



# Troop 64 Handbook

**Boy Scout Troop 64 • First United Methodist Church**

**Bossier City, Louisiana**

[www.boyscouttroop64.org](http://www.boyscouttroop64.org)



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# Troop Operations

## Joining Procedure

To become a Boy Scout, a youth must have completed fifth grade, or be 11 years old, or have earned the Arrow of Light Award as a Webelos Scout and be at least 10 years old. He must not have reached the age of 18.

If a boy is interested in joining Troop 64, he should visit during one or two regular Monday night meetings. This will enable him to meet the Scoutmaster, other adult leaders, and Scouts. He and his parents should look over the Troop 64 Handbook to familiarize themselves with the Troop. The Scoutmaster and other adult leaders are available to answer questions.

When a boy decides to join Troop 64, he should obtain a membership packet from the Membership Chairman. In order for him to be registered as a Scout, he must provide the Membership Chairman with the following:

1. A completed Boy Scout Application form signed by a parent. (The Personal Health History on the back side of the Boy Scout Application form need not be filled in because the necessary information is included in the Activity Permission Slip.)
2. The national registration fee and Troop 64 dues, both prorated as of the date of joining.

Note: If Scout is transferring from another Troop or crossing over from Cub Scouts, the "Transfer Fee" is \$1.00.

Note: Any Scout joining Troop 64 who has already reached the rank of Life and expects to obtain the rank of Eagle within one (1) year will be required to provide all materials normally provided by the Troop for their Eagle Ceremony.

3. Personal Health and Medical Record (Class 1 and Class 2), signed by parent and doctor. A copy of all personal/family insurance card(s) must accompany the form as well. This form serves as parental permission to participate in Troop outings and is required by BSA.
4. Troop Resource Survey(s), one survey to be completed by each parent.
5. Automobile Information Sheet.

A Boy Scout Handbook will be provided to all new Scouts so the Scout can study and learn the "Joining Requirements" and complete them as soon as possible. The Scout should bring his Boy Scout Handbook, pencil, and paper to every meeting. A Scout uniform is also required at the earliest opportunity. (See "Uniform and Equipment" Section.)

One of the chief founding principles of Boy Scouting is the "Patrol Method." Very soon after joining, a Scout is assigned to a patrol. A patrol is a group of 6-10 boys, led by a Patrol Leader elected from within each group. Each patrol is advised by an Assistant Scoutmaster, who is one of the adult leaders. New, younger Scouts are assigned to a New Scout Patrol assisted by a Troop Guide, who is one of the older Scouts. A patrol does many activities together, and competitive events between the groups are a way of building patrol spirit. A Scout's patrol will be his team for games and contests, his closest buddies in camp, and his teachers as he works on advancement.

Troop 64 is run by the Scouts. The adult leaders mainly guide and advise the Scouts. One of the purposes of Scouting is to develop leadership in these young men, and the Troop feels this can be done only if the Scouts take leadership responsibilities.

## **How the Troop Works**

Troop 64 is sponsored by the chartered organization, First United Methodist Church in Bossier City. The Church arranges for a regular Troop meeting place and approves the adult leaders who administer the Troop's affairs. The adult leaders are the Scoutmaster, Assistant Scoutmasters, and members of the Troop Committee. All are unpaid volunteers, and most are parents of Scouts in the Troop.

The regular meeting night is Monday from 6:30 PM until 8:00 PM. Troop 64 does not suspend operations in the summer; we are busy all year. Scouts are required to wear their uniforms to the meetings. The style of uniform to be worn varies with the season, and the appropriate uniform is designated by the Scoutmaster.

Troop meetings are planned and conducted by boy leaders under the guidance of the Scoutmaster. A typical Troop meeting includes work on outdoor skills, first aid, fitness, citizenship, or some other aspect of Scouting; a brief patrol meeting for advancement progress or planning a future patrol event; a game, competition, or other team building activity; and ceremonies highlighting Scouting's ideals.

At Troop meetings, during Troop outings, and on his own, a Scout will have a chance to earn many badges and awards. His goal is advancement through the ranks of Scout, Tenderfoot, Second Class, First Class, Star, Life, and finally to the most distinctive award of all - the Eagle Scout Award.

Scouting requires family involvement. To encourage participation of families, a Court of Honor will be scheduled three or four times during the year. A Court of Honor is where rank advancement and merit badges are awarded, as well as any other achievements or recognition that a Scout has earned. It is followed by a time of fellowship with other scouting families. This gives families an opportunity to get to know each other and to share information about important Troop activities.

### ***Troop 64 Typical Meeting Format***

- Pre-Opening Activity – begins at 6:30 PM
- Patrol Meetings – to collect dues and record attendance and uniform wear – 6:45 PM
- Opening Formation and Ceremony - starts promptly at 7:00PM
- Skills Instruction - related to Scout skills or an upcoming event
- Patrol Meeting - to plan patrol activities and work on advancement
- Interpatrol Activity - game, competition, or team building Activity
- Closing Formation - ending no later than 8:30 PM

### ***Regularly Scheduled Events***

- First Tuesday of each month:
  - Reserved date for Boards of Review – check with Advancement Chair for scheduling
- First Tuesday of each month:
  - Bossier District Roundtable at 7:30 PM
- Third Monday of each month:
  - Patrol Leaders' Council at 7:00 PM
- Third Monday of each month:
  - Troop Committee Meeting at 7:00 PM

- Last Tuesday of each month:
  - Reserved date for Scoutmaster Conferences – check with Scoutmaster for scheduling
- One weekend of the month (varies):
  - Outdoor activity or camping trip
- Three or four times per year:
  - Court of Honor

## Costs Of Scouting

Listed below are the costs each Scout family should be aware of:

- Dues for the troop are \$3.00 per month and may be paid monthly, quarterly, or annually. The scouts are responsible for ensuring their dues are given to the Patrol Leader, who will turn them in to the Troop Treasurer (an adult). Dues cover the cost of awards, merit badges, materials provided to new Scouts (handbooks, neckerchiefs, neckerchief slides, shoulder loops, patrol patch, youth leadership position badges, and re-chartering fees. These costs may also be paid for by funds raised during fundraisers.

Note: Any Scout who is more than the current month behind on dues will not be granted a Scoutmaster Conference for rank advancement, thereby preventing him from participating in a Board of Review. Dues must be current in order to advance to the next rank.

- The cost for troop campouts is \$10.00 per person attending and covers the cost of food for the campout and gasoline for the vehicles, which are required to transport the troop to the campout. However, certain trips require recovery of part or all of the expenses, based on the plans of the adult Trip Leader. A fee may be required for special outings. The cost of food for a patrol is shared by each Scout in the patrol signed up to participate in the trip. Occasionally, the Troop will stop at a fast food restaurant for a meal while traveling, and each Scout pays for his own meal.

