spirit and ideals of Scouting and should be worn properly, neatly and with pride.

Unless otherwise informed, Scouts must wear their "Class A" uniforms to all Troop meetings, activities and while traveling to and from activities and outings. "Class B" uniforms are worn for more physical activities such as hiking and some service projects. When appropriate "Class B" uniforms will be specifically noted in the announcement for the activity.

### Class A Uniform

- Scout dress shirt with appropriate insignia, patches, and shoulder loops. Uniform and insignia will be worn in accordance with the BSA "Insignia Guide".
- Scout pants or Scout shorts with official socks.  
Note: Troop 505 recognizes the cost of providing full Scout uniform and allows Scouts to substitute appropriate dress pants for uniform pants until the Scout reaches the rank of First Class. Once a Scout reaches the rank of First Class they are required to wear official pants or shorts.
- Troop neckerchief with slide (slide of choice) or Scout bolo tie.  
Note: Troop neckerchief **must** be worn at Courts of Honor and activities that represent the Troop (Pancake Breakfast, etc.).
- Scout belt and buckle.
- Troop Scout hat (not to be worn in the Sanctuary).
- Canvas or leather shoes with socks.
- Merit Badge sash worn at Courts of Honor, Scoutmaster Conference and Board of Review.

- Order of the Arrow sash, worn at Order of the Arrow events only.

#### Class B Uniform

- Troop 505 or Boy Scout t-shirt or Troop sweatshirt.
- Scout pants or Scout shorts.

## Troop Organization

### Troop Charter

The Troop Charter of Troop 505 is granted by the Three Fires Council, Thunderbird District, Boy Scouts of America to Knox Presbyterian Church in accordance with the requirements of the bylaws, rules and regulations of the Boy Scouts of America.

**Knox Presbyterian Church**  
**1105 Catalpa Lane**  
**Naperville, IL 60540-7950**  
**630-355-8181**

- The Charter Organization furnishes a place to meet; providing adequate facilities for the Scouting on a regular schedule with time and place reserved.
- The Charter Organization approves the Troop's recommendation of the Scoutmaster; approves the Troop's recommended Troop Committee of at least three adults.
- The Charter Organization appoints a chartered organization representative who is a member of the organization and will coordinate all unit operations within the Church. He or she will represent the organization to the Scouting District and serve as a voting member of the local council.
- The Chartered Organization Representative must approve all leader applications and verify that personal references and any previous experience working with youth in other organizations have been checked before submitting the application to the local council.
- Select a unit committee of parents and members of the Chartered Organization (minimum of three) who will screen and select unit leaders who meet the organization's standards as well as the leadership standards of the BSA. (The committee chair must sign all leadership applications before submitting them to the chartered organization for approval.)

The 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 Patrol Leaders' Council (PLC)

Troop 505 is a boy run Troop. The boy leaders, with the guidance of the Scoutmasters, plan the program, conduct Troop meetings, and provide leadership. The Patrol Leaders' Council (PLC) is composed of the Senior Patrol Leader, Assistant Senior Patrol Leaders, Patrol Leaders, Troop Guides and Scribe. They are responsible for planning and conducting the Troop's activities.

For the advanced ranks (Star, Life and Eagle) scouts must serve actively in a position of responsibility for a period of 4-6 months. Minimum requirements for appointment to each

position are established by the Scoutmaster to ensure that qualified scouts fill the junior leader positions in the Troop. These requirements are as follows:

### **Senior Patrol Leader (SPL)**

The Senior Patrol Leader is elected by the Scouts to represent them as the top youth leader in the Troop. He must be Star rank or higher and have previous leadership training and experience.

**Reports to:** The Scoutmaster.

### **Senior Patrol Leader Duties:**

- Runs all Troop meetings, events, activities, and the annual program planning conference.
- Runs the PLC meeting.
- Assigns duties and responsibilities to youth leaders.
- Assists the Scoutmaster with youth leadership training.
- Sets a good example.
- Enthusiastically, consistently, and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit.

### **Assistant Senior Patrol Leader (ASPL)**

The Assistant Senior Patrol Leaders are the second highest-ranking youth leader in the Troop. They are appointed by the SPL with the approval of the Scoutmaster. The ASPL acts as the SPL in the absence of the SPL or when called upon. They also provides leadership to other youth leaders in the Troop.

**Reports to:** The Senior Patrol Leader.

### **Assistant Senior Patrol Leader duties:**

- Helps the SPL lead meetings and activities.
- Runs the Troop in the absence of the SPL.
- Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain's Aide.
- Serves as a member of the PLC.
- Sets a good example.
- Lends a hand with the Patrols and building Patrol spirit.
- Sets a good example.
- Enthusiastically, consistently, and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit.

The Troop typically has at least 3 Assistant Senior Patrol Leaders.

ASPLs are assigned to one of three primary responsibilities.

1. Assist the SPL.
2. Oversee the Patrol Leaders and Troop Guides.
3. Oversee the non-green bar youth leadership (Scribe, Quartermaster, Historian, Den Chief, Librarian, Chaplain's Aide, Order of the Arrow Representative, Webmaster and Instructor).

**Patrol Leader**

The Patrol Leader is the elected leader of his Patrol. He represents his Patrol on the PLC.

**Reports to:** The Assistant Senior Patrol Leader.

**Patrol Leader duties:**

- Appoints the Assistant Patrol Leader.
- Represents the Patrol on the PLC and the annual planning conference.
- Plans and leads Patrol meetings and activities.
- Helps Scouts advance.
- Keeps Patrol members informed.
- Prepares the Patrol to participate in all Troop activities.
- Knows the abilities of each Patrol member and what other leaders can do.
- Works with other Troop leaders to make the Troop run well.
- Sets a good example.
- Enthusiastically, consistently, and correctly wears the Scout uniform.
- Lives the Scout Oath and Law.
- Shows Scout Spirit and helps develop Patrol spirit.

**Assistant Patrol Leader**

The Assistant Patrol Leader is appointed by the Patrol Leader and leads the Patrol in his absence.

**Reports to:** The Patrol Leader.

**Assistant Patrol Leader duties:**

- Helps the Patrol Leader plan and steer Patrol meetings and activities.
- Helps keep Patrol members informed.
- Helps the Patrol get ready for all Troop activities.
- Represents his Patrol at PLC meetings when the Patrol Leader cannot attend.
- Sets a good example.
- Enthusiastically, consistently, and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit.

**Troop Guide**

The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.

**Reports to:** The Assistant Senior Patrol Leader.

**Troop Guide duties:**

- Introduces new Scouts to Troop operations.
- Helps new Scouts earn First Class rank.
- Teaches basic Scout skills.
- Coaches the Patrol Leader of the new-Scout Patrol on his duties.
- Attends PLC meetings with the Patrol Leader of the new-Scout Patrol.
- Assists the ASM with training.
- Counsels individual Scouts on Scouting challenges.
- Sets a good example.

- Enthusiastically, consistently, and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit.

### **Scribe**

The Scribe keeps the Troop records. He records the activities of the PLC and keeps a record of participation, and Scout attendance at Troop activities.

**Reports to:** The Assistant Senior Patrol Leader.

### **Scribe duties:**

- Attends and keeps a log and notes for PLC meetings.
- Records individual Scout attendance.
  - Troop meetings
  - Courts of Honor
- Works with the Troop Committee member responsible for records.
- Sets a good example.
- Enthusiastically, consistently, and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit.

### **Quartermaster**

The Quartermaster keeps track of Troop equipment and sees that it is in good working order.

**Reports to:** The Assistant Senior Patrol Leader / Adult Quartermaster.

### **Quartermaster duties:**

- Assists Adult Quartermaster to keep records of Patrol and Troop equipment.
- Makes sure equipment is in good working condition.
- Issues equipment and makes sure it is returned in good condition.
- Makes suggestions for new or replacement items.
- Works with the Troop Committee member responsible for equipment.
- Sets a good example.
- Enthusiastically, consistently, and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit.

### **Historian**

The Troop Historian preserves Troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia.

**Reports to:** The Assistant Senior Patrol Leader.

### **Historian duties:**

- Gathers pictures and facts about Troop activities and keeps them in a historical file or scrapbook.
- Takes care of Troop trophies, ribbons, and souvenirs of Troop activities.
- Prepares slide show of the Troop's activities for the year for the family dinner.
- Works with the adult in charge of the family dinner to have the slide show presented to the Troop.
- Keeps information about former members of the Troop.

- Sets a good example.
- Enthusiastically, consistently, and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit

### **Den Chief**

The Den Chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in the Cub Scout pack.

**Reports to:** The Den Leader in the pack and the Scoutmaster.

### **Den Chief duties:**

- Knows the purposes of Cub Scouting.
- Helps Cub Scouts advance through Cub Scout ranks.
- Encourages Cub Scouts to join a Boy Scout Troop upon graduation.
- Assists with activities in the den meetings.
- Is a friend to the boys in the den.
- Helps out at weekly den meetings and monthly pack meetings.
- Meets with adult members of the den, pack, and Troop as necessary.
- Sets a good example.
- Enthusiastically, consistently, and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit.

### **Librarian**

The Troop Librarian oversees the care and use of Troop books, pamphlets, magazines, and other media.

**Reports to:** The Assistant Senior Patrol Leader.

### **Librarian duties:**

- Sets up and takes care of a Troop library.
- Keeps records of books and pamphlets owned by the Troop.
- Keeps a system for checking books and pamphlets in and out, and follows up on late returns.
- Keeps the online database of the Troop library up to date.
- Add new or replacement items as needed.
  - Reports lost or damaged materials to the Scoutmaster for replacement.
  - Reports lost or damaged materials to the treasurer for payment
  - Scouts are responsible for lost or damaged materials they have checked out from the troop library
- Keeps books and pamphlets available for borrowing.
- Sets a good example.
- Enthusiastically, consistently, and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit.

**Chaplain's Aide**

The Chaplain's Aide works with the Troop Chaplain to meet the religious needs of Scouts in the Troop. He also works to promote the religious emblems program.

**Reports to:** The Assistant Senior Patrol Leader.

**Chaplain's Aide duties:**

- Assists the Troop chaplain with religious services at Troop activities.
- Tells Scouts about the Religious Emblem Program for their faith.
- Promotes Scout Sunday and Scout Sabbath
- Makes sure religious holidays are considered during the Troop program planning process.
- Helps plan for religious observance in Troop activities.
- Sets a good example.
- Enthusiastically, consistently, and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit.

**Order of the Arrow (OA) Troop Representative:**

The Order of the Arrow Troop/Team Representative is a youth liaison serving between the local OA Lodge and Chapter and his Troop.

**Reports to:** The Assistant Senior Patrol Leader / Adult OA Troop Representative.

**Order of the Arrow Troop Representative Duties:**

- Serves as a communication link between the Lodge or Chapter and the Troop.
- Assists with Troop OA elections.
- Encourages year round and resident camping in the Troop.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the Troop.
- Encourages Arrowmen to assume leadership positions in the Troop.
- Encourages Arrowmen in the Troop to be active participants in the Lodge and/or Chapter activities.
- Encourages Arrowmen to seal their membership in the Order by becoming Brotherhood members.
- Sets a good example.
- Enthusiastically, consistently, and correctly wears the Scout uniform.
- Shows Scout Spirit.
- Lives by the Scout Oath, Scout Law and OA Obligation.

**Webmaster**

The Webmaster works with the Troop Committee and Scoutmasters to make sure the Troop website is updated with relevant information.

**Reports to:** The Assistant Senior Patrol Leader / Adult Webmaster.

**Webmaster duties:**

- Assists the adult Webmaster in keeping the website up-to-date with outings, activities and other information.
- Assists with web maintenance and expansion.
- Attends PLC meetings and posts new information.
- Sets a good example.
- Enthusiastically, consistently, and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit.

**Outdoor Ethics Guide**

Outdoor ethics guides help troops plan and conduct an outdoor program that emphasizes effectively practicing the Outdoor Code, the Leave No Trace principles, and the Tread Lightly! principles. Guides work to help Scouts improve their outdoor ethics decision-making skills to help minimize impacts as they hike, camp, and participate in other outdoor activities. In particular, they should support Scouts who are working to complete the relevant requirements for the Tenderfoot, Second Class, and First Class ranks.

**Reports to:** The Assistant Senior Patrol Leader.

**Outdoor Ethics Guide duties:**

- Assures the troop adheres to the Principles of Leave No Trace, Tread Lightly, and the Outdoor Code
- Sets a good example.
- Enthusiastically, consistently, and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit.

**Instructor**

The Instructor teaches Scouting skills. The Instructor will work closely with both the Troop Guides and with the ASM for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scoutcraft skills required for the advancement to Tenderfoot, Second Class, and First Class ranks. The Troop can have more than one Instructor.

