



TROOP 133 STANDARD OPERATING PROCEDURES

MARCH 2017





TABLE OF CONTENTS

1.	PURPOSE OF STANDARD OPERATING PROCEDURES	2
2.	TROOP GOALS	2
3.	MEETINGS	2
4.	CALENDARS	4
5.	DUTIES OF TROOP POSITIONS	4
6.	ADVANCEMENT	8
7.	MERIT BADGES	9
8.	CUB SCOUT PACK AND PROSPECTIVE NEW MEMBERS	11
9.	YOUTH PROTECTION TRAINING	11
10.	SCOUT ASSIGNMENT TO PATROLS	12
11.	FAMILY ADULT ORIENTATION	12
12.	HAMMOCK USE	13
13.	UNIFORM	13
14.	TROOP ELECTIONS AND APPOINTMENTS	14
15.	MONTHLY OUTINGS	15
16.	BEHAVIOR PROBLEMS	17
17.	APPENDIX	19

Eagle Coordination, Fund raising, Summer Camp, Treasurer forms, High Adventure Planning, Eagle Projects, Gear Inventory, Shooting (Guide to Safe Shooting), Troop Communication, Appendix:

Court of Honor Program

New Scout Induction

Tour Planning

Forms: Menus, Knots, Medical Forms

1. Purpose of the Troop Operations Standard Operating Procedure

This Troop Operations Standard Operating Procedure (SOP) provides the operating procedures for Scout Operations within Boy Scout Troop 133. It is designed to provide direction for day-to-day operations within the Troop. As such, it has much more detail than found in the Troop handbook which governs overall Troop Operations. This SOP does not



describe any operations of the Troop Committee. The Patrol Leaders' Council and the Scoutmaster Team will modify, as required, and approve these procedures on an annual basis in conjunction with the development of the Troop Calendar. If changes are made to this document, a copy of all changes will be provided to the Scouts, Scoutmasters, and the Troop Committee Chairman. All parents are welcome to participate in any event in this Troop.

2. Troop Goals

Under the direction of the Scoutmaster and the Senior Patrol Leader, the Scout leadership and committee will update the Troop Annual Goals for each calendar year. Goals will normally be established during Annual Troop Calendar planning.

3. Meetings

3.1 Troop Meetings

Troop meetings will occur every Tuesday from 7-8:30 PM. Each Troop Meeting will have a theme. The Patrol Leaders' Council will develop the agenda for each meeting. Electronic copies of the agenda will be e-mailed to parents and scouts on the Troop e-mail distribution list. As a minimum, the Troop Meeting Agenda will consist of the following:

- Opening
- Uniform Inspections
- Troop and/or Patrol Activities (Troop Meeting Theme)
- Scoutmaster/Adult/Scout Announcements
- Closing

3.2 Patrol Leaders' Council

The Patrol Leaders' Council (PLC) will be conducted on a monthly basis and scheduled on the Troop Calendar. PLC membership consists of the Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, Assistant Patrol Leaders, Scribe, and Quartermaster.

Troop Guides will participate in the PLC as a part of their mentorship of the 1st Year Scout Patrol Leaders. The PLC will be administered by the Senior Patrol Leader. Voting members of the PLC include the Senior Patrol Leader, the Assistant Senior Patrol Leader, and Patrol Leaders. All other Scouts are welcome to attend the PLC as observers. The PLC will discuss and plan activities for the next two months, develop draft Troop Meeting Agendas including making assignments for Patrols or Instructors (i.e. teach a class), and discuss any issues, concerns, or problems within the troop. The Troop Scribe will prepare minutes of the PLC Meeting. Minutes will be filed in the Troop filing cabinet.

The Scoutmaster and Assistant Scoutmasters may attend the PLC. However, they will remain in a background role during the meeting unless specifically asked for advice or



guidance by the Senior Patrol Leader. After the PLC, the Senior Patrol Leader will confer with the Scoutmaster to discuss any problems, issues, or needed coordination. PLCs meetings will be identified on the Troop Calendar.

