

TROOP 101 HANDBOOK

June 1, 2010

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Welcome Letter from the Troop 101 Committee

TO THE PARENTS: WELCOME

We would like to welcome you and your son(s) to Troop 101. By joining the Troop, you have given permission for your son(s) to participate in an organization whose purpose is to provide an effective program designed to build the desirable qualities of moral strength and character, the responsibilities of participating citizenship, and the development of strong physical, mental and emotional fitness. How your son(s) will accomplish this involves a diverse program of methods and activities. The path to Eagle Scout, even though a lot of fun, is a big challenge. Less than 2% of those who come into the program achieve this goal. The Troop is not a baby sitter for those parents dumping their sons to gain more free time. The Scouting program works at its best when generous amounts of parental motivation and encouragement are there to help the Scout along the way. We encourage you to become active in the Troop organization; we always have openings in the leadership and committee positions.

This handbook is intended to give you information about our Troop, and the Boy Scouts of America. This is a living document which will be updated periodically and comments and suggestions are always welcome.

Sincerely,

The Troop Committee

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1.0 PURPOSE AND AIMS OF TROOP 101

- 1.1. The purpose of Troop 101 is very simple, to advance the “aims and methods of the Scouting program” according to the Boy Scouts of America.
- 1.2. The Boy Scouts Mission Statement is as follows: “The Boy Scouts of America was incorporated to provide a program for community organizations that offers effective character, citizenship, and personal fitness training for youth. Specifically, the BSA endeavors to develop American citizens who are physically, mentally, and emotionally fit; have a high degree of self reliance as evidenced in such qualities as initiative, courage, and resourcefulness; have personal values based on religious concepts; have the desire and skills to help others; understand the principles of the American social, economic, and governmental systems; are knowledgeable about and take pride in their American heritage and understand our nation’s role in the world; have a keen respect for the basic rights of all people; and are prepared to participate in and give leadership to the American society.”
- 1.3. The aims of the Scouting program are to build character, foster citizenship, and develop fitness. These aims are achieved through a series of Scouting methods that consist of ideals, patrols, outdoors, advancement, personal growth, adult association, leadership development, and uniform. The ideals of Scouting are found in the Scout Oath, Law, Motto, and Slogan. All Scouts are expected to live by these ideals. The patrol method develops leadership and teamwork abilities in a small group setting before it is applied on a larger Troop setting. The outdoors is the key setting where the aims and methods are achieved. Weekend camping establishes self reliance as the Scouts learn to work together and survive on their own. Advancement creates a challenge to all Scouts by providing them with a series of obstacles to overcome. Furthermore, it provides a rewarded sense of accomplishment for the Scouts hard work and determination. Personal growth is developed as Scouts provide service, advance, and develop a plan for the Scouting years. All these activities provide an opportunity for the Scouts to grow as individuals and members of their community and religious organizations.
- 1.4. Adult association provides role models for the Scouts to observe and also creates setting where adults and Scouts work together to achieve common goals and have fun while doing so. Leadership development is formed as each Scout assumes a Junior Leader position. The development starts with patrol positions on a smaller level, and fully develops as Scouts assume Troop junior leader positions that are essential to the operation of the entire Troop.
- 1.5. Remember, your sons as leaders, run the Troop. Finally, the uniform gives Scouts an identity.
- 1.6. **It is not our objective to ensure that each boy obtain the rank of Eagle (though this is desirable).** Our main objective is to provide a solid program where Scouts can learn, develop, and most importantly, have fun while achieving the “aims and methods of the Scouting program”. The only way such a program can be achieved is through challenging the Scouts. In addition, the Troop places emphasis on several important goals which include development, leadership, self reliance, and self esteem. The goals are attainable through the presence of a solid Scouting program, one which Troop 101 is pleased to offer.
- 1.7. **So what is it that Boy Scouts do anyway?** Well, the answer to that question is anything. One of the most important concepts to understand about Scouting is that it is a program run by the Scouts. Activities that the Scouts do are all decided by the Patrol Leaders’ Council. The PLC is like the executive board of a company, they make all the decisions. They decide what topics should be covered at the meetings, what campouts they want to attend each month, where they want to camp, and what skills or topics they want to cover.

2.0 ACTIVE PARTICIPATION

- 2.1 The scope and quality of the Troop program is a result of active participation. Good participation equals a good program; poor participation equals a marginal program.

- 2.2 All members of Troop 101 are expected to participate in all phases of the Troop program to the full extent that they can. We recognize that families and Scouts have many other activities (school, church, sports, music, and family vacations/traditions) that will sometimes conflict with scheduled Troop activities. We can only ask that families and Scouts try to minimize these conflicts, and take as active a role in Troop activities as the family schedules will allow.
- 2.3 Active participation means regular attendance at Troop meetings, monthly activities, service projects, and fundraisers.
- 2.4 When a Scout cannot attend a Troop activity, we ask that he notify his Patrol Leader in advance.

3.0 PARENT SUPPORT

- 3.1 A key element in maintaining and improving the quality of Troop 101 is by having active parent support. To be successful, Scouting must be a family activity. Parent support does not consist of driving your son to a Troop meeting and picking him up. We are not a baby-sitting service. Good parent support consists of the following:
- a) Make sure your son attends Troop activities and is prepared for them.
 - b) Encourage your son in his Scout advancement.
 - c) Take an active interest in his Scouting activities.
 - d) Pay attention to the Troop calendar and meet the deadlines for fees, registration forms, permission slips, medical forms, etc.
 - e) Provide transportation to and from outings and activities.
 - f) Attend and participate in Troop outings and activities. We view community service and Eagle projects as “must attend” events for both Scouts and their parents.
 - g) Attend parent meetings, courts of honor and other Troop/family activities.
 - h) Join the Troop Committee. The committee is made up of parents and meets once a month to set Troop policy. It is expected that at least one of each Scout’s parents or guardians will be active with the Troop, either as an adult leader or committee member.
 - i) Become a Merit Badge Counselor for the Troop. You don’t have to be an expert in the area. There are over 120 merit badges so there should be something you know about. Counselors must register, free of charge, to become a Merit Badge Counselor.
 - j) Participate in and support fundraiser projects. This is how we earn money for Troop equipment and the Scouts can earn money for activities.
 - k) Be responsive to any Troop “special needs” as announced.

4.0 ADMINISTRATION

- 4.1 Membership. The requirements for any boy to join the Boy Scouts are that he be eleven (11) years old, or completed fifth grade, or has earned the “arrow of light”, and that an official BSA registration be completed and signed by a parent or guardian. Parents are also asked to attend a Troop meeting and sign the attached form that states that these guidelines contained herein have been read and understood.

- 4.2 Registration, Scout. New boys to the Troop complete an Official BSA “Scout Application” Form, Personal Health/Medical Record, and Parental Permission Slip, sign the Troop Handbook Form, and pay the annual registration fee (currently \$15.00 per year).
- a) Parental Permission Slip. Part C of the Medical Form serves as the permission slip.
 - b) Annual Health and Medical Record. This is a 3 part form. Parts A and C are to be completed annually by all BSA unit members. Both parts are required for all events that do not exceed 72 consecutive hours, where the level of activity is similar to that normally expended at home or at school, such as day camp, day hikes, swimming parties, or an overnight camp, and where medical care is readily available.. Part B is required with parts A and C for any event that exceeds 72 consecutive hours, a resident camp setting, or when the nature of the activity is strenuous and demanding, such as service projects, work weekends, or high-adventure treks. It is to be completed and signed by a certified and licensed health-care provider—physician (MD, DO), nurse practitioner, or physician’s assistant as appropriate for your state. A copy of this form can be found at the Troop 101 Website
- 4.3 Registration, Adult. New adults to the Troop complete an Official BSA “Scout Application” Form, Personal Health/Medical Record, sign the Troop Handbook Form, and pay the annual registration fee (currently \$15.00 per year).
- a) Annual Health and Medical Record. This is a 3 part form. Parts A and C are to be completed annually by all BSA unit members. Both parts are required for all events that do not exceed 72 consecutive hours, where the level of activity is similar to that normally expended at home or at school, such as day camp, day hikes, swimming parties, or an overnight camp, and where medical care is readily available. Part B is required with parts A and C for any event that exceeds 72 consecutive hours, a resident camp setting, or when the nature of the activity is strenuous and demanding, such as service projects, work weekends, or high-adventure treks. It is to be completed and signed by a certified and licensed health-care provider—physician (MD, DO), nurse practitioner, or physician’s assistant.
 - b) Youth Protection Training is required for all registered volunteers.
 - c) New leaders are required to take Youth Protection Training before they submit their application for registration. The certificate of completion for this training must be submitted at the time application is made and before volunteer service with youth begins.
 - d) Youth Protection Training must be taken every two years. If a volunteer’s Youth Protection Training record is not current at the time of recharter, the volunteer will not be reregistered.
- 4.4 All Scouts and adult leaders must be registered.

5.0 FINANCE

- 5.1 **Dues.** Yearly dues per Scout are established by the Troop Committee. The Troop has raised money by a yearly fund raising activity, i.e. flower sales. It is expected that each Scout will raise a certain amount of money (established by Troop Committee) in lieu of paying dues. If a Scout falls short, he must pay the difference. If he sells more, credits toward future activities are given, i.e. summer camp. The revenue generated pays for such items as Troop and Scout registration, Troop insurance, advancement patches and awards, Troop equipment, some activity fees, etc.
- 5.2 **Troop Activities.** Costs for campouts and other activities are divided up among those participating.
- 5.3 **Summer Camp.** Paid for by each Scout, average amount has been \$225.00.

- 5.4 **Financial Aid.** In cases of financial hardship, application can be made to the Troop Committee. If financial aid is granted, the Scout and parent(s) will sign a contract for the Scout to perform service in lieu of repayment.

6.0 SCOUT HANDBOOK

- 6.1 The Boy Scout Handbook will answer almost all questions about Scouting. Both Scout and parents should read through this book carefully.
- 6.2 The Handbook (and uniform) can be purchased from the District Scout Office, 5737 Linderson Way, in Tumwater. Phone: (360) 357-3331. Most BSA products can be acquired online at the national website.
- 6.3 The Scout Handbook is brought to all meetings and outings. On extended outings a photocopy of the advancement pages, in a waterproof bag, should be brought.
- 6.4 It is the basis and record for advancement.

7.0 TROOP CHARTER AND SPONSOR

The Boy Scouts of America does not operate units directly. Instead, it grants charters to organizations authorizing them to organize Scout Troops as part of their youth service program. Troop 101 is Chartered by the Lacey Sunrise Lions Club.

