

**TROOP 1699**  
**TROOP HANDBOOK**

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1. INTRODUCTION.

1. MISSION STATEMENT.

Welcome to Troop 1699 of the Boy Scouts of America. It is our mission to help your son become a self reliant man who lives by the Scout Law:

**A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean and reverent.**

1. Instilling a high degree of self-reliance as evidenced in such qualities as initiative, courage and resourcefulness.
2. Fostering personal and stable values firmly based on religious concepts.
3. Acquiring the desire and the skills to help others.
4. Understanding the principles of the American social, economic and governmental system.
5. Making sure Scouts are knowledgeable about and take pride in their American heritage and understand America's role in the world.
6. Insuring a keen respect for the basic rights of all people.
7. Preparing to fulfill the varied responsibilities of participating in and giving leadership to American society.

2. BOY SCOUTING METHODS.

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. **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.
7. **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.

## 2. JOINING THE TROOP.

1. 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 you immediately so that you 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.'

2. 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 verifiability of 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. Completed Troop Resource Survey.
  4. A Medical Release Form is completed.
  5. Troop Handbook.
3. PARENT INVOLVEMENT.

While the Troop is run by the boys, parent involvement is critical to the success of your son and the Troop. We strongly encourage all parents to participate in some way. Your participation will increase the chance that your son will have an enjoyable and successful experience in Scouting.

Troop 1699 welcomes parents who volunteer for Troop leadership positions. All parents are encouraged to attend Troop Committee meetings. Parents are also welcomed to attend any Troop function including weekly meeting, camp outs, or service projects. Finally, each parent has special skills and interests. Please volunteer to teach your skills and interest as a merit badge.

Parents make a great difference in the happiness and success of their son's experience in Scouting, please get involved. For further information, you can call the Scoutmaster.

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 participating 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 them 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.

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. (See Appendix A). Scouts are encouraged to seek junior leader positions and help as much as possible whenever needed.

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. The job descriptions for specific Committee members is attached as Appendix C. Committee meetings are usually held on the Thursday after a camping weekend, as indicated on the annual calendar.

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.

5. COMMUNICATIONS.

4. MEETINGS.

1. COMMITTEE MEETINGS.

The Committee meets monthly, at the Franklin Church, from 7:30 PM to 9:30 PM on the first Thursday after a week-end 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. Other Committee meetings may be called by the Chairperson as necessary. **The meetings are open to all parents.** Only registered Committee members are eligible to vote on matters effecting the Troop. All matters brought before the Committee, (except amendments to these 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.

2. TROOP MEETINGS.

The Troop meets on Thursday nights from 7:00 - 9:00 p.m except for the Thursdays following a camp out when Committee meetings are held. 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.

3. PATROL LEADER COUNCIL MEETINGS.

The Patrol Leader Council meets on Wednesday nights from 7:00 - 9:00 p.m. every other week. 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.

5. UNIFORMS.

Troop 1699 has three uniforms: 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 D.

6. CAMP OUTS.
  1. GENERAL.

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 and August. Normally, the outdoor activity is a camp out, but on occasion the Troop has a day event such as a bicycle ride. 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.

2. THE TROOP'S ANNUAL CAMP OUT PLAN.

The Patrol Leader's Council, with the assistance of the Scoutmaster and the Outdoor Committee person, plans camp outs and activities for an entire year. The Patrol Leader's Council begins in the Spring to plan the camp outs for the following September through July. The Patrol Leader's Council will survey the Patrol Leaders for ideas for camp outs. It is important that Patrol Leaders properly prepare for the camp out planning meetings by surveying the Scouts in his patrol for camp out ideas. Once the Patrol Leader's Council has developed a camp out schedule and plan, the Scoutmaster will present it to the Committee for approval.

3. ADULT SUPPORT FOR CAMP OUTS.

Two registered adult leaders or one adult leader and a parent of a participating Scout (at least one leader must be 21 years of age) are required for all trips or events. If there is a female guest then one leader must be a female 21 years of age or older.

For each camp out, the Outdoor Committee person is responsible for:

1. A month before the camp out, the Outdoor Committee person will distribute a flyer about the camp out to the Scouts and their families. The flyer will

contain information about the camp out including the cost and location of the camp out.

2. Securing reservation/camp facilities request forms.
  3. Filing tour permits two weeks in advance.
  4. Arranging transportation.
  5. Accounting for necessary fees (camp fees and Troop food costs).
  6. Assuring adequate leadership is available.
4. FUNDING FOR OUTINGS.

Scouts participating in camping trips will be responsible for the cost of the event, unless a Scout has received a Scout Scholarship (See Scout Scholarship in the Financial Section of this Handbook). The cost of food will normally be the responsibility of the Patrol. Scouts participating in the event will pay all fees by the Thursdays meeting just prior to the Friday/Saturday departure for the camp out or they will not attend the camp out.

5. PRE-CAMP PROCEDURES.

1. Sign-Up For Camp Outs.

The Troop posts a camp out sign up sheet on the Troop bulletin board two months prior to a camp out. The Troop bulletin board is located in the main meeting room during each weekly Troop meeting. Scouts should sign up for the camp out as early as possible so that the Troop can estimate the number of Scouts attending. While the Troop realizes the dynamics of family schedules, parents must understand camping with large groups of Scouts requires detailed planning to ensure enough food, water, transportation, tents, funds and adult supervision. Unannounced participants create hardships on the entire Troop. The Troop requires a firm commitment for camp outs two weeks prior to the camp out.

## 2. FOOD PLANNING.

As part of the camp out planning process, each Patrol will determine a Patrol menu. The menu must include the basic food groups to insure that the food will provide each Scout with the necessary energy they need for the challenges of camping. Unless a Scout has any serious medical problems to food items, he will have to eat what is on the menu. From the menu, the Patrol will draft a shopping list. The Patrol will assign a Patrol member to purchase the food on the menu. The Scout buying the food will determine the cost per Scout and announce that amount two weeks prior to the camp out/event. Each Patrol will supply its own paper products, soap, food items, trash bags, etc.

On occasion the Troop will practice Troop dining rather than Patrol dining. In these cases, the camp out fee will include the cost of food.

No individual items of food or drink in cans or bottles will be permitted on camping trips except under the conditions listed below. Canned goods, snacks, cookies, and candy will be purchased only in Patrol size quantities when they are on the menu.

## 3. Duty Rosters.

A week prior to the camp out, the Patrol Leader will prepare a duty roster for his Patrol. The Patrol Leader will give a copy of the duty roster to the Senior Patrol Leader who will draft a Troop duty roster. Patrol Leaders should review the duty roster with the Scouts going on the camp out the Thursday prior to the camp out. The Patrol Leader will post a copy of the duty roster in the Patrol campsite. The Patrol Leader shall maintain a patrol record on menu planning, food purchasing and duty roster duties to ensure all members share in the responsibility.

## 4. Loading The Troop Trailers.

Under the supervision of the Committee Quartermaster, the Troop Quartermaster and Patrol Quartermasters will load the Troop trailers the Thursday prior to the camp out. The Patrol Leader is responsible for coordinating with the Troop Quartermaster to make sure that his Patrol has Troop furnished equipment for each camping trip. This should be done on Thursday prior to the day of departure.

5. Permission Slips.

If a Scout's parent is not attending the camp out, the parents must sign a permission slip. The slip allows the Troop to transport a Scout to and from the camp out; allows his participation in the Troop activities; and allows the Scoutmaster or Assistant Scoutmaster to take an injured Scout to the nearest hospital for medical treatment. The Scoutmaster has permission slips. Permission slips are collected two weeks prior to the camp out.

