



# Troop 133 Handbook

Revised 2016

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BOY SCOUTS OF AMERICA®

BSA Troop 133  
Established 1976  
Sardis Presbyterian Church



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## INTRODUCTION / PHILOSOPHY

The Boy Scout movement officially began in the United States on February 8, 1910. However, the idea for such a program began to take shape the year before in the now-legendary incident when American James Boyce became lost in the fog while in London on business. He chanced upon a “Scout” who led him to his destination and who later took him to see Robert Baden-Powell, the founder of Scouting. James Boyce brought the idea to the United States where it attracted the attention of a few key individuals: Ernest Thompson Seton, Daniel Carter Beard, and James West. Seton and Beard had already started their own programs for boys to learn self-reliance by studying and practicing the ways of the Indians and Pioneers. Their ideas and the structure provided by Baden-Powell are the foundation of today’s Scouting program.

Scouting is one avenue through which a boy passes on his journey to manhood. The aims of Scouting are the foundation upon which responsible citizenship is built. It is always a pleasure to bring new Scouts into our program and to have the opportunity to share our ideals/ideas and Troop philosophy with their parents.

Scouting is much more than just tying knots, camping, and Troop meetings. While these are integral parts of Scouting, our program goes beyond these basic activities. Included in our program are both adventure and work, with an emphasis on advancement and leadership in all phases of the Scout’s development.

We pledge to each parent that we will assist each Scout in developing his duties to God and Country, to others, and to himself.

We are committed to helping each Scout develop self-reliance; improve his individual and group social skills; and develop his talents and increase his knowledge, especially about Nature and the outdoors.

Sardis Presbyterian Church provides the Troop with a meeting place and other support facilities. The Troop Committee meets the first Thursday of each month in the Fellowship Hall of Sardis Presbyterian. The committee provides administrative support for the Scoutmaster and serves as a forum for the discussion of Troop policies and activities.

The group of elected boy leaders, known as the Patrol Leaders Council, working under the guidance of the Scoutmasters, is responsible for the Troop programs. These young men provide the “youth leadership” necessary for any Troop to be successful.



## AIMS OF SCOUTING

These three factors are the “bedrock” of Scouting:

**TO BUILD CHARACTER - TO FOSTER CITIZENSHIP - TO DEVELOP FITNESS**

**TO BUILD CHARACTER:** Scouting focuses on developing self-reliance, self-discipline, self-confidence, and self-respect. As a boy develops these qualities, he begins to develop positive values of character. That is, he develops a sense of morality and ethical behavior so valued by society.

**TO FOSTER CITIZENSHIP** is to encourage behavior in terms of duties, obligations, privileges and functions of a citizen. Scouting endeavors not only to instill a love of Country, but knowledge of its heritage and history; and an appreciation for the democracy that knits together the many cultures of this nation.

**TO DEVELOP FITNESS** is in four areas: physical, mental, emotional, and moral. This is a broad task. It ranges from good health and eating habits; abstinence from tobacco, alcohol, and drugs; development of his mental capabilities, emotional balance and stability; and the courage to make moral judgments.

The development of a Scout is a lengthy process. It comes about in various ways. Our primary purpose is to give each Scout an opportunity to achieve all that HE so desires and to give him the guidance necessary to earn both the Eagle Scout Award and the appropriate religious award, (e.g., God and Country Award).

## METHODS OF SCOUTING

There are eight “methods of Scouting” that are the building blocks of Troop activity. They are interwoven and inseparable, working together to provide each boy with an opportunity to experience the benefits of Scouting.

**IDEALS** - These are the personal behavior guides and standards to which a boy commits himself when he becomes a Boy Scout. They are the Scout Oath, Law, Motto and Slogan.

**PATROLS** - These small crews reinforce a boy’s feeling of belonging to a special group. The Scout begins to develop his teamwork skills and is introduced to the democratic process of voting by electing his patrol leaders.



**OUTDOOR ACTIVITY** - Surveys show that boys want to be outdoors. It is here that boys meet nature face-to-face and meet themselves. Here they must provide for themselves, depend on peers, endure some hardships and physical challenges, and cope with discomfort. Here they develop a keener sensitivity toward nature and the open spaces and see the growing threats to the environment. They always forget their discomfort and re-live the thrill of their adventure. Scouts cannot expect to achieve rank advancement unless they participate in Troop activities, especially outdoor activities.

**ADVANCEMENT** - This program provides a ladder of skills that a Scout climbs at his own pace. He is rewarded by Troop recognition and badges. The purpose is to learn, to achieve, to mature, and to have fun. As he advances and gains in self-confidence, he then begins to help younger Scouts to learn.

**ADULT ASSOCIATION** - Boys learn from adults. All parents and adults associated with Scouting provide a special opportunity to influence each boy. Scoutmasters, merit badge counselors, adults conducting a Board of Review, dads going on trips--each in their own way give Scouts a window on how to be an adult and how to function in an adult world. Society prospers because we as adults pass on our VALUES to all our youth.

**LEADERSHIP DEVELOPMENT** - There are opportunities in Scouting for individuals to take responsibility for a group or activity. Here the seeds of leadership can grow without fear or embarrassment. The experiences of leadership give the self-confidence and self-reliance needed for adulthood.

**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.

**PERSONAL GROWTH** - This can be characterized as one's own path to maturity and accepting one's place in society. All the other methods are more specialized. Specific encouragement by fellow Scouts and adults of his self-worth and his abilities is a part of it; as is his own recognition that one continues to grow and learn. This process is unique and personal to each young man. Scouting is designed to support each young man's growth toward manhood.



