

TROOP 1699
PARENT MANUAL

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1. INTRODUCTION.

1. AIMS OF SCOUTING.

Scouting has three aims, to build character; to foster citizenship; and to develop fitness. Scouting seeks to build character by instilling in your son the qualities of honesty, courage, integrity, self-reliance, self-discipline, self-confidence and self-respect. Scouting teaches your son the duties, obligations, privileges and functions of a citizen. This is done by having your son participate in service projects for the community; visiting local, state and federal government meetings and facilities; and by letting him serve in Troop leadership positions. Finally, scouting helps develop physical, mental, emotional and moral fitness.

2. SCOUTING METHOD. Scouting uses the following eight methods to achieve its aims.

1. **IDEALS:** The ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, motto and slogan. The Scout measures himself against these ideals and continually tries to improve. The goals are high and, as he reaches for them, he has some control over what he becomes.
2. **PATROLS:** The patrol method gives Boy Scouts an experience in group living and participating citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to act in small groups where they can easily relate to each other. These small groups help determine Troop activities through their elected representatives.
3. **OUTDOOR PROGRAM:** Boy Scouting is designed to take place in the outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here that the skills and activities practiced at Troop meetings can be put to practical use. Being close to nature helps Boy Scouts gain an appreciation for God's handiwork and mankind's place in it. The outdoors is the laboratory for Boy Scouts to learn ecology and practice conservation of nature's resources.
4. **ADVANCEMENT:** Boy Scouting's advancement program provides a series of goals that a Scout can achieve. The Boy Scout plans his advancement and progresses at his own pace as he overcomes each challenge. The Boy Scout

is rewarded for each achievement, which helps him gain self- confidence. He also gains knowledge in a variety of areas through his work on certain skills and merit badges. The steps in the advancement method help a boy grow in self-reliance and the ability to help others.

5. **PERSONAL GROWTH:** As Boy Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth methods of Boy Scouting. Boys grow as they participate in community service projects and do Good Turns for others. There is probably no device so successful in developing a basis for personal growth as the daily Good Turn. The religious awards program also plays a large part in the personal growth methods. In addition, frequent personal conferences with his Scoutmaster help each Boy Scout to determine his growth toward Scouting's aims.
6. **ADULT ASSOCIATION:** Boys learn from the example set by adults. Adult leadership can be male or female. It is the association with adults of high moral character that is important. Troop 1699 encourages all parents to become involve with their sons and the Troop.
7. **LEADERSHIP DEVELOPMENT:** The Boy Scout program encourages boys to learn and practice leadership skills. Every Boy Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership roles of others and guides him toward the citizenship aim of Scouting.
8. **UNIFORM:** The uniform makes the Boy Scout Troop visible as a force of good and creates a positive youth image in the community. Boy Scouting is an action program, and wearing the uniform is an action that shows each Boy Scout's commitment to the aims and purposes of Scouting. The uniform gives the Boy Scout identity in world brotherhood of youth who believe in the same ideals. The uniform also provides a way for Boy Scouts to wear the badges that show what they have accomplished. The uniform requirements are attached as Appendix 1.

2. JOINING THE TROOP.

1. NEW SCOUT REGISTRATION.

A boy may register as a new member of Troop 1699 at any time during the year. Webelos Scouts traditionally join in the spring after achievement of their Webelos rank and/or Arrow of Light

Award. Boys, ages 10 years and six months, advancing from Webelos will form a "new Scout" patrol. To give these new Scouts the initial attention they deserve the Assistant Scoutmaster First Class will work directly with them. If the new scout is older than 10 years 6 months or has previous Scouting experience he will be placed in a patrol with others of his age or skill level.

2. NEW SCOUT.

A parent or guardian should accompany his/her son to a Troop meeting at the time the decision is made to join Troop 1699 a membership packet will be given to the parent for review and for completion of the necessary forms. The Membership Packet includes:

1. Scoutmaster Welcome Letter.
2. Application & Medical Release Form.
3. Troop Resource Sheet.
4. Troop Handbook.
5. Latest Newsletter.

Each Scout must fill out the membership form and return it to the Scoutmaster along with the specified registration fee. We will register your son immediately so that he can attend our outdoor activities. All Scouts must have a medical form on file with the Troop before they may attend any Troop-related events. There are two reasons for having this medical form. First, it provides us with information on any special problems a Scout may have (hay fever, medicine restrictions, etc.). Also, it gives a doctor permission to treat an injured Scout if a parent cannot be reached. The boy will not be permitted to participate in any Scouting function until he is properly registered and all his fees are paid.'