Note: The Troop participates in 3 or 4 fundraisers throughout the year in order to provide funds needed for our Program plan each year and to provide Scouts the opportunity to earn camping funds for their Troop accounts. Participating in these fundraisers is mandatory. Each time a Scout fails to participate in a fundraiser (addressed on a case-by-case basis by the Troop Committee), his troop campout fee will increased by \$2.50 per campout.

- Summer camp at Garland Scout Ranch and other camping opportunities that are periodically offered by the Norwela Council or Bossier District have fees for attendance. Troop 64 strongly encourages all Scouts to participate in summer camp. Camp attendance is essential if a Scout is to advance on schedule. If a Scout is below the rank of First Class and has never participated in the "Trail to First Class" program or if this is his first Summer Camp, he will be required to complete "Trail to First Class" program during Summer Camp.

Note: First- and Second-Year campers attend Summer Camp at Garland Scout Ranch. Third-Year campers and above attend Summer Camp out of Council.

- Uniform costs are set by BSA, and suppliers all have comparable prices.
- Equipment costs vary but can be expensive. It is suggested to only buy the necessities listed under "Camping Equipment" at first.
- Training opportunities that are periodically offered by the Council or District have fees for attendance. Troop 64 encourages the boy leaders to participate in leadership training camps and will cover the costs for these.

Troop 64 has been fortunate to maintain a good financial position in the past. Our major source of operating funds has been our annual fund raising event(s). Fund raising has been a tradition of Troop 64 in order to offset a large portion of the annual costs per Scout incurred by the Troop. Fund raising requires a lot of work by the Scouts and parents. Parental assistance is needed and expected.

## **Troop Policies For Trips And Programs**

### ***Obtaining Information About Trips and Programs***

- Scouts will be informed at the weekly meetings about upcoming trips or outings. Dates of outings scheduled for the following month are also printed in the calendar.
- Scouts will be informed in advance regarding trip details such as time of departure and return, cost, destination, and activities of the trip. A planning deadline for accepting reservations from the Scouts will be designated by the Outings Chairman. (The deadline is usually the end of the Troop meeting that is 10 days prior to the weekend of the trip.)
- The adult Trip Leader will advise parents of a contact person who will know how to reach the Troop if needed. A more accurate time of return may be obtained from this designated person on the afternoon of the planned return.
- The Trip Leader will follow the Troop 64 Trip Leader Guidelines.

### ***Sign Up Policies***

- A Scout must be registered through the Norwela Council Office and have submitted a signed Permission Slip before he will be allowed to go on any Troop outing. He must also have a current Medical Form on file with Troop 64.
- Final trip details (such as tour permits, reservations, and transportation arrangements) will normally be based on the number of boys who sign up with their Patrol Leaders by the end of the Troop meeting that is 10 days prior to the weekend of the trip. For trips or programs requiring more advance planning, the Outings Chairman may set an earlier deadline to sign up. Boys who sign up as "maybe" will not be included within the number on which the planning will be based.
- Although on occasion the Patrol Leaders may call members of their patrol who are not present at a Troop meeting to determine whether they will be going on an outing, *it is the responsibility of each Scout to inform his Patrol Leader whether or not he is going on a trip*. If a Scout does not contact his Patrol Leader by the planning deadline, it will be assumed that he is not going on the trip.
- The Patrol Leaders will be responsible for giving the names of the Scouts who have signed up by the planning deadline to the Outings Chairman, who will tell the Trip Leader how many Scouts are planning to go on the trip. Whenever possible, final planning will accommodate a reasonable number of additional Scouts who sign up after the planning deadline.
- Scouts may sign up after the planning deadline to go on a trip. However, any Scout who signs up after the planning deadline will be allowed to go on the trip only if he can be accommodated within the plans that have already been made by the Trip Leader.
- Any non-refundable costs incurred by the Troop or by a patrol for a Scout who cancels his reservation after the planning deadline must be paid by the Scout who cancels.

### ***Policies Regarding Food***

- On camping trips, especially backpacking trips, consideration must be given to food packaging and containers. Many times, trash must be packed out, and burnable wrappings (such as paper) or plastic are preferred. *Glass containers are not permitted.*
- Each Scout is responsible for his share of food purchased for the camping trips. For most trips, each patrol plans their meals, buys the food required, and does their own cooking. If a Scout has to miss a trip

and does not tell his Patrol Leader before the food for the trip is purchased, he still is expected to pay for his share of the cost of the food.

- If a Scout signs up after the planning deadline and the food for his patrol has already been planned and purchased, the Scout must provide his own food.
- Often, the Troop stops at a fast food restaurant for a meal while traveling. The Scouts are informed of the plans for a stop for food when details of the trip are announced. Each Scout pays for his own meal.
- Most meal preparation is by Patrol. Patrol Leaders should be mindful of those Scouts who need to satisfy the cooking requirements for Second Class and First Class Advancement. This means the preparation of full and nutritious meals, using backpacking or camping stoves, or, where allowed, campfires. Prepared foods, freeze-dried meals in a bag, military MRE's and the like should not be used in patrol cooking. The Troop Librarian and the Scoutmaster have outdoor cooking books for reference. Patrols should plan their meals using the Patrol Menu Planning Calendar included in this Handbook.

## ***Outdoor Policies***

- Policies set for the in the Guide to Safe Scouting shall be followed at all times.
- Only during adult supervised functions will a Scout be permitted to use a stove or lantern that requires any fuel. A Scout may bring and use a backpack camping stove only after he has been certified for its use by the adult or senior Scout leadership. To be certified, a Scout must demonstrate that he knows how to operate his stove in a safe and mature manner, and that he knows all the precautions and hazards associated with handling this equipment.
- Knives may not be used by a Scout until the Totin' Chip card is earned. *No sheath knives are allowed.* Saws and axes may only be used after a Totin' Chip card has been earned and then, only with adult permission and supervision.
- The use or possession of liquid fuel or butane lighters by Scouts is not allowed.
- Medical conditions requiring medication or which may limit a Scout's ability to participate in an activity must be brought to the attention of the adult Trip Leader. Arrangements for the handling of prescription medication should be made with the adult Trip Leader.
- Electronic devices of any kind, i.e. cell phones, portable game systems, CD / DVD players, MP3 players, etc. are not authorized devices for any Troop outing.
  - These devices, with the exception of cell phones, may be brought on extended outings but must be left in the vehicle.

## ***Troop 64 Trip Leader Guidelines***

Scouters often say that the biggest part of SCOUTING is OUTING. Troop 64 is known for its strong outdoors program. We have some type of outing for every month of the year. Summer camp is usually in June, and the District will hold a Camporee during one of the months in the Spring and Fall. That leaves nine months of the year that we need to plan for troop outings. In order to maintain a quality outdoor program, we require help from a variety of adults in the troop, and cannot put all the burden on the Outings Chairman and the other uniformed adults.