3.3 Scoutmaster/ Assistant Scoutmaster Meetings

Scoutmaster/Assistant Scoutmaster Meetings will be conducted on a monthly basis and scheduled on the Troop Calendar. The Scoutmaster will prepare the agenda for the Scoutmasters' Meeting. As a minimum, the Scoutmasters' Meeting Agenda will include:

- Review/Feedback of past month activities
- Activities for the next two months
- Concerns that need to be brought to the Troop Committee

3.4 Scoutmaster Attendance at Troop Committee Meeting

The Scoutmaster or an Assistant Scoutmaster will present a report at the monthly Troop Committee Meeting. As a minimum, this report will include:

- Review/Feedback of past month activities.
Activities for the next two months and identification of support requirements requested from the Troop Committee.
- Long term activities requiring support from the Troop Committee.
- Special items of discussion from the last Scoutmasters' Meeting.

3.5 District Roundtable Meeting

As a minimum, the Scoutmaster or an Assistant Scoutmaster will attend the District Roundtable Meeting. The Scoutmaster will identify the individual responsible for attending this meeting. This individual will be responsible for reporting significant notes from this meeting to the other members of the Troop. District Roundtables will be identified on the Troop Calendar.

3.8 Annual Parents' Meeting

The Annual Parents Meeting will be conducted in March. The meeting will cover introduction to the Troop a briefing on Summer Camp. The Troop Committee will conduct the Parents' Meeting. The Summer Camp Coordinator/Scoutmaster attending Summer Camp will conduct the Summer Camp briefings. The Parents' Meeting will be identified on the Troop Calendar.



4. Calendars

4.1 Annual Troop Calendar

The annual Troop Calendar will be published in May for 13 months (May thru June). Each Scout will be provided with a copy of the Troop Calendar. The annual calendar is recognized as a plan and changes may occur in the program as a result of decisions made by the Scoutmaster or availability of facilities and/or personnel. As a guideline, the Troop Committee, Scoutmasters, and Scout membership will be informed of any changes to the Annual Calendar. The annual calendar will exist in a draft stage until approved by the Troop Committee.

- (1) The calendar will be refined with district and council activities.
- (2) The Patrol Leaders' Council meeting date
- (3) Scoutmaster/ASM meeting Dates
- (4) School Calendar
- (5) Parents Meeting
- (6) Board of Reviews
- (7) Cub Scout camping and Troop meeting visit from Arrow of Light Scouts

- (8) Troop Elections and Appointments

5. Duties of Troop Positions

5.1 Youth Positions

- Senior Patrol Leader
- Assistant Senior Patrol Leader (s)
- Patrol Leader
- Troop Quartermaster
- Scribe
- Historian
- Order of the Arrow Rep.
- Chaplain Aide
- Troop Guide
- Den Chief
- Instructor

5.1.1 Senior Patrol Leader

The Senior Patrol Leader's duties include:

- (1) In charge of troop meetings, campouts, and workdays from beginning to end.
- (2) Appoint Scouts to Troop Staff positions



- (3) Chair the Patrol Leaders' Council. Ensure that the Patrol Leaders' Council has an agenda and is well-organized.
- (4) Keep the Patrols informed through the Patrol Leaders.
- (5) Ensure that the troop runs in an orderly and timely manner.
- (7) Prepare the agenda for each troop meeting based on input received from the PLC.

5.1.2 Assistant Senior Patrol Leader

The Assistant Senior Patrol Leader's duties include:

- (1) Take the place of the Senior Patrol Leader when he is absent.
- (2) Train and provide direction to the Troop Quartermaster, Scribe, Order of the Arrow Troop Representative, Historian, Chaplain's Aide, and Instructor(s).
- (3) Assist the Senior Patrol Leader with conducting meetings and events.

5.1.3 Patrol Leader

The Patrol Leader's duties include:

- (1) Take responsibility for all patrol activities. Supervise activities of the patrol.
- (2) Assign duties to patrol members on outings.
- (3) Keep the Patrol informed through regular communication.
- (4) Have Patrol Members ready for Troop activities.
- (5) Represent the patrol at the Patrol Leaders' Council.

5.1.4 Troop Quartermaster

The Troop Quartermaster's duties include:

- (1) Maintain an inventory of all troop equipment.
- (2) Maintain check-out/check-in log of troop equipment. Check out troop equipment to Patrol Quartermasters. Ensure that checked out property is returned in a clean/useable condition.
- (3) Report to the Patrol Leaders' Council on equipment that requires replacement.
- (4) Work closely with the Patrol Quartermasters and the Troops Adult Quartermaster.
- (5) Keeps the Troop camping trailer and Quartermaster room clean and organized.