3. TRANSFERRED BOY SCOUT.

If a Scout is transferring into Troop 1699 from another Boy Scout Troop, the registration process is slightly different than for a new Scout. These differences are as follows:

1. The transfer is noted on the registration form.
2. The advancement records, signed by the previous Troop's advancement chairperson, are provided. This record must include the dates for all rank advancements, merit badges, leadership positions, service hours, and other awards or honors. (The ability to verify these records is very important in the case of the boy's advancement to the Eagle rank.) The payment of nominal transfer registration fee to Troop 1699.
3. A Medical Release Form is provided by the Scout.

3. ORGANIZATION.

Troop 1699 is organized in accordance with BSA guidelines. The following descriptions highlight areas within the Troop's organization.

1. PATROL ORGANIZATION.

The Scout Troop is made up of patrols. A patrol is a grouping of boys who work together. The patrol method gives Scouts an experience in group living and participatory citizenship. The patrol method builds patrols into strong active units. This is best accomplished through long-term association with shared, common experiences from camping or special events. It places a certain amount of responsibility on the scouts and teaches them how to accept it. There are four reasons for using the patrol method:

1. Patrols permit a Scout to be with his friends.
2. The Patrol's small size allows each boy to get involved.
3. Every Scout gets the chance to learn and practice responsibility.
4. Patrols provide real experience in the democratic way of doing things.

When a boy joins the Troop, he will be assigned to a specific patrol. Each patrol has a patrol-elected Patrol Leader and Assistant Patrol Leader, Quartermaster, and Scribe. The patrol also has an Adult Patrol Advisor who provides overall guidance. Each Patrol meets to work on rank advancement or merit badges, to prepare for Troop activities, or to plan their own activities or outings as a Patrol.

The Troop's goal is to maintain a patrol's integrity through as much of a Scout's career as possible. Given the dynamics of the people of our community that is not always possible. If it becomes necessary to reorganize patrols as a result of attrition then the Scoutmaster and adult leadership will determine new patrol organization.

2. PATROL LEADERS COUNCIL.

Troop 1699 is a boy run troop! The Patrol Leaders Council (PLC) is the governing body of the Troop that develops and carries out the program. The PLC is composed of the Senior Patrol Leader, Assistant Senior Patrol Leaders, Scribe, and all of the Patrol Leaders of the Troop. The Quartermaster, Troop Guides, Librarian, Den Chiefs and other junior leaders appointed by the SPL are also members of the PLC.

The PLC is responsible for planning the daily, weekly and monthly events. The PLC makes recommendations about programs and locations for camp outs and special events. The Troop Committee may modify the program choices if the program is dangerous or does not follow the aims and methods of Scouting as described in the Scoutmaster's Handbook.

The Scouts depend upon their elected Patrol Leaders to attend the PLC and communicate information to them. It is also the responsibility of the PLC to make sure that Troop programs and events are communicated to the Scouts. This communication system will be based primarily on a

telephone tree. In this system, the Senior Patrol Leader will have the responsibility of calling the Patrol Leaders, who will in turn need to call the members of their patrol. If, for some reason, the Senior Patrol Leader cannot contact the Patrol Leader, he must call the Assistant Patrol Leader. The Senior Patrol Leader is also responsible for making sure that the Assistant Senior Patrol Leaders are informed of all of the information.

The PLC elections and appointments are made usually on an bi-annual basis, ensuring change and encouraging participation by all Scouts in junior leadership, something required for Scout advancement beyond First Class rank. If a Scout is incapable or unwilling to do his job, he will be removed from the leadership position and will not be credited with completing that leadership position for rank advancement. We urge all Scouts who accept leadership positions to fulfill their obligations. All junior leaders are given written descriptions of their responsibilities and are supported by the scoutmasters. Scouts are encouraged to seek junior leader positions and help as much as possible whenever needed.

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3. TROOP COMMITTEE.

The Troop Committee is a group of adults, generally parents of the Scouts, who support the Troop by insuring that the Troop's adult leadership is adequate and by insuring that the Troop is functioning according to official policy. Committee meetings are usually held on the Thursday after a camping weekend as indicated on the annual calendar. We encourage all parents to attend the Committee meetings and become involved in the Troop as committee members and adult leaders.

4. CHARTERING ORGANIZATION.

Franklin Community Church is the chartering organization for BSA Troop 1699. The charter allows the Church to host a BSA Troop for its community and youth objectives. In turn, the Church agrees to support the Troop by providing a safe meeting place with adequate facilities. The primary function of the chartering organization is to select and approve all adult leaders. The Chartering Organization is responsible for background checks of all adult applicants and will have the final approval for adults filling positions with the Troop.