### **1. WHERE TO GO AND WHAT TO DO**

We try to go on about two backpacking trips a year and one cold weather camping trip. High adventure outdoor activities that require more preparation or expense, such as rock climbing, might be done only once every two or three years. The December outing is typically a day trip involving some sort of service project. There is a Super Trip every summer in either July or August, which may be up to a week long. Most weekend outings are from either Friday evening or early Saturday morning through Sunday afternoon. We also plan one special outing each year to recognize those Scouts who have either met or exceeded uniform and meeting requirements.

New outdoor activities are always welcome. Possibilities that the troop has either never done or has not done in recent years include sailing, cross-country skiing and horseback riding. Some activities might be fun, but just are not appropriate for scouting because of the risk (e.g., bungee jumping) or because they do not fit well within the scouting program (e.g., golf). Others simply cannot be done for logistical reasons (e.g., designated wilderness areas have a group size limit of ten).

## 2. RESOURCES

The first place to turn for an outing possibility is somewhere you have already visited and think that it would be a good place to go. Other sources for possible trips include guidebooks, the internet and recommendations from friends and other scouters. Scout Roundtable meetings (held monthly at First United Methodist Church) often include information about possible outings.

## 3. PLANNING AN OUTING

- **Confer with the Outings Chairman.** The Outings Chairman can tell you when the trip could fit in the calendar and assist you throughout the planning process. He may also recruit an assistant trip leader to work with you.
- **Obtain necessary information.** For instance, for a backpacking trip, you might want first to call the ranger office for suggested routes and campsites, and whether any permits are required. If you plan to use an outfitter, get their brochure, prices, waiver forms, etc. Ask if they have a scout discount and can give you references to other troops who have used them. Make sure there are no age or size restrictions that would bar some scouts from participation.
- **Budget.** Many outings entail only nominal expense. For those with more substantial expense you need to check with the Troop Committee Chairman to see if the troop will defray all or part of the cost. Estimate the individual cost where not paid by the troop. Obtain any advance checks (usually needed where outfitters are involved) from the troop treasurer. Keep receipts for the expenses you incur and turn them in to the treasurer.
- **Arrange for transportation.** First United Methodist Church has a bus that is usually—though not always—available to the troop. The Troop also has a covered trailer. These are reserved by contacting FUMC for the trip dates throughout the year. Check with the Outings Chairman to see if they have been reserved for the dates of your trip, and if not, whether they are available to be reserved. If unavailable, alternate transportation requirements will have to be arranged. Also make sure that you or someone else obtains keys for the FUMC bus and/or trailer. We also can carpool, if there are enough adult drivers who plan to go on the outing.
- **Decide about meals.** As a rule of thumb, we usually stop for a fast food meal on the road on both the outgoing and incoming part of the trip. The patrols generally are responsible for fixing all other meals. On backpacking trips, individuals bring their own "trail lunch." Adult meals are usually handled as if the adults were a patrol. One adult buys the food and arranges for the necessary equipment to be brought on the trip. He is reimbursed pro rata by the other adults who go. The trip leader can handle the adult food, though it is usually better if you recruit someone else for this task, as you will have enough to do as it is.
- **Prepare a handout.** Often it is helpful to have two handouts, a general description to hand out three or four weeks before the trip and perhaps to put in the troop newsletter, followed by a more detailed handout for the two meetings before the trip. The handout should include on one page everything the scout needs to know about the trip, including where we are going, what we are doing leaving and arrival times, what to bring, information about meals, any cost to be paid to the troop, any parent approvals needed, and your name and phone number for any questions. Come to at least the two meetings prior to the outing to talk about the trip and answer questions.
- **Scout it out.** If possible, visit the destination before the trip. This is less important where an outfitter is involved, but is very important for backpacking trips. Several of the adult leaders are willing to go with

you to hike the route to make sure we have leaders who know the route well. It is sometimes advisable to send an "advance" person to the site on the day of the trip, such as when a campsite must be secured.

- **Get a head count.** It is always a moving target to get an accurate count of how many people are going on an outing. We usually have the patrol leaders canvass the boys to see who is planning to go. The trip leader needs to determine what adults are going and who can help with driving and carpooling. Have a roster to check off before we leave.
- **Obtain the tour permit from the scout office.** The tour permit is a form required by BSA for all troop outings. The Outings Chairman is responsible for obtaining this permit, but you need to coordinate with him to make sure this is done and that the permit is taken on the trip.
- **Maps, driving directions, hospital information, medical forms, radios, etc.** You need to prepare and copy maps and/or driving directions for the adult drivers to hand out before we leave. There are several good software packages and internet sites where this information can be downloaded. Also obtain information in case of emergency about the nearest general hospital. This is also readily available on the internet. The trip leader needs to make sure that trip-specific required documents such as executed waiver forms or camping permits are brought along or forwarded prior to the trip.
- **Recruit a home front contact.** Arrange with a parent to be the first point of contact in case of emergency or simply to let know if we are running late on our return. This needs to be someone who will be generally available during the trip period by phone.
- **Arrange for return of the bus and keys.** This is the responsibility of the Troop Committee. There should be someone to take the bus and have it cleaned and filled with gas. Coordinate with the transportation chairman to make sure that this is arranged.



# Uniform & Equipment

## Official Scout Uniform Used By Troop 64

The *Formal Uniform* is worn for Boards of Review, Courts of Honor, Scout Sunday, Eagle Scout Award or Religious Award Presentations, and at other times designated by the Scoutmaster. It consists of :

1. Long or short-sleeve Scout shirt with:
  - Red epaulets (shoulder loops)
  - Council patch
  - Troop 64 number
  - American flag patch
  - Patrol patch
  - World Crest patch
2. Troop 64 Neckerchief
3. Merit badge sash

4. Scout shorts or long Scout trousers (olive green shorts or pants may be substituted for official BSA shorts or pants) (if preparing for an Eagle Board of Review, it is recommended that the candidate wear the official BSA shorts or pants).
5. Official Boy Scout belt
6. Scout socks
7. Shoes or hiking boots

The ***Informal Uniform*** consists of the Formal Uniform less the neckerchief, slide, and merit badge sash. It is usually worn to weekly meetings during the school year and while traveling.

The ***Activity Uniform*** is worn in the summer and during activities, outings, or service projects as designated by the Scoutmaster. It consists of:

1. Troop 64 T-shirt (available at a cost of \$8.00 each)
2. Scout shorts, long Scout trousers, Khaki shorts or long Khaki trousers
3. Official Boy Scout belt if wearing Scout shorts or trousers; Black or brown belt if wearing Khaki shorts or trousers.
4. Scout socks if wearing Scout shorts or trousers.
5. Shoes or hiking boots

The Troop has a supply of Troop t-shirts available for purchase at a cost of \$8.00 each. The official uniform may be purchased at the Council Office located at 3508 Beverly Place in Shreveport, LA or may be ordered through the BSA catalog of Scouting merchandise. Catalogs are available at the Council Office. Credit card orders may be made by telephone to 1-800-323-0732.