6. Personal Equipment.

Scouts are required to bring their own sleeping bag, change of clothes, personal toiletries, and unbreakable cup, dish, bowl, and silverware. Scouts who have not reached the rank of First Class must have a Boy Scout Handbook on each camp out. Radios, tape players, and video games are not allowed on any weekend camping trips and in summer camp. A suggested list of equipment for camp outs is attached as Appendix E.

6. DEPARTURE FOR CAMP OUTS.

On the day of the camp out, Scouts should be at the Franklin Church forty-five (45) minutes ahead of the scheduled departure time. This helps to ensure that all materials are stowed in the trailer; Scouts are properly dressed for camping; a head count is taken; and that the drivers are ready.

When leaving for a camp-out the Revised Class 'A' uniform must be worn. If a Scout comes ready to leave without the uniform, he will be sent home to get the necessary parts. If he doesn't wear the uniform, he will not attend the trip and his money will be returned.

All Scouts must wear safety belts when in a motor vehicle. No Scout will ride on the outside of any motor vehicle. This restriction includes hanging or riding on bumpers, in trailers, in the beds of pickups, etc.

7. CAMP PROCEDURES.

1. Set-up Procedures.

When the Troop arrives at the campsite, all Scouts are to line up by the Trailer and begin unloading the supplies. The Senior Patrol Leader will designate areas for packs, Troop supplies (i.e. tents), and Patrol supplies. Troop responsibilities, such as getting water, are to be completed first. The Patrol areas are set-up next. Tents are set-up in a straight line and segregated by Patrol. Patrols must bunk together. If there is an odd number of Scouts in a Patrol, the Patrol Leader sleeps by himself. Personal gear is stowed last. Whenever possible Patrols shall camp as individual units and practice the Patrol method. The intent is that each Patrol will have:

1. A separate campsite.
2. Its own cooking and campfire site.
3. Its own dining fly.

The Patrol Leader will post the duty roster and menu for all to see.

Scouts are not allowed in other Patrol sites or adult areas except when permission is obtained, or to see the Scoutmaster in an emergency.

2. Camping Activities.

Scouts must participate fully in what has been planned for the camp-out by the Patrol Leader's Council. All Scouts are expected to follow the Scout Law, Motto, Slogan, Oath, and Outdoor Code. Scouts will not leave a camp site without the permission of the Patrol Leader and Scoutmaster. The buddy system will be used on all camping trips. Any Scout leaving the camp site will be accompanied by a buddy.

3. CAMP SAFETY.

1. USE OF AXES, SAWS AND KNIVES.

All Scouts in the Troop are required to pass the Totin' Chip course before handling any knives, axes, or saws. The Totin' Chip course is designed to teach safety and skills in handling of these tools. The Scout will receive a Totin' Chip card after successful completion of the course and is required to carry it with him if he desires to handle a knife, saw, or hand ax during a camp out. He may be asked by any adult leader to show his card before being allowed to use these tools. All Scouts, including those above the rank of First Class must have a Totin' Chip to use an ax, saw or knife.

At each camp out, the Troop sets up an ax yard where the Scouts can use axes, saws and knives. Use of axes, saws and knives outside the axe yard is prohibited unless permission is received from the Scoutmaster or an Assistant Scoutmaster. All Scouts using an ax must wear safety glasses. Improper or dangerous use of axes, knives, or saws will result in a corner being torn off the Scout's Totin' Chip. If all four corners are torn off, the Scout will lose his privileges of using axes, saws and knives until he completes the course again. If the Scoutmaster determines that the infraction was severe enough, the Scout may lose the card, along with the privileges of using the tools and be required to be re-trained in the proper and safe use of the tools.

## 2. FIRES.

Before a Scout is allowed to start a fire he must earn his Firein' Chip. This is a program to teach Scouts how to safely build, start, control and put out camp fires. The Scout will receive a Firein' Chip card after successful completion of the course and is required to carry it with him if he desires to start a camp fire during a camp out. He may be asked by any adult leader to show his card before being allowed to start a fire. All Scouts, including those above the rank of First Class must have a Firein' Chip to use matches or other fire starters. Scouts can only start fires in fire pits established by the camp ground or the Scoutmaster.

## 3. SHOES AND OTHER SAFETY ISSUES.

Bare feet are never allowed except in water front areas, or for swimming. Sandal type shoes will be allowed for aquatic activities. At no time are open toe shoes to be worn in the axe yard or during meal preparation.

On Backpacking trips, liquid fuel stoves designed for backpacking may be used, and extra fuel must be carried in containers designed for transporting these fuels in the backpacking environment. Only Adult Leaders will be allowed to refill liquid fuel stoves.

Fireworks or pyrotechnics are strictly forbidden.

## 4. Departure From Camp.

Preparing for departure from a camp site is a Troop effort. If a Scout is finished all his jobs, he is to help another Scout finish. Parents should be warned that our arrival time might vary depending on departure time and road conditions. Unless approved by the Scoutmaster, nobody leaves early from a camping trip. All Scouts are needed to help tear down camp quickly, efficiently, and safely. All member of Troop 1699 will observe the outdoor code. This will include leaving the campsite better than found.

Once the Troop returns, we will unload all personal gear and Troop gear. Once again this is a Troop effort. The Patrol Leader will be responsible for assigning to different Scouts equipment that needs to be carried home for cleaning or drying. All cooking equipment must be clean and all Patrol equipment must be maintained in proper condition. The Patrol Leader will keep a written list of equipment assignments and turn a copy in to the Quartermaster whenever he requests it. If any damage to Troop equipment is done in a negligent manner, the Scout or Scouter will be expected to replace such equipment or pay for repair.

#### 8. 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.

#### 9. High Adventure Camps.

High adventure camp outs are usually one week. 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 the regular Troop program.

## 7. 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. Core parts of the advancement program are:

1. Actively participate in the Troop. This generally involves attending at least half of the meetings and outings.

2. Show Scout spirit. Each Scout should live by the Scout Oath and Law and his words and actions should be consistent with these ideals.
3. Attain a specified skill level by meeting the specific requirements for rank or merit badges. Requirements for rank are often earned during patrol and Troop activities and some requirements are covered during each camp-out.
4. Perform service hours or complete a service project. These include the Troop's service to the community and sponsoring organization and large Eagle service projects.
5. Serve in a leadership position. One of the most important parts of the Scouting program is developing a Scout's leadership skills and confidence in managing others to complete a task or to meet a goal. Leadership training ranges from one-day Junior leadership Training (JLT) to the week long course offered by the Scout district. A Scout's success in growing in leadership is a result of his desire to learn and grow, of his dedication to doing the best job that can be done and in his respect of and from the other Scouts in the Troop.

## 2. SCOUT RANK.

The first rank earned is Scout. The joining requirements require the boy to learn the basics of Boy Scouts, including the Scout oath, law, slogan, etc. A very important requirement for attain the Scout rank is for the Scout and his parents to discuss the Child and Drug Abuse pamphlet contained in the front of the Boy Scout Handbook. Once the Scout completes these requirements, he participates in a Scoutmaster Conference. The Scoutmaster reviews the Scout's progress, makes sure the Scout knows the basics and discusses what the Scout would like to do in Scouting.

## 3. TENDERFOOT, SECOND CLASS AND FIRST CLASS.

The next three ranks concentrate on outdoor, camping, first aid, citizenship, swimming and patrol skills. The requirements for these three ranks can be earned in any order, i.e., a Scout could complete the cooking requirements for First Class rank before he earns the Tenderfoot or Second Class ranks. However, the ranks must be earned in order. Troop 1699's activities are oriented to giving the Scouts opportunities to complete these requirements. Summer camp is an excellent time

for the Scout to complete many of the rank requirements.