5.1.5 Scribe

The Scribe's duties include:

- (1) Serve as the troop secretary.
- (2) Attend meetings of the PLC. Keeps log of discussions at PLC.
- (3) Record attendance at troop activities using the attendance sheet located in folder stored in Quartermasters room.

5.1.6 Historian

The Historian's duties include:



- (1) Collect and preserve troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia.
- (2) Post material to the troop bulletin boards (Hut, church education hall gym)
- (3) Work with the assigned adult for the Troop Website to ensure that it is updated on a regular basis.

5.1.7 Order of the Arrow Troop Representative

The Order of the Arrow (OA) Troop Representative's duties include:

- (1) Represent the troop at the monthly District Order of the Arrow meeting.
- (2) Serve as the communications link between the Troop and the local OA chapter. Report on Order of the Arrow activities to the troop membership.
- (3) Promote Order of the Arrow in the troop while encouraging year-round and resident camping in the troop and participation of older Scouts in high adventure programs.
- (4) Promote Order of the Arrow events to Order of the Arrow members

5.1.8 Chaplain Aide

The Chaplain Aide's duties include:

- (1) Assist the troop chaplain in religious services for the Troop.
- (2) Say grace at troop meals.
- (3) Conduct troop closings.
- (4) Ensure that religious holidays are considered during the program planning.

5.1.9 Troop Guide

The Troop Guide must be a Scout of First Class rank or higher. The Troop Guide is normally not a member of any Patrol. The Troop Guide's duties include:

- (1) Serve as a leader and a mentor to the members of the new Hawkeye Patrol.
- (2) Assist the Patrol Leader for the Hawkeye Patrol in much the same way as the Scoutmaster assists the Senior Patrol Leader – provide direction, coaching, and support as determined by the skill level and morale of the Patrol Leader and members of the Hawkeye Patrol.
- (3) The Troop Guide provides the interface between the Senior Patrol Leader and the 1st Year Scout Patrol Leader.

5.1.10 Den Chief

The Den Chief's duties include:

- (1) Meet each week with your associated Den.



- (2) Help adult leaders guide Scouts in their program.
- (3) Encourage Scouts to progress into a Scout Troop.

Den Chief Training is usually offered by the District. Upon completion of the Den Chief Training, the Den Chief will be awarded the “Trained” strip for his uniform.

5.1.11 Instructor

The Instructor’s duties include:

- (1) Maintain top notch proficiency in all Scouting skills.
- (2) As requested by the Senior Patrol Leader, teach those skills to other Scouts. The Troop may have more than one Instructor.

5.2 Scoutmaster/Assistant Scoutmasters:

5.2.1 Scoutmaster

The Scoutmaster will perform duties as described in the BSA Publication *Scoutmasters Handbook*. He will coordinate the activities of the Assistant Scoutmasters and serve as the interface to the Troop Committee and the Senior Patrol Leader.

5.2.2 Assistant Scoutmasters

It is the intent of the Troop Leadership to have one Assistant Scoutmaster associated with each patrol. The Assistant Scoutmaster is not a part of the patrol. The Patrol Leader should always look to the Senior Patrol Leader and Assistant Senior Patrol Leader for leadership and instructions. As requested, the Assistant Scoutmaster is available to provide guidance to the Patrol Leader and Patrol Members. Other duties of the Assistant Scoutmaster with respect to their associated patrol include:

- (1) Signing off rank requirements.
- (2) Conduct Scoutmaster’s Conferences.

Other Assistant Scoutmaster duties as assigned by the Scoutmaster include:

- (1) Serve as Campout Lead as discussed at Scoutmaster Meeting.
- (2) Serve as Troop Meeting Lead as discussed at Scoutmaster Meetings.
- (3) Maintain the Scout, Tenderfoot, 2nd Class, Scoutmaster Conference
- (4) Assign a liaison to Cub Scout Pack.
- (5) Serve as the lead for Summer Camp or Older Scout High Adventure activities.



5.2.3 Training for the Scoutmaster and Assistant Scoutmasters

Every Scout deserves a trained leader. The Scoutmaster and all Assistant Scoutmasters are expected to complete the Youth Protection, Fast Start Training and Basic Leader Training within one year of assignment. The Basic Leader Training includes classroom and outdoor leadership skills.