8.0 TROOP ORGANIZATION AND LEADERSHIP

Troop 101 is organized as follows:

8.1 Troop Committee.

- a) The Troop Committee is the “Board of Directors” for the Troop, and consists of adults who are committed to the purposes of Scouting. Any adult can be on the committee. The only requirement being that he/she register as a “committee member” with the Troop. Some of the Troop Committee’s responsibilities include: establishing Troop policy, supporting the Scoutmaster in the implementation of the Troop’s program approving the Troop’s activities and budget, providing the administrative framework to support the Troop as a continuing organization, supporting Troop functions by serving on subcommittees for specific Troop activities, and as applicable, individual members serve as Merit Badge Counselors, and serve on “Boards of Review.”
- b) The Troop Committee meets monthly. The Troop Committee meetings are businesslike affairs handled in a public meeting format. The Committee represents the parents, and parents may raise issues with committee members. Parents are welcome to observe committee meetings and may speak specifically to a topic that interests them.
- c) It is expected that at least one of each Scout’s parents or guardians will be active with the Troop, either as an adult leader or committee member.
- d) Committee Quorum consists of 6 or more registered adults of which no more than half can be Scoutmasters.

8.2 Scoutmaster and Assistants.

- a) The Scoutmaster and one or more Assistant Scoutmasters, also members of the Committee, are the adult leaders that work directly with the Scouts. They are primarily responsible for: 1) Training and guidance of the Scouts consistent with the Aims and Objectives of the BSA; 2) Providing a safe outdoor program to all Scouts. By assuming these two key responsibilities, the adult leaders provide the Scouts with the tools to actually deliver the Scouting program to themselves and their fellow Scouts.
- b) The Scoutmaster must be approved by the Troop Committee. The Scoutmaster can appoint as many Assistant Scoutmasters as he/she deems appropriate to carry out Troop functions. All adult leaders must register with the Troop under their leader title.
- c) The Scoutmaster is responsible for day-to-day Troop operations, and provides oversight of meetings and activities.
- d) Scoutmaster appoints the Troop Guide and Junior Assistant Scoutmaster.

8.3 Senior Patrol Leader (SPL), Assistant Senior Patrol Leader (ASPL).

- a) SPL runs the Troop meetings. The “chain of command” revolves around the Senior Patrol Leader. He serves as the channel of communication between patrols and the adult leaders. The SPL appoints, with Scoutmaster approval, other Troop leadership positions to include: ASPL; Scribe; Quartermaster; Librarian; Historian; Chaplain’s Aide; Instructors; Troop Webmaster; Den Chief.
- b) ASPL acts as the SPL in his absence. He oversees the leadership position listed above.

8.4 Patrol Leaders Council (aka “Green Bar”).

Comprised of the Senior Patrol Leader, the Assistant Senior Patrol Leader, and Patrol Leaders. The PLC’s job is to plan and run the programs of the Troop, under the guidance of the adult leaders. In essence, the executive board of the Troop. They make the decisions! All Scouts, to gain experience, should also attend these meetings as non-voting members.

8.5 Patrol Leaders and Patrols.

Patrols are groups of 6-8 Scouts which represent the smallest democratic unit of the Troop. (See Section “13.0 The Patrol Method.”)

8.6 Other:

Decisions in the Troop are made by consensus. If a consensus can’t be reached, they are made by a majority vote.

The planning and conducting of Troop activities is largely a responsibility of the Scouts.

Scouts with questions or concerns should first go to their Patrol Leader, who in turn should go to the Senior Patrol Leader, who then should go to the Scoutmaster.

9.0 SCOUT UNIFORM

- 9.1 The Scout Uniform makes the Scout Troop visible and creates a positive youth image in the community. The wearing of the uniform shows each Scout’s commitment to the aims and purpose of Scouting, and provides a way for Scouts to wear the badges that show what they have accomplished.

- 9.2 All Scouts are expected to properly wear “FULL UNIFORM” (aka Class A) at all meetings and events, unless otherwise notified. The Troop 101 “full uniform” consists of:
- a) Scout Shirt.
 - b) Scout Neckerchief (black on red) and slide (not a bolo tie, unless over 18).
 - c) Rope.
- 9.3 Uniforms are expected to be worn while traveling to and from some activities, and during other special functions. Uniform requirement will be posted on the outing bulletin board.
- 9.4 When uniforms are worn, they will be worn in the proper manner: buttons buttoned, and shirttails tucked in.
- 9.5 Uniforms are expected to be kept in a clean and neat condition.
- 9.6 A “Class B” uniform is considered more of an activity uniform and consists of a Troop T-shirt or other BSA shirt. This can also be the Scout shirt, without the neckerchief.
- 9.7 We do not allow Scouts to wear any clothing that advertises alcoholic beverages, cigarettes, or has any derogatory or offensive messages.

10.0 COMMUNICATIONS

- 10.1 In any organization, communication is essential. The Troop maintains a Troop Website with current information posted. We have a monthly newsletter and regular e-mail notifications. Information is also given out at the Troop meetings, which is why regular attendance is important.
- 10.2 For short notice communications we use the “Troop Phone Tree.” The Scout Master contacts other adult leaders and the Senior Patrol Leader. The Senior Patrol Leader contacts the Patrol Leaders who will contact members of their patrol.

11.0 TROOP MEETINGS

- 11.1 Troop meetings are held the First and Third Thursday of each month, from 6:30 pm to 8:30 pm, at the Old South Bay Fire Department (unless announced otherwise).
- 11.2 A normal Troop meeting may consist of: Opening and Flags; Patrol Announcements; Planning for upcoming events; Skill instruction; Game; Patrol meeting (to review skills taught and other Patrol business); Skill competition; Adult Leader Announcements; Closing; Scoutmaster Circle (Final announcements, Scout master minute).
- 11.3 Certain portions of each meeting are lead by various Scouts under the leadership of the Senior Patrol Leader.
- 11.4 Skill instruction at Troop meetings will be based on monthly themes pre-selected by the PLC, such as: first aid skills; lashing/knot tying; knife and axe handling; backpacking; use of Troop equipment; outdoor skills; outdoor clothing; winter camping; orienteering; etc.

12.0 TROOP MEETING REQUIREMENTS

- 12.1 Each Scout is expected to wear the Scout uniform, and bring the Boy Scout Handbook, notepad and pencil.
- 12.2 It is up to the Scout to find out what he missed at the last Troop meeting or activity. This can be done by calling the Scout's Patrol Leader, or by calling the Senior Patrol Leader.

13.0 THE PATROL METHOD

The Patrol method: promotes friendship by grouping friends together; the small sizes allows each Scout to get involved because he is needed in helping the Patrol function; develops responsibility as each member of the Patrol takes on a leadership position within the patrol; introduces a democratic process to decision making.

- 13.1 Read Chapter 1 in the Scout Handbook.
- 13.2 Upon registering, your son will be assigned to a Patrol (new or existing). Each Patrol consists of eight or less Scouts, and is lead by a Patrol Leader.
- 13.3 The Scouts of the patrol elect the Patrol Leader. His primary responsibility is to represent and make known the wishes of his patrol at the PLC. The Patrol Leader is also responsible for relaying information from the PLC to the patrol, ensuring Scouts within his patrol are assigned to required tasks, advancement help, and the conduct of patrol members. Patrol members participate in all activities as a team. Part of learning to lead is by first learning to follow. It is important to understand that the Scouts run the Troop. The adult leaders provide guidance. The Patrol is the Key, and the Patrol Leader is the Key Man.
- 13.4 Each Patrol member can be assigned a job by the Patrol Leader.
- 13.5 Patrols plan for and participate in Troop outings and activities as a unit. The Patrol checks out Troop equipment, prepares its own menus, buys its food, cooks as a unit, etc.
- 13.6 Decisions in the patrol are made by consensus vote. If a consensus can not be reached a majority vote is used.

14.0 TROOP ACTIVITIES

- 14.1 Most major Troop activities are planned at least six months in advance, and the times and dates are announced at meetings, and published in the Calendar in the Troop newsletter. Please keep track of these dates and help us avoid conflicts. The Troop depends on parent support to see to it that their son attends as many Troop activities as possible.
- 14.2 Scouts are expected to participate in four major types of activities:
 - 14.2.1 Fund Raisers: These are activities established by the Troop Committee that are held for the purpose of raising money for the Troop (in lieu of dues) operating costs. Scouts are expected to participate in these activities since they benefit directly by having the use of Troop equipment such as tents, stoves, cook kits, canoes, etc. The Scouts can also personally benefit by earning money toward summer camp fees by selling extra. Fund Raiser activities do not count for service.
 - 14.2.2 Service Projects: Service Projects are those activities which are of benefit to the community. Service hours are needed for rank advancement.
 - 14.2.3 Troop/Patrol Activities and Outings: To advance through the ranks of Tenderfoot, Second Class & First Class a Scout is required to participate in certain Troop/Patrol Activities. The intent of this requirement is that the Scout go on a certain number of outdoor activities such as camping or hiking. It is up to each Scout to take advantage of these opportunities in order to advance in rank.

- 14.2.4 Eagle Projects: Scouts are expected to participate in Eagle projects. In doing so, the Scout helps their fellow Scouts, and provides service to the Troop and the community.
- 14.3 A Troop permission slip (Health Form -- Part C) must be signed by a parent or legal guardian before a Scout can attend any Troop activity or outing. Permission slips must be brought to the Scoutmaster by the deadlines indicated, or the Scout will not be allowed to attend the activity or outing. No exceptions will be made.
- 14.4 Before leaving on any outing, contact phone numbers for each Scout's parents/guardian MUST be provided (or on file), who must be able to be reached at all times (yes, 24 hours a day!) in case of:
- 14.4.1 An emergency; or
- 14.4.2 Discipline problem.
- 14.4.3 If called (even in middle of night), a parent/ guardian MUST immediately mobilize to pick up their child.
- 14.5 Scouts are not permitted to leave any Troop activity, including Troop meetings, without notifying a Scoutmaster.
- 14.6 Schedule changes and additions will be communicated by use of the Troop "phone tree" or special notices published in the Troop Newsletter and Website.
- 14.7 Certain "high adventure" activities are limited to Scouts who have the requisite skills and equipment. Admission to the activity will be at the Scoutmaster's or Activity Leader's discretion.
- 14.8 Scouts: Remember, IT IS YOUR TROOP! The adult leaders are here for guidance and counseling only. Get involved in the planning if you do not like the existing program.
- 14.9 The statement "my parents forgot" will not be accepted as a reason for anything. It is up to each Scout (not the parents) to make sure he is ready for all Troop activities and outings.