## WHAT CAN I DO AS A PARENT TO HELP?

The Troop expects that all parents are willing and want to help with Troop activities.

Here are things you can do:

- Assist the adult leaders** to ensure the success of the Scouting program for your son and his fellow Scouts. We realize today that there are many demands on your time. Therefore, we will work with you to identify ways you can serve within that time you can afford to share. We encourage you to speak with the Scoutmaster or Committee Chairman regarding ways you can help.
- Encourage and expect participation** in meetings and monthly outings by your son. Long-term schedules are provided; please work to ensure his participation in these activities.
- Ensure your Scout wears his uniform** to meetings and on outings.
- Encourage your son's advancement.** Small steps each week will quickly lead to rank advancement.
- Serve as an Assistant Scoutmaster.** Discuss with the Scoutmaster and complete the required BSA forms. The Troop encourages any level of involvement and time parents may be willing to provide; this is your son's and your Troop.
- Serve on the Troop Committee.** We meet once a month (1st Thursday) in the Fellowship Hall of Sardis Presbyterian @ 7:00pm. This is where we review Eagle projects, decide policies of the Troop, review financial status, ensure the health of the Troop, provide guidance to the Scoutmaster, work on a subcommittee, (i.e.-Newsletter, Advancement, Transportation, etc.).
  - Help with Boards of Review.** As a Committee Member, you are eligible to participate in/conduct a Board of Review (BOR) for a scout's rank advancement to ensure the Scout has completed requirements for the rank, evaluate the experience the Scout is having in the unit, and to encourage the Scout to progress further.
- Serve as a Merit Badge Counselor.** You work with small groups of boys to answer questions and ensure they complete requirements for a merit badge. Most merit badges are "general" in nature. Each merit badge has a guide book. Merit badge counselors must complete a BSA form (available from the Advancement Chairman) that is kept on file at the Council office.



- Parents are welcome to attend scout meetings** when and where ever they can.
- Teach your Scout how to cook the following:**
  - ✓ eggs: fried, scrambled, hard boiled
  - ✓ bacon
  - ✓ rice
  - ✓ pancakes
  - ✓ stir fry
  - ✓ macaroni & cheese
  - ✓ spaghetti (including how to tell when it is done!)
  - ✓ baked potato in foil
  - ✓ instant soup – “oodles of noodles”
  - ✓ instant mashed potatoes
  - ✓ instant pudding desserts (in a cup)
  - ✓ meat (hamburgers / loose ground beef)
- Teach your son how to wash and scald dishes:** “tuffy” and steel wool.
- Assist your son in buying patrol food** from the menu provided for outings. The goal is to buy within the budget provided. Families are reimbursed for food cost whether purchased from a store or for small amounts taken from home.  
**PLEASE WORK TO STAY WITHIN THE BUDGET PROVIDED.**
- Limit junk food** - While there is no accepted definition, the Troop leadership would appreciate all efforts to limit the amounts of chocolate candy (hard candy is OK) and carbonated / caffeine drinks brought on camping trips.
- Council fund raising** - Funds used by the local Council are essential for the overall Scouting program. Here the Scout camps are funded, capital expenditures made, new Packs, Troops and Explorer Posts created to expand the coverage of Scouting, salaries paid, and a host of other programs implemented. The estimated cost per Scout exceeds \$200.00/year. The United Way furnishes less than 40% of this amount. Your support is essential through special fund raisers, and the Friends of Scouting campaign.
- Hiking / Camping** - Scouting publications advise that retention in Scouting is enhanced by a father’s participation in monthly outings. Our experience supports this finding. Sons want to share their experiences and to gain support and parental approval. Many fathers use these moments of “trail time” to open



and maintain communications. All witness a cross-section of boys growing up. We welcome parents to go on monthly hikes, campouts, ski trips or other special activities with the Troop. Our goal, as yours, is to ensure your son's successful Scouting experience.

## **SCOUT LEADERSHIP POSITIONS**

Boy Scout Troops are designed to be boy-lead organizations. The boys provide direct Troop and patrol leadership. (SPL, ASPL, PL). They perform a variety of other administrative duties, (scribe, quartermaster, historian, instructor, etc.) and fill other short term assignments. Scouts are expected to plan yearly activities, teach weekly lessons, develop camping menus, collect camping food and transportation fees, maintain equipment, record Troop activities, etc.

Troop 133 elects and appoints leadership positions approx. every six (6) months. This is to ensure all Scouts are given leadership opportunities and responsibilities.

Adults work in the background providing direction and support to enhance Troop activities.

### **Troop Leadership Positions**

All scouts serving in leadership positions are expected to set a good example, wear the scout uniform correctly, and live by the Scout Oath and Law.

#### **SENIOR PATROL LEADER (SPL)**

Elected or appointed by the Troop. Responsible for overall Troop leadership; leads meetings, goes on monthly outings, directs planning sessions, assigns duties, shares responsibility with ASPL.

#### **ASSISTANT SENIOR PATROL LEADER (ASPL)**

Appointed by the Senior Patrol Leader. Responsible for Troop leadership in conjunction with and in the absence of the SPL.

#### **PATROL LEADER (PL)**

Elected by the patrol. Responsible for leading his patrol and making patrol assignments.

#### **ASSISTANT PATROL LEADER (APL)**

Appointed by the patrol leader, assists the patrol leader.