All members of the Scoutmaster/Assistant team are expected to obtain the following training and certifications at Summer Camp or similar events:

- Safe Swim Defense
- Climb On Safely
- Safety Afloat
- Trek Safely

On-line training for Safe Swim Defense, Safety Afloat, Youth Protection, and the Boy Scout Fast Start Training is available at <http://www.scouting.org/Training/Adult.aspx> You will need your BSA registration number to register and take on-line training.

6.0 Advancement

Requirements for rank advancement are detailed in the *Boy Scout Handbook*. It is the responsibility of the individual Scout to complete the requirements for each rank. Patrol Leaders are charged with the responsibility of fostering an environment where their Scouts can advance in rank. The Scoutmaster and Assistant Scoutmasters are the only individuals authorized to sign-off on rank requirements. The Scoutmaster may authorize the Senior Patrol Leader, Assistant Senior Patrol, and Troop Guides (for 1st Years Scouts only) to signoff on requirements with exception of the four subjective areas as described below. Scouts are reminded that GREAT TRUST is placed on them to ensure that requirements are adequately completed prior to sign off. “Do” means do individually to your satisfaction as an individual. “Do” is not watch someone else and talk about it. Alternate Rank Requirements for special needs Scouts are identified in the Annual Publication on BSA Requirements. Consult with a Scoutmaster for further information.

Requirements for Sign-Off - For the past 4(6) months from the time that you are requesting signoff a scout must have, (1) Attended 75% of Troop Meetings, and

(2) Attended 75% of Troop Campouts.

All of these percentages must be attained **simultaneously**. If a Scout cannot consistently make the troop meetings/campouts he must notify the Scoutmaster in advance and work with him/her to honor his commitment to Scouting. It is the responsibility of the Scout to determine when he has attained these percentages and have this requirement signed-off in his *Boy Scout Handbook*. If a Scout is going to miss a meeting or campout it is his responsibility to email the Scoutmaster at T133charlotte@gmail.com



6.5 Board of Review

The Board of Review is conducted after completion of all requirements for a particular rank. The Board of Review will be conducted by members of the Troop Committee. Boards of Review tend to focus on questions that will improve the overall process of the Troop. However, the board may ask technical questions from your entire Boy Scout experience. Therefore, it is wise to plan completion of your Scoutmaster Conference as close as possible to the Board of Review.

Dates for Boards of Review (BoR) are published on the Troop Calendar. Following completion of a Scoutmaster Conference (many Scoutmaster Conferences are completed by Assistant Scoutmasters), the Scout must notify the Scoutmaster that he is ready for a Board of Review. All requests for a Board of Review must be received at least one week prior to the scheduled BoR date. If you notify the Scoutmaster less than one week prior to a scheduled BoR, you may be deferred to the next BoR. Typically, BoRs are conducted on the first Tuesday of each month. If we have too many Scouts waiting for BoRs, the Committee will conduct two BoR sessions per month.

In order to participate in a BoR, a Scout must have his Scout Handbook and present himself in a complete uniform that includes: a BSA shirt with all patches appropriate for the troop, his rank, or office; neckerchief; slide; pants; and sash (if the Scout has earned enough merit badges to warrant a sash). All patches must be appropriately attached to the uniform. Worn, and tattered, are unacceptable for a Board of Review. A Scout who is not in full Class A uniform **will not be** able to complete the Board of Review. Reasons for a Scout not having a Class A uniform should be discussed with the Scoutmaster well before the Board of Review.

Following the Board of Review, the Committee will discuss the Scout's qualifications for advancement and inform the Scout and the Scoutmaster of their decision.

No Scout will be advanced in rank if his troop account is in arrears. If there are family financial matters, please see the Scoutmaster.

7. Merit Badges

7.1 Merit Badge Counselors

The names of these counselors will be posted on the Troop bulletin board located in the Scoutmasters office. The Troop Committee will ensure that all counselors are trained and registered, on an annual basis, as per the requirements of Boy Scouts and the District Advancements Chairperson. All Merit Badge Counselors must complete annual Youth Protection Training. On-line training for Youth Protection is available at <http://www.scouting.org/Training/Adult.aspx>. You will need your BSA registration number to register and take this training on-line.