For the ranks of Scout, Tenderfoot, Second and First Class, the checking of a Scout's knowledge and signing off in his book can only be done by the Senior Patrol Leader, an Assistant Senior Patrol Leader, Troop Guide, the Scoutmaster or Assistant Scoutmaster. Parents **MAY NOT** sign off any advancement requirements of their own son. This is a change from the ways of Cub Scouting when the parent was more of a coach and partner for the Scout. Parents are still encouraged to be involved in their son's advancement program and can assist them at home in learning the required skill. There are some requirements that the parent can assist the Scout in earning. For example: physical fitness (Tenderfoot); 5 mile hike and drug program (Second Class).

After completing each rank's requirements, the Scout will then participate in a Scoutmaster's Conference and a Board of Review.

#### 4. MERIT BADGES (STAR, LIFE, EAGLE).

For the advanced ranks of Star, Life and Eagle, the earning of merit badges is the primary method of advancement. The requirements for these badges can be signed off only by authorized and registered Merit Badge counselors. The remaining requirements for the rank must be signed off by the Assistant Scoutmaster or Scoutmaster as appropriate. It is very important to note and remember that for the ranks of Star, Life and Eagle, certain merit badges are required **prior** to earning the rank. The requirements are clearly explained the back of the Scout Handbook. Please heed them from the beginning to avoid a problem later on.

Merit badges provide variety and interest for advancement through the ranks of Star, Life and Eagle and allow the Scout to personalize his program to his particular interests. There are over 120 merit badges available. A total of 21 merit badges must be earned for Eagle, 12 of which are specifically required for Eagle. For example, of the 6 merit badges required for the Star rank, 4 must be from the required Eagle list. There are booklets available on each badge which provide details on the requirements for each badge. These booklets may be purchased or borrowed from the Troop library. Please be sure to return borrowed books to the Troop library and consider donating your old booklets for someone else to use.

Merit badges are generally earned individually but may be earned in classes offered by the Troop or at Summer Camp. When a Scout wishes to work on a particular merit badge, he must first see the Merit Badge Coordinator for the name and telephone number of the approved Counselor for that merit badge. A person is not qualified to be a Counselor if he/she has not registered as an adult member of the BSA. This makes it extremely important to get the name of an approved Counselor. Parents, please note that it is important that the Scout, and not the adult, make the contact with not

only the Merit Badge Coordinator, but also with the Counselor. This helps the Scouts grow by requiring them to take the initiative and to learn to deal with adults. Once the Scout has identified a Counselor, the Merit Badge Coordinator will give the Scout a blue card which he must take to the Scoutmaster for permission to begin work on the merit badge. This card becomes the temporary record of requirements completed. It is the responsibility of the Scout to make arrangements with the Counselor to work on the merit badge. It is also the responsibility of the Scout to keep the blue card and return it to the Advancement Chairperson before credit can be given for the badge. The signed portion of the Blue Card is return to the Scout once the merit badge is recorded. As mentioned before, keep the signed blue cards. They are your record of merit badges and dates earned. Even though merit badges are earned at each Scout's rate, they are only presented at a Court of Honor. They are considered earned on the date the Counselor signs the blue card not on the date of the Court of Honor.

#### 5. FROM LIFE SCOUT TO EAGLE SCOUT.

After a Scout has earned the Life rank, he begins to work formally towards the rank of Eagle. Of course, since Scouting involves a progression through ranks, a Scout begins working on Eagle when he earns his first rank. The requirements for Eagle are set forth in the Scout Handbook. A Scout is required to have earned 21 merit badges, of which 12 must be from the list of required badges. The required merit badges must be earned. They may be earned in any order with few exceptions where one badge requires another badge as a prerequisite. It does not matter how many badges a Scout has earned above the total of 21, but no-one receives Eagle until all of the 12 required merit badges are earned.

Many Scouts feel intimidated by the required service project. A Scout has participated in

service projects many times before reaching this point. The different here is that an Eagle candidate must propose and lead the project. The object is that the Scout demonstrate leadership ability. The project does not have to be original, nor does it have to consume a required number of man hours. However, it must take long enough to do the project well and completely.

The first step after consulting with the Scoutmaster is to meet with the Eagle Scout Advisor who will provide the Service Project Proposal form along with advice on how to complete the form. The project must be approved by the Troop and the District Representative before work is begun. How well the project is organized and carried out will reflect directly on the Eagle candidate. Once complete, the project must be written up in a detailed description and included in a package of information that is turned in to the District for approval. Once the project package is approved, a Board of Review is held. At the Board of Review, the recommendation is made whether or not to elevate the Scout to Eagle. It is hard for a Scout not to be nervous at his Eagle Board of Review, but remember that the Board wants the Scout to become an Eagle Scout and, whereas they may ask hard questions, they will not ask questions that are threatening. A Scout is entitled to his opinion and so there are no wrong answers. A Scout's opinion may be explored but not disputed.

When a Troop 1699 Scout attains the rank of Life Scout, he should contact the Assistant Scoutmaster - Eagle Program (adult Eagle advisor) to determine his individual plan to earn the rank of Eagle. The plan will include timing for his remaining merit badges, leadership position and Eagle project. The highlights of the general plan of progressing from the rank of Life to Eagle can be summarized as follows:

1. In order to advance to the rank of Eagle, a candidate must complete all requirements of tenure, Scout spirit, merit badges, and positions of responsibility. As a Life Scout he must plan, develop and provide leadership to others in a service project. Lastly he must request a Scoutmaster

Conference. (Reference Scout Handbook, 11<sup>th</sup> edition, page 180-181).

2. Using the Eagle Scout Leadership Service Project Workbook (BSA publication 18-927A, 1999 revision) which can be attained from the Assistant Scoutmaster - Eagle Program, the candidate must select his Eagle service project and have the project concept approved by his Scoutmaster, his Committee, and the benefactor of the project, and then reviewed and approved by the North Trails District Advancement Committee Chairman or his designee. This workbook, BSA publication 18-927A must be used in meeting this requirement.
3. It is imperative that all requirements for the Eagle Scout rank except the Board of Review be completed prior to the candidate's 18<sup>th</sup> birthday. When all requirements except the Board of Review for the rank of Eagle, including the leadership service project have been completed, the Eagle Scout Rank Application (which is included in the Eagle Scout Leadership Service Project Workbook) must be completed with the appropriate dated signatures of the Scoutmaster or Assistant Scoutmaster - Eagle Program and presented at the Board of Review.
4. The application should be signed by the Scoutmaster at the proper place. The Committee reviews and approves the record of the Eagle candidate before the application is presented at the Board of Review and subsequently the Detroit Area Council Service Center. If a Scoutmaster or Committee fails to sign or otherwise approve an application, the Eagle candidate may still be granted a Board of Review. The failure of a Scoutmaster or Committee to sign an application may be considered by the Board of Review in determining the qualification of the Eagle candidate.
5. While completing the Eagle Scout Rank Application, the candidate is asked to list several references that represent personal verification of the Scout's religious, employment, education, parental and general involvement in living by the principles of the Scout Oath and Law in the candidates daily life. These references will not be used as criteria in determining the candidate's suitability for rank of Eagle, but the Committee will typically use the response from these references for display purposes at the Eagle Court of Honor. The candidate should contact those individuals listed as references before including their names on the application.
6. The completed Eagle Scout Leadership Service Project Workbook is presented formally to the members of the Board of Review by the Eagle candidate (copies should be made for handouts to the Board of Review members) and if found to be acceptable and complete, is then retained for display at the Eagle Court of Honor.