(This position may or may not be necessary depending upon the size of each individual patrol.)





## Troop Staff Positions

### **TROOP GUIDE**

Appointed by the SPL / ASPL / and Scoutmasters. Responsible for the guidance and support of the new Scouts. Works with patrol leaders and assistant Scoutmasters to familiarize new Scouts with Troop functions. Assists the new Scouts in learning basic Scout skills.

### **QUARTERMASTER**

Appointed by the SPL / ASPL / and Scoutmasters. Responsible for Troop equipment: its condition, proper sign-out, return and inspection.

### **SCRIBE (2)**

Appointed by the SPL / ASPL / and Scoutmasters. Responsible for attendance records and collecting trip fees.

### **HISTORIAN (2)**

Appointed by the SPL / ASPL / and Scoutmasters. Responsible for taking all pictures during hikes and helping to maintain the bulletin board.

### **DEN CHIEF**

Appointed by the SPL / ASPL / and Scoutmasters. Meets with Cub Scout packs and assists their adult leaders.

### **LIBRARIAN**

Appointed by the SPL / ASPL / and Scoutmasters. Responsible to maintain the library of merit badge books and other troop literature.

### **INSTRUCTORS**

Appointed by the SPL / ASPL / and Scoutmasters. Normally older, higher-rank Scouts. They are responsible for weekly Troop instruction on basic skills and other topics as assigned.



## TROOP POLICIES / GUIDELINES

### General

**MEMBERSHIP:** Membership in the Troop is open to all boys. The size of the troop roster normally varies from year to year. In the event membership growth would need to be limited, the Troop Committee will issue guidelines at that time.

**MEETINGS:** Are held at the Scout Hut across from Sardis Presbyterian Church, 6100 Sardis Rd., from 7:00 p.m. to 8:30 p.m., Tuesday nights.

**ATTENDANCE / PARTICIPATION:** Participation in meetings and monthly outings is an integral part of Scouting and a necessity for ALL rank advancement. Troop 133 has defined MINIMUM participation as attendance at 75% of the meetings, in uniform, and participation in 75% of monthly outings. Most young men who are serious about Scouting exceed this guideline; a high level of involvement is the expectation of the Troop Committee.

**WEARING OF THE UNIFORM:** Scouts are expected to wear the Scout uniform to all meetings and during travel on monthly outings. Uniform includes all Troop badges and rank. The Troop Committee does not consider earrings, etc. and other faddish jewelry appropriate on a scouting activity.

**LEAVING THE MEETING:** Only with the permission of the SCOUTMASTER. This is to ensure the safety and location of each Scout. Total meeting participation helps bind the troop together.

**PERSONAL CARS:** If a Scout brings a car to a meeting it will NOT be moved during the meeting. Scouts are NOT permitted to sit in cars during meeting times. Safety of all Scouts is paramount and each Scout's full participation in Troop activities is expected at all times.

**FORBIDDEN ACTIONS:** Harassment, alcohol, tobacco products, drug use and sexual offenses are not allowed. Child abuse by adults in any capacity is not allowed. These actions are grounds for dismissal from the Troop and possible criminal prosecution. The Troop adheres to the BSA policy of "two-deep leadership" meaning at least two adults must be with Scouts at all times. Reference is made to the parent's guide included in the Scout Handbook concerning these actions.

**YOUTH PROTECTION:** All adults that are involved with the Troop must have Youth Protection training.



## Advancement

**SCOUTMASTER'S CONFERENCE:** The Scout will request this conference in advance. It will normally be given by the Scoutmaster. The Scout should bring his Scoutbook to the conference.

**SERVICE HOURS FOR RANK ADVANCEMENT:** All service hours must be approved by the Scoutmaster other than Eagle Scout project service hours.

**TRANSFERRING SCOUTS:** Scouts transferring into Troop 133 are responsible for contacting their original troop and / or Council and obtaining their advancement records. These are required by the Mecklenburg County Council and are necessary before a boy can continue his advancement within the Troop. Parents should work with the Advancement Chairman. This DOES NOT apply to the new scouts or Webelos entering the Troop.

**BOARD OF REVIEW:** All Scouts should bring their Scout Handbook with rank requirements signed and dated and be in full uniform including neckerchief.

**MERIT BADGE BLUE CARDS:** When a Scout has successfully completed the requirements for a Merit Badge, the "Blue Card" (given to him by the Merit Badge Counselor or Advancement Chairman) is signed by the Counselor & Scoutmaster and turned in to the Advancement Chairman. When the Merit Badge is presented to the Scout, one section of the Blue Card is returned to him. **These sections must be retained** by the Scout to provide documentation of the actual badges earned; they must be presented to the Council office before the rank of Eagle is awarded. They are reviewed by two BSA officials during the Eagle Board of Review.

## Outings

**TENTS/HAMMOCKS:** Each Scout is expected to use the tents that are furnished by the Troop. When a Scout has reached the rank of STAR he may bring his personal tent/hammock on camping trips. Tent must be a 2-man tent that he agrees that he may need to share his tent with another Scout. Hammocks must have hanging straps and may not be hung with ropes to ensure lower impact on trees.

On "Official" Scouting functions all Scouts will sleep in the standard Troop tent (e.g., Camporees).