7.2 Merit Badge Cards

Merit Badge Cards (“blue cards”) are the only acceptable method of showing completion of requirements for a merit badge. Scouts are responsible for completing all parts of the “blue card”. It is the counselors’ decision on whether the blue card is maintained by the Scout or the counselor.

- If the merit badge **was** completed, the “blue card” will indicate completion by the Scoutmaster’s signature. The completed “blue card” will be given to Troop Committee Advancements Chairperson by the Scoutmaster.
- If the merit badge **was not** completed, the “blue card” will indicate which requirements are completed. The Scoutmaster will identify a counselor (or a list of counselors) for the Scout to complete any remaining requirements of the merit badge. It is the **sole responsibility of the Scout to contact the counselor**. When all requirements are completed and the merit badge is signed-off by the counselor, the Scout will give the “blue card” to the Scoutmaster. The Scoutmaster will sign the card and give it to the Troop Committee Advancements Chairperson. **“Blue Cards” will not be replaced if they are lost.**

7.3 Procedure for Starting an Individual Merit Badge

Any Scout within the Troop is encouraged to start an individual merit badge at any time. Consult with your Assistant Scoutmaster associated with your patrol. The Scoutmaster will identify a counselor (or a list of counselors) for your merit badge. In accordance with BSA Policy, Scouts may **not** meet with any counselor unless there are at least three people present; two Scouts and a counselor or two adults and a Scout. When all requirements are completed and the merit badge is signed-off by the counselor, the Scout will give the “blue card” to the Scoutmaster. The Scoutmaster will sign the card and give it to the Troop Committee Advancements Chairperson. **“Blue Cards” will not be replaced if they are lost.**

7.4 Maintaining Merit Badge Completion Cards

Advancement to Star, Life, and Eagle requires completion of merit badges. Merit Badge completion cards are issued to each Scout at Courts of Honor. It is highly recommended that Scouts maintain these merit badge completion cards in a notebook (use baseball card plastic sheet) in case there are any questions concerning the documentation of merit badge completion.

8. Cub Scout Pack and Prospective New Members

8.1 Support of the Cub Scout Pack

As a part of the Troop Calendar development process, the troop will support events with the Cub Scout Pack. Identification of activities with the Pack will be done through the relationship



between the Cub Scout Pack Leadership and our Cub Scout liaison. Annually, one outdoor event will be scheduled with Cub Scout Pack. Representatives from troop will attend the Pack's Annual Planning meeting.

8.2 Arrow of Light Scout to Boy Scout Transition

As a part of the Annual Calendar development process, the planning committee will identify one troop meeting and one campout that are suitable for visiting by Arrow of Light Scouts. These dates will be coordinated with the Cub Scout Pack Leadership. The troop meeting will include a Parents' Briefing.

8.3 Troop Introduction for Prospective New Members

The Troop Scoutmaster Team will conduct an overview for any new prospective members and their parents. The Troop will endeavor to integrate the prospective new members in ongoing troop activities (e.g. such as the theme of the ongoing Troop Meeting) after introductions by the Troop Scoutmaster Team.

8.4 New Adult Leadership Positions

All new Adults wishing to join the Scoutmaster Team will need to serve on the Troop Committee for 1 year unless voted on by the Committee for lesser time.

9. Youth Protection Training (YPT)

9.1 Boy Scout Youth Protection Training

The Boy Scouts of America requires Youth Protection Training. Youth Protection Training is required for **ALL ADULTS** wishing to participate in Troop 133 activities. On-line training for Youth Protection is available at <http://www.scouting.org/Training/Adult.aspx>. You will need your BSA registration number to register and take this training on-line. YPT certificate must be printed out and given to Troop training coordinating committee member.

10. Scout Assignment to Patrols

10.1 Assignment Policy

It is the intent of the troop leadership to maintain patrols that represent a cross section of age levels from the youngest to the oldest Scouts in the troop. The purpose of this patrol assignment method is to foster an environment where older Scouts teach Scout skills to younger Scouts. Once a Scout is assigned to a patrol, this assignment is permanent unless:

- (1) A Scout becomes the Senior Patrol Leader, Assistant Senior Patrol Leader, or Troop Guide.
- (2) Older Scouts are needed to maintain a reasonable cross-section of ages within the patrols,
or



- (3) Exigent reasons for a change such as behavior or personality conflicts. All patrol changes will be discussed with the Scout and approved by the Scoutmaster team.