15.0 SUMMER CAMP

- 15.1 Each year, the Troop participates in a 7 day summer camp program. Attending this camp is VERY IMPORTANT to the advancement growth of the Scouts. Summer Camps provide our Scouts with the facilities and trained instructors to earn rank advancements and merit badges that are difficult for the Troop to provide during the rest of the year. This opportunity is especially important to our new Scouts. Summer camp provides a quick start on the Boy Scout program, and gives new Scouts many of the requirements they will need to achieve all of the advancement ranks up through First Class. Summer Camp helps the Troop to bond as a single unit.
- 15.2 The Troop usually begins advertising the dates of Summer Camp and distributing related information at least 6 months in advance. About one month prior to summer camp, a meeting will be held to explain summer camp policies and procedures. It is very important that parents attend this meeting so that any questions or misunderstandings can be resolved.
- 15.3 All camp fees must be paid before going to camp.
- 15.4 TROOP SUMMER CAMP RULES
- a) Conduct -- All Members will conduct themselves as "SCOUTS" at all times, and the "Buddy System" will be used in all non organized activities.

- b) Programs – Scouts are expected to participate in the programs offered at camp.
- c) Meals -- Scouts are required to attend all meals. A Class “A” Uniform is required for all formations and meals. A Class “B” Uniform is often OK for lunch.
- d) Formations -- Scouts are required to be at formations on time. Repeated abuse of this rule will bring appropriate disciplinary action.
- e) Discipline -- Severe discipline problems will result in the parents being called to come pick up their Scout. (See Section “30.0 Discipline.”)
- f) If a Scout is asked to leave camp, the camp fees paid will not be refunded.

16.0 TRAVEL POLICY

- 16.1 When traveling to and from outings and activities, all Scouts are to be in seat belts at all times. All vehicles are always to be left cleaner than you found them. Any disruptive behavior will not be tolerated. If any Scout behaves in such a way that is disruptive to the driver, he will be asked to be picked up by a parent when we arrive at the destination.
- 16.2 All drivers must have a valid driver’s license and be at least 21 years of age.
- 16.3 Proof of Insurance is required for all vehicles used in Scout functions or transportation. The amount of this coverage must meet or exceed the state insurance requirements, and that of the BSA.
- 16.4 Vehicles not meeting the minimum insurance requirement CANNOT be used to transport Scouts to Scouting Activities.

17.0 ADVANCEMENT (THE TRAIL TO EAGLE SCOUT)

- 17.1 Scouting provides a series of surmountable obstacles and steps to overcome them through the advancement method. The Scout plans his advancement and, by participating in the Troop program, progresses as he overcomes each challenge. The Scout is rewarded for each achievement, which helps him gain self confidence. The steps in the advancement system help a boy grow in self reliance and the ability to help others.
- 17.2 Advancement from Scout to Eagle is an important part of the Scouting experience and is completely explained in the Scout Handbook.
- 17.3 It is the policy of Troop 101 that Scouts will be encouraged to advance, but will not be pushed to advance. It is the responsibility of each Scout to work at a pace which he is comfortable with.
- 17.4 Troop leaders are responsible to provide advancement opportunities but are not responsible for ensuring a Scout advances in rank. Parents are asked to periodically ask their sons about their advancement and help where they can. Adult leaders may counsel with Scouts who appear to have stalled in their Scout accomplishments.
- 17.5 Participation and attendance at Troop meetings, activities and outings offer many opportunities for rank advancement not offered elsewhere.
- 17.6 Scouts are responsible for maintaining a complete record of their own advancement. The Scout Handbook contains a record keeping ledger for each rank. Scouts are also given a signed card for each merit badge or rank advancement. These cards must be kept and organized by the Scout. Possession of a patch is not

considered proof. Eagle rank will not be granted without documented proof that all requirements have been completed.

17.7 Advancement Policy

- a) Advancement is an important part of every Scout's Scouting career. The Troop has adopted an advancement policy that will insure that all Scouts are knowledgeable in the given requirements needed for advancement. The policy consists of skill instruction, demonstration and practice, and a testing period.
- b) All skills that are taught to Scouts should be practiced immediately by those Scouts; however, requirements are not to be signed off immediately. **At least one day must elapse between when a Scout is taught a skill and when they are tested and signed off for knowledge of that skill.** In Troop 101, any Scout **First Class Rank** or above can sign off another Scouts handbook and can only sign off on requirements their rank and below. If any questions arise regarding certain requirements, an adult should be seen before the requirement is signed off. The purpose of advancement is knowledge. Signing off requirements that are not completed only cheats the Scout who is getting the requirement signed off.
- c) If any Scout signs off a requirement that a Scout does not have knowledge about, the Scout signing off the requirement will have his signing privileges revoked.
- d) The Scout Spirit and Scoutmaster Conference requirements are signed by the Scoutmaster or assistant.

18.0 ADVANCEMENT PLAN/PROCEDURES

18.1 Boy Scouts of America has a very specific advancement plan. This program is designed to encourage Scouts to participate in a progressive series of learning experiences. The plan also provides a specific means of measuring and recognizing achievement in these experiences. There are four steps that a Scout must go through to advance:

- 18.1.1 Learning by doing. The Scout practices the skill, participates in an activity and completes the assignment with his patrol, counselor or through independent study.
- 18.1.2 Being tested. The Scout is tested over the requirements he has completed. If the Scout is completing a skill requirement; the testing may be done by another Scout (see 17.7.b). Testing may also be done by the Scoutmaster or his assistants. In the case of merit badges, the merit badge counselor is responsible for determining whether the Scout has satisfied the requirements. The Boy Scout Handbook contains a listing of all requirements for advancement in rank and a record of the Scout's progress. The Scout should put his name inside the Handbook and on the binding. Once a requirement is completed the Scout's examiner will initial and date the Scout's Handbook, (a.k.a. "signing off").
- 18.1.3 Participating in a Scoutmaster Conference. When a Scout has been signed off on all requirements for advancement in rank, he meets with the Scoutmaster for a conference. This conference is designed to: Involve the Scout in a review of his progress to date, and to have the Scout and Scoutmaster work together in setting goals for further development. It should be noted that the Scoutmaster conference is not designed to determine if the boy should be advanced in rank. The Boy Scouts of America takes the position that this decision should be made by the Board of Review. Thus, the Scoutmaster conference is used mainly to review and set goals.
- 18.1.4 Appearing before the Board of Review for Rank Advancement. As a final step toward advancement, the Scout goes before a Board of Review which is a panel of 3 to 6 Troop Committee members and experienced adult Scouters (See Attachment 6 at the end of this Troop Handbook to review details concerning the purpose of a Board of Review and how it is used). The Scout should appear in full 'Class A' uniform (although a uniform is not required) with his Boy

Scout Handbook (required) so the members of the Board can review his progress and sign off his advancement. The Board of Review has four objectives

- Determine the extent to which the boy has had a positive and effective experience in the Troop.
- Make certain that all advancement standards as listed in the current edition of the Boy Scout Handbook have been met. The Board of Review does not retest the Scout on his completed requirements, but will determine through questions and discussion whether he has satisfied the requirements. Board cannot add requirements beyond those listed in the Boy Scout Handbook, but may ask for further proof of achievement or if it is shown through discussion that the Scout did not satisfy a requirement (even though it had been signed off), the Board may ask the Scout to complete a requirement..
- Encourage further progress.
- Provide experience for the Scout to present himself before a panel of adults and discuss his accomplishments. A Board of Review is very much like a job interview for the next rank. A Scout must be able to present himself as a viable candidate for rank and be able to discuss specific aspects of the rank requirements that he has completed. One of the methods of Scouting is through Association with Adults. The Board of Review process offers a growth opportunity for Scouts to learn how to present themselves and talk about their achievements.

Boards can be held after a committee meeting on the 3rd Thursday of each month. Boys must notify the advancements coordinator a minimum of 1 week prior to the committee meeting for a board to be held. Boards to be held outside of that time must be approved by the advancements coordinator.

18.2 It should be pointed out that three requirements are key in attaining the ranks of Star, Life and Eagle:

- (1) Showing leadership: Serve actively for the time period outlined in the Boy Scout Handbook in one of the listed positions of responsibility. See Attachment 2 in the appendix of this Troop Handbook to see minimum performance standards for each of the positions.
- (2) Demonstrate Scout spirit by living the Scout Oath and Law in everyday life. It should be noted that a Scout who does not show Scout Spirit either verbally or by action should be counseled by a Scoutmaster. Any Scout or Adult witnessing a low level of Scouting Spirit should talk with a Scoutmaster as soon as possible. It is an ongoing function of the Troop to address this issue, not solely the function of the Board of Review.
- (3) Be active in the Troop and Patrol for the time period outlined in the Boy Scout Handbook. A Scout will be considered "active" in his unit if he is
 - 1) Registered in his unit (registration fees and dues are current)
 - 2) Not dismissed from his unit for disciplinary reasons
 - 3) Engaged by his unit leadership on a regular basis (informed of unit activities through Scoutmaster conference or personal contact, etc.)
 - 4) In communication with the unit leader on a quarterly basis.

This is a national standard.

If the Scout does not initiate communication, the unit leader is to contact the Scout and ask if the youth wishes to remain in Scouting. If the answer is negative, then the unit leader should no longer communicate with the Scout. If the answer is affirmative, the unit leader should provide the unit calendar. After six months of nonparticipation, the unit leader may cease to contact with the youth and drop the Scout from the unit at recharter time.

The Scout may return to the unit at any time while on the unit charter. At any time a Scout is dropped from a charter, the youth may re-apply to a unit for readmission; the acceptance of the

application is at the discretion of the unit. The youth would be reinstated at the rank and level that can be documented by either the Scout or the unit.

- 18.3 Advancement in rank is not automatic. If the Board feels that the Scout is not ready to be advanced, they will complete an advancement deficiency form and suspend the current Board of Review. The deficiency form will list the requirements from the Boy Scout Handbook that have not been satisfied and identify specific action items for the Scout to address which should help insure that the Rank Requirements are completed. Once these action items have been addressed by the Scout, a continuation of the Board of Review may be requested. This continuation should be pursued as soon as possible. The Scout should understand why he is not being advanced and he should reach agreement with the Board concerning the remedial actions and suggested timing for continuation of the Board of Review

19.0 PROCEDURES FOR EARNING A MERIT BADGE

- 19.1 The Scout selects a merit badge of interest. The Scout should make sure that the requirements of the merit badge are within his capabilities. For example, it may be for the Scout that the Chemistry merit badge is best obtained after taking high school chemistry.
- 19.2 The Scout identifies a buddy. A Scout must have a buddy with him at each meeting with a merit badge counselor. A counselor cannot, by Boy Scout regulations, meet with a Scout (other than his/her own son) without another person present. The Scout's buddy can be another Scout interested in earning the merit badge with the Scout, a parent or guardian, a brother or sister, or a relative or friend.
- 19.3 The Scout obtains a blue card (Application for Merit Badge) and arranges to meet with the Scoutmaster or Assistant. Before meeting with the Scoutmaster/ASM, the Scout is expected to have the name of the buddy identified as well as have the front part of the Application for Merit Badge section completed (exclusive of the date and signature of unit leader).
- 19.4 After discussing the merit badge with the Scout and approving work on the badge, the Scoutmaster or Assistant either fills out the reverse side of the Application for Merit Badge section with the name, address, and phone number of the counselor or supplies a list of approved merit badge counselors with contact information from which the Scout may select a counselor, in which case the Scout completes that section after contacting the counselor.
- 19.5 The Scoutmaster signs the blue card before the merit badge counselor AND again at the completion of the merit badge requirements.
- 19.6 The Scout(s) will meet with the counselor, as needed, to complete the requirements. (This is not a "one on one" meeting; Another Scout, parent or sibling attends with the Scout.) Once the counselor is satisfied that the Scout understands and has met the requirements, he/she will sign the "blue card", retain his/her part, and direct the Scout(s) to forward the "blue card" to the Troop Advancement Coordinator.
- 19.4 At the Troop's next Court of Honor, the Scout will be recognized for his achievement and will receive a "Merit Badge Card" which serves as an official record of the date the merit badge was earned. Scouts are responsible for keeping all Merit Badge Cards as a permanent record of having completed that merit badge.
- 19.5 This is an important responsibility, as it records the Scout's permanent record as he travels the "Trail to Eagle".