4. THE PROGRAM.

Troop 1699's program consists of Troop meetings, camp outs, summer camp and Patrol Leader Council meetings. It is through these events and using the Scouting Method that the Troop helps your son achieve the aims of Scouting. While we understand that you are busy with other activities, it is important that he make as many Troop meetings and camp outs as he can and attends summer camp. This is especially true for new Scouts.

1. TROOP MEETINGS.

The Troop meets on Thursday nights from 7:00 - 9:00 p.m. except for the Thursdays following a camp out when adult Committee meetings are held. The troop meetings are held at the Bingham Farms Elementary School. Scouts are required to wear their 'Class A' uniform and bring

their Scout Handbook to the meetings.

The meetings are centered around a monthly theme chosen by the Patrol Leader's Council. Scouts will work on advancements, merit badges and Scout skills. The first half hour of Troop meetings are used for Scoutmaster conferences and Boards of Review, which are necessary for advancements.

Please make sure your son eats dinner before coming to the meeting. No food, drinks, candy, or gum are allowed in the meeting hall. Also, no electronic equipment, CDs, or toys should be brought to the meeting. If they are brought they will be taken by an adult and given back to the parents at the end of the night.

2. CAMP OUTS.

The Scout program is designed for outdoor fun. The Troop will make every attempt to have at least one outdoor activity per month, except for December. Normally, the outdoor activity is a camp out, but on occasion the Troop has a day event such as a bicycle ride, rock climbing, or athletic games. The activities planned for these events will reinforce the skills and ideals of Scouting. The Troop will camp in all types of weather. Scouts need the opportunity to test their skills in a variety of real life situations. However, unnecessary risks are never taken and safety is of the utmost concern. The Scoutmaster will be the final authority on whether camp outs will be canceled due to dangerous conditions.

3. SUMMER CAMP.

This is an excellent opportunity for Scouts to earn several merit badges. Information on the specific camp's rules and regulations are given to the Scouts well in advance of departure. All fees involved with camp are the responsibility of the Scout. The Patrol Leaders Council, with the

approval of the Troop Committee, decides which camp to attend each year.

4. High Adventure Camps.

High adventure camp outs are usually one week long. Scouts participating in high adventure must be a minimum of 13 years old, and have achieved the First Class rank. High adventure trips are usually more expensive and involves long distant travel. Scouts are responsible for their own expenses. The Patrol Leaders Council, with the assistance of the Assistant Scoutmaster for High Adventure, plan High Adventure camp outs. The Troop Committee must approve all High Adventure camp outs.

The requirements for high adventure camp outs are:

1. Scouts must meet minimum age requirement of 13 years old by the date of the camp out.
2. Have earned at least First Class rank.
3. Attended all planning and training sessions.
4. Be active with the Troop.
5. Have Scoutmaster approval.
6. Agree to continue in a the regular Troop program.

5. PATROL LEADER COUNCIL MEETINGS.

The Patrol Leader Council meets ever other week on Tuesday nights from 7:00 - 9:00 p.m. The meetings are held at the Franklin Community Church. Scouts are required to wear their 'Class A' uniform to the meetings. The meeting is centered around planning agendas for Troop meetings, camp outs, day activities, community services, Webelos Den activities and fund raisers.

6. COMMITTEE MEETINGS.

The Committee meets monthly, at the Franklin Church, from 7:30 PM to 9:30 PM on the first

Thursday after a weekend camp-out or as designated by the Committee Chairperson. The Committee Chairperson will publish and provide an agenda for each meeting. Committee members are strongly encouraged to contact the Chairperson prior to the meeting so new business may be placed on the agenda. The Chairperson as necessary may call other Committee meetings.

The meetings are open to all parents. Only registered Committee members are eligible to vote on matters affecting the Troop. All matters brought before the Committee, except changes to policies and procedures, may be decided by a majority vote of those Committee persons present. Changes to policies or procedures require two weeks notice of the Committee meeting at which the changes will be considered and a 3/4 vote of all Committee members present at the meeting.

5. ADVANCEMENT.

1. GENERAL.

Boy Scouts provides each boy with the opportunity to learn skills and receive recognition in the form of rank advancement and merit badges. This advancement in the Scouting program rewards achievement and allows a Scout to be recognized for his work. The requirements for each of the seven ranks from Scout through Eagle and the required merit badges are contained in the Boy Scout Handbook. Requirements are earned by the Scout through his participation in Troop meetings, camp-outs and other activities. Advancement is not mandatory in Troop 1699, but it is encouraged to meet the aims of Boy Scouts.