New Scouts to the troop will be assigned to patrols based on (in order):

- (1) Equaling the number of Scouts in each patrol.
- (2) Individual desire of the new Scout.

New Scouts will be assigned to patrols by the Scoutmaster. The Senior Patrol Leader, Assistant Senior Patrol Leader, and Troop Guide will be reassigned to their original patrol upon completion of their term of office.

10.2 Hawkeye Patrol

The Hawkeye Patrol is comprised of newly crossed over scouts or a boy just joining scouts that is close to the age of the boys in the patrol. It is the intent for the new scouts to remain in this patrol for no more than twelve months. Scouts in this patrol will be redistributed among the permanent patrols in the Troop upon completion of their Hawkeye Patrol tenure.

11. Family Adult Orientation

Adult family members of new Scouts will be oriented with the Troop using the New Adult Orientation Checklist. (Use [BSA Training New adult orientation](#))

1. New Scout family folder
 - a. Welcome Letter
 - b. Youth and Adult applications
 - c. Health forms
 - d. Parent and Scout information form
 - e. Troop Calendar
 - f. Merit badge counselor application
 - g. Troop Handbook/2 page quick reference/SOP
2. Introduce parents to the Boy Scout program and how it differs from Cub Scouting
3. Show parents how Boy Scouting gives boys what they want and gives parents what they need from a program for their children
4. Introduce parents to how the troop works.
5. Show parents how their participation in the troop can help their sons succeed and be personally rewarding for them as well.
6. Introduce parents to some of the troop leaders they and their sons will be involved with.



12. Hammock Use

Scouts who have attained the Star Rank and who have demonstrated safety in their use of hammocks are eligible to utilize them on campouts where outdoor facilities allow for such. Approval remains at the discretion of the Scoutmaster.

13. Uniform

The Scout uniform has many purposes. It is an outward sign of certain values; it is a sign of belonging; it builds identity; it displays a Scout's achievements and skills; and it ensures a certain behavior. In today's culture the Scout uniform may not be "cool", but it does symbolize a world-wide organization of certain beliefs and a program shared by millions of others, past and present. Scouts are expected to exude respect and affinity for their uniform and for what it stands.

13.1 Uniform Definitions

1. Full Class "A": Green BSA pants, BSA Shirt, BSA Belt, Neckerchief, Slide, Merit Badge Sash (*sashes are not necessary for non-Eagle Boards of Review*) BSA Socks, Hiking boots or Brown shoes.
2. Class "A": BSA pants/shorts, BSA shirt, BSA Belt, Boot/hiking socks, Hiking boots or shoes or brown shoes
3. Class "B": Troop T-shirt or shirt with BSA insignia, scout pants/shorts, closed toed shoes.

13.2 Uniform When/Where

1. Full Class "A": Board of Reviews, Eagle Ceremonies, Scout Sunday, Court of Honor, OA Ordeals, Special Events, Church services
2. Class "A": Troop Meetings, Travel to and from outings.
3. Class "B": Summer meetings, Troop activities as announced
4. Order of the Arrow sashes are not to be worn with the merit badge sash.

13.3 Uniform Inspections

Uniform inspections will be conducted every meeting by the individual Patrol leader. A scout not in proper uniform will receive partial credit for attendance. Formal Uniform inspections will be bi-annually performed by the Scoutmaster normally in March and September.



14. Troop Elections and Appointments

Troop elections are conducted two times per year – normally in March and September. The dates for troop elections will be posted on the Troop Calendar.

14.1 Senior Patrol Leader and Assistant Senior Patrol Leader

Scouts interested in the Senior Patrol Leader position will identify themselves one week before the troop election. The Scoutmaster Team will review the list and discuss the requirements for the positions with each interested individual. The Scoutmaster team reserves the right to limit the list of candidates. In the case of a Scout excluded from the list, the Scoutmaster Team will explain its decision to the individual Scout. The Troop will elect a Senior Patrol Leader. All elections will be conducted by secret ballot. Elected SPL will choose his ASPL(s). In the case where the SPL leaves before completion of his normal term, the ASPL will become the SPL for the remainder of the term and will select another ASPL to take his place. In the event that the ASPL leaves before completion of his normal term, SPL will select a new ASPL. A Scout may be elected for SPL or ASPL if he is not present for elections (i.e. the Scout is sick or has another conflicting engagement).