**ELECTRONIC DEVICES:** Are permitted on vehicular transportation only while driving to and from an activity, (unless specifically prohibited by the Scoutmasters). **At no time are electronic devices allowed on the "trail".**



**RESPONSIBILITY FOR TROOP / PATROL EQUIPMENT:** The Troop has substantial funds invested in Troop equipment. Learning responsibility for this equipment is part of growing up. When a Scout “signs-out” equipment he is expected to return it by the next meeting and to ensure that the Quartermaster has noted its return. Tents should be opened, dried-out and re-bagged, cookware washed and any other equipment cleaned. This is the Scout’s responsibility, not the parents’. Replacement/loss of major equipment will be discussed with scout and parent.

**MEDICAL FORMS:** Parents are responsible for advising Scoutmaster of any changes, including insurance.

**KNIVES:** Each Scout is required to have his “Totin’ Chip” card (regarding knife safety) before bringing knives to Troop activities.

**TRIP DEPARTURE TIME AND RETURN:** is specified for each trip; a handout is available at the Scout meeting prior to the trip. Please arrive at the Scout hut 30 minutes prior to departure to load the trailer and collect trip fees. Return to the Scout hut will usually be in the mid-afternoon on Sunday depending on distance of travel.

If parents plan to travel while the Scout is away on a Troop activity, please leave contact information and back-up arrangements with the Troop leaders--weather conditions have forced the Troop to return early on rare occasions. Upon returning to the Scout hut, NO Scout may leave without permission from the SPL of the trip.

**MEALS:** The troop leaders (boys) plan the weekend menu for the Scouts. Patrols buy food and boy/parents are reimbursed for money spent. Parents should make every attempt possible to stay within the budget. (\$10 x # boys) - see Fees below

**OUTING NOTIFICATION:** An information sheet is provided for each outing. It is available no later than the Tuesday Scout meeting prior to the weekend departure and also at departure day. It provides general trip information:

- ✓ location (written) and where available a map
- ✓ emergency phone #
- ✓ loading & departure times and the estimated return time
- ✓ meals to be cooked and purchased
- ✓ extra fees (e.g., due to an extended trip distance or extra meals cooked)
- ✓ remarks or special instructions (e.g., special equipment, special clothes, etc.)
- ✓ reminder to give scoutmaster any MEDICATION required

Note: Please advise troop leaders if parents can NOT be reached at the home (for emergency)



## Fees

**COST OF MONTHLY OUTINGS:** The Troop has attempted to limit the cost of monthly outings. Fees are collected prior to departure by the Troop Scribe:

Food cost is \$10.00/ Scout: The boys plan a single menu for their patrol. Each cooking unit or patrol selects a boy to buy food for his group using the menu. With his parents help, he is expected to buy food within or under his budget (\$10 per boy). Junk foods and soft drinks are not part of this menu. The boy/parents will be reimbursed for actual costs even if it exceeds his budget. This is considered a learning exercise for the Scout on how to live within a budget. He is not expected to bring “premier foods”.

A Scout who signs up to participate in an outing and does not attend is still responsible for payment of food costs.

The Troop’s objective is to “break-even” for the year on both transportation and food costs.

**DUES / RECHARTER:** This occurs yearly during March. Re-charter fees are due by the first week in March. Past costs were:

Boys Life =	\$11.00
National fee =	\$11.00
Troop dues =	<u>\$38.00</u>
<b>Total =</b>	<b>\$60.00</b>

These are subject to change by the National Scout Office. Troop 133 pro-rates for boys joining throughout our Scout year (Feb--Dec).

**FUND RAISERS:** Currently the Troop sponsors one fund raiser per year, the Troop BBQ sale during the Fall. Parents and Scouts are strongly encouraged to assist in this fund raiser so that our focus is on Scouting activities not on constantly raising Troop funds.

**REIMBURSEMENTS:** For High Adventure trips, Scouts are responsible for funds spent based on commitments. Reimbursements can only be made for funds that have not been spent or committed.



## Uniform Chart:

Type of Uniform	Articles of Uniform (BSA issued / approved)	When/Where Worn
<b>“Full” Class A</b>	Pants and Shirt Belt Socks Neckerchief & Slide Merit Badge Sash <b>or</b> Order of the Arrow Sash <i>(sashes are not necessary for non-Eagle Boards of Review)</i>	Court of Honor Board of Review Church Services Scout Sunday OA Ordeals Special Events
<b>Class A</b>	Pants and Shirt Belt Socks	Meetings Travel to / from outings
<b>Class B</b>	Pants/Shorts T-shirt <b>with Scout insignia</b> Belt Socks (optional)	Summer Meetings Troop Activities, as announced

### Notes:

1. The complete required Class A/B uniform is to be worn to all meetings, unless otherwise specified.
2. Insignia (rank) should be current and positioned correctly as shown in the Scout Handbook.
3. Footwear should be appropriate to the occasion.
4. Hiking / Camping / Outings Attire: T-shirts advertising alcoholic beverages, wording or pictures that can be considered suggestive (lewd), or graphics that have hidden meaning are not permitted.



## EQUIPMENT

Scouts are expected to pack for each monthly outing in their backpacks. Besides his personal equipment he must also pack patrol equipment, tent half and food.

As a “rule of thumb” his pack should weigh no more than 1/3 his body weight. This will vary based on the length of the hike. Help him pack light.

The list below details the minimum necessary for hikes and camping trips. It is intended as a guide for new Scouts. As the Scout gains experience, other equipment can be beneficial.