## **Camping Equipment**

The Scout will find a whole new interest in camping and outdoor equipment. To most families, it is a welcome relief at Christmas and birthdays to have something to buy that will be useful and lasting. Good equipment will be enjoyed for a lifetime. Scouts who work toward accumulating various pieces of camping gear over time are more likely to develop and maintain an active interest in camping that will last well beyond their years of Scouting. Please feel free to ask any of the adult leaders for advice on the equipment, type, costs, size, best places to buy, etc. Some stores offer a ten percent discount to registered Scouts.

It is not necessary to purchase items supplied by the Troop. Troop 64 is very fortunate to be able to provide excellent camping equipment for the Scouts' and patrols' use including two-man tents, patrol cook gear, lanterns, and stoves.

The Troop uses an Adult and Troop Quartermaster to ensure that the equipment is kept in good repair and is available in sufficient numbers for all Troop activities. A Patrol Quartermaster is selected from each patrol to supervise the procedure of Scouts checking out and returning equipment. No equipment is to be removed from the Scout Closet without being coordinated with a Patrol Quartermaster and being signed out. When a Scout checks out equipment from the Patrol Quartermaster, he is to sign for it, and he is responsible for returning it in good, clean condition. The Scout should examine the item he checks out to make sure all parts are present. The Patrol Quartermaster should likewise check the equipment upon its return to verify that all parts are still present and that the item is in good condition. If the equipment is misused or lost, it is the Scout's responsibility to repair or replace the damaged or lost equipment. Items such as patrol cook gear or lanterns checked out by a patrol unit are the responsibility of that patrol.

It is the general policy of Troop 64 not to lend its equipment for use outside sanctioned Troop outings. However, consideration will be given to other scouting units and Troop 64 families on a case-by-case basis.

Such requests should be made through the Adult Quartermaster. If such requests are granted by the Troop Committee, the individuals requesting the equipment will be responsible for its return in good condition, and will promptly replace damaged or lost equipment. Troop 64 activities will take precedence over all other equipment requests.

Troop 64, through fund raising and parent contributions, provides as much of the camping equipment as possible. The Troop does not expect a new Scout to buy all the needed equipment at one time. In fact, it is suggested that purchases of tents, stoves, and expensive backpacks be delayed until the Scout is sure that he will continue in Scouting. Listed below is the camping equipment which needs to be purchased first, prioritized with the most important item listed first:

1. **Sleeping bag:** A sleeping bag good to 20 degrees Fahrenheit is sufficient. It should not be bulky or heavy and must have a waterproof stuff bag. Synthetic fills such as Polargard 3d , Primaloft and Thermolite Extreme are best. Down is more durable and more expensive, but is less appropriate for Scouts because it loses its insulating ability when wet. Do not buy a child's size sleeping bag for a new scout, as he will quickly outgrow it. Each scout should have a pad to put under his sleeping bag. Closed cell pads are cheaper, lighter and more durable. Inflatable pads provide more cushion. Inflatable air mattress will become uncomfortable during winter months due to the air inside them becoming cold.
2. **Footwear:** Boots are required on all Troop 64 camping trips. Sturdy hiking boots that are 6-8 inches high are recommended. Sneakers (which do not have sturdy soles or adequate ankle support) are not appropriate. All boots should be waterproof, or at least treated for wet weather, and broken in prior to wearing on the trail. Prices range from \$20 to over \$200. Socks should be wool or synthetic blends. Cotton socks should never be used, as they retain moisture and easily lead to blisters. A thin liner sock can help keep feet dry and prevent blisters.
3. **Backpack:** The pack must have a padded, snug-fitting, full hip belt, and padded shoulder straps. The pack should fit the Scout; do not buy one he will grow into. Pay special attention to the hip belt; this must fit. Prices range from \$50 to \$100 for an external frame pack, more for an internal frame pack. Rentals are available, and testing different types is recommended.

Before you buy, please call any of the adult leaders if you have questions. New Scouts may outgrow some items, so do not invest a lot of money in equipment that may soon to be too small. However, the Troop advises buying high quality on key equipment that will not be outgrown, such as sleeping bags. We have learned that buying top quality once is better than purchasing a less expensive, lower quality item two or three times.

Details on other key items the Scout will need to purchase are listed below:

- **Rain gear:** A sturdy, heavy plastic (inexpensive) or coated nylon (expensive) poncho or rain jacket/suit is required. A rain suit is preferred because it also keeps the legs dry and serves as an insulating layer against wind and cold. Expensive Goretex and other high tech fabrics are not needed; coated nylon keeps you just as dry. Avoid rubberized rain suits, however, as these are sweatboxes. Also, a rain-proof pack cover is needed. A large plastic garbage bag is suitable as a pack cover.
- **Mess kit:** A mess kit includes (1) a knife, fork, and spoon set; and (2) a plastic bowl or Scout cook kit, and a plastic cup. A plastic cup is preferred for extremely cold weather, as metal can freeze to the skin or lip.
- **First Aid kit:** Small personal first aid kit should include a few Band-Aids, antiseptic, and moleskin. (Any medication a Scout may need should be brought to the attention of the adult leader.)
- **Water Bottle:** An empty 2 liter soft drink container is excellent, as are more expensive Nalgene bottles and plastic canteens. Avoid expensive "hydration systems;" they are expensive, often leak and are difficult to clean.

Optional Equipment the Scout may wish to purchase for his own use:

- Tent: The troop tents are two-man models.
- Stove: There are a variety of white gas and canister stoves available. Avoid white gas stoves that do not simmer well, such as the MSR Whisperlite. Canister stoves use isobutene or blended propane/butane. Pure propane stoves are too heavy for backpacking. Alcohol stoves are simple and convenient, but do not have enough heat output for patrol cooking. Stoves with a tripod base are more stable and therefore safer than those that sit on top of the fuel canister. Be advised that Liquid Fueled stoves are not allowed at Scouting events.
- Water Filter: The use of water purification tablets is adequate to protect against most water-borne chemical and biological pathogens. A water filter is quicker, however, and avoids the off-taste of iodine.
- Cookset: A cookset adequate for most patrol cooking includes two pots (one and a half and two quart sizes), a frypan and a lid. Pots and pans that use a "pot gripper" are better than those with handles as they balance better on stove. Aluminum is cheap, but scorches easily, is hard to clean, and can warp under high heat. Lightweight steel is only slightly heavier than aluminum and is more durable and easier to clean. Teflon coated aluminum is overall the best material, but requires more care in both cooking and cleaning and is more expensive. Titanium is the lightest material, but is far too expensive for the slight weight savings it provides.

## Camping Equipment Checklist

This is a complete checklist of camping equipment that every Scout needs. (If used as a packing list, items worn would be included.)