20.0 COURT OF HONOR

- 20.1 Every effort will be made to present Scouts with a rank patch within a week of the requirements being completed. Additionally, the Troop tries to schedule three or four Courts of Honor each year. A Court of

Honor is a special Troop meeting where all family members and friends are invited. The Court of Honor is held for the purpose of providing extra recognition to those Scouts that have earned rank advancement, merit badges or other accomplishments.

- 20.2 The whole family is encouraged to attend even if a Scout has not earned any special recognition because the meetings are also used to discuss the Troop's accomplishments and future activities.

21.0 TROOP EQUIPMENT

- 21.1 The Troop currently has tents, rain fly's, tarps, stoves, cooking equipment, saws, axes, canoes, and other gear worth thousands of dollars. Scouts are expected to treat this equipment with respect and will pay for anything damaged or lost through carelessness.

21.2 Equipment Replacement Policy

Troop equipment is issued to Patrols and individuals before leaving on an outing or activity, and becomes the responsibility of the Patrol and/or individual. Any Troop equipment that is lost on outings becomes the responsibility of the entire Patrol to replace. If equipment is damaged, through no fault of any Patrol member, the Troop will replace the equipment. However, if any equipment is damaged through fooling around or direct abuse, it becomes the Patrol's responsibility to replace. Periodically, Patrol members will take equipment home after outings in order to clean or dry the equipment. All Troop equipment taken home must be returned at the next Troop meeting. Please understand that the reason we are so strict about equipment is that often it goes home with a Scout and doesn't return until months later.

22.0 TROOP LIBRARY

The Troop has a library that consists of Merit Badge books and other important Scouting resources. All books can be signed out by Scouts through the Troop Librarian.

23.0 PERSONAL EQUIPMENT

- 23.1 Personal equipment is something every Scout needs. The Scout Handbook contains a list of items that every Scout is expected to have at each camp out. Special lists will also be handed out before certain activities, i.e. winter survival campout, summer camp, etc.
- 23.2 A sleeping bag, sleeping pad, sturdy boots, and good rain gear are a must. One large backpack will be needed to pack personal gear for campouts and hikes.
- 23.3 There are a number of experienced campers among the adult staff that can help selecting the best items and tell you where to buy the items.
- 23.4 Much of the required clothing and gear can be obtained at military surplus stores and discount outdoor stores at reasonable prices.
- 23.5 Equipment lists are available at the Troop Website and Scout Handbook.
- 23.6 The Troop has a cache of camping items available for use as needed. Scouts are encouraged to donate their no longer needed equipment to the cache.

24.0 TROOP ELECTIONS

- 24.1 Elections are held every 6 months, generally May/June and November/December.
- 24.2 The only two positions within the Troop that require an election process are the Senior Patrol Leader and Patrol Leaders. The entire Troop votes in this election. The Senior Patrol Leader then appoints his Staff, with the approval of the Scoutmaster, consisting of an Assistant Senior Patrol Leader, Scribe, Quartermaster, Historian, Librarian, Chaplain Aide, Bugler, Den Chief, and Webmaster.
- 24.3 Only those members within a particular Patrol will vote for their Patrol Leader. The Patrol Leader then appoints his Staff, with Scoutmaster approval, consisting of Assistant Patrol Leader, Scribe, Quartermaster, Grubmaster, and Cheermaster.
- 24.4 All votes in Troop elections are cast by silent ballot with the winner being that individual with the majority of votes. In the event of a tie, a runoff will be held that same evening to determine the winner.
- 24.5 All Troop Junior Leader positions, both those that are elected and those that are appointed, run for 6 months. Position period is January 1 through June 30 and July 1 through December 31.

24.6 ELIGIBILITY AND RANK REQUIREMENTS FOR HOLDING OFFICE

The following eligibility requirements need to be met by any Scout running for elected leadership positions, or holding any leadership position. Exceptions can be made by Scoutmaster discretion.

- (1) In the previous six months a Scout must been active in Troop meetings and activities.
- (2) The Scout must fill the following Rank and requirements for both elected and appointed positions:
 - a) Senior Patrol Leader (SPL): A member of Troop 101 for at least 12 months; Regular attendance and participation in Troop and patrol activities; Star rank or above; Recommended that he served as ASPL; Recommended that he be 13 years of age or older (but not required); Scoutmaster's approval; Elected by the Troop; Agrees to participate in leadership training program; Committed to job.
 - b) Assistant Senior Patrol Leader (ASPL): Same as SPL; Appointed by the SPL with Scoutmaster's approval.
 - c) Troop Guide: A member of Troop 101 for 12 months; Regular attendance and participation in Troop and patrol activities; First Class rank or above; Appointed by SPL with Scoutmaster's approval.
 - d) Patrol Leader (PL): A member of Troop 101 for 6 months; Regular attendance and participation in Troop and patrol activities; First Class rank or above; Scoutmaster's approval; Election by patrol; Agrees to participate in leadership training program; Committed to job.
 - e) Assistant Patrol Leader (APL): A member of Troop 101 for 6 months; Regular attendance and participation in Troop and patrol activities; Any rank; Appointed by the PL; Agrees to participate in leadership training program; Committed to job.
 - f) All other positions (to include Quartermaster, Historian, Librarian, Scribe, Chaplain Aide, Bugler, Troop Guides, Instructors, Den Chiefs): A member of Troop 101 for 6 months; Regular attendance and participation in Troop and patrol activities; Appointed by SPL with Scoutmaster's approval; Agrees to participate in leadership training program; Committed to job.
 - g) The Scoutmaster may approve additional leadership roles in the Troop for Scouts as needed.

- (3) A youth member may be removed from a leadership position if in the judgment of the Scoutmaster and PLC that he is not fulfilling the duties of the position or performing his duties in a way that has a negative effect upon the operation and welfare of the Troop.

24.7 ELECTIONS

Elections will be conducted at a regular Troop meeting by secret ballot.

- (1) The current SPL will conduct the election.
- (2) The current SPL and Scoutmaster will interview interested candidates for the Senior Patrol Leader and prepare a ballot.
- (3) The current SPL will announce the candidates for the Senior Patrol Leader.
- (4) Ballots are passed out to the membership, the SECRET vote is taken and the ballots are collected and counted by the SPL and Scoutmaster.
- (5) The newly elected SPL is announced to the membership.
- (6) Interested Scouts apply for Staff positions to the new SPL.
- (7) New SPL chooses his staff with the approval of the Scoutmaster.
- (8) Patrol Leaders are elected by their own patrol members.
- (9) The new PL chooses the APL's with the approval of the Scoutmaster.
- (10) New leadership positions start at the next term cycle.

25.0 TROOP LEADERSHIP TRAINING

Troop 101 offers regular Troop Leadership Training Sessions for all members of the PLC (all Scouts are invited). The training session is designed to give the Scouts the tools to be effective leaders. Troop 101 uses the national TLT syllabus

26.0 ORDER OF THE ARROW

Order of the Arrow is a national Boy Scouts of America honor camper society. It is a service organization. It recognizes outstanding Scouts who have met prescribed requirements. To be a candidate a Scout must: Be approved by the Scoutmaster prior to elections; Participate regularly in Troop activities ; Have at least 20 days and nights camping, including 1 long-term camp (6 consecutive days) and the balance in short-term within a 2 year period; Be at least First Class in rank. Because Order of the Arrow is an honor campers society, the Scoutmaster's approval generally requires that the Scout has regularly and actively participated in the Troop during the current Scouting year. Order of the Arrow members are elected by the Troop members. All Troop members attending the Troop meeting in which elections are held are eligible to vote.

27.0 SAFETY AND DISCIPLINE

- 27.1 Scouting activities are meant to be learning experiences in an atmosphere that is fun for everyone involved. Scouting and Troop 101 have rules that must be followed in order for everyone to enjoy themselves. **The rules of Scouting can be found in the Scout Oath and the Scout Law.** Troop specific rules are listed in Attachment 1 of this handbook.
- 27.2 Two Deep Leadership: Boy Scout youth protection guidelines require at least two registered adult leaders or one registered leader and a parent of a participant, one of whom must be 21 years old, to be on all trips and activities. No one-on-one contact between adults and youth members is permitted (except in the case of parent-son). Troop 101 requires that all adult leaders with direct contact with Scouts have current BSA Youth Protection Training.

- 27.3 The “Spirit of Scouting” dictates high expectations for the behavior of Troop members. Self-control and self-discipline are attributes expected from all Scouts in Troop 101. In order to ensure the health and safety of Troop members, and the effective operation of the Troop, disciplinary actions may be necessary. Discipline and control must be treated as an individual matter, realizing that basic discipline is preventative in nature, rather than regulatory or restrictive. Scouts will receive positive reinforcement when exhibiting appropriate behavior. Troop adult leaders are ultimately responsible for the behavior and safety of Troop members and therefore will be expected to enforce a fair and consistent disciplinary plan.
- 27.4 We hope that we will never have to use discipline actions, however, it is important for all Scouts and parents to know what courses of action will be taken.
- 27.5 Disciplinary action will consist of four (4) levels. Certain conduct will result in the immediate escalation of the disciplinary level (i.e. use of drugs is an automatic Level 3 action).

Level 1: Personal Conference. This action is taken for first offence of less serious rules, and consists of a counseling session between adult leader(s) and Scout(s). The offender will be counseled on the effects that his behavior is having on the program, activity, or outing for the rest of the Troop. He (they) will be given an opportunity to explain his position. The leader will assess the problem and determine if any further action need be taken.