7. The Board of Review for an Eagle candidate is composed of at least three but not more than six members. One member serves as Chairman. Also included is the Scoutmaster or Assistant Scoutmasters who have served in direct advancement capacities (merit badges excluded) for the candidate, relatives or guardians may not serve as members of a Scout's Board of Review. At least one district or council advancement representative must be a member of the Eagle Board of Review if the Board of Review is conducted on a unit level. A council or district may designate more than one person to serve as a member of Eagle boards when requested to do so by the unit. These extra persons are not required to be members of the advancement committee; however, they must have an understanding of the importance of the Eagle Board of Review.
8. When the application arrives at the Council Service Center, the Council Scout Executive signs it to certify that the proper procedure has been followed and that the Board of Review has recommended the candidate for the Eagle Scout rank. Only the Eagle Scout Rank Application (with Requirement 6 attached) is forwarded to the National Eagle Scout Service Center.
9. The Eagle Scout Service Center screens the application to ascertain information such as proper signature, positions of responsibility, tenure between ranks, and age of the candidate. Any item not meeting national standards will cause the application to be returned for more information. If the application is in order, the Scout is then certified as an Eagle Scout by the Eagle Scout Service Center on behalf of the National Council. The National Council's final notice of approval is made by sending the Eagle Scout certificate to the Detroit Area Council Service Center. The date used on the Eagle Scout certificate is the date of the Board of Review. The Eagle Scout Court of Honor should not be scheduled until the Detroit Area Council receives the Eagle Scout rank credentials.

After the Board of Review, the Scout's project package is sent to the National Scout Headquarters in Texas while the Scout, his parents and the Eagle Scout Advisor plan his Court of Honor. However, the Court of Honor may not be held until the package comes back from Texas with final approval.

6. MAPS/SCOUTMASTER CONFERENCES/BOARDS OF REVIEW.

The Patrol Advisors will help each Scout in the Advisor's Patrol to develop a "Most Acceptable Plan" (MAP) for advancement to the next rank. The MAP is designed to help the Scout set objectives and establish timetables for reaching those objectives. The Scout should give the Scoutmaster a copy of the completed MAP.

A Scoutmaster's Conference can be initiated by the Scoutmaster or the Scout, after the Scout has completed all the requirements for his next rank. A sign up sheet is posted at every Troop meeting for a Scoutmaster's Conferences. Most Conferences can be accomplished during any weekly Troop meeting.

Scoutmaster Conferences are informal counseling sessions between the Scout and the Scoutmaster or designated Assistant Scoutmaster and provides the Scout an opportunity to share with the adult his experiences in advancing to the higher rank. It will also allow the Scoutmaster or designated Assistant Scoutmaster to get together with the Scout and review his progress, get to know each other better, talk about the Scout's role in the Troop, and set realistic goals for his advancement to the next rank. The Scout is always required to bring his Scout Handbook to the Conference, as it contains his official record of advancement. If the Scout successfully completes the Scoutmaster's Conference, the Scout gives his name to the Advancement Chairperson so that a Board of Review can be arranged.

A Board of Review is convened by the Committee Chairman and is composed of at least three adult Committee members. A Board of Review may require the Scout to talk in some detail about what he did to earn the rank, but again, it is not a retest of the skills learned for the rank. Boards of Review are convened as required and are normally coordinated with the Troop meeting schedule. For Eagle Scout, a special Board of Review is formed of community leaders, Troop Committee members and a representative from the District.

For the Scoutmaster's Conference and all Boards of Review, Class A uniforms must be worn. The Scout must also bring his signed Scout Handbook and any other documentation necessary to verify that the advancement requirements are completed. With the exception of Eagle Scout, the cloth patch of rank is presented at the completion of the Board of Review. For all ranks, the Scout is considered to be officially advanced to the higher rank when he passes his Board of Review. Official presentations will be made at a Court of Honor to recognize a Scout's accomplishments before his family and friends.

7. MERIT BADGE COUNSELORS.

Merit Badge Counselors are always needed. Once approved, an adult may be called on by Scouts within the Troop or from several Troops (if they agreed to be registered outside the Troop). Usually adults are Merit Badge Counselors for a badge relating to a hobby or their profession. This is way for parents to help the Scouts in a much needed way with no major commitment of time.

To sign up as a Merit Badge Counselor:

1. If you are already registered as a BSA adult, fill out a Merit Badge Counselor Enrollment form. Give it to the Troop Merit Badge Coordinator.
2. If you are a new adult to Scouting who will just be a Merit Badge Counselor, fill out two forms: Merit Badge Counselor Enrollment and Scouts of America Adult application. For position enter 42. Pay no money and give it to the Troop Merit Badge Coordinator.
3. To add a new merit badge to a registered counselor, fill out a Merit Badge Counselor Enrollment form and give it to the Troop Merit Badge Coordinator.

8. SCOUT RECORDS.

The Scout has primary responsibility for tracking and recording his progress. As the Scout completes a requirement or merit badge, he should ensure that the requirement or merit badge is recorded in his Scout Handbook and that the proper individual has initialed the completion of the task. If the Scout's handbook does not properly document his progress, he will not pass his Board of Review.

The Troop Committee has the responsibility of tracking each Scout's advancement from the

day he joins the Troop, and the records are kept as meticulously as possible. Records of merit badges earned and advancements awarded are passed along as they are made known to the Advancement Chairperson. However, it is the responsibility of each Scout to see the Advancement Chairperson whenever he earns a merit badge or advances to make sure the Troop records are brought up-to-date. Proof of advancement is a signed off Scout Handbook or a blue merit badge card.

These records are important because a Scout may not progress to the next rank if everything prior cannot be documented. It would be a shame to see a Scout's progress towards Eagle held up or stopped because there is no record of his having earned Tenderfoot five years before. Parents are well-advised to help their Scout keep track of their advancement progress and maintain a record of the cards for each merit badge earned (Both the blue cards are signed by the Merit Badge Counselor upon completion and the certificates given at Courts of Honor). It could prove invaluable in the future. One suggestion to parents and Scouts is to allocate a special place, e.g., a notebook with baseball card pages, box, etc. in which to keep Scout items.

9. RECOGNITION AND AWARDS.

1. COURT OF HONOR.

Awards and advancements are earned throughout the year. All advancements and special awards are recognized at a Court of Honor. Because there is a time requirement for rank progression, it is important to keep track of dates earned, rather than dates presented. Even though the Troop Advancement Record keeper tries to stay up to date on this, it is a difficult task. Scouts and parents would be well advised to keep a personal record at home of all badges and advancement earned, as well as the cards for the badges of rank which are presented at a Court of Honor.

Troop Courts of Honor are held at least three times a year, usually in September, December and June in lieu of a regular Scout meeting. These are separate from the Eagle Court of Honor which is a special event and is held at the convenience of the new Eagle Scout and honor only that one achievement. To allow time for paperwork and purchasing awards, the Troop leadership will announce a cut-off date for merit badges and advancement work some time prior to the Court of Honor. All work, including Boards of Review, must be completed and signed off by that date.

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. Each Patrol will have a responsibility that night so it is important to be there, not only to support and congratulate fellow Scouts, but also to help your Patrol with its duties for the evening. If your Patrol has set-up or clean-up, plan to arrive a half-hour early or stay until everything has been straightened up.

A Court of Honor is a family affair. Mothers, fathers and siblings are encouraged to attend. They are award ceremonies where the boys are rewarded for their hard work. They are not the scenes of jokes, skits or amusing demonstration. Those are reserved for campfires. Troop Courts of Honor offer an excellent opportunity for new families to get to know the rest of our Troop family.

## 2. EAGLE COURT OF HONOR.

Once a Scout has reached the rank of Eagle and the candidate's application has been approved and returned from the National Headquarters, a Court of Honor is convened to recognize his accomplishment. This is a time to review this one Scout's trail to Eagle, and put into perspective what he has done, and what he is being charged to return to his Troop and community. Each Scout in the Troop has benefitted from the candidate's efforts, just as the Eagle candidate could not have completed the requirements without the support of the entire Troop. Community dignitaries are

invited to attend. Thus to show their respect for this accomplishment, and to receive a visual reminder of where their efforts are leading, all Scouts are expected to attend.