**Reports to:** The Assistant Senior Patrol Leader.

**Instructor duties:**

- Instruct Scouting skills as needed within the Troop or Patrols.
- Prepare well in advance for each teaching assignment.
- Sets a good example.
- Enthusiastically, consistently, and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit.

## **Bugler**

The Bugler plays the bugle at Troop ceremonies and campouts.

**Reports to:** The Assistant Senior Patrol Leader.

### **Bugler duties:**

- Plays bugle as requested by Troop leadership.
- Plays the bugle at Troop ceremonies and campouts.
- Must be able to learn and perform the required Bugle Calls
  - Reveille
  - Assembly
  - To the Colors
  - Retreat
  - Taps
- Sets a good example.
- Enthusiastically, consistently, and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit.

## **Junior Assistant Scoutmaster**

The Junior Assistant Scoutmaster serves in the capacity of an ASM except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He is appointed by the Scoutmaster because of his leadership ability.

**Reports to:** The Scoutmaster.

### **Junior Assistant Scoutmaster duties:**

- Functions as an ASM.
- Performs duties as assigned by the Scoutmaster.
- Sets a good example.
- Enthusiastically, consistently, and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit.

## **Patrol Leader Elections**

Elections are held twice a year, spring and fall semester.

The following positions are elected:

- Senior Patrol Leader
- Patrol Leader

## **Senior Patrol Leader (SPL)**

- Must be a minimum of Star Rank.
- Be in good standing with the Troop.
- Be approved by the Scoutmaster.
- Scouts must declare his candidacy for the position prior to the night of the election.
- The Scoutmaster must approve all SPL speeches.
- The SPL speech must be submitted to the Scoutmaster for approval at least one week prior to the election.
- May serve for maximum of two consecutive terms.
- May not hold another position (elected or appointed) during his term of office.

### **Patrol Leader**

It is important for Patrol Leaders to be elected next and prior to other officer positions. This promotes strong leaders for each Patrol because they currently have not yet been selected for another position. It also provides discretionary selection of other officers by the SPL based on the scout's needs to hold a leadership position for rank advancement requirements.

- Must be elected by at least 50% of his Patrol.
- Be in good standing with the Troop.
- Be approved by the Scoutmaster.
- May serve for maximum of two consecutive terms.
- May not hold another position (elected or appointed) during his term of office.

## **ADULT LEADERSHIP**

The adult leadership is divided into two major groups. The Troop Committee that is responsible for policy and administration of the Troop and the Scoutmaster and ASM who are responsible for the program and work more directly with the Scouts. All adult leadership must be fully trained for their positions.

### **Troop Committee**

The Troop Committee is the Troop's Board of Directors and is responsible for policy and administration in support of the Troop program.

#### **The Troop Committee:**

- Ensures that quality adult leadership is recruited and trained.
- Provides adequate meeting facilities.
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
- Carries out the policies and regulations of the BSA.
- Supports leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly cares for Troop property.
- Provides adequate camping and outdoor program.
- Serves on Board of Review and Courts of Honor.
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall Troop program.
- Provides for the special needs and assistance some boys may require.
- Helps with the Friends of Scouting Campaign.
- Assists the Scoutmaster with handling Scout behavior problems.

### **Committee Chair**

#### **Responsibilities:**

- Maintain a close relationship with the charter organization's representative and the Scoutmaster.
- Organize the committee to see that all functions are delegated, coordinated and completed.
- Interpret national and local policies to the Troop.

- Prepare Troop Committee meeting agendas.
- Call, preside over and promote attendance at monthly Troop Committee meetings and any special meetings that may be called.
- Ensure Troop representation at monthly Roundtables.
- Secure top-notch, trained, individuals for Troop leadership.
- Arrange for charter review and re-charter annually.

### **Secretary**

#### **Responsibilities:**

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity.
- At each Troop Committee meeting, report the minutes from the previous meeting.

### **Treasurer**

#### **Responsibilities:**

- Keep accurate Troop financial records.
- Handle all Troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the Troop Committee.
- Maintain checking and savings accounts.
- Train and supervise the Troop Scribe in record keeping.
- Supervise money-earning projects, including obtaining proper authorizations.
- Lead in the preparation of the annual Troop budget.
- Serves as Chair of the Finance Sub-committee.
- Report to the Troop Committee at each meeting.

### **Advancement Coordinator**

#### **Responsibilities:**

- Encourage Scouts to advance in rank.
- Arrange quarterly Troop Courts of Honor and monthly Boards of Review.
- Develop and maintain a merit badge counselor list.
- Make a prompt report on the correct form to the council service center when a Troop board of review is held.
- Secure badges and certificates.
- Work with the Troop Librarian to build and maintain a Troop Library of merit badge pamphlets and other advancement literature.
- Serves as Chair of the Advancement Sub-committee.
- Report to the Troop Committee at each meeting.

### **Outdoor/Activities Coordinator**

#### **Responsibilities:**

- Ensure a monthly outdoor program.
- Help in securing permission to use camping sites.
- Serve as transportation coordinator.
- Promote the National Camping Award.
- Promote, through family meetings, attendance at Troop campouts, camporees, and summer camp to reach the goal of an outing per month.
- Secures tour permits for all Troop activities.
- Serves as Chair of the Outdoor Activities Sub-committee.
- Report to the Troop Committee at each meeting.

### **Equipment Coordinator (Quartermaster)**

#### **Responsibilities:**

- Supervise and help the Troop procure camping equipment.
- Work with the Quartermaster on inventory, proper storage and maintenance of all Troop equipment.
- Make periodic safety checks on all Troop camping gear and encourage the Troop in the safe use of all outdoor equipment.
- Report to the Troop Committee at each meeting.

### **Training Coordinator**

#### **Responsibilities:**

- Keep Troop-training records up to date.
- Perform periodic reviews of Troop-training records.
- Ensure Troop leaders and committee members have opportunities for training.
- Work with the District training team in scheduling required training for all new registered adults.
- Ensure all registered adults complete and maintain current Youth Protection Training.
- Encourage periodic junior leader training within the Troop and at the council and national levels.
- Seek out new training opportunities for youth and adult leaders.
- Report to the Troop Committee at each meeting.

### **Pack Relations/Recruiting (Membership Coordinator)**

#### **Responsibilities:**

- Develop a plan for year-round membership flow into the Troop.
- Work closely with the Cubmaster and Webelos Den Leader of neighboring Cub Scout packs to provide a smooth transition from pack to Troop.
- Assist in developing and recruiting Den Chiefs and assist in the crossover ceremony from Webelos to Boy Scouts.
- Plan and coordinate a Troop open house to invite non-Scouts into the Troop.
- Encourage Scouts to invite their friends to join the Troop.
- Keep track of Scouts who drop out of the Troop and develop a plan to encourage them to rejoin.
- Report to the Troop Committee at each meeting.

### **Friends of Scouting Coordinator**

#### **Responsibilities:**

- Insure participation of the Troop Committee and all parents in the Council's "Friends of Scouting" Campaign.
- Insure that each parent is contacted and asked for their financial support.
- Report to the Troop Committee at each meeting.

## **Chaplain**

### **Responsibilities:**

- Provide a spiritual tone for Troop meetings and activities.
- Give guidance to the Chaplain Aide.
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Visit homes of Scouts in time of sickness or need.
- Give spiritual counseling service when needed or requested.
- Encourage Scouts to earn their appropriate religious emblems.
- Report to the Troop Committee at each meeting.

## **Database Coordinator**

### **Responsibilities:**

- Maintains Troop roster.
- Keeps Troopmaster database up to date.
- Provides technical assistance for Troop database..
- Provides reports as needed to the Troop.
- Assists Committee Chair with annual re-charter.

## **Webmaster**

### **Responsibilities:**

- Maintain the Troop's web site to the standard outlined in the Safe Guide to Scouting.
- Collect and post all current Troop information.
- Post current forms, calendars and appropriate photos and provide links to scout related sites.
- Assure that no information is published that could present any type of security risk to members of the Troop.
- Manage all of the Troops online accounts.
- Maintain the Troop member "Do Not Post" photo list.

## **Order Of The Arrow Coordinator**

### **Responsibilities:**

- Foster Troop participation in the Order of the Arrow.
- Facilitate Order of the Arrow elections.
- Organize Troop participation in Order of the Arrow campouts and other events.
- Manage Order of the Arrow Troop property.
- Facilitate Troop Order of the Arrow ceremonies.
- Mentor the scout Order of the Arrow Representative.

## **Youth Protection Officer**

### **Responsibilities:**

- Supervises meeting place inspections for safety.
- Coordinates first aid, aquatics, and safety program resources.
- Attends the District's Youth Protection meetings and implements the program within the Troop.
- Oversees Troop safety drills.
  - Fire drill
  - Lockdown
  - Severe weather

## **Sub-committees**

### **Finance Committee:**

Chaired by the Treasurer and is responsible for maintaining the Troop Finances.

- Lead in the preparation of the annual Troop budget.
- Review the Troop finances and report to the Committee at least every 6 months.
- Advise the committee on all major purchases.
- Advise the committee on fundraisers and dues.
- Maintain all Troop accounts.
- Maintain Scout escrow accounts.

### **Administrative and Membership Committee:**

Responsible for coordinating membership, registration and administrative functions.

- **Registration/Membership**
  - Maintain membership record.
  - Processes all member applications in a timely manner.
  - Responsible for annual Troop re-charter.
  - Keep track of Scouts who drop out of the Troop and develop a plan to encourage them to rejoin.
- **Recruiting**
  - Work closely with the Cubmaster and Webelos Den Leader of neighboring Cub Scout Packs to provide a smooth transition from Pack to Troop.
  - Assist in developing and recruiting Den Chiefs and assist in the crossover ceremony from Webelos to Boy Scouts.
  - Plan and coordinate a Troop open house to invite non-Scouts into the Troop.
  - Encourage Scouts to invite their friends to join the Troop.
- **Troop Store**
  - Responsible for the receipt, storage and resale of used Scouting uniforms and equipment.
  - The Troop store is open at least once a month during Troop meetings.
- **Medical**
  - Keep all Troop medical forms current.
  - Reviews the personal health and medical forms for all Scouts and registered leaders annually.
  - Assures that Troop medical forms are present for all Troop activities.
  - Inform the committee on all current health and safety issues.
- **Audit**
  - Assures an independent audit of Troop finances is performed at least every three years.
  - Recruits an outside, independent audit team.
  - Reviews the audit.
  - Reports to the Troop Committee.
  - Reports the Charter Organization.

### **Camping & Transportation Committee:**

Chaired by the Outdoor/Activities Coordinator and is responsible for maintaining a monthly outdoor program.

- **Camping**
  - Logistics
    - Secure and confirm reservations.
    - Organize sign-ups.
    - Collect funds.
  - Prepare and secure tour permits as required.
- **Transportation**
  - Recruit and coordinate drivers for each activity.
  - Maintain transportation records.
  - Remove drivers from Troop driving lists as required.
- **Summer Camp Chair**
  - Coordinate all activities associated with summer camp.
  - Secure and confirm summer camp reservation.
  - Assure payments and deadlines are met.
  - Lead parent meetings.
  - Promote summer camp attendance.
  - Recruit adult leaders for summer camp.
- **High Adventure Chair**
  - Coordinating all activities associated with the Troop's High Adventure trips.
- **Mini-Adventure Chair**
  - Coordinate all activities associated with the Troop's Mini-adventure (small adventure campout for the Troop's younger Scouts).
  - Recruit and mentor new Scout leaders to organize and lead the Mini-adventure.
  - Promote Mini-adventure attendance.

### **Advancement Committee**

Chaired by the Advancement Coordinator and is responsible to support the advancement needs of all Troop 505 Scouts.

- **Board of Review Coordinator**
  - Oversees all Board of Reviews.
  - To provide Troop Board of Reviews in a timely manner.
    - Board of Reviews are held traditionally but not exclusively during the first two Troop meetings of the month during the school year.
    - If for any reason the need for Board of Review exceeds the Troops ability to provide Board of Reviews during the first two Troop meetings of the month; extra nights for Board of Review will be added the following week.
    - Summer Board of Review for the rank of Life and Eagle Palms will be convened as necessary.
  - Follow guidelines while conducting the reviews.
  - Confirm that all rank requirements including service time, appropriate merit badges, Troop position of responsibility and time in rank have been met.
  - Manage and train committee members to sit on the Board of Review.