Level I disciplinary actions can include one or more of the following:

- “Time Out”: A Scout who is rowdy is asked to sit away from the group for 10 to 15 minutes.
- “Loss of Privilege”: Free time or participation in a monthly Scout outing is denied to those Scouts who breach the limits of acceptable behavior.
- “Meeting Expulsion”: A Scout who misbehaves during a Troop meeting might be asked to call his parents to take him home and not finish the meeting.
- ”Apology to Individual”: Scout is asked to apologize to the offended individual.
- “Apology to Troop or Patrol”: Scout is asked to make a public apology.
- ”Safety Talk to Troop or Patrol”: Scout is asked to state his breach of safety, what harm/injury could be the result of continuing the actions, and cite any applicable safety rules.
- ”Camp Chore or Service Project”: Scout is given an appropriate task to accomplish to redeem himself.
- ”Restitution”: Scout is asked to pay for the replacement cost of a broken or damaged item.

If the problem persists, the offender will be isolated from the situation and will not be permitted to return until he agrees to comply. If he is totally unresponsive to corrective action, go to Level 3; he will be removed from the site, and parents called.

Level 2: Letter to Parents. Action taken when Level 1 actions are not successful, or for breaking certain more serious rules. Consists of writing a letter to the parents with a copy going to the Troop Committee Chair. The letter will contain the following:

- (1) Description of inappropriate behavior.
- (2) Description of immediate disciplinary action.
- (3) Request for parents’ cooperation in the matter and an offer to counsel with both Scout and parents.
- (4) Notification to Scout and parents that if improper behavior continues, disciplinary action will be raised to Level 3.

The parents are required to counsel the Scout about his problematic behavior, and a follow-up call by the parents to the Scoutmaster to discuss the situation is required before the Scout may participate in any further Troop meetings and/or activities.

Level 3: Gross misbehavior and immediate dismissal from the meeting or outing.

For extreme discipline problems that endanger the safety or integrity of other Scouts, we will document the situation as it happens in writing with as many witnesses as possible. Every effort will be made to uncover the facts. We will interview all parties separately away from the rest of the Troop. After the incident and subsequent interviews, the parties involved will be pulled aside by the Scoutmaster and one other adult. They will be away from, but insight of the Troop. This conference will be documented in writing and appropriate action will be taken. Leaders involved will immediately notify the Committee Chair and the situation will be brought to the attention of all Committee members.

If a Scout must be removed from an activity, he will not be permitted to attend any Troop meeting or activity until a Disciplinary Hearing occurs.

Notification will be made to the parents as to when the Committee will be discussing the situation.

Level 3 Disciplinary Hearing. This action is taken when Level 1 & 2 actions have not been successful at correcting the problem, or for extremely serious behavioral or safety problems. This is a meeting between the adult leadership, Scout(s), parents and the Troop Committee. All charges will be aired and discussed. The Scout will be given an opportunity to explain his actions. The parents and Scout(s) will be asked to leave while the Committee votes on the Scouts status. The Committee's decision will also be sent to the boy(s) and parent(s) in writing.

Conditions of reinstatement will be determined by the Troop Committee. Disciplinary action may include such items as active probation (Scout continues to participate in activities), inactive probation (Scout does not participate in Troop activities for a period of time), service project, reimbursement for damages, etc. Probation may also include withholding rank advancement because a Scout's inappropriate behavior does not demonstrate the last requirement of living by the Scout Oath and Law.

If the situation was serious enough that the integrity of the Troop is at risk; a 6 month probation and/or probation is in order. Re-admittance to the Troop will be gained by application to the Committee. The boy(s) must appear before the Committee to discuss any probationary requirements. The boy(s) will leave the room while the Committee reviews and votes on the Scouts application.

The Committee can also vote for expulsion.

Level 4: Expulsion. If the above actions fail to correct behavioral problems and further severe infractions occur, the Troop Committee will meet with the Scoutmaster and Assistant Scoutmasters, and make a decision on the expulsion. The Troop Committee will notify the Scout(s) and parent(s) that the Scout(s) is no longer welcome to participate in any Troop functions. This action will require the majority vote of all registered adult leaders and committee members.

28.0 SUMMARY

If you have any questions, call your Patrol Leader or any other member of the junior leader staff.

If you don't know, ask!

This guidebook was meant to be a brief summary of "need to know" items. If we have forgotten something, feel free to contact any of the adult staff.

ATTACHMENT 1

TROOP RULES OF CONDUCT

The *Scout Oath* and *Scout Law* are the code of conduct expected by all members of Troop 101. If in doubt, repeat the oath and law to yourself.

Scouts are subject to discipline for any behavior that is unbecoming a Boy Scout. These Rules are not meant to be all-inclusive. Situations will be judged on a case by case basis.

Each Scout is expected to know and abide by these rules. Ignorance will not be considered an excuse for breaking the rules. Common sense will prevail in all situations and interpretations of these rules.

By becoming a member of Troop 101, the Scout and parents agree to adhere to these "Rules of Conduct."

Each Scout will have a phone number where their parents or a designated individual may be reached in case of an emergency or disciplinary action is required.

A Scout may be sent home from any activity if Level 1 disciplinary actions are not successful.

Items not covered in this policy will be interpreted by the Scoutmaster when on an outing and taken up by the Troop Committee at the next meeting. Pertinent decisions will be incorporated into this document.

Level 1.

General Behavior

- All Scouts will be silent when adult or Scout leaders are speaking.
- When the sign is up, all Scouts are silent.
- Disrespect for authority. Troop members will follow the directions and instructions of both adult and junior leaders without argument. (Patrol Leaders will not give directions to members of other patrols unless it is to immediately stop inappropriate behavior or they have been left in charge of the group.)
- No obscene language, obscene gestures, and subjects deemed inappropriate by adult leaders.
- No wearing of any clothing, badges, patches, or any item that advertises alcoholic beverages, cigarettes, or has any derogatory or offensive messages.
- No hazing of new Scouts.
- No malicious teasing, ridicule, or put-downs.
- No roughhousing between a large Scout and a small one, or more than one against one (ganging up).
- Fighting will not be tolerated for any reason. All parties will be subject to Level 1 or Level 3 discipline, depending on the seriousness of the fight.
- Scouts will respect other people's property and will not touch or borrow any other persons belongings without permission.
- No leaving any Troop activity without the Scoutmaster's permission.

At Troop Meetings

- Scouts will wear the proper uniform to all meetings and activities.
- Meeting place property must be respected.
- Scouts will sit with their own Patrol.
- Scouts will follow directions and instructions by their Patrol Leader.

Camp Rules

- On outings, the buddy system will be used at all times.
- The Troop Leadership will establish boundaries on all camp outs. These boundaries are established for the health and welfare of the Scouts and must be obeyed at all times.
- On outings, Scouts will not leave campsite without checking with the person in charge. The Scout will tell the person in charge exactly where he is going and exactly when he will be back. Level 1 or Level 2.
- Attend all Troop formations (unless excused).
- Attend all meals (unless excused).
- No climbing of rocks, cliffs, or trees except when specifically authorized and supervised, with proper equipment.
- No running or horseplay in camp.
- No bare feet around campsites; shoes worn at all times.
- No littering or dumping of foreign materials into lakes or streams.
- Scouts are not permitted to leave any Troop activity, including Troop meetings, without the Scoutmaster's permission.
- Garbage and trash must be kept picked up and placed in the trash barrels or containers at all times (keeps animals out of camp).
- Wild animals will be left alone; no cruelty to animals.
- No cutting of live trees (unless permission given).
- No fireworks.
- No throwing of any items: rocks, sticks, pine cones, knives, etc.
- No ballistic type weapons are allowed, i.e. slingshots, improvised bow/arrows, etc.
- No sheath knives.
- No using of knives, axes, hatchets, saws in an unsafe manner.
 - Knives, maintain blood circle and safety.
 - Axes, hatches, saws used within an axe yard. Only one person at a time is allowed in the ax yard.
 - Scouts using these tools must attend a WOODS TOOL SAFETY training course, and have a TOTIN CHIP card in their possession.
- No radios, tape players, electronic games, etc., at Troop activities without prior approval.
- No aerosol spray cans of any type.
- Cooking items will be cleaned, sanitized, and stored right after meals and prior to starting any other activity.
- All Scouts will be inside their tents at 10:00 pm (or otherwise at Scoutmaster's discretion). Lights will be out, and talking will stop by 10:30 pm. No Scout should leave his tent (except for brief visit to latrine or to report illness/emergency) until reveille the next morning.

Tents

- No shoes worn in tents.
- No fires in or near tents. This includes lighting matches, lighters, and candles.
- No food or eating in the tents (food attracts animals, causing damage to tent, equipment, or injury to Scouts).
- No entering another person's tent without permission.
- Do not spray insect repellent in or near the tents (ruins the fabric).

Fires, Stoves, Lanterns

- Use of stoves and lanterns must be supervised by an adult or a designated older Scout.
- No lightweight backpacking stove may be used in any structure unless there is good ventilation (high and low for oxygen and lethal exhaust gasses), and the stove can be located with safe clearance from any flammable materials, (including the support surface.)
- Fires will only be allowed in established fire pits. Anyone who wants to light a fire must attend a Fire Safety training class, and have a FIREMAN CHIT card in their possession.
 - Establish a 5 foot clear zone around the fire pit before lighting a fire.
- Keep fires at least 15 feet away from any tent.

- Scouts will not play with the campfire. People have been burned and tents have been badly damaged by sparks from the fire. First warning LEVEL 1, second warning LEVEL 2 and Scout will be sent home on third offense.
- There will be no removing of an item from the fire.
- Do not throw food scraps and garbage into the Campfire. Paper items may be burned, but food soaked items will only smolder and stink.
- Do not leave a fire unattended; if you build it, you are responsible for it! If you need to leave, put it out; or ask one of the adult leaders (NOT A SCOUT) if he will look after it.

Aquatics

- Swimming is only allowed at established swimming areas, whether provided or Troop established; Safe Swim Defense policies must be adhered to.
- The buddy system will be used at all times in any type of aquatic activity; Buddy checks and tag systems will be established and used.
- Anyone using any type of boat will wear a personal flotation device at all times; Boats will be properly stored after use.
- Must have a safe swim defensive class.

Level 2: Multiple and reoccurring Level 1 infractions; or infractions as listed below.

- Unsafe actions, placing another person's physical wellbeing in danger. Upon identification of an unsafe condition, the leader will require the offender to cease and desist immediately. The offender will then be counseled on the need for safety.
- Misuse or abuse of Troop equipment. Troop equipment will be respected. Equipment damaged or destroyed through carelessness will be repaired or replaced by the offending individual before he is allowed to attend another Troop function.
- Misuse or abuse of another Scout's personal equipment. Other Scout's personal equipment will be respected. Equipment damaged or destroyed through carelessness will be repaired or replaced by the offending individual before he is allowed to attend another Troop function.
- Vandalism will not be tolerated. Scout will be sent home and assumes financial responsibility for damage.