### 3. ORDER OF THE ARROW.

This is a Brotherhood of Cheerful Service that is a part of the Scout program for honor campers. It is like the National Honor Society for Boy Scouts 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 (all as a Scout and within the last two years); 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.

### 4. RELIGIOUS AWARDS.

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. These 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.

8. 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 all of the 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.

#### 9. SERVICE PROJECTS.

A major emphasis of the most religious faiths and Scouting is SERVICE, doing something for others. One of the guiding principles of The Boy Scouts of America is the development in each Scout of a spirit of selflessness and an awareness that he and his Troop can make a difference in the community by responding to needs that would otherwise go unmet. Service to others is required for advancement to reach rank from Second Class to Eagle.

In addition to individual good turns required of each Scout, Troop 1699 has adopted a policy of conducting a Troop service project every two months in which assistance will be rendered to the Troop's sponsoring church, the community, the nation or world wide mission. By active and dedicated participation in planning and conducting service projects the Scout learns how much the contributions of his time, energy and imagination can mean to the world around him.

The Troop Committee Service/Good Turn Chairperson will coordinate all service projects in consultation with the Scoutmaster, the Senior Patrol Leader, and the Patrol Leaders Council.

10. 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 at least once a year and often times twice to accommodate leadership changes during the year. Junior Leadership Training seeks to teach Scouts leadership skills including setting, 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.

11. DISCIPLINE POLICY.

1. General.

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 and disrupt Troop meetings, camp outs, and other Scouting activity. The Troop uses the following progressive disciplinary steps:

2. Minor Infractions.

If a Scout is disruptive, the Troop will use the following three step progressive discipline procedure:

1. Step 1. The Scout will be given a verbal warning.
2. Step 2. If the Scout continues to be disruptive, he will be asked to sit in the back of the room or away from the Troop to consider why his behavior is inappropriate.
3. Step 3. If the Scout continues to be disruptive, he will be asked to leave the meeting, camp out, or Scout activity.

3. Continuing Infractions.

The Senior Patrol Leader, Assistant Senior Patrol Leader, or a Patrol Leader may impose step 1 and 2 discipline on a Scout. Step 3 discipline may only be given by the Scout Master or one of the Assistant Scout Masters.

The Troop will use the following disciplinary procedure when a Scout continually fails to follow the Scout Law and exhibits disruptive behavior:

1. The Scout will meet with the Patrol Leaders Council (PLC) to provide an explanation of what happened. If found guilty of failure to follow the Scout Law, the Troop will warn the Scout and a note will be attached to his records for a six month period. As an offense constitutes a lack of Scout Spirit, it will delay any pending advancement in rank.
2. If problems continue after talking to the Scout, the PLC will meet with the Scout and can issue a Second Offense and renew the six month period. At this time an adult leader will contact the Scouts parents and will explain the reasons for the action to the parents.

3. If problems persist and the PLC assigns a Third Offense to the Scout, the PLC relinquishes responsibility to the Troop Committee. The Troop Committee will meet to determine if the Scout will be asked to leave the Troop and transfer to another Troop. The Scout and his parents may attend the meeting and explain the Scout's behavior.
4. If the Scout wishes to appeal any decision of the PLC he may appeal with his parents to the Troop Committee.
5. The Troop reserves the right to expel a Scout immediately for exceptionally disruptive behavior. If a Scout is accused of exceptionally disruptive behavior, the procedures used for a Third Offense will be used.

The Scout and his parents will sign a contract stating they have received, read, understand and agree to abide by this disciplinary procedure.

## 12. MEDICAL FORMS.

Every Scout and adults must have a completed BSA's medical form prior to going on any overnight activity. A Class I medical form is required for a weekend camp out. A Class II medical form is required for summer camp. A Class III medical form is required for all Scouts participating in high adventure camping. A Class II medical forms is required for all adults who go out on weekend camp outs. Adults who are 40 years old older and who are going out on a camp out longer than 72 hours must have a Class III medical form.

Class I and II forms are valid for three years. Class III forms are good for one year. Class II and III forms must be completed by a licenced physician or physician assistant or nurse practioner. The Troop will try to provide physicals to Scouts prior to summer camp if a licenced physician is a member of Troop. Photo copies of a recent physical in conjunction with the BSA medical form (Class I or II) can be used if two parents have completed and signed section 1 of the BSA form. The BSA forms may be obtained from the Scoutmaster.

Youth and adults with active medical problems may require more recent or in depth

evaluations depending on the circumstances. Parents should notify the Scoutmaster if their son has any prescription drugs which must be taken during a camp out.

**APPENDIX A**  
**SCOUT JOB DESCRIPTIONS**

13. THE SENIOR PATROL LEADER.

1. QUALIFICATIONS AND REPORTING RESPONSIBILITY.

1. Prerequisite: First Class Scout
2. Reports to: The Scoutmaster.

2. SENIOR PATROL LEADER DUTIES:

1. Runs all Troop meetings, events, activities, & the annual program planning conference.
2. Organizes and chairs Patrol Leaders' Council meetings.
3. Is responsible for scheduling PLCs and making sure all PLC members are in attendance.
4. Appoints other Troop junior leaders with advice and counsel of Scoutmaster.
5. Assists the Scoutmaster with Junior Leader Training.
6. Sets a good example.
7. Enthusiastically wears the Scout uniform correctly.
8. Lives by the Scout Oath and Law.
9. Shows Scout spirit.

14. THE ASSISTANT SENIOR PATROL LEADER.

1. QUALIFICATIONS AND REPORTING RESPONSIBILITY.

1. Appointed by the Senior Patrol Leader with approval of the Scoutmaster.
2. Prerequisite: First Class Rank.
3. Reports to: the Senior Patrol Leader.

2. Assistant Senior Patrol Leader Duties:

1. Helps the Senior Patrol Leader run Troop meetings and activities.
2. Runs the Troop in the absence of the Senior Patrol Leader.
3. Helps to train and supervise the Troop scribe, quartermaster, librarian, historian, and chaplain aid.
4. Serves as a member of the Patrol Leaders Council.
5. Sets a good example.
6. Enthusiastically wears the Scout uniform correctly.
7. Lives by the Scout Oath and Law.
8. Shows Scout spirit.

15. PATROL LEADERS.

1. QUALIFICATIONS AND REPORTING RESPONSIBILITY.
  1. Elected leader of the patrol. Represents patrol in Patrol Leaders' Council.
  2. Prerequisite: First Class rank except in new Scout patrols.
  3. Reports to: the Senior Patrol Leader.
2. PATROL LEADER DUTIES:
  1. Appoints the Assistant Patrol Leader.
  2. Represents the patrol in the Patrol Leaders' Council.
  3. Plans and steers patrol meetings.
  4. Is responsible for meeting objectives set by the Patrol Leader's Council.
  5. Helps everyone in the patrol to First Class rank.
  6. Acts as the chief recruiter of new scouts and works through patrol members to add new members to the Troop.
  7. Keeps patrol members informed by communicating with them weekly before

meeting night.

8. Sets a good example.
9. Enthusiastically wears the Scout uniform correctly.
10. Lives by the Scout Oath and Law.
11. Shows Scout spirit.

16. ASSISTANT PATROL LEADER.

1. QUALIFICATIONS AND REPORTING RESPONSIBILITY.

1. Appointed by the patrol leader, runs the patrol in his absence.
2. Prerequisite: First Class rank except in New Scout Patrols.
3. Reports to: the Patrol Leader.