- Report to the Advancement Chair the names of candidates who have successfully completed rank advancement.
- **Merit Badge Counselor Coordinator**
  - Maintains a roster of Troop Merit Badge Counselors.
  - Seek out adults affiliated with the Troop who specialize in areas that would allow them to become Merit Badge Counselors.
  - Seek out adults to serve as counselors for each Eagle required merit badges.
  - Direct new Merit Badge Counselors to attend the required training.
  - Registration
    - Review the registration status of Merit Badge Counselors twice a year.
    - Remind all Merit Badge Counselors to fill out a new registration form every year at the Troop registration night.
    - Remove any Merit Badge Counselors with a registration more than 6 months out of date from the Troop Merit Badge Counselor roster.
  - Youth Protection
    - Review the Youth Protection status of Merit Badge Counselors quarterly.
    - Remind Merit Badge Counselors to update their Youth Protection Training.
    - Remove any Merit Badge Counselor with Youth Protection Training more than 3 months out of date from the Troop Merit Badge Counselor roster.
  - Work with the Troop Librarian to build and maintain a Troop library of merit badge pamphlets and other advancement literature.
  - Maintain a supply of merit badge (blue) cards for the Troop.
  - Make merit badge cards and Merit Badge Counselor information available to the Troop at every Troop meeting.
  - Process all merit badge cards in a timely manner.
- **Eagle Advisor**
  - Acts as a resource for Life Scouts preparing to work on the Eagle rank.
  - Provide Scouts attaining Life rank the "Life to Eagle" packet.
  - Advise Life Scouts on the general process of attaining the Eagle rank.
  - Advise Life Scouts on Eagle service projects and provide guidance on paperwork preparation.
  - Advise Life Scouts with requests for Eagle letters of congratulations.
- **Courts of Honor Coordinator**
  - Confirm dates for all Courts of Honor.
  - Reserve locations for all Courts of Honor.
  - Recruit and assist scouts to MC all Courts of Honor.
  - Assist with the planning for all Courts of Honor.
  - Assist with all materials needed for all Courts of Honor.
  - Assist with the planning of all Eagle Courts of Honor.
  - Maintain Eagle Courts of Honor reference and history materials.
- **Special Awards Coordinator**
  - Promote special awards in the Troop.
  - Encourage Scouts to earn special awards.
  - Assist ASM's with special awards requirements.

## **Fundraising Committee**

Responsible for all fund-raising projects.

- **Popcorn Coordinator**

- Coordinate fall popcorn sales.
- Attend District information meetings.
- Keep the Troop informed.
- Organize group sales
- Consolidate orders.
- Pick up and distribute Troop orders.
- Account for final collections.
- Distribute prizes.
- Submit the fundraiser's final financial report to the Troop Committee within 30 days from the end of the project.

- **Wreath Sales Coordinator**

- Coordinate fall wreath sales.
- Attend District information meetings.
- Keep the Troop informed.
- Organize group sales
- Consolidate orders.
- Pick up and distribute Troop orders.
- Account for final collections.
- Distribute prizes.
- Submit the fundraiser's final financial report to the Troop Committee within 30 days from the end of the project.

- **Pancake Breakfast Chair**

- Organizes the event.
- Secures the date and location.
- Interfaces the Troop Committee.
- Oversees sales groups.
- Oversees training.
- Oversees the event.
- Distribute prizes.
- Organizes fully staffed and functional Pancake Breakfast Committee.
  - PCB Accountant
  - Group Sales
  - Ticket Sales
  - Ad Sales
  - Training Supervisor
  - Dining Room Setup Organizer
  - Dining Room Scout Supervisor
  - Kitchen Crew
  - Clean up Organizer
  - Procurement
- Submit the fundraiser's final financial report to the Troop Committee within 30 days from the end of the project.

### **Activities Committee**

Responsible for working with the Scoutmasters in planning and executing the year's non-camping activities. The activities are planned and chosen by the Scouts with input from the uniformed leaders.

- Organize locations.
- Manage sign-ups.
- Collect funds.
- Arrange for food.
- Secure leadership.

#### Events:

- Wall Climb (with pizza).
- Lock-In (with pizza and breakfast).
- Family Night Dinner.
- Parents' Meetings.
- Swim Night.
- Refreshments for SPL Elections.
- Service Projects.
- Other (TBD).

## **Scoutmaster**

The Scoutmaster is selected and recruited by the Troop Committee and approved by the Charter Organization Representative. The Scoutmaster must be at least 21 years of age. Serves at the satisfaction of the Troop Committee and the Charter Organization Representative.

Scoutmaster and Assistant Scoutmasters are responsible for the program and work directly with the Scouts.

**Reports to:** Troop Committee and the Charter Organization Representative.

## **General**

- Train and guide boy leaders.
- Work with other responsible adults to bring Scouting to boys.
- Use the methods of Scouting to achieve the aims of Scouting.
- Promotes Patrol method.
- Build a strong program by using proven methods presented in Scouting literature.
- Conduct all activities under qualified leadership, safe conditions and under the policies of the chartered organization and the BSA.
- Maintain a close relationship with the Charter Organization Representative and the Troop Committee Chair.

## **Meetings**

- Meet regularly with the PLC for training and coordination in planning Troop activities.
- Attend all Troop meetings or, when necessary, arrange for a qualified adult substitute.
- Attend Troop Committee meetings.
- Is a non-voting member of the Troop Committee.
- Coordinate an annual Junior Leaders Training program with the PLC.
- Coordinate an annual planning meeting with the PLC to plan the next year's Troop activities.
- Coordinate an adult planning meeting.
- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- Attend monthly District Roundtable or arrange for a qualified adult substitute.

## **Guidance**

- Conduct Scoutmaster conferences for all rank advancements.
- Train ASMs to conduct Scoutmaster conferences.
- Delegate responsibility to other adults and groups (Assistants, Troop Committee) so that they have a real part in Troop operations.
- Supervise / coordinate biannual Troop elections.
- Supervise / coordinate an annual Junior Leaders Training program with the PLC.

## **Activities**

- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Participate in Council and District events.
- Build a strong program.

### **Assistant Scoutmaster (ASM)**

Assistant Scoutmasters are selected by the Scoutmaster with assistance of the Troop Committee. They serve at the satisfaction of the Scoutmaster and the Troop Committee. They may be at least 18 years old.

**Reports to:** Scoutmaster.

#### **Assistant Scoutmaster duties:**

- Assist the Scoutmaster with his/her responsibilities.
- Attend Troop meetings and outings.
- Fill in for Scoutmaster when required.
- Become fully trained for the position within one year of taking the position.
- Attend training courses and Roundtables.
- Help conduct Scoutmaster Conferences.
- Help Scoutmaster organize, delegate and coordinate other adult leaders.
- Organize and lead at least one Troop event a year.
- Woodbadge Training is highly recommended.

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

- **New Scout** - Responsible for working with new Scouts.
  - ASM is assigned to specific incoming class of Scouts and will help guide them through their first 2 years of Scouting with the Troop.
  - The goal is to help these Scouts reach the rank of First Class.
  - A new ASM will be assigned to each incoming class of Scouts.
- **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.
  - Satisfactory completion of the leadership position is approved by the adult working with the Scout.
- **High Adventure**
  - Responsible for the program requirements for the High Adventure summer program.
  - Works with the High Adventure Committee and High Adventure Chair.

- **Quartermaster**
  - Responsible for training and guiding the Scout Quartermasters.
  - Responsible for purchasing equipment based on recommendations from the Scouts and leaders.
  - Major equipment purchase requests are submitted to the Committee for approval.
  
- **Life to Eagle Advisor**
  - Meets regularly with Life Scouts to ensure timely completions of remaining requirements for Eagle.
  - Assists Life Scouts in identifying Eagle Projects through the Charter Organization Representative and other community resources.
  - Assists Life Scouts in the proper completion of the Eagle Project workbook.
  - Utilizes materials/training available through BSA to effectively mentor Life Scouts.

### **Venture Crew Advisor**

Is appointed by the Head of the Chartered Organization

**Reports to:** Chartered Organization Representative.

- Fosters an environment with the Venturing Crew that has a true sense of community and that encourages everyone's growth and responsibility to one another.
- Develops Crew Officers to lead - to plan, make decisions, and carry out a program of activities over an extended period.
- Encourages participation and support for the Venturing.
- Upholds the standards and policies of the chartered organization and the BSA.
- Provides a framework for protecting the members of a Crew from abuse.
- Ensures that activities are conducted within BSA safety guidelines and requirements.
- Seeks to cultivate within the members of a crew a capacity to enjoy life - to have fun through the Venturing experience.
- Can be male or female, but must be at least 21 years of age.

### **MERIT BADGE COUNSELORS**

The Merit Badge Counselors are recruited and selected by the Troop Committee and approved by the Charter Organization Representative. The Merit Badge Counselor must be at least 21 years of age and serve at the satisfaction of the Troop Committee and the Charter Organization Representative.

#### **Merit Badge Counselor must:**

1. Be knowledgeable in their subject area.
2. Communicate in a friendly and scholarly manner.
3. Adhere to the goals and methods of Scouting.
4. Follow the Guide to Safe Scouting.
5. Maintain 2 deep leadership at all times.
6. Maintain registration with the Troop.
7. Keep Youth Protection current.
8. BSA Merit Badge Counselor Training is highly recommended.

If a Merit Badge Counselor violates any of the tenures of being a Merit Badge Counselor he can be removed from the Troop roster by a consensus vote of the Committee Chair and the Charter Organization Representative.

A Merit Badge Counselor can be reinstated by a consensus vote of the Committee Chair and the Charter Organization Representative.

## **ADULT TRAINING**

All adults associated with the Troop are required to complete and keep up to date Youth Protection Training. This includes parents, leaders and youth leaders over the age of 18. Youth Protection Training is available online ([myscouting.org](http://myscouting.org)) and takes approximately 20 - 30 minutes to complete. The training needs to be updated every 2 years. Proof of training is presented each year at Troop registration in March. All adult leaders are required to be completely trained for their position. Assistant Scoutmasters have one year from their registration as an ASM to be completely trained. All training is available from the District or Council.

## **TWO-DEEP LEADERSHIP**

Two-deep leadership is one of the most important principles of Youth Protection. The basic premise is to never be alone with a Scout who is not your son. Troop 505 strictly practices two-deep leadership at all times.

- No one-on-one contact.
- Respect of privacy.
- Separate accommodations.
- No secret organizations.
- Appropriate attire.
- Constructive discipline.
- Hazing is prohibited.
- Junior leader training and supervision.
  
- Adult supervision requirements.
  - A minimum of two registered adult leaders are required for all Troop meetings and activities.
  - 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 youths with another leader for each additional ten youths above twenty.
  - Campouts
    - A minimum of two registered adult leaders plus one additional adult for groups up to 20 youths.
    - One additional adult leader for each additional ten youths above twenty.
    - The activity will be canceled if these minimum requirements are not met.

## **CAMPING**

For all Boy Scouts, camping and other outdoor experiences are a major part of the Scouting tradition. In addition to yearly summer camp, we plan many local overnight campouts, usually one a month. Boy Scout camping activities center on the Patrol, where boys learn teamwork, leadership and most camping skills.

The Troop supplies all the equipment needed for camping with the exception of personal gear, eating utensils, sleeping bags, etc. This includes equipment such as tents, rain fly's, propane stoves, propane lanterns, cook kit, etc. Scouts and their families are financially responsible for damage done to Troop tents and other Troop equipment.

At the end of a campout your son may be given some Troop equipment to take home and clean. This may include a tent, Patrol box, cooler or food box. Cooks are normally responsible for the cooler and food box. The tents need to be cleaned of dirt and mud, dried and all trash removed. Patrol boxes and contents need to be cleaned. All Troop equipment needs to be returned clean and dry at the meeting following the campout.

The Troop cooks by Patrol. The Patrol prepares a menu; make a food list and shop for groceries within a budget. The first time your son is selected as the Patrol cook is always a challenge. Help him shop and store the food. He will be given a Troop cooler and food box. While you may be tempted to change the menu, that is not your son's or your decision to make. The menu selection was agreed to by the Patrol and approved by an ASM.

### **Adult Leaders**

- Scoutmaster in Charge
  - ASM in charge of the campout.
  - Usually not the Scoutmaster.
  - Secure Tour Permit.
  - Provide driving directions.
  - Responsibility to coordinate program preparations for the trip.
  - Establish and implement the program specifically identified for that trip.
  - Work with the adults and outing Senior Patrol Leader.
- Grubmaster
  - Responsible for menu and food for the adult Patrol.
  - Organizes the buying of the food for the adult Patrol.
  - Organizes adult Patrol for cooking and cleanup.
  - Must be a good cook!
- Medical Officer
  - Secures Scout medications for the trip.
  - Reviews the medical cards for all Scout medications before leaving the parking lot.
  - Distributes Scout medications as per instructions on medical cards.
  - Secures all medical forms for the trip.
  - In case of Scout injury:
    - Will act as liaison between the Troop and medical personnel.
    - Will provide medical personnel with Scout's medical form.
    - Will provide medical personnel with information on any medication that the Scout is taking while on the outing.
    - Will contact the Scout's parents.