### **A. Eating gear** - Small items packed in ditty bag(s):

1. Water bottle
2. Mess kit
3. Plastic cup
4. Knife, fork, and spoon set
5. Waterproof matches
6. Emergency food: 2 pkgs. each of instant soup, cereal, & hot chocolate packed in zip-lock bag
7. Stove (may be provided by Quartermaster - Coleman Peak 1 recommended)
8. Pot scrubber pad or biodegradable dish washing soap
9. Tarp (one per patrol) for sheltered cooking area
10. Mesh drying bag (one per patrol)

### **B. Personal items:**

1. Soap
2. Face towel
3. Toilet paper
4. Toothbrush & toothpaste, plus personal toiletries
5. Insect repellent (non-aerosol)
6. Moleskin
7. Personal first aid kit with Band-Aids
8. Flashlight with spare batteries and bulb
9. Large safety pins (4)
10. \$.25 (emergency phone)
11. Whistle (to be worn outside pack and easily accessible)
12. Chap stick and sunscreen
13. Extra boot laces
14. Needle and thread (strong dental floss can serve both as thread and emergency boot laces)

15. Duct tape (can be wrapped around water bottle)

### **C. Sleeping gear:**

1. Sleeping bag
2. Waterproof stuff bag for sleeping bag
3. Foam pad to put under sleeping bag (closed cell type)
4. Tent (may be provided by Quartermaster)
5. Ground cloths for tent (6x8 ft. piece of polyethylene of 4-6 mil thickness - is provided by the Quartermaster with Troop tents)

**D. Clothing:** (Note: Items worn are included in this list.) The Scoutmaster will advise the Troop prior to each trip which Scout uniform is to be worn.

1. Hiking boots
2. 3 pairs wool socks
3. 3 pairs liner socks
4. 2 pairs pants or shorts
5. 2 pairs underwear
6. 2 shirts (includes Troop 64 T-shirt – 2nd shirt should be wool or polypro in winter.)
7. Poncho or rain suit (easily accessible) for protection from both wind and rain
8. Swim trunks
9. Cap/hat for sun protection
10. Bandanna
11. Gaiters (optional) helps to keep rain and debris out of boots

### **E. Extra clothing items needed for winter:**

1. Wool sweater or synthetic fleece sweatshirt
2. Wool mittens or lined gloves
3. Wool or polar fleece stocking cap
4. Warm jacket
5. Long underwear (synthetic, not cotton)

### **F. Miscellaneous equipment:**

1. Compass (Silva or Brunton preferred)
2. Zip-lock bags - Various sizes are useful. Clothes and other items should be packed in them to be kept waterproof and organized. They may also be used to pack trash while on camping trip. Several spares are handy.
3. Plastic trash bags (2)
4. 50 feet of 1/8 inch nylon cord
5. Backpack trowel
6. 2-4 straps (for fastening things onto pack frame)
7. Pocket knife (Totin' Chip required. Locking blade required. NO sheath knives.)
8. Day pack
9. Backpack
10. Identification on back flap of pack
11. Pack cover or large plastic garbage bag
12. Carry bag (substitute for back pack on some trips)
13. Boy Scout Handbook with zip-lock bag for rain protection
14. Map provided by Trip Leader on backpacking trips



# Responsibilities Of The Scout

## Expectations

- Good conduct is expected at all times. (See "Conduct Policy" below.)
- Regular attendance is expected at Monday night meetings and on weekend camping trips. (See "Attendance Requirements" below.)
- Scouts are required to wear the appropriate uniform as described under "Official Scout Uniform Used by Troop 64" in the section entitled "Troop Operations." If a Scout has problems acquiring the proper uniform, he should speak to the Scoutmaster.
- The Scout should bring his Boy Scout Handbook, pencil, and note pad to every meeting.
- Scouts are expected to be familiar with and closely adhere to the "Troop Policies for Trips and Programs" found under "Troop Operations."
- Scouts are expected to participate in Troop 64 service projects. (See "Service Projects" below.)
- Scouts are expected to participate in Troop 64 fund raisers.
- Scouts are expected to attend Courts of Honor, occasions of Eagle Scout Award or Religious Award Presentations.
- As the Scout matures, he will be expected to participate in leadership roles. (See "Leadership Roles" below.)

## Conduct Policy

Troop 64 intends to maintain the high standards to which each Scout ascribes under the Scout Oath and Law. However, certain rules must be stated and accepted to avoid misunderstandings or problems. These rules apply when a Scout is under the responsibility of the Troop, i.e., any time he is with the Troop, either at the weekly meetings, on a camping trip, or attending another Troop-sponsored activity. The rules and related disciplinary actions are listed below.

We do not tolerate the following:

1. The use of profanity.
2. Any form of hazing, physical or verbal harassment, or malicious behavior directed toward others.
3. Improper use of matches or lighters, knives, or permitted camp tools. Butane lighters are prohibited.
4. Blatant disregard of the principles of the Scout Oath or Law.

Discipline must be maintained for the adult and Scout leaders to manage a large group of Scouts. At the first warning during a meeting or outing for inappropriate behavior such as described above, a conference will be held with the Scout. During the conference, the Scout, at the Scoutmaster's discretion, may be placed on a 60 day probationary period at which time he will not be eligible for rank appropriate Scoutmaster Conferences or to attend Troop trips or outings. At the second disruption during the same meeting or outing, the Scoutmaster or Assistant Scoutmaster will call the parent to come, and the boy will be sent home.

A Scout may be suspended from the Troop for:

1. The possession or use of any illegal drug.
2. Possession or use of firearms.
3. Possession or use of alcoholic beverages.
4. Smoking or use of any tobacco product.
5. Lying.
6. Stealing.

Reinstatement of a suspended Scout will be under terms specified by the Scoutmaster, with the concurrence of the Troop Committee.

A Scout is "trustworthy," and we expect this first point of the law and all others to be taken seriously. A Scout will become a responsible young man, and later a respected adult, if he lives by the Scout Oath and Law.

## **Attendance Requirements**

Attendance is important because each Scout is needed for his patrol to function at its optimum level. The older and experienced Scouts are needed for their leadership and teaching skills. If a Scout does not attend meetings regularly, and if he does not go on the camping trips, he is missing opportunities to learn Scouting skills and earn merit badges. He is thereby not going to advance at the expected rate.

Active status in Troop 64 is maintained by regularly attending the weekly meetings and the monthly weekend outings, and by consistently taking part in Troop service projects and fund raisers. If a Scout's attendance is not deemed adequate by the Scoutmaster, Scoutmaster Conferences for rank advancement may be postponed, and the Scout may not be allowed to attend special trips for which he otherwise would be eligible. Special circumstances should be discussed with the Scoutmaster prior to the absence.

Because it is especially important to attend meetings prior to outings, attendance of all trip participants is required at the Monday night meeting preceding any trip. This will ensure that accurate information is received about the outing and adequate preparation is made for the trip.

Scouts may request to be placed on inactive status by the Scoutmaster for up to six months for special circumstances. Attendance requirements will be suspended for this period, though the scout must remain current in his dues.