14.2 Patrol Leader and Assistant Patrol Leader

Following election of the Senior Patrol Leader and Assistant Senior Patrol Leader(s), patrols will assemble and elect a Patrol Leader. The assistant patrol leader is appointed by the patrol leader and leads the patrol in his absence. He represents his patrol at patrol leaders' council meetings when the patrol leader cannot attend. The assistant patrol leader position does not count towards leadership requirements. A Scout may be elected for PL or APL if he is not present for elections (i.e. the Scouts is sick or has another concurrent engagement).

14.3 Troop Positions of Responsibility (POR)

After the Senior Patrol Leader, Assistant Senior Patrol Leader(s), Patrol Leaders and Assistant Patrol Leaders have been selected the Scoutmaster Team will assign other POR's. Positions of Responsibility are given to the scouts that are working on the Ranks of Star, Life, and Eagle. They are based on maturity of the Scout and the willingness to serve in the position. See Section 5.1 for a description of duties.

14.4 Order of the Arrow Elections

A purpose of the Order of the Arrow is foster an environment of camping and “a lifetime of service” to your community and Boy Scouts. Election to Order of the Arrow constitutes recognition by your fellow Scouts as to your Scouting skills, maturity as a young man, and potential to provide a “lifetime of service”. Order of the Arrow elections are normally conducted in February. All elections will be conducted by secret ballot. Pre-requisites for election to the Order of the Arrow:

- Attained 1st Class Rank



- In the last 2 years, camped at least 15 nights of camping under the auspices of BSA. Six of those nights must be in a row, in a long-term camp (summer camp), and the remaining 9 nights must not be a part of a long-term camp.
- Receive a majority of the troop vote. This is not a majority of the Scout's present at the time of the election. It is a majority of the number of Scout's registered in the Troop.

15. Monthly Outings

Monthly outing dates and themes will be identified on the Troop Calendar. The Scoutmaster will appoint an adult Outing Lead for each trip. This lead will be identified on the Troop Calendar.

15.1 Troop Scout Leadership, Patrol Leadership, and Patrol Procedures

The Troop Scout Leadership, Patrol Leadership, and Patrols will perform the following duties before, during, and after a campout.

15.1.1 Duties required prior to trips and outdoor activities

A sufficient number of Troop Meetings, as determined by the Patrol Leaders' Council, will be devoted to preparing for the outing themes. These themes will be identified on the Troop Calendar.

1. **Senior Patrol Leader:** Tuesday prior to the outing and during the Troop Meeting, the Senior Patrol Leader will accomplish the following:
 - Distribute Campout Meal Planning Worksheets and Patrol Duty Rosters to Patrol Leaders.
 - Work with Quartermaster(s) and Patrol Leaders to checkout all needed equipment for outing.
2. **Patrol Leaders:** Tuesday prior to outing and during the Troop meeting the Patrol Leader will accomplish the following:
 - Develop their menus using the Campout Meal Planning Worksheet. The Senior Patrol Leader and the Assistant Scoutmaster associated with your patrol must approve your patrol menu in order to ensure that the Patrol has planned meals with good nutrition.
 - Assign a food buyer for your patrol.
 - Begin the process of completing the Patrol Duty Roster



15.1.2 During Outing Duties

Senior Patrol Leader:

1. Perform duties as Senior Patrol Leader.
2. Perform duties as assigned by the Outing Lead.

Patrol Leaders:

1. Complete the Patrol Duty Roster.
2. Attach Outing Meal Planning Worksheet and Patrol Duty Roster to Patrol Kitchen.
3. Ensure that members of the Patrol are aware of their duties. As required, train patrol members in their duties.
4. Ensure that patrol duties are accomplished in a satisfactory manner. Address any problems with the Senior Patrol Leader if they cannot be solved at your level of leadership.
5. Ensure that all equipment is serviceable and clean prior to returning it to the troop trailer. Ensure that Patrol Quartermaster develops a list of needed items for the next outing.

15.1.3 After Campout Duties

Senior Patrol Leader:

1. Receive feedback from Patrol Leaders on Outing.
2. Provide feedback to Scoutmaster Team
3. Ensure that Troop Quartermaster has a list of any items that need to be purchased before the next outing.