- Minimum Leadership Levels
  - A minimum of two registered adult leaders plus one additional adult for groups up to 20 youths.
  - One additional adult leader for each additional ten youths above twenty.
  - The activity will be canceled if these minimum requirements are not met.

## Scouts

- Scout should report for the campout prepared:
- Class A uniform for traveling.
- Dressed properly for the weather.
  - With proper gear.
  - Appropriate camping footwear (closed toe)
- Must have a signed permission slip handed in by the prescribed deadline. Normally two weeks in advance of the campout.
- Money will be collected at the time the Scout hands in the signed permission slip.
- Scouts missing the prescribed dead line must have the permission of the Scoutmaster in Charge to attend the campout.
- If a Scout cancels refund is at the discretion of the Scoutmaster in Charge.
- Scouts canceling due to injury or illness with have the cost of campout reimbursed to their escrow accounts
- Troop 505 camps and cooks by the Patrol method.
- Food:
  - The Patrol will decide their menu at a regular Troop meeting before the campout.
    - The menu will consist of balanced meals that meet the First Class cooking requirements.
    - The Troop follows the MyPlate food guides.
    - Soda and junk food are not allowed on the menus.
    - The Scoutmaster in Charge will determine if Sunday breakfast is a hot or cold meal.
    - The menu must be approved by the ASM responsible for the Patrol.
  - Patrol Cooks
    - Cooks and oversees cleanup.
    - Provides a duty roster for the Patrols cooking and clean up schedule.
    - Posts Patrol duty roster.
    - Makes sure the cooking area is clean.
    - Secures the food for the night.
    - Shops for food according the approved menu.
    - Does not vary for the approved menu.
  - Food Shopping
    - The Troop establishes a budget for food.
    - Patrol cook shops for food according the approved menu.
    - Receipts are turned in to the Treasurer after the campout for reimbursement.
    - It is expected that the purchases will not exceed the amount budgeted.
    - Money in excess of actual costs will go to the Troop Treasury.

**Safety** – Troop 505 follows the BSA “Guild to Safe Scouting” at **All Times**.

### **Tour Plans**

Tour Permits are required for almost every outside activity that we do. We will need the vehicle information, insurance information, driver’s information and Scout training for every possible vehicle and driver for tour outings.

### **Costs**

- The cost of special awards or patches that were focus of the campout should be included in the cost of the campout.
  - Examples:
    - Polar bear for the Survival Campout.
    - Patch for Grant Pilgrimage.
- Person pulling the troop trailer receives full reimbursement of all fuel costs on all campouts.
- Gas money for trips over 60 miles.
  - Fuel cost calculation
    - Figure the average vehicle at 20 MPG and 5 seats per vehicle.
    - Take total mileage, divided by 20 MPG, multiply by current cost of gas, and then divide by 5 for cost per person.
  - Remaining budgeted fuel money is divided among the drivers after the fuel cost of the person pulling the troop trailer have been covered.

### **Personal Tents**

- Scouts and adults attending outings may use their personal tents if:
  - Approved by the Scoutmaster in Charge at a meeting prior to the outing.
  - Is appropriate to withstand heavy weather.
  - Is **not** a cabin type-tent.
  - Is no larger than 4-man tent.

### **Parents**

- Youth Protection Training must be completed before attending a campout.
- 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.
- Any exemptions must be approved by the Committee Chair and will require other assignments to support the Troop.
- Parental driving is incumbent on a clean driving record!
- The Troop reserves the right to exclude any parent from driving that exhibit questionable driving practices.

### **Pickup and Return**

- The meeting point for campout departure and return is the PNC Bank parking lot across the street from Knox Presbyterian Church.
- Scouts and drivers need to be on time.
- Scouts and drivers report in as soon as they arrive at the parking lot.
- Drivers returning from outings are required to be at the campsite no later than 30 minutes before the designated departure time (this provides time to load up the gear).

- Upon returning from outings Scouts are picked up from the PCN Bank parking by their parents.
- The Scoutmaster in Charge will account for all returning cars and that all scouts are picked up by their parents before leaving the parking lot.

### **Sending Medicine On Campouts**

If your son will need to have medicine during the campout or summer camp, you will need to package his medicine(s) as described below.

Please note that this is needed for regularly scheduled medications as well as medicines taken only as needed.

In addition, if your son takes any type of medication for ADD and/or ADHD, please do not consider sending them without medications to "give them a break." We have found many Scouts who go without their regularly scheduled medications have difficulty focusing and avoiding impulsive behaviors. Each Scout's safety and enjoyment is our primary concern.

As always, consult your child's physician when considering any changes in administering medications.

Please use an index card and mark as follows:

- Scout's first and last name at the top followed by doctors name and phone #.
- Make a column for each different time medications should be administered:
  - AM and PM would be two columns
  - AM, noon, PM would be three columns
  - Make note, if the medication needs to be taken before, with or following meals.
- List the names of the medications under each time they are to be taken.
  - If the same medication is to be taken at different times, list the medication each time.
- Be sure to list the milligrams and/or number of tablets.
- Some medications are only on an "as needed" basis.

Place all medications and card in a clear re-sealable bag and not pill boxes.

Please be sure all medications are in their original container. Pharmacies can give you an extra bottle with the prescription label on the bottle.

### **Procedures for Care & Cleaning of Troop Equipment**

#### **Tents**

- 1) Erect or hang tent indoors (garage, basement, etc).
- 2) Allow tent to dry completely.
- 3) Sweep inside (no vacuums as they may tear the fabric).
- 4) Carefully remove any caked-on dirt.
- 5) Inspect all surfaces for damage (rips, cracked bones, poles, broken cords, etc).
- 6) Once tent is completely dry, break down, leaving doors (not screens) halfway unzipped.
- 7) Fold lengthwise; tent on bottom: fly; vestibule: roll up with pole bag and stake bag (11 stakes and 2 bones) in middle. Roll from back of tent pushing air out of tent.

## Patrol Boxes

- 1) Remove all contents and thoroughly wash box and lid with hot soapy water.
- 2) Set aside to dry.
- 3) Wash all pots (for cast iron, see below), pans and utensils (whether they are dirty or not) in hot soapy water. Wash the utensil container as well.
- 4) Dry everything completely and inspect for damage.
- 5) Carefully pack everything in box.

## Stoves

- 1) Remove cooking grate. Wash it in hot soapy water and set aside to dry.
- 2) Clean windscreen, inside bottom of stove and outside surfaces with damp, soapy sponge or rag. Use Brillo Pad if necessary. Be careful not to get soap in burners. **DO NOT IMMERSER IN WATER!**  
When complete, run hands over all surfaces, making sure there is no grease left on the stove.
- 3) Dry and inspect for damage.

## Dining Flys

- 1) Hang tarp to dry in basement or garage. You may need to turn it over to allow both sides to dry.
- 2) Inspect for damage. If any tie downs are not nylon cord, please remove and let the Quartermasters know. There should be ten (10) tie down cords.
- 3) Fold (when folded, tarp should be a neat square no more then 2' x 2' with no ropes showing).

## Cast Iron Dutch Ovens and Griddles

- 1) Rinse with hot water (**do not use soap**), and dry thoroughly.
- 2) Before cooking, prepare the cooking surface by oiling or spraying with Pam. Avoid putting cold utensils onto a very hot burner
- 3) After cooking, clean utensils with a stiff brush and hot water - Using soap is not recommended, and harsh detergents should never be used. Avoid putting hot utensils into cold water. Thermal shock can cause metal to warp or crack.
- 4) Towel dry immediately and apply a light coat of Pam or vegetable oil while utensils are still warm.
- 5) Store in a cool, dry place - If you have a lid for your utensils, place a folded paper towel between the lid and the utensil to allow air to circulate.
- 6) **NEVER wash in dishwasher.**
- 7) If your utensil develops a metallic smell or taste or shows signs of rust, never fear. Wash with soap and hot water, scour off rust and season using the home seasoning instructions.

## Food Boxes

- 1) Wash all surfaces thoroughly with hot soapy water.
- 2) Dry completely.

## **Food Coolers**

- 1) Wash all surfaces thoroughly with hot soapy water.
- 2) Dry completely.

## **General Rules**

- 1) Equipment will wear out and break through normal usage. When this occurs, the Quartermasters should be informed immediately. If they are not available, the Campout Scoutmaster should be informed. If possible, the piece will be repaired or replaced at the campout. The Troop will pay for the repair or replacement of that item. If equipment is broken through incorrect use, the Patrol responsible will pay for that piece of equipment.
- 2) Any Equipment that comes back damaged or missing pieces, the Patrol will be held responsible for the cost of replacement or repair. The Quartermasters have to assume that since neither they nor the Campout Scoutmaster were informed of the breakage on the campout, that the equipment was broken while in the Patrol's possession.
- 3) All equipment other than tents and dining flies should be returned at the next Troop meeting. For tents and dining flies:
  - a. If the campout was wet (including morning dew or frost) – the return date is the second Troop meeting after the campout.
  - b. If the campout was dry - the return date is the next Troop meeting.
- 4) Any equipment returned to the Troop in less than satisfactory condition as determined by the Quartermaster:
  - a. Will be returned to the Scout for additional cleaning and/or drying.
  - b. Must be returned to the troop in satisfactory condition at the next meeting.

All questions and clarifications should be referred to the Quartermaster Staff.

## **Summer Camp**

Swimming, boating, advancement, bonfires and more await Troop 505 Scouts at summer camp. Troop 505 provides the opportunity for at least one week of summer camp annually. We are currently going to Camp Ransburg in Bloomington, Indiana, located on the shores of Lake Monroe. The camp is noted for its excellent aquatics program and Eagle Quest program that works with new Scouts completing requirements for Tenderfoot, Second Class, and First Class. The activities and merit badge selection offer our Scouts an exceptional Scouting experience. Extra adults are always needed and welcome to company the Troop. Parents are highly encouraged to spend a week or half week with the Troop at Ransburg.

## **Big Deal**

Every 3 to 4 years in February the Troop rents a motor coach and heads out to see the sights of the Midwest on a three-day weekend. We have been to the St. Louis Arch, Rock & Roll Hall of Fame, Football Hall of Fame, Fort Knox and Wright-Patterson AFB National Air Force Museum, among others.

## **Mini-Adventure**

Twelve and thirteen year old Scouts are not old enough for High Adventure trips. But, when we have large enough numbers of Scouts this age and willing leaders, the Troop puts together a four-day adventure trip suitable for younger Scouts. Our last Mini-adventure was to Walton, Wisconsin where we biked the Elroy-Sparta Trail, canoed the Kickapoo River and had a day of archery and fishing.

The goal of the campout is to have fun. To enjoy the experience of Scouting, learn to work with others and gain self-confidence. This is not a campout for advancement but an opportunity for great personal growth. Any advancement needs to be kept to the absolute minimum.

## **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. These trips are typically for Scouts 14 and over and who are at least First Class.

Troop 505 has a long history of High Adventure trips. We plan at least one High Adventure trip every year. In the past we have attended Philmont, Seabase, Boundary Waters and the National Scout Jamboree. We look forward to The Summit opening so that we can explore white water rafting. The Summit: Bechtel Family National Scout Reserve is the new BSA High Adventure base in Mount Hope, WV.

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.

### **Training Requirements**

1. At least one adult must be a fully trained Assistant Scoutmaster.
2. Every adult must have attended at least 1 Troop Campout.
3. Required training:
  - a. Youth Protection (must be updated every 2 years) - available on-line
  - b. Fast Start - available on-line
  - c. 1st Aid/ CPR - Troop will provide this class
  - d. Weather Preparedness - available on-line
  - e. Wilderness First aid (as required by the location)
  - f. Safety Afloat - available on-line (water adventures)
  - g. Safe Swim Defense - available on-line (water adventures)
  - h. Trek Safely (as required by the location)
4. Recommended additional training
  - a. ASM Specific - available at Roundtable
  - b. Outdoor Leader Training
5. Adults must meet the physical and mental requirements of the outing.
6. Adults not meeting any of the requirements for the outing may be asked not to attend the outing.

### **Costs**

1. The cost of required training for adults and scouts should be included in the price of the high adventure.
2. The cost of special awards earned during the high adventure should be included in the price of the high adventure.
3. The Troop will pay for 50% of the cost of the Three Fires Council Wilderness First Aid class fees. The specific individuals who participate in this class will require preapproval by the Troop Committee Chair based on input received from the Scoutmaster and the High Adventure trip coordinator. Reimbursement will be made to the preapproved class participant following their successful completion of the class. The funding of this Wilderness First Aid class will be considered an annual budgeted Troop expense and will not be incorporated into the cost of the individual High Adventure Trip."