Level 3: Infractions that are serious enough to immediately excuse the Scout from the meeting or outing.

- Extremely serious behavioral problems, i.e. continuing unsafe actions after being counseled on safety and that unsafe action must stop.
- Continued disrespect for authority. Total disregard for authority can seriously affect the enjoyment and safety of others, and thus the offender will be removed from the premises and the parents called. Under certain circumstances such as high adventure trips, the event may have to be canceled completely at that point in order to stabilize the situation. This will be at the leader's discretion.
- Stealing will not be tolerated. Any Scout caught stealing will be sent home.
- No Scout will engage in any type of water sport without the permission of a registered adult Troop member.
- Fighting. Hostility toward anyone will result in the immediate removal of the offending parties.
- Use of tobacco, alcohol, or drugs is strictly prohibited. Adult leaders, while strongly discouraged from doing so, may use tobacco, however not in the presence of Scouts.
- Possession of firearms or explosive devices will result in the item being confiscated and the Scout being sent home.
- Possession of pornographic materials.
- Intentional misuse of flammable items.

Level 4: Expulsion. the Scout(s) are no longer welcome to participate in any Troop functions.

ATTACHMENT 2

JUNIOR LEADER POSITIONS AND BRIEF JOB DESCRIPTIONS

JUNIOR LEADER POSITIONS, BRIEF JOB DESCRIPTIONS AND MINIMUM PERFORMANCE STANDARDS

For the ranks of Star, Life & Eagle, a Scout is required to serve actively in a one of the following positions of responsibility for a stated period of time. Our Troop believes that it is the intent of this requirement that the Scout demonstrate leadership through accomplishment. To satisfy this requirement a Scout, at the end of his tenure, should be able to list his accomplishments or describe what he attempted to do and the difficulties he faced. Scouts should expect to discuss their Leadership Accomplishments at their next Board of Review.

All Scouts in Leadership positions are expected to model the following traits:

- Sets a good example
- Wears the Scout Uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout Spirit
- Is part of the Patrol Leaders' Council

Senior Patrol Leader:

- Runs all Troop meetings, events, activities
- Chairs the Patrol Leaders' Council
- Appoints Youth Leaders in coordination with the Scoutmasters
- Assigns duties to Youth Leaders in coordination with the Assistant Senior Patrol Leader

Assistant Senior Patrol Leader:

- Helps the Senior Patrol Leader run all Troop activities.
- In the absence of the SPL, the Assistant takes over.
- Trains and monitors other Youth Leaders

Troop Guide:

- Functions as the New Scout Patrol Leader for the first 6 months
- Introduces New Scouts to Troop operations and makes them part of the Troop
- Guides New Scouts in early rank advancement
- Shields New Scouts from Harassment from older Scouts

Patrol Leader:

- Guides and represents the Patrol on the Troop Leaders' Council and on all Patrol activities
- Appoints an Assistant Patrol Leader and other Patrol positions as necessary
- Knows the advancement needs and interests of his Patrol and works to satisfy those needs and interests
- Scribe:
- Attends and keeps minutes of the Patrol Leader's Council meetings, or sends a representative

- Emails a copy of the PLC minutes to all Troop members.
- Handles Troop Correspondence

Quartermaster:

- Maintains records on primary Troop equipment.
- Makes recommendations to the Committee for maintenance or purchase of equipment at least once during tenure
- Historian:
- Insures that pictures from Troop activities and outings are posted on the website.
- Produces a 2 page collage of each outing with a title listing: date, place and a list of first names attending.

Librarian:

- Monitors items checked out and reports to the PLC.
- Recommends at least one purchase to the Troop Committee (book, map, etc) along with supporting details.

Chaplain Aide:

- Organizes nondenominational services at Troop outings, activities and meetings
- Encourages saying of grace at Troop functions
- May entail suitable quotes or readings related to an outing or activity.
- Encourages all Scouts to take part in the religious emblems program.

Instructor:

- An older Scout proficient in Scouting skills and the ability to teach them'
- Teaches (or helps teach) a skill at each Troop Meeting
- A Troop can have more than one instructor.

Webmaster:

- Maintains the Troop Website with the assistance of one or more Troop Leaders.

Leave No Trace trainer:

- An older Scout with sufficient experience or training in Leave No Trace guidelines.
- Teaches these ideals to the Troop and helps monitor adherence to the guidelines at Troop activities and outings.

Bugler:

- A Scout who may play any instrument.
- Plays bugle calls at appropriate times during Troop activities or outings

Order of the Arrow Troop Representative:

- Serves as the point of contact between the Order of the Arrow and the Troop.
- Attends OA meetings and reports back to the PLC.

Den Chief:

- Works with a den of Cub Scouts and with their adult leader
- Serves as the Cub Scout Den activities assistant
- Encourages Cub Scout advancement, and serves as a role model for younger boys, may lead songs or skits and shares the Boy Scout Spirit with younger Scouts

Junior Assistant Scout Master (JASM):

- An older Scout who works at the direction of the Scoutmaster to assist the Troop
- Takes on some of the responsibility of an Assistant Scoutmaster

ATTACHMENT 3

ADULTS ON CAMPOUTS

We absolutely encourage participation on the part of parents on Troop 101 campouts, but for those new to Boy Scouting there are some important guidelines that we ask you follow. While there are exceptions, these guidelines are in effect on most outings.

The Adult Leader – If you come on a campout (and, again, we strongly encourage this!!), you do so in the role of an adult leader. You are expected to serve in that capacity, helping all Scouts as a troop leader. In Boy Scouting, the primary job of the adult leaders is to ensure that the activity is safe and to assist the boys in carrying out their activities. The underlying principle is to encourage the boys and provide guidance, but NOT to do their work for them. Remember, we're helping them to learn self-sufficiency and how to work on their own. They won't learn if we do things for them. That's not to say that adults don't pitch in – but it is important to let the boys learn by doing and let the boy leaders organize and carry out their activities.

The Adult Patrol – In Troop 101 each patrol sets up its own campsite and plans its own menu. The adults are no different. We form our own patrol and camp together, apart from the boys' patrols. In general, we do not mix our tents with those of the boys nor do we eat as members of their patrols.

Adult Meals – We generally plan and cook our own meals, separate from the boys. We do this for two main reasons. First, it sets a good example for planning and demonstrates at least one “proper” way to plan and cook meals. Also, we tend to try meals that are a little more sophisticated than standard Scout fare, which also tends to set an example and motivate the Scouts to try something new and different the next time out. On many occasions, something that the adults tried on one campout shows up on the Scout menu on a subsequent campout. We also commonly made deserts or special treats for the troop as a whole and share our “leftovers” (we always seem to make a little bit more than we need).

Adult/Scout tenting – BSA youth protection policies forbid an adult and boy sharing the same tent unless family member. That having been said, with rare exceptions, we ask that family member not share a tent with their sons. As mentioned above, adults are members of a separate patrol and each patrol sets up its tents together under guidance of the patrol leader or his designee.

Tobacco/Alcohol – No alcohol will be consumed on Scouting activities. Smoking by adults is prohibited while Scouts are in the same vehicle. Adults who must use tobacco products must do so discretely out of sight of the Scouts.

Adult Leader Training – The Scoutmaster Handbook, published by the BSA provides adults with an excellent overview of the program, its goals, and how to attain them. We highly encourage your taking the time to read it, even if you only plan to participate in 101 activities on an occasional basis. Also, we highly encourage all adults to take official Boy Scout leader training. It's fun!

ATTACHMENT 4

GUIDELINES FOR GUESTS ON SCOUT OUTINGS

From time to time, family members and other guests may want to attend Troop 101 Scout Outings. This policy is intended to describe when and how this can happen.

Scout Outings occur at many levels

- **Meetings:** Normal Troop Meetings, Patrol Leader Conferences or Committee Meetings.
- **Court of Honor:** Special meeting held to distribute awards and rank advancements as well as review Troop Activities
- **Car Camping:** Usually at established campgrounds, but may be primitive. Tents setup next to or near the cars requiring little or no hauling of gear.
- **Day Outings:** Activities that take place during the space of one day. Includes outings such as short hikes or bike rides, field trips, special trainings for Merit Badges or Scout Skills. Does not include activities described as High Adventure (below)
- **High Adventure:** Any outing requiring increased physical ability or skill. The type of activity and level of skills required will be defined by the PLC and Scoutmaster; this will determine who is eligible to attend each outing. Includes outings such as overnight backpacking, canoeing, kayaking, and shooting sports.

The Tour Leader can substitute for Scoutmaster in making outing determinations.

Boys

Non-Scout boys who are 11 years old (or older) may join the Troop on car camps or Day Outings which do not involve High Adventure. A boy may participate as a guest twice before requiring him to join the Troop. Cub Scouts may join in Troop Outings, by invitation only, and must be accompanied by an Adult.

Adults

Parents of Scouts registered in Troop 101 are discussed in the section below.

Parents of boy guests are welcome to participate along with their son.

Parents of Cub Scouts are required to participate as described in the Cub Scout Program Guidelines.

Adults not BSA registered or related to Troop 101 Scout may not attend Scout Outings.

Girls and Non-Registered Family

Girls and family not current BSA registered may join the Troop only at “family” designated outings and portions of other Outings that may include Car Camps and Day Outings. Talk with the Scoutmaster about eligibility to attend. All Adults and non-Scout children will join the Old Goat Patrol and will not participate in Scout activities unless invited. Parents are responsible for supervising their non-Scout children. Must have completed Health Forms Part A & C.

ATTACHMENT 5

POLICY FOR USE OF KAYAKS ON MOVING WATER

Purpose: To provide guidelines to insure that skills are in place before allowing Scouts to pilot a kayak (or other single person craft) on moving water. Solo operation of watercraft on moving water presents higher risks. Having requisite skills is one of the 9 points of Safety Afloat.

Age/Rank Recommendation: 1st Class Rank and/or 13 Years of Age

Demonstrate kayak skills by completing a white water gate test (below) in quiet water.

Demonstrate canoe skills in moving water as a stern man.

Receive permission from 2 Adult Leaders (21 years of age).

Earn the BSA Kayak Patch

On any given trip, Adults may tighten or loosen requirements based on water conditions, weather, individuals, etc. Being allowed to kayak on past trips does not guarantee permission on future trips.