2. Scout Rank Advancement.

As Scouts advance in rank, they learn new skills. Your son will begin at the Scout rank once he has completed his joining requirements. In his first year of Scouting the Troop will help him advance through the ranks of Tenderfoot, Second Class and First Class. While advancing in these

ranks your son will learn outdoor skills, first aid, physical fitness, citizenship and water safety. Boys who reach the rank of First Class by the end of their first year of Scouting have a better chance of staying in Scouting and advancing to the higher ranks.

After reaching the rank of First Class, your son can advance to the rank of Star, Life and Eagle Scout. To earn advancement in these ranks, your son will have to earn merit badges, serve in a leadership position, participate in Troop activities, perform service projects and demonstrate that he is living according to the Scout Oath and Law. The Eagle Scout rank requires your son to plan and carry out a service project for his community, church or school.

3. MERIT BADGE COUNSELORS.

Merit Badge Counselors are always needed. Scouts offer merit badges in a wide variety of skills, interests and life skills. The Troop is always looking for merit badge counselors who can provide Scouts with guidance through merit badge requirements. If you are interested in working as a merit badge counselor, please contact the Committee Advancement Chair. Once you are approved as a merit badge counselor, you may be called on by Scouts within the Troop or from several Troops (if they agreed to be registered outside the Troop). This is an excellent way for parents to help the Scouts in a much needed way with no major commitment of time.

4. RECOGNITION.

Awards and advancements are earned throughout the year. All advancements and special awards are recognized at a Court of Honor, which are usually held at least three times a year. The Troop also holds special Eagle Courts of Honor to honor the achievement of a Scout earning the rank of Eagle Scout. All Scouts are expected to attend the Court of Honor whether receiving an award or not. All Scouts should be dressed in Class A uniform. A Court of Honor is a family affair.

Mothers, fathers and siblings are encouraged to attend.

The Order of the Arrow is a Brotherhood of Cheerful Service that is a part of the Scout program for honor campers. Its purpose is to foster camping traditions and spirit, and provide service to others in various ways. The Order is steeped in Indian lore. Scouts are elected to membership in the Order by other Scouts in the Troop making membership an honor that few receive. Requirements for election are that Scout not be 18 years old at the time of election; have spent 15 days and nights camping, including at least one long-term camping experience; be approved by the Scoutmaster; and be elected by at least 50% of the active registered Scouts present at the election. Once elected, the candidate must complete his "Ordeal" (induction weekend) within one year.

In developing the character of our youth, each Scout is encouraged to express his faith in his God, in his own way, according to the practice of his family and religious organization. The Boy Scouts recognize this and provide an opportunity for each Scout to further explore and be recognized for their interest in their own religious beliefs and how they related to their own Scouting and spiritual growth. Religious awards are available for all faiths and involve each Scout working with his religious leader and family to explore his own faith and character. The Boy Scout Handbook has more details on these awards.

6. FINANCIAL.

1. Dues/Fees.

Troop dues are collected in February of each year or when the Scout joins the Troop. The amount of dues is set by the Troop Committee. The Troop will not allow Scouts, who have not paid their dues, to attend Troop activities.

The costs of camping trips are determined by the cost of transportation, fees, etc. The Troop Committee may set a Troop fee for a weekend camp out. The Troop uses this fee to purchase or repair equipment.

All checks should be payable to "BSA Troop 1699." Checks and other payments are to be given to the Committee Treasurer.

2. EXPENSES.

The Treasurer will pay all expenses. Receipts are required for all expenses and the Treasurer will not pay any expenses without a receipt. The Committee must approve any expenditure of \$100.00 or more. On camp outs, the Scoutmaster can authorize expenses of up to \$500.00.

3. Scout Accounts.

The Troop maintains Scout Accounts for each Scout. A portion of money raised by a Scout during fund raising is deposited in the Scout's account. The Scout can use the money in his account to pay for camping trips or to purchase camping or Scouting equipment. If a Scout leaves the Troop and there is money in the Scout's account the money will be transferred to the Troop's general banking account.

4. Scout Camping Scholarships.

If a Scout does not have the money to go on a particular camp out, the Scout can request that the Troop pay part or the entire camping fee. Scouts who are attending training given by the District, Council or National Boy Scout organization may also request that the Troop pay for the training. The Scout should make the request to the Scoutmaster at least one month prior to the camp out or training. The Scoutmaster will inform the Committee, which in its sole discretion may, by majority vote at a regular or specially convened Committee meeting, agree to pay all or a portion of the fee.