## TROOP 505 ADULT CAMPING RULES

The following document is being provided as a handout for parents to describe what is expected of them and all adult leaders on outdoor camping activities.

Every parent is welcomed and encouraged to get involved by volunteering to attend any Troop campouts. The rules listed below must be reviewed and accepted by all adults attending these events.

1. Any adult attending an overnight activity must have completed BSA Youth Protection Training within the last two years. This training is available online through the adult training area of the Three Fires Council website: [www.threefirescouncil.org](http://www.threefirescouncil.org).
2. No Boy Scout is to sleep with any adult except under prior approved special circumstances. If Webelos are attending as guests of the Troop they may sleep with their parent if desired.
3. All adults will sleep alone in a Troop or personal tent. Large family sized tents are not allowed.
4. All adults are expected to bring all their personal gear necessary for the outing. A personal gear checklist is attached.
5. Adults are expected to participate in the duties of running the adult Patrol. This includes cooking, cleanup, fetching water, site set-up and take-down and tending a fire. Duties will be assigned on rotating basis.
6. An Assistant Scoutmaster will be assigned as "grubmaster" for each outing. This person will plan the menu, purchase the food and generally function as the Patrol chief cook. Any food allergies or preferences must be discussed with the grubmaster two weeks prior to the outing.
7. Adults are on the outing for supervision, not control. Adults should not interfere with the activities of the Scouts and intervene only in a potentially dangerous situation. We maintain a boy-led Troop; the boys will learn by being held accountable for their actions.
8. We adhere strictly to BSA policy: alcohol and illegal drugs have no place in Scouting and will not be tolerated at any Troop activity or outing.
9. Smoking and the use of all other tobacco products is not allowed within the sight of any Scouts nor within the boundaries of campsites, including personal tents, nor is it allowed by any adult while in uniform.

## CONDUCT AND DISCIPLINE POLICY

This Code of Conduct is established to provide a safe and fun Scouting environment for all Scouts. Scouts and adult volunteers are expected to exhibit "Scout Spirit," i.e. the daily living of the Scout Oath and Scout Law.

All Scouts and adult volunteers should help build Troop unity and an effective, enjoyable program. Scouting should be fun and challenging while providing a safe and supportive environment in which Scouts can learn and grow.

The "Spirit of Scouting" establishes high expectations for the behavior of all Scouts. All Scouts and adult volunteers are asked to abide by the rules and guidelines set forth here and are expected to show self-control and self-discipline at all times.

All Leaders are expected to lead by example and conduct themselves in a courteous and professional manner.

### Purpose:

- Troop 505 follows all BSA rules and policies in the Guide to Safe Scouting. The Conduct and Discipline Policy is designed to further clarify conduct and discipline at the Troop level.
- To produce a consistent, safe environment for boys to enjoy the Scouting Program, in accordance with BSA policy,
- To establish specific and clear discipline procedures, and
- To communicate the discipline procedure to all Scouts, parents and leaders.
- Scouts have a "right" to expect the Troop to discipline Scouts who disrupt Troop programs and activities or who threaten the safety or well being of the Troop members.
- Scouts have a "right" to know what the consequences are if they break the rules.

### General Philosophy:

- The Boy Scouts of America is governed by the ideals of The Scout Oath and the Scout Law.
- Living of the Scout Oath and Scout Law is the definition of "Scout Spirit."
- Every Scout in Troop 505 is expected to behave in a manner according to the Scout Oath and the Scout Law.
- While a list of rules is not necessary to augment the Scout Oath and the Scout Law the following is always expected of Scouts in Troop 505.
  - Scouts will always:
    - Conduct themselves by the Scout Oath and follow the Scout Law.
    - Exhibit leadership by following rules and asking others to do the same.
    - Follow directives from an adult or junior leaders.
    - Become quiet when the "sign" goes up.
    - Be courteous of their neighbors.
    - Respect other people's property.
    - Respect other people's feelings.

### Structure

Troop Committee

Scoutmaster, Assistant Scoutmaster, or adult

Patrol Leaders Council (PLC)

Senior Patrol Leader (SPL)

Assistant Senior Patrol Leader (ASPL)

Patrol Leader (PL)

Assistant Patrol Leader (APL)

- Most discipline will be conducted by the boys themselves, beginning with the Patrol Leaders Council (PLC). The PLC is made up of the Senior Patrol Leader (SPL), the Assistant Senior Patrol Leaders (ASPL), and the Patrol Leaders (PL).
- The PLC's job is to communicate the Patrol and Troop expectations to the Scouts.
- The Scoutmaster, Assistant Scoutmaster, or adult in charge is notified of the problem only if a Scout does not respond to the Boy Leaders.
- The Troop's leaders in all cases shall abide by the "Guide to Safe Scouting" and "Youth Protection" as required by the BSA.
- The physical presence of an adult leader is necessary to monitor the behavior of all Scouts at an event.
- Before a situation gets out of control, an adult leader must decide the course of action to take to improve the situation.
- Physical/emotional discipline is not an option.

### **Poor Behavior Procedure:**

If at any time a Scout engages in an activity that disrupts an outing, meeting or activity of the Troop or Patrol, the following steps will be taken:

1. The PL or Assistant Patrol Leader will give a "verbal warning" to stop the behavior.
2. The PL or APL will contact the Troop's SPL or ASPL who will start observing the situation.
3. The SPL or ASPL will issue coaching and give a second "verbal warning" to the offending Scout.
4. The SPL or ASPL will inform the Scoutmaster, ASM or adult in charge of the problem the Scout is having.
5. The Scoutmaster, ASM, or adult in charge will remove the scout from the group for personal counseling, complying with BSA's two deep leadership requirement.
6. The Scoutmaster, ASM, or adult in charge will suspend the Scout from the remainder of the activity. In the event such a suspension occurs, the parents (or guardian) of the Scout will be contacted immediately and will be required to arrange to pick up their Scout. The Troop shall not be liable for any cost involved; these will be solely the parent's responsibility. Should the Scoutmaster not be at the Troop event, the adult in charge will contact the Scoutmaster and the Committee Chair, notifying them of the situation.
7. After immediate removal from a Troop Activity, the following will occur: The Scout, his parents (or guardians) and adult Scout Leaders will meet to discuss the problem behavior and course of action to ensure the behavior will not be repeated. At this meeting, the Scout must take responsibility to correct the problem. The Scout will then be on probation for thirty (30) days from the date of the meeting.
8. If during the probation period, the Scout misbehaves again, he is suspended from ALL Troop or Patrol activities for a time determined by the Troop Committee.
9. During suspension from the Troop, a Scout may rejoin the Troop if: 1) He presents himself to the Troop Committee to discuss the terms under which may he rejoin the Troop. 2) He demonstrates his sincere intent to resume a constructive and positive place in the Troop. 3) He discusses a course of action to ensure the problem behavior will not be repeated.
10. The Troop Committee decides:
  1. The duration of any probation or suspension.
  2. What special service project must be performed before being re-admitted.
  3. Whether the Scout clearly understands the tenets of the Scout Law.
11. If the Scout does not meet the requirements to rejoin the Troop, the Scoutmaster and the Committee Chair will meet with the parents to discuss the possibility of dismissal of the Scout from the Troop.
12. Dismissal from the Troop is subject to the final approval of the Troop Committee.

Note: ALL discipline sessions are to be conducted "off to the side" but in full view of Scouts or adults and never behind closed doors unless other adults attend.

Troop 505 believes that adults always have the right and responsibility to immediately step into any situation they consider to be unsafe. These situations include: any behavior that puts the Scout or others at risk of injury, fighting, hazing, foul language, bullying, sexual misconduct or inappropriate behavior in public.

For all incidents rising above the level of personal counseling, the adult leader in charge will write a detailed formal report of the incident and actions taken. This report is to be presented at the next Committee meeting. The purpose is to have formal documentation of the incident in Troop records. The report will stay part of Troop records for the length of the Scout's membership with the Troop.

## **TROOP 505 ELECTRONICS POLICY**

Troop 505 has a "Progressive electronics policy" based around the Scout Law during meetings and Scouting events to insure Scouts are "getting away from everyday life", enjoying the outdoors and staying focused on the skills and tasks at hand. Electronic devices should not be a distraction during program time. A scout is courteous and pays attention to the program and does not interrupt a conversation to check messages. For example, use of a cell phone at a camp fire would not be courteous and distracts from the outdoor experience.

The right to use electronics is dependent on earning the Cyber Chip. The Cyber Chip is valid for 1 year from the date of issuance. The troop will help all scouts earn the Cyber Chip on an annual basis, and it is considered similar to the Tot'ing Chip and the Fireman Chit. A scout is loyal and works to achieve this certification.

The use of electronic devices will not interfere with the troop camping experience. Entertainment functions of devices: music players, gaming systems, video players, etc. are not allowed at campouts unless expressly allowed in the announcement for the event by the Scoutmaster in charge of the event. The Scoutmaster in charge will define when the devices may be used and when they may not be used. The adult leadership retains the right to revoke electronic privileges on a campout if not appropriately used. Removal of such rights will not be made without explanation and discussion. A scout is obedient and respects these rules

Any audio, photograph or video including identifying information such as scout or leader faces, names or event location (often embedded in GPS data included in cell phones) is only to be posted to the following secure troop web sites and social media site: TroopWebHost, The Troop 505 Facebook group, the Troop505.org website. All materials posted are subject to scout leader and adult review for content and appropriateness and may be removed at the leader's discretion. No audio, video or photograph is to be posted to Twitter, Instagram, SnapChat or other such sites which are public in nature.

Postings must adhere to the principle that a Scout is clean and reverent. A scout is loyal and trustworthy and posts only appropriate information about the troop and his fellow scouts.

Scouts may bring other electronic devices not covered by this policy only with the prior consent of the Scoutmaster in charge of the event.

While traveling to and from Scout events, electronic devices are allowed to be used in the car at the discretion of the driver. The content of all material must be Scout and age appropriate since a scout is clean and reverent.

There may be limited places to recharge devices. A scout is thrifty and conserves battery life and is not reliant on the device. Charging points should be shared among scouts, a scout is friendly, courteous and kind as well as thrifty. If a scout finds his device is out of battery, he cheerfully finds an alternative activity.

Scouts may have cell phones during Troop meetings but cannot use any function of the phone until the meeting is adjourned without the express approval of an adult leader.

The Troop 505 Twitter feed may be used for text announcements made by adults. Tweeting of photographs is not allowed as it bypasses troop oversight of electronic media.

Adults will limit their use of electronics to those devices necessary for Troop business and safety during Troop activities. We ask that any adults use discretion when using their phones. Please use non-scout related electronics so that it is not in plain sight of the Scouting activity.

**THE SCOUT ASSUMES ALL RISKS AND POTENTIAL FINANCIAL EXPENSES AND FULL RESPONSIBILITY FOR THEFT AND / OR DAMAGE OCCURRING FOR ANY REASON TO ANY MOBILE PHONE OR ELECTRONIC DEVICE ACCOMPANYING THEM.**

## **ANNUAL HEALTH AND MEDICAL RECORD**

All Scouts and adult leaders must complete an Annual Health and Medical Record form including the medical release section. The Annual Health and Medical Record form must be completed before any Scout or adult goes on an outing.

- Parts A and B are to be completed at least annually by participants in all Scouting events. This health history, parental/guardian informed consent and hold harmless/release agreement, and talent release statement is to be completed by the participant and parents/guardians.
- Photocopy of both sides of your current valid health insurance card.
- Part C is the physical exam that is required for participants in any event that exceeds 72 consecutive hours, for all high-adventure base participants, or when the nature of the activity is strenuous and demanding. Service projects or work weekends may fit this description. Part C is to be completed and signed by a certified and licensed health-care provider—physician (MD or DO), nurse practitioner, or physician assistant. It is important to note that the height/weight limits must be strictly adhered to when the event will take the unit more than 30 minutes away from an emergency vehicle—accessible roadway, or when the program requires it, such as backpacking trips, high-adventure activities, and conservation projects in remote areas.
- Part D is required to be reviewed by all participants of a high-adventure program at one of the national high adventure bases and shared with the examining health-care provider before completing Part C.
- Annual Health and Medical Record is Valid for 365 days and must run through the end of the campout. Forms signed 7/13/11 are not valid for a summer camp ending 7/14/12.
- The Troop requests that all Scouts and leaders submit a new Annual Health and Medical Record Parts A and B and an updated copy of both sides of your current valid health insurance card at the Troop Annual Registration.

## **ANNUAL REGISTRATION**

Our Troop sets aside one meeting night in March for registration. The registration materials will be placed in Scouts' mailboxes in February for currently registered Scouts and given to our new Scouts at the new Scout parents' meeting.