### Personal Equipment List:

<i>ITEM</i>	<i>COMMENTS</i>
Backpack with padded hip strap.	Internal/External frame, adjustable in height
Backpack cover	
Sleeping Bag with stuff sack	Rated to at least 50° F
Sleeping pad	
Plastic water bottles (needs 2)	Nalgene or 32oz sports drink bottle
Plate, cup, knife, fork, spoon	Use plastic utensils, common plastic bowls
Headlamp	Small
Personal first aid kit	Homemade, see Scout Handbook
Poncho/ Rain suit	
Compass & Whistle	
Pocket Knife	Small, single blade
Hiking Boots	See below
Bandanna (see clothing)	
Appropriate Clothing	See below
Personal hygiene items	As needed - small towel
Matches	In water proof container

Note: Feel free to discuss your son’s needs with a Troop Leader before purchasing sleeping bag, backpack, or hiking boots, or any equipment. Some equipment can also be rented at local some local stores – REI, Jesse Brown’s, and Great Outdoor Provisions. Many families do this prior to purchase.

**BOOTS:** current technology is rapidly changing the definition of boots. Any footwear built for hiking; leather, canvas or combination leather/nylon with traction soles and support over the ankles should be adequate for monthly outings. They should be water proofed after purchase.



Tennis shoes are permitted. They do not offer the total foot support your son needs on a hiking trail, but they are desirable for wear in camp. This is a parental decision.

**CLOTHING (pack in poly zipper bags):**

- socks, light polypropylene liners
  - socks, thick wool or synthetic hiking
  - toboggan hat
  - gloves
  - other clothing per season, pants (inexpensive, no cotton), light long sleeve shirt, shorts, sweater
  - windbreaker / light jacket
  - thermal underwear, poly
  - winter clothing--as appropriate
  - bandanna
- 
- ✓ Dress in layers for all seasons
  - ✓ Clothing and other gear can be packed in zip-lock or plastic bags.
  - ✓ Some used equipment and clothing may be available from consignment stores or Goodwill.
  - ✓ Each Scout should have his name on each article of clothing and each piece of personal equipment.





## Troop Equipment

Shared equipment is provided by the Troop. Each Scout is responsible for its safekeeping and timely return:

- Tent, two man, with floor and netting
- Dining fly- for cooking
- Gas stove, light weight trail type, with fuel canisters
- Cooking pots and skillet, utensils and cleaning supplies

Scouts who have checked out patrol equipment and cannot go on the camping trip must return the equipment to the scout hut so that it may be used on the trip.

All equipment must be clean, dry and ready for storage on its return. All tents must be “air dried” at home following an outing.

All equipment must be returned at the first meeting after each trip.

It is the primary responsibility of the patrol leader to be accountable for the condition of issued equipment.

## OUTDOOR ACTIVITIES

Scouting acknowledges that regular outdoor activities are the key to a strong Troop. We schedule outings with the intent of fun, adventure, and challenge. Our goal is a minimum of one (1) per month. Parents are encouraged to participate. Outings are usually 2 nights; backpacks are required on the majority of the trips. Specifics of the forthcoming outing are usually available 2 weeks’ prior at the regular Troop meeting.

**CAR CAMPING:** These are camping trips apart from long hikes. Day hikes may be included. In many instances other activities are the focus. see Misc. below.

**HIKING:** Normal hikes are from 5 to 10 miles on a weekend. Longer hikes are planned. Scouts and adults are expected to carry all needed equipment, food and supplies.

**MISC. ACTIVITIES:** (normally combined with car camping) Water skiing, snow skiing, rafting, canoeing, military bases, bike treks, caving, etc.

**SUMMER CAMP:** This is an integral part of the Scouting year. Many of the more difficult merit badges are completed, skills learned and new friendships developed. Attendance is essential for advancement to Eagle. The experience is especially



beneficial to new Scouts as separate programs are geared to their needs in rank advancement and can be combined with the more fun-type merit badges.

**HIGH ADVENTURE:** In addition to summer camp, special activities are available to individual Scouts or groups. These activities usually involve older Scouts. These trips include:

1. Philmont National Scout Reservation - New Mexico: Two weeks of backpacking and adventure programs at the Philmont Ranch.
  2. Sea Base - located in the Florida Keys / The Bahamas: A week of sailing or out-island camping.
  3. Other Activities and/or Events (e.g., National Jamborees, Appalachian Trail, etc.), as approved by the Committee.
- \* On occasion the troop has awarded some “financial aid” to deserving Scouts who are attending one of the High Adventure programs.

## ADVANCEMENT

The Advancement Program consists of awards from the rank of “Scout” through “Eagle.” All rank advancements require that the Scout participate in a Scoutmasters’ conference, during which the Scout’s attendance record, Scouting attitude, contribution to the Troop, and community service are reviewed. After successfully completing the Scoutmasters’ conference, the Scout goes before a Board of Review during which he demonstrates his knowledge and skills, through the appropriate rank level. The Board of Review is composed of at least two adult volunteers, typically the Advancement Chairman, his assistant(s), other Troop Committee members, or parents.

Parents are encouraged to discuss their son’s progress with the Scoutmaster. This can be done before or after the weekly scout meetings or the camping trips.

### A. Rank Advancement

1. Qualification for the Scout badge through First Class is through the successful completion of requirements as covered in the Scout Handbook. Support in working toward these ranks is provided by the Troop leaders and parents.
2. The ranks of Star through Eagle are earned through completion of merit badges, performing community service, and filling leadership positions in the Troop (see Troop Leadership Positions).