5. FUND RAISING.

Throughout the year, the Troop conducts several fund raising activities including selling Scout popcorn, Kroger Gift Certificates and bottle drives. The popcorn sales are conducted in October of every year. A portion of a Scouts sales goes to the Scout's account.

Kroger Gift Certificates are sold throughout the year. Kroger Gift Certificates are vouchers that parents can use to buy food at any Kroger store in the United States. If you purchase \$100.00 of Kroger Gift Certificates, you can buy \$100.00 of groceries at a Kroger store. Kroger pays the Troop five percent which the Troop uses to purchase equipment. The Troop Committee may authorize a portion of the income from the Kroger Gift Certificates to be paid into the Scout's account. The remaining portion of the Kroger Gift Certificate income will be paid into the Troop's general account.

The Troop hold bottle drives to raise money for special projects including any Eagle projects. Bottle drives are usually held on weekends.

If you have any ideas for fund raising or have any questions, please contact the Fund Raising

Committee Person.

7. TRAINING.

1. SCOUT TRAINING.

One goal of Scouting is to teach leadership to Scouts. In an effort to achieve this goal, Troop 1699 offers Junior Leadership Training during the year. Junior Leadership Training seeks to teach Scouts leadership skills including planning and executing programs. The Troop, District and Council may offer other training courses including a week long Junior Leader Training Camp. There are costs associated with some of the training events available, and the Troop Committee will make every effort to absorb the cost based on the Scoutmaster's recommendation.

2. ADULT TRAINING.

Adult training consists of: Fast Start (video tape), Basic Adult Training, Woodbadge and Youth Protection Training. Any adult who wishes to take a role in the Troop which is more active than that of a regular Committee person should take the initiative and register for Basic Adult Training. Because of the importance of Basic Adult training, the Troop Committee will make every effort to absorb the cost of this training based on the Scoutmaster's recommendation. If you have any questions regarding training, please contact the Scoutmaster.

8. DISCIPLINE POLICY.

Scouts are expected to live by the Scout Law (Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent). The Troop will discipline Scout's who fail to live by the Scout law or who disrupt Troop meetings, camp outs, and other Scouting activity. The Troop will use progressive discipline in an attempt to solve any

behavior problems, but retains the right to ask boys to leave the Troop if, in the Committee's sole discretion any, an infraction is considered as meriting immediate expulsion. The disciplinary procedure is set out in the Troop Handbook.

APPENDIX 1

Troop 1699 has three uniform: Class "A," revised Class A and Class "B."

1. CLASS A.

The Class A uniform is worn to all Courts of Honor and formal occasions such as the Memorial Day ceremony and Labor Day parade.

1. BSA short or long sleeve shirt with:
 1. "Detroit Area Council" patch.
 2. "1699" numbers.
 3. Rank patch.
 4. Patrol patch.
 5. Arrow of Light (earned as a Cub Scout).
 6. Current "Quality Unit" patch.
 7. World Crest Symbol if worn.
 8. Order of the Arrow pocket patch for Order of the Arrow members.
 9. Latest "Temporary Activity" patch.
2. BSA short or long pants.
3. BSA belt.
4. BSA socks.
5. Merit Badge Sash worn over the right shoulder (NOTE: for Order of the Arrow functions the merit badge sash is worn on the belt).
6. Order of the Arrow Sash worn on belt (NOTE: for Order of the Arrow functions, the Order of the Arrow sash is worn over the right shoulder).
7. Troop Hat.

8. Troop neckerchief—special Troop colors.
2. REVISED CLASS “A”

The Revised Class A uniform is worn to Troop and Patrol Leaders’ Council meetings; when traveling to and from Scout activities; and when announced by the Scoutmaster. The Revised Class A uniform is the same as Class “A” except no merit badge sash or Order of the Arrow sash.

3. CLASS “B”
 1. The Troop red knit shirt.
 2. BSA short or long pants.
 3. BSA belt.
 4. BSA socks.
 5. Troop hat.

4. WHERE TO FIND SCOUT EQUIPMENT.

The following stores carry Scout equipment:

- | | | | |
|----|---------------------------|----------------|-----------------|
| 1. | Clinton Valley Council | (248) 338-0035 | Pontiac |
| 2. | Detroit Area Council | (313) 897-1965 | Detroit |
| 3. | National Scouting Catalog | (800) 323-7032 | Texas |
| 4. | Dunhams Sporting Goods | (248) 626-9595 | West Bloomfield |
| 5. | J.C. Penny Catalog | (800) 222-6161 | |

(ask for catalog #TA-953-7754-A, J.C. Penny Scout Catalog)

A diagram showing the proper location for Scout patches is attached as Appendix 2.