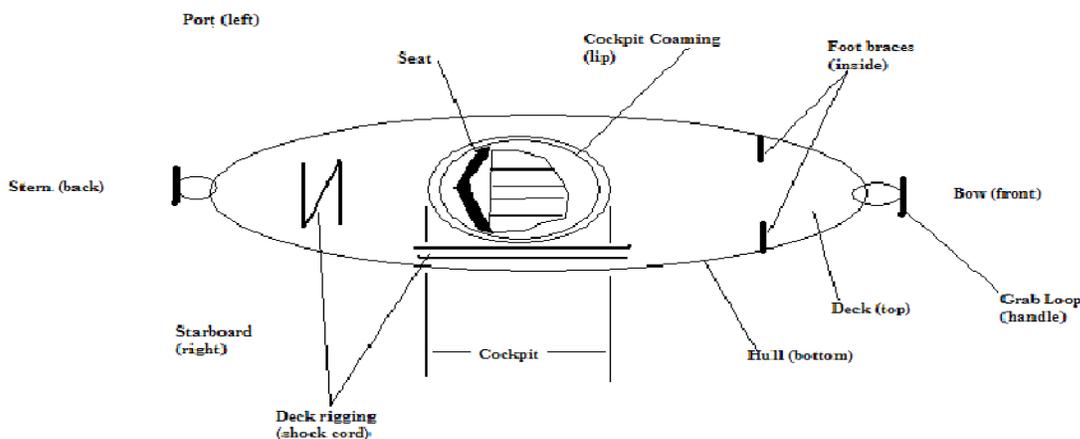
Scout Gate Test

The Gate is a set of floats or suspended poles 4 feet apart. Your ready position for the first pass should be in front of the gate, with your bow just outside the gate. Although this test is timed, a skilled paddler will be able to complete the maneuvers easily in the time allotted, using quality strokes.

The five gate passes for the Scout Gate Test are as follows:

- 1) On the "go" signal, paddle through the gate, and pivot right.
- 2) Return thru the gate, and pivot left.
- 3) Return thru the gate, sideslip to the right.
- 4) Back up outside of the right pole, sideslip left, go forward through the gate, and sideslip left.
- 5) Back up outside of the left pole, sideslip right, and go forward through the gate.

Parts of a Kayak



ATTACHMENT 6

Board of Review Training Document

issued by the Pacific Harbors Council

This is the January 2006 revision, please refer to the most recent revision available from PHC.

Training Summary

This module will train troop committee members and others in the purposes of the board of review, offering suggestions for the types of questions that can or should be asked.

Time Required

60 minutes

Target Audience

- Troop committee members and other adult troop leaders who would serve on a board of review
- Scoutmasters and assistant Scoutmasters

Learning Objectives

At the end of this lesson, participants will be able to

- State the purpose of the board of review and how it is used to further the Boy Scout program.
- Plan a board of review with an eye to the individual Scout.
- Conduct a board of review.

Training Format

Lecture and discussion. Although the module should take no longer than one hour, discussion can be extensive.

Required Materials

- Flip chart and markers

Training Resources

None

Board of Review Training

Summarizing the Boy Scouts of America charter, the purposes of Boy Scouting are to develop in young men the ability to do things for themselves and others, to train them in outdoor skills, and to teach them patriotism, courage, self-reliance, and kindred virtues. The techniques we use to accomplish these lofty purposes—the methods of Scouting—include, among other things, advancement, the outdoors, and adult association.

The board of review is how the troop committee (or the Eagle Scout board of review) tracks the progress of a Scout to determine his understanding of the ideals of Scouting and how he applies them in daily life in the troop. If the

board of review is for rank advancement, the board will satisfy itself that the Scout has done what he was supposed to do for that rank and will review with the Scout the requirements for the next rank. The board of review is also a way of reviewing the troop's progress.

This review is not and should not be an examination or retest of skills learned. Rather, it is an attempt to determine the Scout's attitude and his acceptance of Scouting's ideals, both in the troop and outside of it. The board should get a sense of the importance that the Scout attributes to Scouting in his home life, at school, and in the troop. It also shows how the Scout perceives the troop and its adult leaders.

Who Conducts the Board of Review?

In almost every case, the board of review is conducted by at least three members of the troop committee. The Scoutmaster and assistant Scoutmasters are not members of the board of review.

The Scoutmaster can introduce the Scout to the board members and may sit with him to hear the board's decision, but should not be present during the actual board of review. Obviously, the Scout's parent should not serve on his board of review panel.

All boards must constitute at least three and not more than six members who are all 21 years of age or older.

The Eagle Scout Board of Review

The Eagle Scout board of review is chosen by the local council based on its experience and tradition. Councils may constitute Eagle boards of review from among the Scout's troop committee members, but only if at least one member a district or council Eagle advancement representative. The board can be constituted of district or council Eagle representatives only. Or it can be constituted with members of the community who are not registered Scouters, but then only if they have an understanding of the importance and purpose of the Eagle board. Because of the importance of this board, the decision to accept an Eagle candidate must be unanimous. If not unanimous, the board may be reconvened at a later date for a second determination.

When and Where to Hold a Board of Review

A board of review should be held where the board members and the Scout are the only ones aware of what is going on. There should be no possibility for embarrassing the Scout in front of others. And a Scout should be comfortable speaking his mind to the board. Some possibilities may include a room in the chartered organization's facility or a conference room at the office of a board member. A campout or summer camp can be an ideal place for a board of review, assuming your committee members can assemble, since the relaxed atmosphere of the out-of-doors can go a long way toward making a Scout comfortable.

An ideal troop might hold monthly boards of review, possibly at the same time as a troop meeting. A troop with few Scouts might conclude that monthly boards are unnecessary as too few Scouts present themselves for advancement, but that would miss one of the functions of the board. A board should be set up to review accomplishment and lack of accomplishment. The board can counsel with Scouts who are not advancing to determine reasons for lack of progress and to stimulate these Scouts to greater participation in the program. This function is of equal importance to the function of reviewing boys who present themselves for advancement.

Types of Boards of Review

A board of review focuses on a Scout's accomplishment and progress. The issues addressed can be about the Scout or the troop. The board of review is a chance for the troop committee or other adults in the community to get a sense of how the troop is doing and to permit them to offer support where needed. It gives three to six other sets of ears to hear how a Scout is doing, how he feels about the troop and his role in it, how he is advancing, and whether he is striving to live up to Scouting's ideals. It is a good idea, therefore, to hold boards of review regularly and often. Some reasons to have a board of review may include a Scout's lack of advancement, perceived trouble in the troop,

or a certain event at the last campout or troop meeting. Ideally, a Scout should sit for a board of review every six months, whether he is advancing or not. The most common type of board of review is for advancement. By making a board of review a requirement of advancement, a Scout will have at least one opportunity at each rank level to review his progress in Scouting.

Each rank involves a progressively greater mastery of Scout skills, advancing leadership growth, and a growth in the way a Scout understands his world and his role in it. Therefore the different advancement boards of review reflect the increasing maturity of the Scout.

Another issue to be considered at the board of review is the elusive concept of Scout spirit, which is part of the advancement process.

How to Hold a Board of Review

As has been said, the board of review is not an interrogation, not a retesting of a Scout's competence. It is not an examination; rather, it attempts to see that the examinations that went into getting the Scout signed off were up to standard. It is a checkup to see that what should have been done actually was done. It is a friendly growth experience. All this should be accomplished in 15 minutes, though an Eagle Scout board of review may take up to half an hour. This can be accomplished by simple questions like "What did you cook for your First Class meal?" Questions like Where and When or How will soon tell the board whether achievements were properly accomplished without actually retesting. It is sufficient to know what a Scout's "camp gadget" was in order to understand whether he had been properly tested on his lashings.

But be aware that a Scout who is poorly prepared for the board, one who clearly has not achieved what his book says that he has, is a product, as much of his own merits as of the merits of those who have brought him the board, to those who have signed off his accomplishments without actually having them properly achieved. Thus, a Scout may not be as responsible for his lack of preparation as might be thought. This does not grant carte blanche to the ill-prepared Scout, but it does give the board a way to understand what must be done and to assist the Scout in doing it.

A board can expect a Scout to be neat in appearance and properly uniformed. The actual meeting should be a give and take, an informal conversation between the Scout and a group of adults who are interested in his welfare and are supportive of his efforts. In all cases, open-ended questions are good to prompt comments by the Scout. You should encourage the Scout to come to conclusions on his own, not simply tell him what you think.

When the Scout has not advanced, the board of review may be focused on a problem, either with the Scout or with the troop. In these cases, you will be counseling the Scout, helping him form his own conclusions on the problem at hand. In a good board of review, you may listen more than you speak. Listen carefully to what the Scout is saying, then listen to what he is not saying. Skilled counselors often respond to comments by simply smiling or giving encouraging sounds like "uhhuh" or "OK." Trick questions are not worthwhile. You are attempting to put the Scout at his ease, not interrogate him. Sometimes you can ask the Scout to repeat what he is saying a different way to get a different take on the situation. You can summarize what the Scout is saying so that you can confirm your understanding, but try not to use this device to put the boy in a corner.

If there is a solution to the problem, try to have the Scout come up with it. Perhaps he cannot formulate a solution, but could choose from among several you can think of. In all events, try to have the Scout make the conclusions. If a solution cannot be reached, there is nothing wrong with agreeing to meet in the future to see if circumstances have changed or whether the Scout has found an answer to his problem.

Some Scouts may freeze up at the board of review and become silent or monosyllabic in answers. Or they may forget simple items. Eagle Scout candidates have been known forget the Scout Oath, for example. The board should encourage and support these boys in a friendly, kind, and courteous manner and help them to become more comfortable.

In the board of review, you will certainly be assessing the Scout's achievements and his growth in the ideals of Scouting. Those ideals include patriotism and citizenship and the values embodied in the Scout Oath and Law. Have no fear of speaking to those values. Ask a Scout how he is getting along in school. Ask him how he is serving his religious institution, if he has one, or, if not, ask him how he satisfies his duty to God.

You could ask a Scout about leadership opportunities he has taken at school or in his religious institution. It is important to see how the ideals of Scouting have affected him in his daily life. You can and should ask a Scout how he felt about certain accomplishments, how he felt he handled himself on a service project. Ask a Scout about his leadership position, whether he believes he was successful or whether he had problems. You can discuss those problems, hopefully with an eye toward solving them.

You should always end a board of review by praising the Scout for the positive aspects of his character, his skill level, and/or his accomplishments.

Once you have interviewed the Scout, the board will ask him to leave the room so that the members may deliberate. As this is often the most stressful part of the process for the Scout, this deliberation should not be long. However, it should be long enough to have a discussion that leads to a unanimous decision. When the meeting is finished, the Scout should be invited back in to hear the board's decision, which, of course, should be delivered in a friendly and supportive manner, regardless of what the decision is.