2. ASSISTANT PATROL LEADER DUTIES:

1. Helps the PL plan and steer patrol meetings and activities.
2. Runs the patrol in the absence of the Patrol Leader.
3. Helps the patrol prepare for Troop activities.
4. Represents his patrol at the Patrol Leader Council in the absence of the Patrol Leader.
5. Sets a good example.
6. Enthusiastically wears the Scout uniform correctly.
7. Lives by the Scout Oath and Law.
8. Shows Scout spirit.

17. DEN CHIEF.

1. QUALIFICATIONS AND REPORTING RESPONSIBILITY.

1. Prerequisite: First Class Rank.
  2. Reports to: the Assistant Scoutmaster New Scout Patrol.
2. DEN CHIEF DUTIES:
    1. Teaches basic scouting skills to Cub Scouts.
    2. Serve as the activities assistant at den meetings.
    3. Meet regularly with the den leader to review the den and pack meeting plans.
    4. Prepare Webelos to join Boy Scouting.
    5. Project a positive image of Boy Scouting Sets a good example.
    6. Enthusiastically wears the Scout uniform correctly.
    7. Lives by the Scout Oath and Law.
    8. Shows Scout spirit.
18. THE TROOP GUIDE.
1. QUALIFICATIONS AND REPORTING RESPONSIBILITY.
    1. Prerequisite: Star Rank.
    2. Reports to: the Assistant Scoutmaster First Class Program.
  2. TROOP GUIDE DUTIES:
    1. Introduces new Scouts to Troop operations.
    2. Prior to the Bridging-Over, meets with the Webelos dens to make sure that they know the Troop Joining Requirements.
    3. Meets with them, along with the Scoutmaster at a special meeting when they bridge-over.
    4. Guides new Scouts through early Scouting activities and for each new Scout, must keep track of advancement statuses.

5. Shields new Scouts from harassment by older Scouts.
6. Helps new Scouts earn First Class rank in their first year.
7. Responsible for organizing the "Skills Instruction" for Young Scouts, either by preparing a presentation or insuring that an 'Instructors ' Scout is doing.
8. Teaches basic Scouting skills with the help of the Instructors.
9. Must know the Troop procedure for signing off a requirement.
10. If satisfied that one or more of the Scouts have met a class requirement, he prepares a report for the Advancement Chairman or Assistant Scoutmaster.
11. Coaches the patrol leader of the New Scout patrol on his duties, works with him at PLCs.
12. Attends the PLC with the new Scout PL, helps planning of 'Skill' sessions of meetings.
13. Sets a good example.
14. Enthusiastically wears the Scout uniform correctly.
15. Lives by the Scout Oath and Law.
16. Shows Scout spirit.

19. INSTRUCTOR.

1. QUALIFICATIONS AND REPORTING RESPONSIBILITY.
  1. Prerequisite: First Class Rank.
  2. Reports to: the Troop Guide.
2. INSTRUCTOR DUTIES:
  1. Teaches basic Scouting skills.
  2. Instruct New Scouts in wood tools safety and fire safety within their first month in the Troop.
  3. Work with the PLC in planning meeting programs, arranging for whatever

materials may be needed.

4. Work with the Troop Guide(s) and Patrol Leaders in setting up learning situations for the new Scouts to work on Scouting skills and advancement.
5. Recruit additional help when needed.
6. Works to get each Scout to First Class rank.
7. Performs duties as assigned by the Troop Guide, assists him with Scout skills instruction.
8. Sets a good example.
9. Enthusiastically wears the Scout uniform correctly.
10. Lives by the Scout Oath and Law.
11. Shows Scout spirit.

20. SCRIBE.

1. QUALIFICATIONS AND REPORTING RESPONSIBILITY.
  1. Prerequisite: First Class rank.
  2. Reports to: the Assistant Senior Patrol Leader.
2. SCRIBE DUTIES:
  1. Attends and keeps a log of Patrol Leaders' Council meetings.
  2. Records individual Scout attendance.
  3. Keep a journal of Troop events for historical purposes. Include reports of each outing or activity and document with photographs and maps when possible.
  4. Take care of Troop trophies, ribbons, and other awards.
  5. Sets a good example.
  6. Enthusiastically wears the Scout uniform correctly.

7. Lives by the Scout Oath and Law.

8. Shows Scout spirit.

21. **QUARTERMASTER.**

1. **QUALIFICATIONS AND REPORTING RESPONSIBILITY.**

1. Prerequisite: First Class rank.

2. Reports to: the Assistant Senior Patrol Leader & Troop Committee Quartermaster.

2. **QUARTERMASTER DUTIES:**

1. Keeps records on Troop equipment.

2. Makes sure equipment is in good working condition.

3. Issues equipment and makes sure it is returned in good condition.

4. Makes suggestions for new or replacement items.

5. Sets a good example.

6. Enthusiastically wears the Scout uniform correctly.

7. Lives by the Scout Oath and Law.

8. Shows Scout spirit.

22. **LIBRARIAN.**

1. **QUALIFICATIONS AND REPORTING RESPONSIBILITY.**

1. Prerequisite: None.

2. Reports to: the Assistant Senior Patrol Leader.

2. **LIBRARIAN DUTIES:**

1. Keep a library of merit badge pamphlets and other Troop materials available for check out and use by Troop members and leaders. Keep track of who has what and be responsible for getting materials returned. Keep an inventory of

all library materials.

2. Keep an archive on places to go and trips the Troop has made. A short write-up of each past trip-indicating numbers to call for reservations, facilities, positive/negative things, etc. Also collect and catalog articles on potential places the Troop could go on outings. Provide this information to people planning future trips as requested.
3. Adds new or replacement items as needed.
4. Keeps books and pamphlets available for borrowing.
5. Keep an archive on all fund-raising activities similar to the outings archive.
6. Keeps as system for checking out Troop literature.
7. Follows up on late returns.
8. Keep an archive on all Troop special events including courts of honor, etc. with information on equipment needs, facilities, and ceremony scripts.
9. Sets a good example.
10. Enthusiastically wears the Scout uniform correctly.
11. Lives by the Scout Oath and Law.
12. Shows Scout spirit.

23. CHAPLAIN AID.

1. QUALIFICATIONS AND REPORTING RESPONSIBILITY.
  1. Prerequisite: None.
  2. Reports to: the Assistant Senior Patrol Leader.
2. CHAPLAIN AID DUTIES:
  1. Keep Troop leaders apprised of religious holidays and events when planning activities.
  2. Plans and carries out religious non-denominational services "Sunrise Ceremonies " on camp out weekends.

3. Tell Troop members about religious emblems.
4. Sets a good example.
5. Enthusiastically wears the Scout uniform correctly.
6. Lives by the Scout Oath and Law.
7. Shows Scout spirit.

24. NEWSLETTER & WEB PAGE.

1. QUALIFICATIONS AND REPORTING RESPONSIBILITY.

1. Prerequisite: None.
2. Reports to: the Assistant Senior Patrol Leader.

2. NEWSLETTER DUTIES:

1. Publish the Troop newsletter on a regular basis - works with the Committee member in charge of the newsletter.
2. Solicit articles from Troop members for the newsletter.
3. Update the Troop web site for new and revised Troop forms and information.
4. Sets a good example.
5. Enthusiastically wears the Scout uniform correctly.
6. Lives by the Scout Oath and Law.
7. Shows Scout spirit.

25. BUGLER/ MUSICIAN.

1. QUALIFICATIONS AND REPORTING RESPONSIBILITY.

1. Prerequisite: Know how to play a horn, bugle or drum.
2. Reports to: the Assistant Senior Patrol Leader.

2. BUGLER/MUSICIAN DUTIES:
  1. Perform at special Troop activities.
  2. Perform appropriate calls on outings to assist in the orderly program of the event.
  3. Perform duties as required by the SPL or ASPL.
  4. Sets a good example.
  5. Enthusiastically wears the Scout uniform correctly.
  6. Lives by the Scout Oath and Law.
  7. Shows Scout spirit.
  