On registration night, tables will be set up in Lehman Hall (where we normally have our meeting) in Knox. Each table will correspond to one portion of the registration process. For example, the parent processing through registration will need to bring the filled out BSA medical form for their Scout. At the medical table those forms will be checked for completeness and compiled for our confidential medical record book that travels with us on all outings.

The final table/station is where our Treasurers will check for fees due and receive payment for those fees. These fees are for BSA national dues, insurance, Boy's Life Magazine, the Troop class B t-shirt, and Troop 505 annual dues. These fees are listed on the registration materials provided to you.

Please bring your filled-out forms and your checkbook to registration at Knox, starting at 7:30 PM. There will be adult leaders present to answer your questions and provide any help you might need. If your family is in need of financial assistance, please understand that the Troop does have scholarship money available for this purpose and any request made for assistance will be kept in strictest confidence.

Each year the scouts in our Troop design a new Troop t-shirt. The new design is printed on the front and lists of our activities for the year are on the back. This is the Troops class B uniform. The t-shirts are distributed during pizza night at summer camp. As such, the t-shirts tend to be associated with summer camp, but you can purchase a Troop t-shirt independent of your scout attending summer camp. Scouts not at summer camp will receive their t-shirt at the first meeting of the new school year.

## **TROOP FINANCES**

### **Fundraising**

The Troop is entirely funded by the Scouts and their families. The funding comes from yearly dues and fund-raising activities. The Troop's main fundraiser is our spring Pancake Breakfast.

- Pancake Breakfast
  - Scouts and their families are expected to participate.
    - Each Scout is expected to work at least one shift.
    - One adult from the Scout's family is expected work at least one shift or serve on the Pancake Breakfast Committee.
  - All Scouts are expected to sell a minimum quantity of tickets and/or advertisements established by the Troop Committee.
- Other Fundraising
  - Popcorn
  - Wreath sales

## Escrow Account

- Escrow Accounts are completely self-funded.
- Each Scout has his own escrow account (Troop bank account).
- Active leaders / parents may want to setup an escrow account to simplify payments.
- Refunds from scout activities of \$30 or less will be credited to the escrow account.
- Scout families may request a check for refunds above \$30.
- Scouts can use the escrow account for:
  - Summer camp
  - High adventure
  - Monthly campouts
  - Eagle Projects
  - Training
  - Eagle Courts of Honor materials
  - Order of the Arrow functions
  - Purchase of equipment associated with Scouting
    - Uniforms
    - Tents
    - Hiking boots
    - Backpacks
    - etc
- Receipts for equipment purchased along with the signed escrow withdraw form must be submitted to the Treasurer.
- Leaving the Troop.
  - Scouts may use unspent funds in their escrow account up to 1 year after leaving the Troop.
  - Scouts leaving the Troop with a fund balance in their escrow account may:
    - Transfer funds to a sibling's account.
    - Transfer funds to active parent's account.
    - Transfer funds to another BSA unit.
    - Donate funds to a specific Eagle project.
    - Donate funds to the Eagle Project Fund.
    - Donate funds to the General Scholarship funds.
    - Donate funds to a charity approved by the Troop Committee.
  - Account balance of a Scout escrow account will be transferred to the General Scholarship funds 1 year after the Scout leaves the Troop.

## Scholarship Fund

In these financial times no family is immune from hardship. When any Troop 505 families fall on hard times, the Troop believes that Scouts should still have the opportunity to stay in the Troop and participate in Troop activities. Troop 505 has always set aside some of its funds for Scout Scholarships used for Scouting activities. If you are in need, talk to the Scoutmaster or Committee Chair.

- Request is made for scholarship funds to the Scoutmaster or Committee Chair.
- Scoutmaster or Committee Chair presents the request to the Troop Committee.
  - Scouts name and family name are not given to the Troop Committee.
  - Troop Committee may request specifics of the Scout's activity in the Troop.
  - Specific request is made
    - Amount
    - Activity

- Troop Committee votes on the funds.
- Funds are transferred to the Scout's escrow account and then activity account.
- Any refund from activity paid for from scholarship funds are returned to the scholarship fund.

### **Eagle Project Fund**

Eagle Project Fund is funded by the donations of Scouts in the Troop. The purpose of the fund is to finance small short falls in Troop Eagle Projects that would otherwise cause the Scout to fund raise for the project.

- Funds up to \$250 can be approved by the Committee Chair.
- Funds greater than \$250 must be approved by the Troop Committee.
- Unused allocated funds will be returned to the Eagle Project Fund on completion / termination of the project.
- Unused escrow funds donated to specific Eagle Projects will revert to the Eagle Project Fund at the completion / termination of the Eagle Project.

### **Non-payment of Fees**

- Members who owe the troop more than \$100 will not be re-registered until the debt is paid or other arrangements have been made with the Committee Chair.
- Members will not be allowed to participate in outings costing more than \$100 unless they have paid in full prior to departure or other arrangements have been made with the scoutmaster in charge of the event.

### **Annual Budget**

- The Finance Committee will prepare a tentative Troop budget.
- The tentative Troop budget will be submitted to the full Troop Committee no later than March.
- The full Troop Committee will approve the annual budget no later than May.
- The Troop budget covers activities from Aug 1 to July 31.
- The Finance Committee will make recommendations for Troop dues levels to the full Troop Committee no later than January.
- The full Troop Committee will approve Troop dues levels no later than January.
- Members of the Troop Committee or Scoutmasters that have committed budgets from the Troop Committee may spend up to 100% of their budget without seeking additional approval from the committee.

### **Audit**

- An independent audit of Troop finances is performed:
  - At least every three years.
  - Upon a change in the Treasurer's position.
- The audit will be performed by:
  - An outside, independent audit team.
  - A minimum of two individuals that are not members of the Troop.

- Results of the audit will be:
  - Reviewed to the Troop Committee.
  - Reported to the Troop Families.
  - Reported the Charter Organization.

### **Tax Exempt Number**

- The Troop has a tax-exempt number on file for BSA from the State of Illinois.
- This number should be used for Troop purchases requiring payment of sales tax.
- A copy of the tax-exempt number letter is on the Troop website under resources.
  - Knox Presbyterian Church address may be required in forms used by stores.
  - 1105 Catalpa Lane, Naperville, IL 60540-7950 ; 630.355.8181

### **What the Troop Pays For**

- Scouts.
  - New Scout package:
    - 1 Boy Scout handbook. Does not include a book cover.
    - 1 Troop 505 Neckerchief; Green.
    - 1 Set Shoulder loops.
    - 1 "505" patch.
    - 1 neckerchief slide.
  - Advancement:
    - One rank patch for each rank advancement.
    - Merit Badges.
    - Special Awards.
    - Religious Awards.
  - Uniform Patches:
    - One leadership patch for each leadership position.
    - Initial and secondary Patrol Patch.
    - Trained Patch.
    - Troop does not purchase:
      - Order of the Arrow Patch.
      - Three Fires Council Patch.
  - Leadership Training:
    - Junior Leader Training.
      - Troop pays all costs related to Junior Leader Training.
        - Books.
        - Certificates.
        - Camping location, if off site.
        - Trained Patch.
    - National Youth Leadership Training (NYLT).
      - Scouts must be invited by Scoutmaster.
      - Troop pays the first \$200 for up to 5 scouts per year.
      - If more that 5 scouts are invited the funds are divided equally between the scouts.
    - The National Advanced Youth Leadership Experience (NAYLE).

- At Philmont.
  - The troop may offer scholarship funds to scouts invited to NAYLE.
- Plaque for previous Senior Patrol Leader.
- Gifts for Graduating Senior High School Students,
  - Valued up to \$40.
  - In the past this has included a Scout-related book, a mug, and a gift bag.
- Eagle Court of Honor:
  - The family is expected to contribute \$50 toward the cost of the ceremony.
  - Ceremony, Troop Provides:
    - Printed Programs.
    - Eagle Scout presentation kit.
    - Eagle Neckerchief.
    - Plaque with Eagle Charge.
    - Eagle Feathers.
    - Troop Gift (Eagle plaque).
    - Scrapbook.
  - Reception, Troop Provides:
    - Basic refreshments:
      - Cake.
      - Punch.
      - Coffee.
    - All paper products:
      - Plates.
      - Silverware.
      - Napkins.
      - Drink cups.
    - Tablecloths & Decorations.
  - Troop does NOT pay for:
    - Rental of any location other than Knox.
    - Eagle Scout neckerchief slide.
    - National Eagle Scout Association membership.
    - The American flag flown over the capital.
    - Any additional food for the reception.

- Leaders
  - District Appreciation Dinner for the current year Silver Acorn winners and guest.
  - District Eagle Banquet for Scoutmaster and Committee Chair (Council pays for new Eagle Scouts).
  - Troop dues, BSA registration and insurance fees for active, registered adults.
  - Patches:
    - Scoutmaster and ASM Patch.
    - Committee Chair and Committee Patch for uniformed Committee members.
    - Trained Patch.
    - Set Shoulder loops.
    - "505" patch.
    - Troop does not purchase:
      - Order of the Arrow Patch.
      - Three Fires Council Patch.
  - Name tags for all uniformed leaders.
  - The Troop will pay for 50% of the cost of the Three Fires Council Wilderness First Aid class fees. The specific individuals who participate in this class will require preapproval by the Troop Committee Chair based on input received from the Scoutmaster and the High Adventure trip coordinator. Reimbursement will be made to the preapproved class participant following their successful completion of the class. The funding of this Wilderness First Aid class will be considered an annual budgeted Troop expense and will not be incorporated into the cost of the individual High Adventure Trip."
  - The troop does NOT pay for:
    - Uniforms.
    - Troop neckerchief.
    - Adult leadership training
      - Outdoor Leadership Skills.
      - Wood Badge.
      - Etc.

## **ADVANCEMENT**

The mission of the BSA and Troop 505 is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law. The Troop provides Scouting activities that help move boys toward three basic aims: character development, citizenship training, and mental and physical fitness. Advancement is one of the methods used by Scout leaders to help boys fulfill these goals.

A badge is recognition of what a young person is able to do, not just a reward for what he has done. Advancement encourages the Scouting Ideal.

The advancement program is subtle. It places a series of challenges in front of a Scout in a manner that is fun and educational. As Scouts meet these challenges, they achieve the aims of Boy Scouting.

The goal of the Troop is to have all Scouts reach the rank of First Class and to provide all Scouts the environment and opportunity to reach the rank of Eagle.

Scouts work toward achieving the First Class rank by the end of sixth grade (16 months). Our Scoutmaster and his Assistants follow a schedule to make this an achievable, realistic goal that can be accomplished by regular attendance and participation at weekly Troop meetings, campouts, service projects, and other activities. The program is designed around the "average" Scout. During the first year, Scouts will learn basic skills but also learn to work together which is often more essential than rank advancement. The Troop is proud to note that the majority of our new Scouts achieve First Class within this time frame.

The 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 Boy Scout ranks 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.**

- The Scout must
  - Contact the Troop's uniformed adult leaders for help and guidance.
  - Contact the Troop's uniformed adult leaders when he is ready for advancement.
  - Contact Merit Badge Counselors.

## Adult Responsibility

Unit leaders, Advancement Committee members and those who assist with the program:

- Have the responsibility to support the unit's advancement program.
- To maximize rank achievement.
- To facilitate a smooth implementation of the process.
- To put the needs of the Scouts above the bureaucracy of the Troop.

## The Boy Scout Handbook

Both Scouts and parents should become familiar with the contents of the Official Boy Scout Handbook, as it will provide answers to many questions. Descriptions of the requirements for each Scout rank, Scout skills and several key Merit Badges are covered in the book. As your son advances in rank Scout Leaders will date and sign off on the completion of each requirement in the handbook. Over time this book will become a valuable record of your son's achievements. First year Scouts should bring their books to each weekly meeting. We stress to the Scouts to take good care of their books as they have to last them a long time, and the records of achievement they contain are critical to each Scout's personal advancement through the ranks. The purchase of a protective cover is recommended.

## Who Can Sign The Boy Scout Handbook

As the Scout completes requirements through First Class, Scout Leaders will date and sign off on the completion of each requirement in the handbook.

Scout Leaders include:

1. Scoutmaster.
2. Assistant Scoutmasters.
3. Junior Assistant Scoutmasters (designated by the Scoutmaster).
4. Other adult leaders designated by the Scoutmaster.
5. Family members **do not** sign off for their own Scouts.
6. When working with groups:
  - Have your son work with non-family member adults when ever possible.
  - Have a non-family member sign your Scout's book.