Patrol Leaders:

1. Provide outing feedback to the Senior Patrol Leader.
2. Ensure that the Patrol Quartermaster has prepared a list of needed items following the outing. Ensure that this list is provided to the Troop Adult Quartermaster.

15.2 Outing Lead Procedures

The outing leader will perform the following duties before, during, and after the campout.

15.2.1 Before Campout Duties

1. The Outing Leader will research the proposed camping area and develop concepts for an agenda. Develop proposed costs for the outing other than the normal cost for food and gas.
2. Discuss the proposed agenda. Solicit feedback from the Scoutmaster Team. Adjust the proposed agenda as agreed to by the Scoutmaster Team. Make initial assignments to other Scoutmasters and Troop Adults for conduct of trip.



15.2.2 One Month Prior to Outing

Review proposed agenda with the Troop. Announce any special considerations or costs at a troop meeting.

1. Obtain Tour Permit. (Normally done by Troop secretary).
2. Distribute Trip Sheet and other materials pertaining to outing.
3. Get an estimated head count of who will be attending Adults/Scouts

15.2.3 Troop Meeting Prior to Outing

1. Obtain List of Scouts/Adults participating on the Trip.
2. Obtain list of Adult drivers.
3. State meeting and departure time
4. Checkout any equipment need for adults.
5. Assign tasks to other adults attending.

15.2.4 After Campout Duties

1. Provide the Troop Treasurer with Reimbursement form.
2. Check in any troop gear used by Adults or Scoutmasters.

16. Behavior Problems

Significant or recurring Scout behavior problems such as lack of initiative, unwillingness to participate, unwillingness to listen to the Scout Leadership, or disrespect will be addressed as a five-stage sequence.

1. **Stage 1 (Patrol Leader/Scout):** In private, the Patrol Leader will discuss his concerns with the Scout's behavior or motivation problem. The Patrol Leader will discuss the problem with the Scout and develop possible courses of action for improvement or resolution. The Patrol Leader may consult with Senior Patrol Leader or the Assistant Scoutmaster associated with his patrol for advice, but the problem should be initially handled at the lowest possible level using the principles of "Scout-led" leadership. A Scout Behavior Report will be completed and placed in the Scout's individual file folder. An additional copy of the form will be given to the Scout.
2. **Stage 2 (Senior Patrol Leader/Patrol Leader/Scout):** If the problem remains after Stage 1, the Patrol Leader will refer the matter to the Senior Patrol Leader. The Senior Patrol Leader, along with the Patrol Leader, will discuss the problem with the Scout and develop possible courses of action for improvement or resolution. The Senior Patrol Leader may consult with the Scoutmaster for advice, but the problem should be handled at the lowest possible level using the principles



of “Scout-led” leadership. A Scout Behavior Report will be completed and placed in the Scout’s individual file folder. An additional copy of the form will be given to the Scout.

3. **Stage 3 (Scoutmaster/Senior Patrol Leader/Patrol leader/Scout):** If the problem remains after Stage 2, the Senior Patrol Leader will refer the matter to the Scoutmaster. The Scoutmaster, along with the Assistant Scoutmaster associated with the Patrol, the Senior Patrol Leader and the Patrol Leader, will discuss the problem with the Scout and develop possible courses of action for improvement or resolution. A Scout Behavior Report will be completed and placed in the Scout’s individual file folder. An additional copy will be emailed/given to the parents/guardians of the Scout.
4. **Stage 4 (Scoutmaster/Scout/Scout’s Family):** If the problem remains after Stage 3, the Scoutmaster, Assistant Scoutmaster Associated with the Patrol, Senior Patrol Leader, and Patrol Leader will meet with the Scout and his parents/guardians to discuss the problem and develop possible courses of action for improvement or resolution. A Scout Behavior Report will be completed and placed in the Scout’s individual file folder. An additional copy will be given to the parents/guardians of the Scout.
5. **Stage 5 (Referral to Troop Committee for Decision of the Scout’s Future in the Troop):** If the problem remains after Stage 4, the problem will be referred to the Troop Committee to decide the Scout’s future in the troop.

APPENDIX:

New Scout induction Ceremony	
BSA Medical Forms	
Troop 133 Two-Page Guidelines	
Troop 133 Handbook	