## B. Merit Badges

1. The Advancement Chairman issues the required **“blue card”** (merit badge application) to the Scout.
2. The Advancement Chairman maintains a list of authorized counselors, addresses, and telephone numbers.
  - a) All counselors are registered with the Scout district office and no other signature can be accepted.
  - b) A parent’s signature on merit badge cards is not acceptable, even if they are counselors for that particular badge. Substitutes must be found and the Advancement Chairman will assist as necessary.
  - c) When the counselor is satisfied with the Scout’s knowledge of the badge’s requirements, he or she will sign the blue card and return it to the Scout.
3. The signed card is then turned in to the advancement office of the Troop. The Council office at 7th street will issue the earned badge.
4. Keep all merit badge “Blue Cards” in a safe place. They will be required for the Eagle Board of Review.

## C. Scoutmaster Conference

Each rank advancement requires a Scoutmaster Conference. This is a special time for the SM and the Scout to meet and talk. Discussions may differ but the goal is to ensure the growth of the boy, develop his appreciation of scouting, encourage a love for the out-of-doors, emphasize his responsibility to himself and to society, light a flame of leadership and desire to lead the troop. Each conference varies based on the boy and his maturity.

- SM conferences are given on monthly outings. Scouts are responsible for scheduling with the Scoutmaster.
- The Scout should bring his Handbook to the conference for review and notations by the Scoutmaster. These are used in the Board of Review (i.e., participation in outings & meetings, verify service hours, Scout spirit, goal setting, etc.).
- Lower ranks - this discussion centers on having fun, friendships, how well he is doing, basic skills and participation.
- Middle ranks - this discussion builds on the above, but includes scout spirit, encouragement, being an example, goals, expectations, and knowledge.



- Higher ranks – this also builds on the lower and middle rank discussions, but with a focus on leadership, teaching the troop, service to others, and with heavy emphasis on the SM expectations, being responsible, all our actions are an example to someone, pride in self and Scouting, and overall attitude.
- Eagle conferences are usually held at the Scout Hut. Here we take the opportunity to review the young man’s total Scouting experience and give him the opportunity to explore why scouting is organized and functions as it does.

#### **D. Assistant Scoutmaster Conference**

- The ASM Conference is to be certain that all of the requirements for that particular rank have been completed before the scout is sent to his Board of Review.
- It also serves as a refresher and discussion to be sure that the scout has retained many of the skills that he has learned for that rank.
- The Scout is not retested on every aspect or requirement for that particular rank or previous ranks. However, the Scout will be asked to demonstrate several of the required skills learned for that rank as well as the skills required from previous ranks earned. This process serves several purposes: Provides an opportunity for the Scout to develop confidence in himself and the skills he has learned. It serves to reinforce these skills, aids in their retention and provides a sense of accomplishment upon the successful completion of the review.
- When a weakness is discovered, the Scout is counseled, studies and returns the next week to review that skill.
- Normally the ASM Conference is only conducted for the ranks of Tenderfoot through First Class.

#### **E. Board of Review**

- During the Board of Review, the Scout is to wear the full Class A uniform (with neckerchief) and bring his Scout Handbook.
- The purpose of the board of review is not to retest a scout but rather to determine the quality of his troop experience and to encourage him to advance toward the next rank.
- The Board assists the Troop in its recommendation for rank advancement and provides the opportunity for positive feedback to the Scout.



- It helps evaluate the effectiveness of the Troop training program and outdoor activities.
- It helps evaluate the Troop leaders and their efforts to teach the required skills to the Scout.

The Scout will be asked to discuss Scouting and relate Scouting experiences. He may be asked to comment on the Scout Law and Oath and how he applies these to his life.

Board members make every effort to conduct the review in a positive manner. Their intent is to convey to the Scout that he is important and the Troop leaders are interested in his progress.

The Board of Review for the advancement is held as required during the weekly Scout meeting. Scouts should request a board of review at least one week prior.

If no advancement is apparent within a reasonable length of time, the Scout may be counseled as to his progress.

#### **F. The Eagle Award**

An Eagle Scout is the highest award / rank in Boy Scouts. It is the result of all the aspects of Scouting coming together. By design it requires hard work, dedication, and a significant period of time to achieve. Parents by all means should encourage their son to be an Eagle Scout, not solely for the recognition of being an Eagle, but for the maturing experience it brings. As discussed earlier, Scouting is to “build character, foster citizenship, and develop fitness” so whether a boy makes Eagle is not as important as achieving these three objectives. When your son becomes a Life Scout, the advancement to Eagle is time consuming and tedious. It is his decision. It is a measure of his maturity and desire. It requires planning. The achievement belongs to him, not to the Troop or the adult leaders. He must step forward to make it happen.

It is suggested that parents discuss what is required for Eagle with the Scoutmaster or Eagle Coordinator ASAP.

The Eagle Coordinator is an assigned Troop Committee member who works with all Eagle candidates on their trail to Eagle. Life Scouts are expected to work closely with this individual in all phases of moving to Eagle. The Eagle Coordinator must agree with and “sign off” on the different steps toward Eagle. We cannot stress too much the importance of Life Scouts working through the Eagle Coordinator.