## **Service Projects**

To help foster a sense of personal responsibility and citizenship, Scouts are required to participate in a service project approved by their Scoutmaster for the ranks of Second Class, Star, Life, and Eagle.

The time of service must be a minimum of 1 hour for Second Class and 6 hours for Star and Life ranks. This may be done as an individual project or as a member of a patrol or Troop project. Star and Life service projects may be approved for Scouts assisting on Eagle service projects. The Scoutmaster approves the project before it is started.

# **Leadership Roles**

## ***Patrol Leaders' Council***

The Patrol Leaders' Council (PLC), not the adult leaders, is responsible for planning and conducting the Troop's activities. The PLC is composed of the following voting members: Senior Patrol Leader, Assistant Senior Patrol Leader(s), Patrol Leaders, and Troop Guide(s), an (In Troop 64, the Scribe, and Troop Quartermaster also attend the PLC meetings.)

The Troop's activities are selected and planned at the annual program planning conference. The Troop's yearly plan is then submitted to the Troop Committee for approval. The Troop Committee either approves the plan or makes alternative suggestions for the PLC to consider. At its monthly meetings, the PLC organizes and assigns activity responsibilities for the weekly meetings. The Troop Committee interacts with the PLC through the Scoutmaster.

## ***Leadership Position Job Descriptions***

*All job descriptions are taken from Boy Scouts of America, Patrol Leaders Handbook.*

There are four responsibilities which all Scout leaders share:

- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

## ***Senior Patrol Leader***

- Must be Star rank or higher.
- Runs all Troop meetings, events, activities, and the annual program planning conference.
- Runs the PLC meeting.
- Appoints other junior leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists the Scoutmaster with junior leader training.

## ***Assistant Senior Patrol Leader***

- Helps the Senior Patrol Leader lead meetings and activities.
- Runs the Troop in the absence of the Senior Patrol Leader.
- Helps train and supervise the other junior leaders.
- Serves as a member of the PLC.

## ***Patrol Leader***

- Appoints the Assistant Patrol Leader.
- Represents the patrol on the PLC.
- Plans and steers patrol meetings.
- Helps Scouts advance.
- Acts as the chief recruiter of new Scouts.
- Keeps patrol members informed.

- Knows what his patrol members and other leaders can do.

### ***Assistant Patrol Leader***

- Helps the Patrol Leader plan and steer patrol meetings and activities.
- Helps him keep patrol members informed.
- Helps the patrol get ready for all Troop activities.
- Represents his patrol at PLC meetings when the Patrol Leader cannot attend.
- Lends a hand controlling the patrol and building patrol spirit.

### ***Troop Guide***

- Introduces new Scouts to Troop operations.
- Guides new Scouts through early Scouting activities.
- Shields new Scouts from harassment by older Scouts.
- Helps new Scouts earn First Class rank within 18 months.
- Teaches basic Scout skills.
- Coaches the Patrol Leader of the new Scout patrol on his duties.
- Works with the Patrol Leader of the new Scout patrol at PLC meetings.
- Attends PLC meetings with the Patrol Leader of the new Scout patrol.
- Assists the assistant Scoutmaster with training.
- Counsels individual Scouts on Scouting challenges.

### ***Junior Assistant Scoutmaster***

- Functions as an Assistant Scoutmaster.
- Performs duties as assigned by the Scoutmaster.

### ***Troop Scribe***

- Attends and keeps a log of PLC meetings.
- Records individual Scout attendance at meetings and outings.
- Records individual Scout advancement progress.
- Works with the Troop Committee member(s) responsible for records and finance.

### ***Troop Quartermaster***

- Keeps records on Troop equipment.
- Makes sure Troop equipment is in good working condition.
- Issues Troop equipment to PLC and adult leaders.
- Makes suggestions for new or replacement items.
- Works with the Troop Committee member responsible for equipment.
- Supervises Patrol Quartermasters.

### ***Patrol Quartermaster***

- Keeps records on patrol equipment.
- Makes sure patrol equipment is in good working condition.
- Issues patrol equipment and makes sure it is returned in good condition.

### *Instructor*

- Teaches basic Scouting skills in Troop and patrols.

### *Chaplain Aide*

- Assists the Chaplain with religious services at Troop activities.
- Tells Scouts about the religious emblem program for their faith.
- Makes sure religious holidays are considered during Troop program planning.
- Helps plan for religious observance in Troop activities.

### *Librarian*

- Sets up and takes care of a Troop library.
- Keeps records of books and pamphlets owned by the Troop.
- Adds new or replacement items as needed.
- Keeps books and pamphlets available for borrowing.
- Keeps a system for checking books and pamphlets in and out.
- Follows up on late returns.

### *Historian*

- Gathers pictures and facts about past Troop activities and keeps them in a historical file or scrapbook.
- Takes care of Troop trophies, ribbons, and souvenirs of Troop activities.
- Keeps information about former members of the Troop.



# Advancement

Advancement is an integral part of the Scouting program which provides recognition for individual effort and accomplishment, as well as a measure of acquired proficiency in basic skills. Advancement is a three-part obligation of:

The Scout to take the initiative and to work;

The parent to encourage and monitor excellence;

The adult leaders of the Troop to provide guidance and opportunity.

Requirements for advancement are described in the Boy Scout Handbook. Both Scouts and parents should be thoroughly familiar with the requirements. The Scoutmaster, Advancement Chairman, other adult leaders, and the Scout leadership can answer questions about getting started on the "Eagle Trail."

BSA policy requires that another person be present when a Scout is meeting with a merit badge counselor, an adult leader, or the Scoutmaster. The additional person may be another Scout, another leader, a friend, or a parent. The responsibility of obtaining an additional person to be present belongs to the Scout, not the adult.

## Rank Advancement

During their first year in Scouting, the Scouts will concentrate primarily on advancement in rank. The goal of Troop 64 is for the Scout to attain the rank of First Class within 12-18 months of bridging. The individual requirements for Tenderfoot, Second Class, and First Class may be completed in any order, but each rank advancement must be earned in its proper order.