## Participation (To be considered active)

To be active, a Scout 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.
- A Scout must attend at least three (3) campouts per year.
- 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.
- BSA activity outside the Troop.
  - Many of our older Scouts are active in Scouting activity outside the Troop.
    - Crew
    - National Youth Leadership Training
    - Order of the Arrow
    - National Jamboree
    - District activities
    - Training
  - These activities are an important part of Scouting and as such the Scout is considered active.

## Positions of Responsibility

Troop 505 is a boy run Troop. As such, every Scout at some point takes on a position of responsibility and helps run the Troop. Our Scouts completing their Eagle are expected to hold one of the green bar positions SPL, ASPL or Patrol Leader at some point in their Scouting career.

- Each rank requirement calls for a period of months in a position of responsibility.
- Any number of positions may be held as long as the total service time equals at least the number of months required.
- Holding simultaneous positions does not shorten the required number of months.
- Positions need not flow from one to the other; there may be gaps between them.
- When a Scout assumes a position of responsibility, desired results and expectations for positions of responsibility must be established.
  - Scouts must be given training in their position.
  - A written contract should be established by the scout and the leader in charge of position.
    - Expectations defined.
    - Specific requirements defined.
    - Time lines specified.
    - Signed by the Scout and leader in charge of position.
  - Progress in the position should be reviewed with the leader in charge at least twice a semester.
  - Scout should meet with the leader in charge of position at the end of the term to review his work.
- Crediting Time
  - Leader in charge of position and the Scoutmaster must agree on the time credited to the Scout.
  - Each semester will be considered a 4-month appointment.
  - Credit will be given for continuous work through out the appointment period.
  - Partial credit may be given for work completed based on the Scout's written contract.
  - Any work not completed by the end of the semester appointment must be completed and presented to the leader in charge of position no later than one month after the end of the appointment.
    - Additional time may be granted by the Leader in charge of position:
      - With the approval of the Scoutmaster
      - A new written contract should be established.
  - Positions that require additional time outside of the Scout calendar such as SPL, ASPL, Quartermaster, etc will be credited with additional time.
  - Scouts holding leadership positions outside the normal Troop calendar will be credited with additional time.
    - Sumer camp green bar positions.
    - High Adventure crew chiefs.
    - National Jamboree positions of responsibility.
    - National Leadership Training Staff positions of responsibility.

## **Scout Spirit**

Scout Spirit applies to how a Scout lives and conducts his daily life. He shows Scout Spirit by being a role model to his peers, living by the Scout Oath and Law. The outcome of Scout Spirit is to help bring out the best in others as a reflection of a Scout's own character and attitude in his daily life.

Scout Spirit is the essence of Scouting. Earning rank advancements and merit badges are important, but Scout Spirit goes way beyond that. "Scout Spirit" embodies the essence of what a true Scout is made of.

The first thing you need to understand about Scout Spirit is that even though the requirement looks the same for each rank, it's really different - Scout Spirit for Life Scout is very different (and much harder) than Scout Spirit for Second Class. The Scoutmaster will only sign off for one "Scout Spirit" requirement at a time in your handbook, because each one is harder than the last.

Scoutmasters will want to see appropriate Scout Spirit for some period of time before they sign off the requirement. For Second Class that may only be for a campout and the last few meetings, but for Eagle it will be for several months. To be seen you need to be there. It is very hard for an absent Scout to show Scout Spirit.

## **Rank Advancement**

After a Scout has completed all of the requirements for any rank from Tenderfoot through Life, his progress is reviewed in two stages:

- Scoutmaster Conference
- Board of Review

Steps:

1. Scouts must complete and have signed off all requirements listed in the Boy Scout Handbook.
2. Scouts request a Scoutmaster Conference.
3. Scouts sign up for a Board of Review
4. Scouts are recognized and receive their rank patch as soon as possible.
5. Scouts are formally recognized at the next Court of Honor.

## **Scoutmaster Conference**

One of the most enjoyable experiences of being a Scoutmaster is the opportunity for a Scout and his leader to sit down and visit together. The real purpose of a Scoutmaster Conference is to develop understanding and trust between the Scoutmaster and the Scout as the boy grows and matures in Scouting.

Scoutmaster Conference Goals:

The Scoutmaster Conference is a visit between the Scoutmaster and a Scout that is held each time the boy completes the requirements for a rank. The Conference is a valuable opportunity for a Scoutmaster to discuss with each Scout his activity in the Troop and his understanding and practice of the ideals of Scouting. Together they can set goals not only in Scouting but also in his family, school, and community.

A Scout taking part in a Scoutmaster Conference will be able to determine if he is ready to go before the Board of Review. The Scoutmaster can also encourage a boy's advancement in Scouting by reviewing with him the requirements for his next rank. The Scoutmaster Conference can be used as a counseling tool at any time and for a variety of other reasons.

- Establish trust and understanding between a Scout and Scoutmaster.
- Reinforce the ideals of Scouting.
- Allow the Scout and Scoutmaster to share ideas and ask questions of one another.
- Set goals and outline steps for achieving them.
- Determine if a Scout is ready for a Board of Review.

A good Conference should be unhurried. It helps the Scout evaluate his accomplishments and set new goals. Goal setting by the Scout makes it possible for the Scoutmaster to help the Scout with his weaknesses and encourage him to use his strengths.

#### Scoutmaster Conference Format:

- The Scoutmaster conference can be held at a Troop meeting, camping trip, in the Scout's home or a location determined by the Scoutmaster.
- The Scoutmaster conference is neither an interrogation nor a retesting of a Scout's competence.
- It is informal conversation between the Scoutmaster and the scout
- Open-ended questions are good to prompt the Scout's comments.
- Encourage Scouts to come to conclusions on his own.
- A Scoutmaster conference can take place anytime and for any reason.
- Denial of Scoutmaster Conference.
  - Unit leaders do not have the authority to deny a Scout a Scoutmaster conference that is necessary to meet the requirements for rank advancement.
  - If a unit leader conference is denied, a Scout—if he believes he has fulfilled all the remaining requirements—may still request a board of review.

#### Frequency

The Scoutmaster conference may be conducted by the Scoutmaster or Assistant Scoutmaster(s) as soon as possible upon request. A Scout cannot be denied this opportunity. When he believes he has completed all the requirements, it is the responsibility of the unit leader and committee to assure a Scoutmaster Conference is held.

- Scoutmaster Conference is traditionally but not exclusively during Troop meetings of the school year.
- If for any reason the need for Scoutmaster Conferences exceeds the Troops ability to provide them during meetings of the month; extra nights for Scoutmaster Conferences will be added the following week or between meetings.
- Scoutmaster Conferences for the ranks of Star, Life and Eagle Palms may have to be scheduled outside of meeting times.
- The Scoutmaster Conference for Eagle is extensive and needs to be scheduled outside of the Troop-meeting schedule.
- Summer Scoutmaster Conference for the rank of Life and Eagle Palms will be held as necessary.
- The Scoutmaster conducts conferences for ranks above First Class.
- If the Scoutmaster is unavailable the Scoutmaster Conference may be conducted by an ASM.
- The sign off for Scout Spirit is determined during the Scoutmaster Conference.

## Board of Review

When a Scout has completed all the requirements for a rank, he appears before a board of review.

The review's purposes:

1. To determine the Scout's attitude and acceptance of Scouting ideals.
2. To ensure that the requirements have been completed for advancement.
3. To find out what kind of experience the Scout is having in his Patrol and Troop.
4. To encourage the Scout to progress further.
5. A Board of Review **Is Not** a Retest or "Examination"

## Frequency

A Scout cannot be denied this opportunity. When he believes he has completed all the requirements, including a Scoutmaster Conference, it is up to the unit leader and committee to assure a board of review is held.

- Board of Reviews are held traditionally but not exclusively during the first two Troop meetings of the month during the school year.
- If for any reason the need for Boards of Review exceeds the Troops ability to provide Board of Review during the first two Troop meetings of the month; extra nights for Board of Review will be added the following week.
- Summer Boards of Review for the rank of Life and Eagle Palms will be convened as necessary.

## Composition of the Board of Review

A Board of Review must consist of no fewer than three-registered committee members and no more than six. If fewer than three registered committee members are available to serve, it is permissible to use knowledgeable parents (not those of the candidate) or other adults (registered or not) who understand Boy Scouting's aims.

Unit leaders and assistants may not serve on a Board of Review for a Scout in their own unit. Parents or guardians may not serve on a board for their son. The candidate or his parent(s) or guardian(s) shall have no part in selecting any Board of Review members.

One member serves as chair. The chair conducts review meetings according to BSA procedures and reports results to the unit advancement coordinator.

The review should take approximately 15 minutes, but no longer than 30 minutes.

## Wearing the Uniform

It is preferred the Scout be in full field uniform for any Board of Review. He should wear as much of it as he owns, and it should be as correct as possible, with all badges worn properly. The candidate should be clean and neat in his appearance and dressed appropriately, according to his means.

The Troop expects all candidates for the rank of First Class and above to be in full uniform including scout pants and neckerchief.

Though one reason for a Board of Review is to ensure the Scout did what he was supposed to do to meet the requirements, it shall become neither a retest or "examination," nor a challenge of his knowledge. In most cases it should, instead, be a celebration of accomplishment.

Because many boys are ill at ease when talking to adults, it is important that the Board of Review be held in a relaxed atmosphere. A certain amount of formality and meaningful questioning should be used during the review. Use questions that require a narrative answer.

Examples of questions that might be asked are:

- What do you like most in Troop outdoor activities?
- What new things did you do/learn on your latest campout/service project/Troop meeting?
- What did you learn/feel in giving service to others?
- Why is being a Boy Scout important to you?
- What are your goals in Scouting?
- How will fulfilling requirement number \_\_\_\_\_ help you?

#### Board Members Must Agree Unanimously on Decisions to Approve

To approve awarding a rank or Palm, the Board must agree unanimously. Every effort should be made to deliberate with careful consideration of each member's perspective, and in sufficient detail as to avoid factual misunderstanding. It is appropriate to call the candidate back if additional questions may provide clarification. Still, if any member dissents, the decision cannot be for approval. In the case of such disagreement, the Scout shall not be informed about the specifics of the conversations or any arguments taking place.

If the Board decides not to approve, the candidate must be so informed and told what he can do to improve.

If the members agree a Scout is ready to advance, he is called in and congratulated. The Board of Review approval date - not that of a subsequent Court of Honor - becomes the rank's effective date.

Once the Board of Review has signed off in the Scout's book the rank cannot be rescinded for any reason.

Ranks and Palms may not be presented until the advancement is reported to the local council through the BSA's Internet Advancement or on the official Advancement Report form.

Board of Review other functions:

- To mentor non-advancing Scouts
- Conduct Review

## **Fulfilling More Than One Requirement With a Single Activity**

From time to time it may be appropriate for a Scout to apply what was done to meet one requirement toward the completion of another. In deciding whether to allow this, leaders or Merit Badge Counselors should consider the following.

When, for all practical purposes, two requirements match up exactly and have the same basic intent - for example, camping nights for Second Class and First Class ranks and for the Camping merit badge - it is appropriate and permissible, unless it is stated otherwise in the requirements, to use those matching activities for both the ranks and the merit badge.

Where matching requirements are oriented toward safety, such as those related to first aid or CPR, the person signing off the requirements should be satisfied the Scout remembers what he learned from the previous experience.

Some requirements may have the appearance of aligning, but upon further examination actually differ. These seemingly similar requirements usually have the intent to create quite different experiences. The Communication and Citizenship in the Community merit badges are a good example. Each requires the Scout to attend a public meeting, but that is where the similarity ends. For Communication, the Scout is asked to practice active listening skills during the meeting and present an objective report that includes all points of view. For Citizenship, he is asked to examine differences in opinions and then to defend one side. The Scout may attend the same public meeting, but to pass the requirements for both merit badges he must actively listen and prepare a report, and also examine differences in opinion and defend one side.

## Merit Badges

Through the Boy Scout merit badge program, many Scouts have been introduced to a life-long hobby or even a rewarding career. They have discovered new abilities, increased their self-confidence, and become expert in subjects that have enriched their lives and their ability to serve their community.

Merit badges are a fun and important part of a Scout's development. There are over 120 merit badges that a Scout can earn so there is something for everyone. The most important things for Scouts to remember are to have fun, pick something you want to learn and don't be afraid to try something new.

**When Scouts meet with a counselor take a buddy. Never meet with a counselor alone; parents make good buddies.**

**Blue cards from merit badge work should be kept in a safe place. They are the definitive record that you have earned the merit badge when completing your paperwork for the rank of Eagle.**

The focus of Scouts below the rank of First Class should be on advancement not merit badges.