If the Scout is not advancing, the board should certainly give the Scout the opportunity of learning what he needs to do to advance. He should be given a definite time for a subsequent board of review. Finally he should be given information about appeal procedures. In a good troop, having a Scout deferred for advancement by the board of review is unusual. If there is a problem with a Scout, normally he will not be presented to the board of review.

The Scout holds his new rank as of the date of the board of review. For ranks where a period of tenure is required, that period begins with the date of passing of the board of review for the previous rank.

The following discusses the general nature of specific advancement boards of review. Checklists of questions have been developed for each of the specific ranks, but the Scout's Boy Scout Handbook or your troop's advancement chart can provide the skeleton for questions of that nature. The following are simply guidelines for the specific boards of reviews.

The Tenderfoot Through First Class Boards of Review

The Tenderfoot through First Class boards of review are ways of getting to know the Scout better, reviewing his progress in achievements, and discussing how he felt about the various steps he has taken on the Scouting trail, including his individual achievements. This should not be a time of retesting, but rather a time to reflect on the skills learned and how the Scout has absorbed the ideals of Scouting. Questions here will naturally deal with a certain campout, or the difficult time the Scout had with knots. But it may deal as well with how he is getting along with certain other Scouts or how he exhibits Scouting ideals outside the troop.

Other aspects of the board of review should never take a back seat. This is the time to ask the Scout how he feels about the troop program, whether he feels he is learning anything, whether he is having fun. It is also a time to assess his Scout spirit and how he is absorbing Scouting's Ideals. Remember that if you ask a same question ("What does 'loyal' mean to you?") at successive boards of review for ever higher ranks, you should expect ever more sophisticated answers.

Possible Questions

- Who is your patrol leader?
- What do you think of the problems he is facing?
- How are you doing in your first aid skills?
- What are your goals for the next few months; how do they meet advancement requirements?

- What do you think would make the troop better?
- How do you fulfill your duty to country? To God?

The Star and Life Boards of Review

The Star and Life boards of review will be a bit longer than previous ones. The Scout will have acquired many more skills and will evidence more maturity. Leadership will be one of the significant topics to be discussed. Each of these ranks involves service projects, and you should ask the Scout how he felt about the projects.

As before, you will also be evaluating his Scout spirit. Certainly, by this time, you will have reached certain conclusions about the Scout, but remember that at these ages, the Scout will be able to change fundamentally much quicker than you would imagine and the board of review may be an occasion for you to reevaluate the candidate.

Possible Questions

- What merit badges did you enjoy, and why?
- What merit badges did you get the most out of, and why?
- How did you fulfill your Swimming (or other merit badge) requirements?
- How did you feel about your leadership position?
- How did you feel about how you exercised that position?
- Did you feel that you accomplished anything in that position?
- What were your frustrations?
- Who do you think is doing a good job in the troop?
- Have you thought about achieving Eagle?
- Have you thought about a service project for Eagle?
- How do you fulfill your duty to God? To country?

The Eagle Scout Board of Review

At this point, if you have watched the Scout from the date he joined the troop, you may know this Scout very well. He should be congratulated on all he has accomplished. This is an occasion to review the Scout's Eagle service project, but not an occasion to criticize it, rather you should review it with the Scout so that you are comfortable with his completion of it.

You will be speaking to a very accomplished young man, one who has an experience with the troop that is inherently different than yours. It is wise to understand what the Scout feels are the strengths and shortcomings of the troop.

You can also ask the Scout whether he believes he is an Eagle. Does he believe he has accomplished all he needs to in order to become an Eagle?

Of course, Scout spirit is a part of this discussion. The Eagle candidate's spirit should be such that he is an example to other Scouts.

Possible Questions

- How did you feel your Eagle project went?
- Did you run into any rough spots?
- Did you plan enough to get you over the rough spots?
- How did you work with the agency for which you did the project?
- Where they clear in their goals?
- Would you do the project differently now?
- How do you think the troop is doing?
- How do you intend to help the troop now?
- Do you have any goals for the troop?
- What are your goals for yourself?

- How to do fulfill your duty to country? To God?

The Eagle Palm Board of Review

Like the Eagle Scout board of review, the Eagle Palm board of review is an opportunity for you to learn. Listen carefully to what is being said. The Scout before you will have accomplished much and will be approaching his 18th birthday.

You should encourage the Scout to remain connected to the troop in a visible way. You should not be discouraged if a high school student is less able to devote his spare time to Scouting. Thus you may find that this Scout's activity with the troop is less than you would desire. However, you should be able to tell if a Scout is living up to the ideals of Scouting outside the troop as well as inside it. Again, always conclude these boards of review with words of encouragement. Eagle Palm boards of review are opportunities for you to have a give-and-take discussion with the very best in Scouting. Enjoy it.

Possible Questions

- How do you plan on contributing to the troop now?
- What are your goals for the troop?
- What are your personal goals?
- Will your Scouting experience help you?
- How do you fulfill your duty to country? To God?

Duty to God

Scouting maintains that no member can grow into the best kind of citizen without recognizing an obligation to God. In the first part of the Scout Oath or Promise, the member declares, "On my honor I will do my best to do my duty to God and my country and to obey the Scout Law." The recognition of God as the ruling and leading power in the universe and the grateful acknowledgement of his favors and blessings are necessary to the best type of citizenship and are wholesome precepts in the education of the growing members. No matter what religious faith a Scout might be, this fundamental need of good citizenship should be kept before him. The Boy Scouts of America, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and the organization of the group with which the member is connected shall give definite attention to religious life.

In practical terms, this means that the Scout is expected to subscribe to these principles. Bear in mind that a Scout is trustworthy and further that he and his parents have subscribed to these principles when he joined Boy Scouting and that he has pledged his duty to God each time he recites or pledges the Scout Oath and Law.

The Boy Scouts of America does not define God for a Scout, nor does it interpret God's rules. Those are matters, as said above, left to home and to the religious body to which the Scout belongs. The board of review does not serve as an inquisition into the correctness of a Scout's perceptions, rather it seeks to determine whether the Scout has fulfilled his duty in a way he sees fit, keeping in mind his profession of a particular faith. Discussion of a Scout's religion is very appropriate at a board of review, but it should be done with respect and appreciation for the variety of faiths and beliefs in the United States. An open ended question like "How do you honor the 12th point of the Scout Law?" will allow the boy to discuss his religious beliefs. A blunt "Do you believe in God?" should be avoided as there are some religions that do not use the name "God" for their supreme being or higher power.

A Scout may fulfill this duty without being a member of a particular denomination or religion. In these cases, a board will want to understand, through informal discussion, what a Scout feels about this particular duty, how he sees himself in relation to his beliefs, and how he fulfills them. It is very common for adolescent boys to question

religion, particularly formal religion. If a candidate indicates that he is not certain about religion, the board should ask how he is trying address his uncertainty and to fulfill his duty to God.

As in many questions asked at boards of review, the older the Scout, the more sophisticated the board may expect the answer to be. For a very young Scout, going to religious services regularly may be a complete answer to the question. For an older Scout, you may expect a description of service to his fellow man or the community. You may even find that a Scout will state his inability to meet his own expectations of duty, but that he strives nevertheless to do so. It may be that this humble answer is a sign of the greatest devotion.

Appeal Procedures

In the ordinary course, appeals of board-of-review decisions will not be made, principally because the Scout believes in the justice of the decision. Generally, appeals are sought only when a Scout sees his opportunity to achieve Eagle diminishing.

When can appeals occur?

First, if the troop leader or troop committee does not recommend a Scout for a board of review or fails to sign an Eagle rank application, the Scout (or other interested party) may appeal that decision to the next highest level.

Second, if a board of review does not find favorably for the candidate, the Scout may also appeal to the next highest level. This appeal can be taken by the Scout, his leader, or the Scout's parents. An appeal from a local board of review would be taken to the district advancement committee, and from there to the council advancement committee, and finally to the National Boy Scout Committee. When an appeal is made, the committee to whom the appeal is addressed will promptly review the facts. All parties must be interviewed by the committee, hopefully without confrontation. A written report with all details will be prepared by the reviewing committee and forwarded to the National Boy Scout Committee.

Appeals to the National Boy Scout Committee are made only through the local council. There is no direct appeal. In Eagle matters, a copy of the Scout's Eagle Scout Rank Application must accompany the national appeal.

The Board of Review and the Healthy Troop

Thinking about the questions we have been discussing should give you an appreciation for how the board of review can contribute to maintaining a healthy troop. It is the ideal place to encourage leadership, to check on problems the Scoutmaster sees arising, to head off future problems, and to make sure the Scout is on track to accomplish the goals and methods of Scouting.

There should never be a heavy-handed approach to a board of review; this is no attempt at disciplining a wayward Scout. Rather it should be thought of as a way to make it easier for a Scout to do the things that contribute to the health of the troop. Perhaps a Scout can be encouraged to work with younger Scouts, or to let other Scouts perform their roles in the troop without badgering—this may be especially necessary for a first-time patrol leader or even senior patrol leader.

The Board of Review and the Healthy Scout

Most importantly, the board of review should be a way of encouraging the individual Scout. The Board of Review is the most personal method in Scouting to assess the needs and desires of a Scout, to encourage and support him, to learn of his fears and hopes, to help him to see himself in the greater context of Scouting, and to encourage his personal growth, both in skills and in living up to the ideals of Scouting.

We are, after all, a values-based organization with a goal of developing in young people and adults a life of service to God and to country, to others, and to self. We do this by holding up the Scout Law as a guide for personal conduct in all contexts. Our world can be a better place if we succeed in this process.

Updated January 2006.

ATTACHMENT 7

Winter Survival Camp Eligibility Guidelines

Scout must be 13 years old

This is a high adventure camp which requires a measure of physical and mental maturity.

Younger Scouts must have Scoutmaster approval and must be accompanied by a parent

Some younger Scouts may be ready for Winter Camp and will be evaluated on a case by case basis. If they are approved, the presence of a parent will ensure that Tour Leaders are not unduly preoccupied with the well-being of the youngest Scout.

New Webelos II cross-over Scouts may not attend

Boys who have just joined the Troop and have no experience camping with the Troop are not encouraged to attend Winter Camp. We want to make sure that their first experiences are safe and positive.

A pack check is mandatory for all Scouts prior to the camp

A pack check will make sure everyone is prepared, and allow time for collecting additional supplies as needed.

ATTACHMENT 8

TROOP HANDBOOK ACKNOWLEDGEMENT FORM

Boy Scouts of America
Troop 101
Olympia, Washington

I have received a copy of Troop 101's Handbook, containing, in part, the policies and rules of Troop 101. I have read them and understand them completely. I agree to abide by the rules as stated. As a Scout, I will try to live by the Boy Scout Oath and Law.

Name of Scout: (please print):

Signed by Scout: _____ Date: _____

Signed by Parent or Guardian: _____ Date: _____

Return to Scoutmaster at the next Troop meeting