The official BSA list of Eagle requirements and the official BSA Eagle Application Form contain the details about what it takes to earn the rank of Eagle. Below for informational reference is a general list of the requirements:

- 21 merit badges as outlined in the handbook (you must have all Blue Cards signed & stamped for the Eagle Board of Review)
- Completed Eagle project with committee approval
- Troop leadership position - 6 months
- 4 letters of recommendation
- Recognized Scout Spirit
- Meets Troop's standard for participation in meetings & outings.
- Scoutmaster's conference
- Meet with the Eagle Coordinator - This should be accomplished soon after reaching the rank of Life Scout. You will discuss your plans and dates to complete merit badges, a projected beginning and ending dates of your proposed project, participation, leadership and other appropriate topics.
- Eagle Application - The Coordinator will provide the application. It is the official document processed by the Troop, local Council and National office. Ensure it is COMPLETE, ACCURATE, especially for merit badge dates, neat and has all signatures. The Scout should start gathering the data and attachments early. This application must be submitted to the local Council office no later than the day before the Scout's 18th birthday.
- Eagle Project - This is defined as service work for the community, Church or other appropriate non-profit organization. This is a long term activity that includes detailed planning, write-up, presentation, supervision, leadership, self-evaluation. It is preparation for entering college or the business community.
- Meet with the Eagle Coordinator
- Projects normally take 6-9 months to prepare and complete.
- Write-up is per the BSA project outline.
- There is an expectation that a minimum of 100 hours and \$100 will be required.

### **G. Eagle Project**

The Eagle Project is a learning opportunity in planning, execution and evaluation of a specific effort. Remember when the Troop committee or the Eagle Project Committee at the Council Office reviews your project; they want to read your write-



up and everything should be self-explanatory; it should fit together and follow a logical sequence. The BSA office has less than 15 minutes to read, understand and pass on your project--make it easy for them. The following are some helpful hints in achieving this goal:

- Read the Eagle Project write-up booklet.
- Stay in **constant contact with your Eagle Coordinator**-- in all stages.
- Prepare "rough draft" on plain paper for editing & re-editing by Eagle Coordinator
- Ensure write-up is reviewed in detail for grammar, spelling & typo mistakes
- Allow 6-9 months for project completion.
- Statement on number of hours for completion. (100+ hours is expected, many projects approach 200 hours.)
- Develop a "**time line**" in your project write-up. (What you want to accomplish each work day, number of people required and some of their tasks, hours needed to accomplish each part of the project and projected completion date.
- Scout should include a statement of cost and a breakdown of items and their costs in **table format**, total costs for the complete amount. Include a notation of donated items.
- There should be a statement of how money is to be obtained (e.g., your working and how much you will contribute.) While not a specific requirement as due to differing project scopes, most Scouts spend approx. \$100 of their own money, earned in odd jobs.)
- Paragraph on safety including first aid kits & adults using power equipment.
- Include a statement on transportation for Scouts to & from work site.
- Statement on **protecting the environment**, (protecting nesting & habitat, muddy run off, pesticides, etc.)
- Why is this project of value and to whom? Provide name of person (or group) that you have met with and discussed the project.
- **Include** photographs, drawings, blueprints, maps with measurements/ to scale, (whatever is available.)
- Make reference to city permits and who will obtain, if applicable.
- **Outline YOUR leadership responsibilities.** You must show supervisory / leadership learnings with this project. (Getting your family & friends to do your work does not count.)



- **Keep a diary**, by date, of what you did each “work session” (completions, problems, experiences, etc.) Use this in your final write-up. Use it as a check with your original projections.
- Keep a detailed **list of all persons who worked** for you by day and total hours for each person. Identify Scouts vs. adults & friends.
- Utilize a computer whenever possible to give a professional appearance to the write-up. Check for spelling and grammatical errors.
- Work with the Eagle Coordinator on final write-up and re-submission of completed project to the Troop Committee.

#### **H. Court of Honor**

Courts of Honor are scheduled twice yearly to recognize the accomplishment of the Scouts by Family members. These are held on a regular basis in the Fellowship Hall of Sardis Presbyterian Church. Families are given as much notice as possible to allow for planning of schedules. Parents, siblings, grandparents, etc. are strongly urged to attend these ceremonies. The program usually includes:

- Covered dish supper
- Troop business / financial statement
- New Scout Induction Ceremony
- Recognition of Rank Advancement. Scouts are given a pin of rank which they give to their mother. (Many mothers wear a red ribbon on which is displayed her son’s advancement pins.)
- Merit badge recognition
- Other timely troop topics such as summer camp, High Adventure, BBQ, etc.
- Scoutmaster (brief) minute
- Closing

## **TROOP AND COMMITTEE OFFICES AND RESPONSIBILITIES**

**TROOP COMMITTEE CHAIRMAN:** The Troop Committee Chairman is responsible for Committee coordination of Troop functions and the implementation of scheduled Troop activities.

The Chairman presides at scheduled Courts of Honor and Troop Committee meetings.





**TROOP COMMITTEE VICE CHAIRMAN:** The Vice-Chairman is responsible for assisting in the successful implementation of the activities of other Committee chairmen as required.

This office also presides in the absence of the chairman at Troop Committee meetings and Courts of Honor.

The office is responsible for:

- Working with and scheduling new members.
- Occasional District Roundtable attendance.
- Coordination of special training to include junior leadership training, etc.
- Special Scout/Troop events.

**TROOP COMMITTEE:** The Troop Committee provides guidance and direction for the Troop. The Troop Committee makes decisions regarding the Troop that are otherwise outside of any individual positions. The Troop Committee meets on the first Thursday evening of each month, except July.

**TREASURER:** The Treasurer is responsible for all deposits, payments, and distribution of Troop funds as approved by the Troop Committee.

The Treasurer is responsible for the annual rechartering of the Troop and the collection of related dues.

**SECRETARY:** The Secretary is responsible for writing, publishing, and distributing the minutes for all committee members and Courts of Honor. These are to be mailed or emailed to committee member's homes prior to the next meeting.