The steps of advancement are listed below:

1. As a Scout gains a skill required for a certain rank, the individual requirement is "signed off" in his Boy Scout Handbook by the Scoutmaster, an Assistant Scoutmaster, the Senior Patrol Leader, or less often, by another designated Scout holding the rank of First Class or higher. Unlike Cub Scouting, a parent is not allowed to initial the fulfillment of a requirement attained by his own son without the approval of the Scoutmaster.
2. **Regular attendance** as a scout and as a leader is required. During the overall time from one rank advancement to another, attendance must average 50% at both meetings and outings. During any six-month leadership position, attendance must average 67% at meetings and outings. For each rank above second class, the scout must go on at least one troop backpacking trip.
3. The purposes of a Scoutmaster conference are to see that the Scout is ready for the Board of Review, to develop a good relationship between the Scout and the Scoutmaster, and to give the Scout a chance to set goals for achievement of his next rank. A Scoutmaster conference is a discussion of the Scout's progress, not a training or teaching session. It is the responsibility of the Scout to contact the Scoutmaster to set up a time for the conference. Once the Scoutmaster has approved a Scoutmaster Conference, it is up to the Scout to download the appropriate Scoutmaster Conference questionnaire from the Troop website, complete it, and have it available at the conference. The Scout should also have his Scout Handbook with him and be in complete uniform. **If, at the Scoutmaster Conference, the Scout does not have in his possession his Scout Handbook and Scoutmaster Conference Questionnaire, is more than the current month behind on dues, or is not in complete uniform, the Scoutmaster Conference will be postponed.**
4. If the Scoutmaster determines the Scout is ready for a Board of Review, it is the responsibility of the Scout to contact the Advancement Chairman to schedule a date. A Board of Review is a "spot check" of the Scout's knowledge. The Scout should appear before the Board in formal uniform with his Scout Handbook. The Board, for all ranks except Eagle, is made up of three adults who are Committee members. They will ask the Scout questions pertaining to the rank he is currently attempting to acquire to determine if the Scout has met the requirements to receive a rank advancement. Questions may also cover material required for any previous rank the Scout has already earned. Following successful completion of the Board, the Advancement Chairman will complete an Advancement Report and secure the badge earned for the Scout from the Council Office. Rank advancement will be presented to the Scout at a weekly meeting as soon as practicable after being earned, approved, certified, and registered. His achievement also will be recognized at the next Court of Honor.

**Courts of Honor** are family gatherings. Rank advancements achieved since the previous Court of Honor will be announced, with a recognition pin being given to the Scout's mother or sponsor. Merit badges, which are not presented when earned, are held by the Advancement Chairman to be awarded at the next Court of Honor.

Achieving the Eagle rank is slightly different from attaining the other ranks. The Scout works with an Eagle Advisor in the Troop; the requirements for the service project are more demanding; and the Eagle Board of Review is made up of three adults who are Committee members, as well as one or two Council representatives. When a Scout attains the rank of Life, he will be provided with an extensive package regarding achievement of the Eagle rank. If the package is desired earlier, it is available upon request from the Advancement Chairman.

Scouts have different personalities, activities, and objectives. Each Scout will progress at his own individual pace. Advancement beyond First Class is attainable through the opportunities that the Troop provides, but it also requires determination and initiative on the part of the Scout. Guidelines indicating the average amount of time required to attain each rank are listed below. If a Scout is not progressing at an appropriate pace, the Scout and/or his parents should contact the Scoutmaster.

- Scout 1-2 months
- Tenderfoot 2-4 months
- Second Class 4-6 months
- First Class 8-10 months
- Star 12 months
- Life 12 months
- Eagle 12-18 months

## Merit Badges

After the Scout has reached the rank of First Class, then he will want to concentrate more on earning merit badges. Merit badges are specialized areas of study that allow the Scout to pursue his individual interests. Merit badges are important for the Scout to learn new skills, to work outside the normal Troop meeting with an adult counselor, and to present what he has done. Some weekly meeting programs and most of the planned monthly outings include opportunities for working toward merit badge requirements. However, outside preparation and work is almost always required to earn a merit badge.

Unlike rank advancement, which comes as the Scout gains specific skills, merit badges may be acquired in any order. A total of 21 badges are required for Eagle, and 12 of these badges are specifically designated in the Boy Scout Handbook. The remaining nine elective badges may be chosen according to the Scout's interests. The specific steps for earning a merit badge are listed below:

1. The Scout review the document "Merit Badge Review" on the Troop website to determine difficulty, suggested completion time frame, and any prerequisites that may apply to the merit badge he is interested in.
2. After determining if he is eligible and capable of completing the merit badge, he must print out the "Merit Badge Blue Card" and the appropriate "Merit Badge Worksheet" from the Troop website and bring them to the Scoutmaster.
3. Once the Scoutmaster has approved his merit badge participation request, he will be directed to the Advancement Chair who will assign him to a Merit Badge Counselor and document his enrollment into the ScoutMate database.
4. The Scout must contact the assigned Merit Badge Counselor who will guide them through the merit badge's completion.

**Note: If a Scout is required to meet with a Merit Badge Counselor during occasions other than at planned weekly Troop meetings, it is the responsibility of both the Scout and the Counselor to ensure that the BSA Two-Deep Leadership Policy is adhered to at all times. At no time will an individual Scout meet with a Counselor on a one-on-one basis.**

5. Once he has completed the merit badge, he will bring the completed and signed "Merit Badge Blue Card" to the Advancement Chair.

BSA policy requires that another person be present when a Scout is meeting with a merit badge counselor. The additional person may be another Scout, a friend, or a parent. The responsibility of obtaining an additional person to be present belongs to the Scout, not the adult.

Parents who are counselors may sign off their own sons on a specific merit badge, though the Troop strongly encourages these boys to have the experience of working with other adults when possible. If an approved merit badge counselor other than the parent is available, it is preferred that the Scout work on the badge with the alternate adult rather than his parent. This is particularly important in the case of the specific badges required for the rank of Eagle. Both the Council and the Troop would like to keep to a minimum the practice of Eagle-required badges being signed off by a parent.

BSA policy requires that merit badge counselors be registered adult members. A list of Troop 64 counselors and the merit badges they teach is contained in the section titled "Additional Information." Parents interested in being a merit badge counselor are urged to contact the Advancement Chairman, as this help is always needed. The Advancement Chairman will be happy to assist parents in the registration process. The Troop also encourages the Scouts to use approved counselors outside the Troop so that he may gain experience in dealing with new people. A list of counselors in this geographic area for all merit badges is available at the Council Office.

Troop 64 Scouts may attend merit badge workshops that are held throughout the year in different districts or by the Council. However, a Scout must discuss his plans with the Scoutmaster and obtain his signature on the Blue Card *before* attending the workshop. Troop 64 discourages Scouts from taking the specific badges required the rank of Eagle at these workshops. Eagle courses from BSA sponsored summer camp or those done individually with a counselor are preferred.

# Responsibilities of Adults

## The Role of the Scout Parent

The success of Troop 64 has been, and continues to be, dependent upon the full participation of the Scout parents. Every family is invited to participate in the Troop Committee, campouts, and other activities. We need and strongly urge at least one parent of each Scout to register as an adult Scouter.

As a parent, you will want your son to get the most out of Scouting. Therefore, you should keep the dates of Troop activities on your calendar as a reminder, encourage him as he progresses in the advancement program, and perhaps help him master the skills of Scouting. Boy Scouts is different from Cub Scouts, so it will help to familiarize yourself with the Boy Scout Handbook and rank advancement procedures in order to monitor your son's progress.