### How to Earn a Merit Badge

1. Pick a Subject
  2. Read the Requirements
  3. Read the Merit Badge Book
  4. Get a Blue Card
  5. Call Your Counselor
  6. Show Your Stuff
  7. Get the Badge
- Pick a Subject
    - There is something for everyone
    - There are over 120 different merit badges
    - Pick something you like or would like to learn about
    - Family Life and Communications are a good first choice for an Eagle required merit badge
  - Read the Requirements
    - Know what you are getting into
    - Some merit badges require a 3-4 month commitment
    - Check the requirements online
    - [www.Troop505.org/advancement/advancement.htm](http://www.Troop505.org/advancement/advancement.htm)
    - Boy Scout Requirements Handbook lists all the requirements for all the merit badges
  - Read the Merit Badge Book
    - BSA Merit Badge Books are well written and will help explain the requirements
    - Troop 505 has an extensive library of merit badge books
    - You may also check out merit badge books from public libraries (make sure you are using the current merit badge book)

- Get a Blue Card
  - A signed blue card is the proof that you have completed the merit badge
  - Get the blue card before you start the merit badge not when you are finished
  - Request a blue card from the Scoutmaster, Mr. Caruso or Advancement Chair
  - See Mr. Caruso or Advancement Chair and select a Merit Badge Counselor
- Anatomy of a Blue Card
  - The Blue Card has 3 sections
    - Application for Merit Badge (this goes to Council)
    - Applicant's Record (you keep this part)
      - Keep the Applicant's Record in a safe place as this is your only proof you earned the merit badge
    - Counselor's Record (this stays with the counselor)
  - Fill in your information on the front

<p><b>Information for Applicant</b></p> <ul style="list-style-type: none"> <li>• See your merit badge counselor for advice and help. Be on time. If you find you can't keep an appointment, let the counselor know ahead of time and arrange for a new one. Only a properly appointed merit badge counselor may approve a merit badge application.</li> <li>• Several meetings with your counselor may be necessary before you can win a signature on this application.</li> <li>• Turn in your approved application to your unit leader. You will be awarded the certificate and merit badge at a suitable occasion.</li> </ul> <p><b>Information for Counselor</b></p> <ul style="list-style-type: none"> <li>• Merit badge applications must be signed in advance by the applicant's unit leader.</li> <li>• The purpose of merit badge counseling is to help Boy Scouts, Varsity Scouts, and Explorers learn the skills and acquire the knowledge to meet the requirements.</li> <li>• You may not change any requirements, but you may share personal knowledge or experience that will make the counseling more interesting and valuable.</li> </ul>	<table border="1"> <tr> <td>Counselor Initial</td> <td></td> </tr> <tr> <td>Date of approval</td> <td></td> </tr> <tr> <td>Requirement No. and letter</td> <td></td> </tr> <tr> <td>Counselor Initial</td> <td></td> </tr> <tr> <td>Date of approval</td> <td></td> </tr> <tr> <td>Requirement No. and letter</td> <td></td> </tr> </table>	Counselor Initial																				Date of approval																				Requirement No. and letter																				Counselor Initial																				Date of approval																				Requirement No. and letter																				<p><b>APPLICATION FOR MERIT BADGE</b></p> <p>Name <u>Your name</u>        Address <u>Your street</u>  <u>city state zip</u></p> <p>is a registered  <input checked="" type="checkbox"/> Boy Scout   <input type="checkbox"/> Varsity Scout   <input type="checkbox"/> Explorer        of <u>Troop</u> No. <u>505</u>        (Troop Team Post, Ship)        District <u>Thunderbird</u>        Council <u>Three Fires</u></p> <p>and is qualified to apply for merit badge        signed on the reverse side.</p> <p><u>[Signature]</u> (Date)   <u>[Signature]</u> (Signature of unit leader)</p> <p><b>BOY SCOUTS OF AMERICA</b>        No. 4124   1984 Printing</p>
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- Fill in your information on the back

<p>The applicant has personally appeared before me and demonstrated to my satisfaction that he has met all requirements for the</p> <p><u>Merit badge name</u> (Merit badge)</p> <p>(Name of counselor, please print)</p> <p>(Address of counselor, please print)</p> <p>(Telephone number of counselor)</p> <p>(Signature of counselor) (Date)</p> <p>Checked and recorded:        (Date) (Initials)</p> <p>Certificate and badge presented        (Date)</p> <p><b>APPLICANT WILL TURN IN THIS PORTION TO HIS UNIT LEADER FOR RECORD POSTING.</b></p>	<p><b>APPLICANT'S RECORD</b></p> <p>Name <u>Your name</u></p> <p>has given me his completed application for the <u>Merit badge name</u> (Merit badge)</p> <p>Approved on _____ (Date) by _____</p> <p>(Signature of counselor)</p> <p>(Signature of Scoutmaster or Advisor)</p> <p><b>NOTE TO BOY SCOUT OR EXPLORER:</b>        Keep this record until you receive your merit badge certificate.</p>	<p><b>COUNSELOR'S RECORD</b></p> <p>Applicant <u>Your name</u></p> <p>Unit <u>Troop 505</u></p> <p>Date _____</p> <p>Merit badge <u>Merit badge name</u></p> <p>Remarks: _____</p> <p><b>IT IS SUGGESTED THAT THE COUNSELOR KEEP THIS RECORD FOR AT LEAST ONE YEAR IN CASE ANY QUESTION IS RAISED LATER IN REGARD TO THIS AWARD.</b></p>
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- Call Your Counselor
  - Call your counselor and have your projects approved
  - Call your counselor and make an appointment
  - Most counselors like to meet in public places like libraries
  - Take your blue card with you
  - Take a buddy, never meet alone with a counselor
  - Parents make good buddies

- Show Your Stuff
  - Make sure you have everything you need before meeting with your counselor
  - Go over everything so you know your stuff
  - If you have completed all the requirements the counselor will sign the Application for Merit Badge and Applicant's Record
  - The Counselor will keep the Counselor's Record
  - If you have not completed all the requirements the counselor will note the requirements you have completed on the back of the Applicant's Record (middle section)
  - Make sure the requirements signed off match what you think you have done before leaving
  - Make another appointment when you have completed the rest of the requirements
  
- Get the Badge
  - Ask the Scoutmaster or Mr. Caruso to sign the Applicant's Record
  - Return the completed blue card to Mr. Caruso or Advancement Chair
  - They return the Applicant's Record section to you
  - Keep the Applicant's Record in a safe place as you may need it when you file your records for Eagle
  - Congratulations!!!
  - You will receive your merit badge at the next Court of Honor

The District maintains a listing of Merit Badge Counselors in our area. As a supplement to the District listing, the Troop recruits and maintains a listing of Troop Merit Badge Counselors. The intent of the merit badge program is to have boy's contact different counselors so that they can meet and learn from a large diverse group of individuals.

The Troop maintains an up to date library of Merit Badge books. Additionally, Merit Badge books may be checked out from local public libraries. Scouts need to make sure they are using the current edition of the Merit Badge book.

At summer camp, Scouts 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.

## Merit Badge Fairs

- The badge process is of maximum benefit when the Scout initiates the process of earning a merit badge by personally contacting the Merit Badge Counselor and mutually scheduling the completion of requirements. Scouts learn how to communicate, to schedule, to organize, and to complete requirements with an adult merit badge counselor.
- No Council, Committee, District, unit or individual has the authority to add to or subtract from, advancement requirements.
- It is the responsibility of the Troop Committee to maintain the integrity of the Troop's advancement program.
- Troop 505 does not approve and discourages the practice of Scouts attending "Merit Badge Fairs" where multiple badges can be earned in one day or one weekend.
- Troop 505 maintains a list of quality merit badge programs in the Naperville area.
- Additional merit badge programs will be evaluated by the Troop Committee as they become available.
- Troop 505 believes that all Eagle required Merit Badges should be worked on, one on one, with a Merit Badge Councilor.

## 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.
- This is especially important if a family moves to a new area.
- It is recommended that these cards be kept in a safe location.

## Court of Honor

The Court of Honor is where we celebrate Scouting. They are usually held 4 times a year: May, September, November and the Family Dinner in Feb/March. The purpose is to recognize the ranks, merit badges and special awards earned by each Scout since the last Court of Honor. All family members are encouraged to attend, even if your son is not receiving an award. We ask families to bring a dessert to serve 8. Dates, times and locations are posted on the Troop calendar and can be found on the Troop website ([www.Troop505.org](http://www.Troop505.org)).

## **SAFETY**

### **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 in Official Scout Handbook.
- The Totin' Chip Card must be on the Scout's person 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 includes all other forms of knives not intended for hiking or camping.
- The Troop provides hand axes and saws. Personal axes and saws are not to be brought on outings unless specifically requested.

### **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.
- Large propane tanks are to be connected to stoves and lanterns only by adult leaders.

## **Power Tools**

- See the BSA Guide to Safe Scouting. ([www.scouting.org](http://www.scouting.org))

## **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).
- All registered youths and adult leaders are covered by the policy.
- Registration fees include one dollar to cover payment for the plan.

## **EXTENDED ABSENCE FROM SCOUTING**

Members who leave the Boy Scouting program are welcome to return if they are eligible and in good standing. They take up where they left off, assuming the last verifiable rank. It may be necessary for them to produce advancement documentation, or to have records updated or transferred from another Council. The time away shall not be held against them, and they shall not be made to re-do requirements.

## **TROOP STORE**

The Troop maintains an inventory of “used, but serviceable” uniforms and related items for resale. The Troop charges 50% of the original price. One-half of the proceeds go to the Troop and the other half to the seller’s escrow account. The Troop store is usually open on the second meeting of the month during the school year.

## **COMMUNICATIONS**

Troop communications electronic and paper are limited to Troop or BSA business only.

### **Website**

Troop 505 has an informative Scout involved and maintained website.

- The website is the central point for Troop information including Troop calendar, forms, photos general Scout information and information pertaining to the Troop and its activities.
- Copies of the files for all camping, fundraising and activity handouts should be emailed to the Webmaster for posting before they are distributed to the Troop.
- The website is available for all Scouts, parents and family members. The web address is: [www.Troop505.org](http://www.Troop505.org)
- Follow us on Twitter (Troop505Nap).
- Please inform Troop leadership (in writing), if you do not wish to have your son's photo on the Troop’s website.

## **Scoutmaster's E-mail**

The Scoutmaster sends out weekly emails with information about the Troop.

- Please make sure the Troop has your current email address.
- The current week's email is posted on the Troop website.

## **Troop Mailbox**

- Each Scout and adult leader has a mailbox (hanging file) that is located on the table at the back of the meeting room.
- Please check your mailbox at every meeting.

## **Calling Tree**

- The Troop calling tree is used to activate the Troop action plan.
- The Senior Patrol Leader will contact the Assistant Senior Patrol Leader(s) and the Patrol Leaders.
- The Patrol Leaders will in turn contact all members of their Patrol.
- The Troop Committee requests that Scouts and parents refrain from calling past 9:00pm on weeknights, and no earlier than 9:00am on weekends.
- In cases of emergency, calls may come earlier or later than ideal times.

## **CONFISCATIONS**

- Scouts found in possession of materials in violation of the Troop's Electronics or Safety Policies will have the materials immediately confiscated.
- These materials will be returned to the Scout at the conclusion of the event.
- Who can confiscate.
  - Adult leaders.
  - Adults.
  - Scouts should notify an adult leader of these infringements. The Adult leader will investigate and take appropriate action.

## SERVICE PROJECTS

Service projects are a regular and critical part of the Troop 505 Scouting program!

- Church Service Projects:
  - The Troop is an important part of the Church community and will help in appropriate service tasks as requested by the Church.
  - The Troop will provide at least one day of service each year in support of 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 annually.
- Service projects required for Second Class, Star and Life ranks:
  - Conducted individually.
  - As part of a Patrol or Troop effort.
  - Assisting with an Eagle Project.
  - Services Projects outside of scouting must be approved ahead of time for the project to count toward rank advancement.

## Scoutmaster Leadership Projects

The Scoutmaster may assign a Leadership Project to a Scout to meet the Positions of Responsibility requirement for the Scout to advance in rank.

Structure:

- Position plus Project.
- The Scout will be assigned a Position of Responsibility that meets the requirements for Position of Responsibility for the rank of Eagle.
- The Scout will be given a specific project to be completed under the auspices of his Position of Responsibility.
  - Scouts must be given training in their position as required.
  - A written contract should be established.
    - Expectations defined.
    - Specific requirements defined.
    - Time lines specified.
    - Signed by Scout and Scoutmaster.
  - Progress in the position should be reviewed with the Scoutmaster at set points throughout the project.
  - Scout should meet with the Scoutmaster at the end of the term to review his work.
- The credit for the project will be recorded as time in the Position of Responsibility agreed upon and **not** as a Scoutmaster Project.

The update of this manual was one of my Wood Badge projects.  
I hope it serves you well for a long time.

Yours in Scouting,  
William Birch  
6/25/2014