This office provides notification to all members of upcoming committee meetings to include time and place.

This office is responsible for forwarding information to be sent to Troop families as required outside of the Troop newsletter.

**NEWSLETTER EDITOR:** The Newsletter Editor is responsible for the publication of the Troop Newsletter. This publication includes items of interest to the Scout and parents.

Included is the Calendar of Events for the near term. The newsletter is to be published and mailed as required to keep Scouts and parents adequately informed of Troop activities.

It is the responsibility of the Editor to secure volunteer assistance in the writing, publication and mailing of the newsletter from the Scouts, Troop leaders or parents.



**ADULT LEADER FOR ADVANCEMENT:** The Adult Leader for Advancement is responsible for the implementation of Troop advancement policies, other than the rank of Eagle. This office may have co-members to help in the accomplishment of the above. Specifically, he and his co-members will be responsible for:

- Merit Badges: Maintaining a current list of qualified merit badge counselors and assigning them when requested by a Scout. This office is also responsible for the verification of signatures up to and including minor testing of the Scout if desired.
- Rank Advancement: Scheduling Boards of Review for the ranks of Tenderfoot through First Class and coordinating the Boards for the ranks of Star and Life.

The Adult Leader for Advancement participates in the two Courts of Honor each year. The Leader presides over the induction of new Scouts and the recognition of Merit Badges and Rank Advancements at the Courts of Honor.

The Adult Leader for Advancement will coordinate the activities required with regard to rank advancement while the Scout is in the Troop. He will be responsible for all administrative requirements of this position and represent this office on the Troop Committee.

**EAGLE COORDINATOR:** The Eagle Coordinator is responsible for the review and progress of all activities related to a Scouts work towards achieving the rank of Eagle. He provides direction and counsel to Life Scouts in the process and requirements for the rank.

The Eagle Coordinator guides or directs:

- Eagle Service Projects
- Eagle Boards of Review
- Eagle Award Ceremonies and Presentations

This office arranges for all Eagle projects to be presented by the Eagle candidate to the Troop Committee prior to the first stage and again after completion but before sending to the Council office.

This office keeps a current list of qualified adults to serve on Eagle Boards of Review. He schedules these boards as requested and coordinates with representatives from the Council and District.

**ADULT QUARTERMASTER:** The Adult Quartermaster is responsible for the camping gear, supplies and other equipment of the Troop. The activities of this office are to be



coordinated with the Troop leaders and implemented, as much as possible, through Scout participants.

This office is responsible for the following:

- Purchase of equipment
- Inventory of equipment

The Adult Quartermaster works with the Troop Quartermaster to ensure the following:

- Signing in and out of equipment used for Scout activities.
- Maintenance of the equipment and the storage room.

**ADULT LEADER FOR TRANSPORTATION:** The Adult Leader for Transportation is responsible for arranging transportation for all Troop functions as planned by the Troop leaders and approved by the Troop Committee. These must be planned a minimum of three months in advance by the Troop leaders.

Arrangements for personal vehicles will be made as required to meet the transportation requirements of the scheduled activity. The Adult Leader for Transportation will coordinate the acquisition of *tour permits*. Responsibility for the Troop trailers is part of this office.

**ADULT LEADER FOR FORMAL EVENTS:** This position is responsible for the coordination of the Troops special events. These events include Court of Honor, Eagle ceremonies, Christmas party, annual Barbecue. Whenever an event includes a social aspect, the Troop depends upon this role for the function.

**ADULT KEEPER OF RECORDS:** Maintains the *Troopmaster* PC program with Troop records and keeps visual records up to date (e.g., wall name plates, church bulletin board, scrapbook, yearly health forms, etc.). Works with all adult leaders as necessary.

**LIAISON TO THE SCOUT OFFICE:** The role of this position is to maintain a good communication with the Boy Scout Council Office. Also, the liaison attends the monthly Council Roundtable discussion. Any communications with the Council Office should involve this leader.

**ADULT LEADER FOR SUMMER CAMP:** This person is responsible for seeing to it that all of the details for Summer Camp are taken care of. Collection of fees, health forms up to date, merit badge selections, equipment coordination, camp requirements are all details that are overseen by this leader.

**ADULT LEADER FOR MONTHLY TRIPS:** The success of the Troop's monthly trips depends upon the proper planning of those trips. That is normally done by the



individual(s) who plan the trips. The role for the adult leader is to make sure that all details of a typical weekend trip are known and accomplished. This person should be the “go to” person for any adult planning a weekend trip.

**MERIT BADGE COUNSELOR:** A Merit Badge Counselor is a person whose vocation or avocation is related to the merit badge subject. A MB Counselor is responsible for instructing the Scout as well as seeing to it that all requirements are accomplished. An application to be a Merit Badge Counselor must be completed and approved in advance.

**ASSISTANT SCOUTMASTER:** An Assistant Scoutmaster provides support and assistance to the Scoutmaster. They also conduct ASM conferences and rank advancement boards of review. ASMs typically participate in and help with planning weekend trips. They also assist the boys with rank advancement and general learning.

**SCOUTMASTER:** The Scoutmaster primarily trains and guides boy leaders to run their Troop. He works with and through responsible adult leaders to bring scouting to boys, helps boys to grow by encouraging them to learn for themselves, guides boys in planning the troop program, helps the Troop Committee recruit Assistant Scoutmasters, and conducts Scoutmaster Conferences.