26. JUNIOR ASSISTANT Scoutmaster - DEN CHIEFS.
  1. QUALIFICATIONS AND REPORTING RESPONSIBILITY.
    1. Prerequisite: 16 years old, Life/Eagle Scout and completed Junior Leader Training.
    2. Reports to: the Assistant Scoutmaster.
  2. DUTIES OF THE JUNIOR ASSISTANT SCOUTMASTER:
    1. Guides Cub Scout/Webelos transition into the Troop.
    2. Assists the Scoutmaster with Junior Leader Training.
    3. Sets a good example.
    4. Enthusiastically wears the Scout uniform correctly.
    5. Lives by the Scout Oath and Law.
    6. Shows Scout spirit.
  
27. JUNIOR ASSISTANT Scoutmaster - FIRST CLASS PROGRAM.
  1. QUALIFICATIONS AND REPORTING RESPONSIBILITY.
    1. Prerequisite: 16 years old, Life/Eagle Scout and completed Junior Leader

Training.

2. Reports to: the Assistant Scoutmaster First Class.
2. DUTIES OF THE JUNIOR ASSISTANT SCOUTMASTER:
1. Guides new patrol in the Scout Program through First Class rank.
  2. Assists the Scoutmaster with Junior Leader Training.
  3. Sets a good example.
  4. Enthusiastically wears the Scout uniform correctly.
  5. Lives by the Scout Oath and Law.
  6. Shows Scout spirit.

**APPENDIX B**  
**ScoutmasterS JOB DESCRIPTIONS**

28. THE ScoutMASTER.
  1. QUALIFICATIONS AND REPORTING RESPONSIBILITY.
    1. Appointed by Committee Chairperson with approval of the Troop Committee Organization.
    2. Prerequisite: Scoutmaster training.
    3. Reports to: the Committee Chairperson.
  2. DUTIES OF THE SCOUTMASTER:
    1. Train & guide junior leaders to run the Troop.
    2. Work with and through Assistant Scoutmasters.
    3. Encourage boys to learn for themselves.
    4. Guide boys in planning Troop programs.
    5. Help recruit Assistant Scoutmasters.
    6. Scoutmaster conferences (done by assistants or Committees).
    7. Understand and support the Aims of Scouting.
    8. Build Character.
29. ASSISTANT **Scoutmaster** - FIRST CLASS PROGRAM.
  1. QUALIFICATIONS AND REPORTING RESPONSIBILITY.
    1. Appointed by Committee Chairperson with approval of the Scoutmaster.
    2. Prerequisite: Scoutmaster training.
    3. Reports to: Scoutmaster.
  2. DUTIES OF THE ASSISTANT SCOUTMASTER - FIRST CLASS PROGRAM:

1. Lead the Troop Guides who teaches skills to Troop members and guides the new Scout Patrols.
  2. Insures that all new Scouts are properly oriented to the first class program by providing the boys with necessary information, forms and counseling.
  3. Maintains new Scout First Class tracking sheets.
30. **ASSISTANT Scoutmaster - HIGH ADVENTURE.**
1. **QUALIFICATIONS AND REPORTING RESPONSIBILITY.**
    1. Appointed by Committee Chairperson with approval of the Scoutmaster.
    2. Prerequisite: Scoutmaster training.
    3. Reports to: Scoutmaster.
  2. **DUTIES OF THE ASSISTANT SCOUTMASTER - HIGH ADVENTURE:**
    1. Research potential High Adventures opportunities and makes them available to the Patrol Leaders' Council before the detail trip planning takes place.
    2. Develop publicity for High Adventure to encourage the Scouts to participate.
    3. Forward any information and other materials gathered on each destination to the Troop Librarian for future use.
    4. Collect permission slips from the boys who will attend each event.
    5. Secure the tour permit for each event and file the permit with the Council at least two weeks before each High Adventure.
    6. Ensure Troop has the appropriate equipment to support the camping program.
31. **ASSISTANT Scoutmaster - EAGLE PROGRAM.**
1. **QUALIFICATIONS AND REPORTING RESPONSIBILITY.**
    1. Appointed by Committee Chairperson with approval of the Scoutmaster.
    2. Prerequisite: Scoutmaster training.
    3. Reports to: Scoutmaster.

2. DUTIES OF THE ASSISTANT SCOUTMASTER - EAGLE PROGRAM:

1. Insures that Life Scouts are properly oriented to the Eagle advancement process by providing the boys with necessary information, forms and counseling.

32. ASSISTANT **Scoutmaster** - DEN CHIEFS.

1. QUALIFICATIONS AND REPORTING RESPONSIBILITY.
  1. Appointed by Committee Chairperson with approval of the Scoutmaster.
  2. Prerequisite: Scoutmaster training.
  3. Reports to: Scoutmaster.
2. DUTIES OF THE ASSISTANT SCOUTMASTER - DEN CHIEFS:
  1. Guide the Den Chiefs who helps with den meetings, Webelos advancement and Boy Scout joining requirements.
  2. Insures that all Webelos are properly oriented to the Troop by providing the boys with necessary information, forms and counseling.
  3. Coordinate transition of the Webelos and parents into the Troop.
  4. Coordinate Bridging over ceremony.
  5. Coordinate Webelos camp out with the Troop.
  6. Coordinate Blue and Gold Troop representation.

33. PATROL ADVISOR.

1. QUALIFICATIONS AND REPORTING RESPONSIBILITY.
  1. Appointed by Committee Chairperson with approval of the Scoutmaster.
  2. Prerequisite: none.
  3. Reports to: Scoutmaster.
2. DUTIES OF THE PATROL ADVISER:
  1. Insure patrol leader understands Troop program objective.
  2. Assist Troop guide keeping patrol focus during Troop meeting or Camp outing.
  3. Assist patrol with non Scout skill advancements.

4. Assure each Scout has opportunity for equal participation in patrol activities.
5. Assure each Scout has transportation to and from Troop events.
6. Lends a hand in helping the Patrol Leader in controlling the patrol and building group spirit.

**APPENDIX C**  
**COMMITTEE JOB DESCRIPTIONS**

34. DUTIES OF THE CHAIRMAN OF THE COMMITTEE:
1. Organize the Committee to see that all functions are delegated, coordinated, and completed.
  2. Maintain a close relationship with the chartered organizations representative and the Scoutmaster.
  3. Recruit Scoutmaster and Assistant Scoutmaster candidates.
  4. See that Troop leaders and Committee members have training opportunities.
  5. Interpret national and local policies to the Troop.
  6. Work closely with the Scoutmaster in preparing Troop Committee meeting agendas.
  7. Call, preside over, and promote attendance at monthly Troop Committee meetings and any special meetings that may be called.
  8. Ensure Troop representation at monthly round-tables.
  9. Arrange for charter review and re-charter annually.
  10. Arrange physical examinations for entire Troop.
  11. Recognition of Leaders.
35. DUTIES OF THE CHARTERED ORGANIZATION REPRESENTATIVE:
1. Represents Scouting with the Chartered Organization.
  2. Represent the Troop at District and Council; voting member.
  3. Help recruit leadership.
  4. Encourage appropriate training.
  5. Promote well planned program.
  6. Liaison between Troop and Charter Organization.

7. Selects a Troop Committee Chairman.
36. DUTIES OF THE FRIENDS OF SCOUTING CHAIRPERSON:
1. Conduct the Troop resource survey.
  2. Plan for family night programs and family activities.
  3. Coordinate the Friends of Scouting Campaign.
37. DUTIES OF THE SECRETARY:
1. Prepare minutes of the Troop Committee meetings.
  2. Prepare and keep the Troop calendar current.
  3. Send out notices and correspondence via email and US Mail.
  4. Guide the Librarians to keeps Troop books, pamphlets, magazines, audiovisuals, and merit badge counselor list available for use by Troop members.
  5. Guide Troop Historians to collects and maintains Troop memorabilia and information on former Troop members.
  6. Guide Scribes to acts as the Troop secretary.
  7. Prepare Newsletter.
38. DUTIES OF THE TREASURER CHAIRPERSON:
1. Handle all Troop funds. Pay bills on the recommendation of the Scoutmaster and authorization of the Troop Committee.
  2. Maintain checking and savings accounts.
  3. Keep adequate financial records.
  4. Report to the Troop Committee at each meeting.
  5. Maintain the Troop roster and forward it periodically to the Chairman of the Committee.
  6. Assists the Committee Chairperson in preparing the annual budget.

39. DUTIES OF THE FUND RAISER CHAIRPERSON:

1. Supervise money earning projects (popcorn, Kroger dollars, bottle drives).
2. Secure proper authorization for fund raisers.
3. Maintain records of fund raising.

40. DUTIES OF PUBLIC AFFAIRS / COMMUNITY ADVISOR:

1. Suggest community service projects, good turns, and advancement service projects.
2. Coordinate community services activities/projects.
3. Make contacts with the appropriate agencies to schedule the Troop's participation in the projects.
4. Publicize the service projects by working with the Patrol Leaders to encourage participation by Troop members.
5. Maintain relations with local community organizations.
6. Promote emergency service plan.
7. Promote service projects for chartered organization.

41. DUTIES OF THE CHAPLAIN CHAIRPERSON:

1. Guide the Chaplain Aides who leads Troop religious services.
2. Promotes religious emblems program.
3. Plans Troop religious ceremonies.

42. DUTIES OF ADVANCEMENT CHAIRPERSON:

1. Encourage Scouts to advance in rank.
2. Arrange and conduct all Troop boards of review.
3. Conduct Star/Life and coordinate Eagle boards of reviews.
4. Plans Courts of Honor.
5. Develop and maintain a merit badge counselor list.

6. Secure badges and certificates.
7. Make a prompt report on the correct form to the council service center when a Troop board of review is held.
8. Work with the Troop librarian to build and maintain a Troop library of merit badge pamphlets.
9. Report to Troop Committee at each meeting.
10. Manages the merit badge classes.
11. Insures that all new Scouts are properly oriented to the merit badge program by providing the boys with necessary information, forms and counseling.
12. Research potential merit badge class for each Troop meeting, making them available to the Patrol Leaders' Council before the detail planning takes place.
13. Develop publicity for merit badge class to encourage the Scouts to participate.
14. Make announcements about other upcoming merit badge class in a timely fashion.
15. Insures that all counselors are properly prepared to teach the merit badge class by providing the counselors with necessary information, times and forms.
16. Work with the Troop scribe to maintain all Scout advancement records.

43. DUTIES OF THE OUTDOOR CHAIRPERSON:

1. Research potential activities for each camp out that take advantage of special opportunities for the destination, making them available to the Patrol Leaders' Council before the detail trip planning takes place.
2. Research potential activities for day outings and making them available to the Patrol Leaders' Council before the detail trip planning takes place.
3. Develop publicity for camp out, camporees and summer camp to encourage the Scouts to participate.
4. Make announcements about other upcoming events in a timely fashion.
5. Forward any information and other materials gathered on each destination to the Troop Librarian for future use.

6. Assign parents to drive on specific camp out if needed.
  7. Prepare and maintain the list of the Troop drivers and the required insurance information to be filed with the tour permit.
  8. Insures that permission slips are collected from the boys who will attend each event.
  9. Insures that the tour permit is secured for each event and that the permit is filed with the Council at least two weeks before each camp out.
  10. Make sure someone is driving the Troop trailer.
  11. Promote National Camping Award and Fair Way camp promotion plan.
  12. Coordinate family camping program.
44. DUTIES OF THE QUARTERMASTER CHAIRPERSON:
1. Ensure Troop has the appropriate equipment to support the camping program.
  2. Ensure appropriate storage, availability & maintenance of camp equipment.
  3. Store and keep track of all Troop equipment.
  4. Keep an inventory of all Troop and patrol equipment.
  5. Guide the Quartermasters for checking equipment out and checking it back in on return. Make sure that returned equipment is clean and in good order or that it is repaired if not.
  6. With assistance from the Senior Patrol, oversee the annual redistribution of patrol equipment so that each Patrol has a fair share of equipment based on the make-up of the patrols each year.
  7. Work with the Scout Quartermaster to coordinate work by the Scouts on the Troop gear.
  8. Work with the Patrol Leaders to determine that all patrol equipment is being maintained properly.
  9. Maintain the Troop trailer.
  10. Purchase Troop equipment after consultation with the Committee.

11. Make suggestions for new or replacement items.
12. Guide the Quartermasters who are responsible for Troop supplies and equipment.

**APPENDIX E  
PERSONAL CAMPING LIST**

**WEEKEND CAMPING**

- \_\_\_\_\_ BSA uniform shirt
- \_\_\_\_\_ BSA uniform shorts / trousers
- \_\_\_\_\_ BSA uniform socks
- \_\_\_\_\_ BSA uniform belt and buckle
  
- \_\_\_\_\_ Change of clothing (as desired)
- \_\_\_\_\_ Polypropylene long underwear set
- \_\_\_\_\_ Underclothing (3 sets minimum)
- \_\_\_\_\_ Socks, not cotton (3 sets minimum—extras recommended)
- \_\_\_\_\_ Handkerchiefs (as needed)
- \_\_\_\_\_ Sweater / fleece
- \_\_\_\_\_ Wool hat
- \_\_\_\_\_ Scarf
- \_\_\_\_\_ Jacket
- \_\_\_\_\_ Raincoat, poncho or rain suit
- \_\_\_\_\_ Swim suit (in season)
- \_\_\_\_\_ Boots
- \_\_\_\_\_ Shoes for hiking
- \_\_\_\_\_ Change of shoes
  
- \_\_\_\_\_ Towels
- \_\_\_\_\_ Washcloth
- \_\_\_\_\_ Toothbrush and toothpaste
- \_\_\_\_\_ Hand soap and container
- \_\_\_\_\_ Comb
- \_\_\_\_\_ Metal mirror
- \_\_\_\_\_ Sleeping bag
- \_\_\_\_\_ Blankets (as needed)
- \_\_\_\_\_ Backpack, day pack or duffel bag
- \_\_\_\_\_ Tent (provided by Troop)
- \_\_\_\_\_ Ground cloth (provided by Troop)
- \_\_\_\_\_ Mess kit (*Lexan* recommended)
- \_\_\_\_\_ Knife, fork, and spoon (*Lexan* recommended)
- \_\_\_\_\_ Drinking cup (*Lexan* recommended)
- \_\_\_\_\_ Dunk bag
- \_\_\_\_\_ Canteen (*Lexan* recommended)
  
- \_\_\_\_\_ Boy Scout Handbook
- \_\_\_\_\_ Scout pocket knife

- \_\_\_\_\_ Flashlight with spare batteries
- \_\_\_\_\_ Personal first aid kit
  
- \_\_\_\_\_ Fanny pack
- \_\_\_\_\_ Sewing kit
- \_\_\_\_\_ Required (prescription) medication
- \_\_\_\_\_ Notebook and ballpoint pen or pencil
- \_\_\_\_\_ Sharpening stone
- \_\_\_\_\_ Rope
- \_\_\_\_\_ Compass
- \_\_\_\_\_ Matches
- \_\_\_\_\_ Kindling (picked up at camp site)