A Scout's success in Scouting depends in part on the success of the Troop. Parents can help keep the Troop strong by supporting it with their talents and available time. Opportunities to help are many: serving on the Troop Committee, providing transportation for outings, helping organize and participating in the camping trips,

helping maintain the equipment, serving as a merit badge counselor in a hobby or career field with which you are familiar, and attending and/or helping with the Family Night Dinners and fund raisers. Your participation in these activities and your offers of help when the Troop has a need will show your son that you support him and want him to have the best experiences possible in Scouting.

Parents are encouraged to maintain an awareness of upcoming trips and activities through reading the Troop Newsletter and through discussions with their Scouts. Parents are also encouraged to help their sons coordinate family plans with Troop trips, so that a Scout will know by each planning deadline whether he will be going on an outing. Scouting is a family affair, and we need the regular involvement of all parents to help the program run smoothly.

## **Responsibilities of Adult Leaders**

### ***Scoutmaster***

- Trains and guides boy leaders.
- Works with other responsible adults to bring Scouting to boys.
- Uses the methods of Scouting to achieve the aims of Scouting.
- Meets regularly with the PLC for training and coordination in planning Troop activities.
- Attends all Troop meetings or, when necessary (on a short-term basis), arranges for a qualified adult substitute.
- Attends Troop Committee meetings.
- Conducts periodic parents' sessions to share the program and encourages parent participation and cooperation.
- Takes part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.
- Conducts Scoutmaster conferences for all rank advancements.
- Provides a systematic recruiting plan for new members and sees that they are promptly registered. (This is a direct responsibility of the Assistant Scoutmaster for new Scouts.)
- Delegates responsibility to other adults and groups (assistants, Troop Committee) so that they have a real part in Troop operations.
- Supervises Troop elections for the Order of the Arrow.
- Makes it possible for each Scout to experience at least 10 days and nights of camping each year.
- Participates in Norwela Council and Bossier District events.
- Builds a strong program by using proven methods presented in Scouting literature.
- Conducts all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.

### ***Assistant Scoutmasters***

- Help the Scoutmaster to operate the Troop.
- Perform specific program duties assigned by the Scoutmaster, and report to the Scoutmaster.
- Regularly attend Troop meetings and monthly outings.
- Provide the required two-deep leadership standards set by BSA.

## **Troop Committee Responsibilities**

The Troop Committee's primary responsibilities are supporting the Scoutmaster in delivering quality Troop programs, and handling Troop administration. In Troop 64, at least one parent of each Scout is strongly encouraged to register as an adult Scouter and to participate in the Troop Committee meetings, which are

normally scheduled for the third Monday of each month. In order for the adult Scout leaders to have the time for the week-to-week activities of the Troop, the Committee assumes the following specific responsibilities:

- Provides adequate meeting facilities.
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
- Carries out the policies and regulations of the Boy Scouts of America.
- Encourages leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly cares for Troop property.
- Provides adequate camping and outdoor program (minimum 10 days and nights per year).
- Sees to it that quality adult leadership is recruited and trained. In case the Scoutmaster is absent or is unable to serve (for an extended period of time), a qualified substitute is assigned.

### ***Troop Committee Job Descriptions***

*Key job descriptions are taken from Boy Scouts of America, Troop Committee Guidebook, (Irving, Texas: BSA, 1990) 14, 26-31.*

#### ***Chairman***

- Organizes the Committee to see that all functions are delegated, coordinated, and completed.
- Maintains a close relationship with the Chartered Organization Representative and the Scoutmaster.
- Sees that Troop leaders and Committee members have training opportunities.
- Interprets national and local policies to the Troop.
- Works closely with the Scoutmaster in preparing Troop Committee meeting agendas.
- Calls, presides over, and promotes attendance at monthly Troop Committee meetings and any special meetings that may be called.
- Ensures Troop representation at monthly Roundtables.
- Secures top-notch, trained individuals for camp leadership.
- Arranges for charter review and recharter annually.

#### ***Vice-Chairman***

- Assumes duties of Chairman if Chairman is absent or is unable to serve.

#### ***Chartered Organization Representative***

- Is a member of the chartered organization.
- Secures a Troop Committee Chairman and Scoutmaster, and encourages training.
- Maintains a close liaison with the Troop Committee Chairman.
- Helps recruit other adult leaders.
- Serves as liaison between Troop and chartered organization.
- Prepares the charter review and recharter annually.
- Encourages service to the organization.
- Is an active and involved member of the District Committee.
- Arranges for meeting facilities and resolves conflicts with the chartered organization.

#### ***Secretary***

- Keeps minutes of meetings and notifies members of meetings not held at the regularly scheduled time of the second Monday of each month.

- Handles publicity.

### ***Treasurer***

- Handles all Troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the Troop Committee.
- Maintains checking and savings accounts.
- Trains and supervises the Troop Scribe in record keeping.
- Receives Troop income.
- Keeps adequate records.
- Supervises money-earning projects, including obtaining proper authorizations.
- Reports to the Troop Committee at each meeting.
- Leads in the preparation of the annual Troop budget.

### ***Advancement Chairman***

- Encourages Scouts to advance in rank.
- Arranges and conducts monthly Troop Boards of Review.
- Conducts frequent Courts of Honor (3-4 per year).
- Develops and maintains a merit badge counselor list.
- Makes a prompt report on the correct form to the Council Office when a Troop Board of Review is held. Secures badges and certificates.
- Works with the Troop Scribe to maintain all Scout advancement records.

### ***Chaplain***

- Provides a spiritual tone for Troop meetings and activities.
- Gives guidance to the Chaplain Aide.
- Promotes regular participation of each member in the activities of the religious organization of his choice.
- Visits homes of Scouts in time of sickness or need.
- Gives spiritual counseling service when needed or requested.
- Encourages Boy Scouts to earn their appropriate religious emblems.
- Provides opportunities for Boy Scouts to grow in their duty to God and their fellow Scouts.

### ***Membership Chairman***

- Plans and organizes the bridging ceremony and reception in the spring for Webelos' bridging over into Troop 64. Coordinates with Scoutmaster and Pack 170 Cub Master.
- As Scouts become members of Troop 64, distributes Troop Handbook, Scout and parent BSA applications, Activity Permit, Automobile Information, and Parent Resource Survey. Follows up with new parents to get these forms completed, and delivers them to the Council Office or the appropriate Troop person.
- Plans orientation meetings as necessary to familiarize new members with Troop.
- Coordinates with Troop T-Shirt/Cap Chairman to have sufficient inventory for new Scouts.
- Keeps Council Office and Troop Committee notified of changes in addresses or phone numbers and changes in positions of members.
- Assists Chartered Organization Representative in determining members to recharter.

### ***Outings Chairman***

- Participates in annual planning sessions for Troop activities.
- Recruits Trip Leader for each outing.
- Monitors and assists Trip Leaders in trip planning.
- Coordinates activities of Trip Leaders and Transportation Chairman.
- Obtains and prepares a BSA Tour Permit for monthly Troop outings, and turns it in to the Scout Office. This should be done a week in advance of the trip. However, for trips greater than 500 miles from Charlotte, a National BSA Tour Permit is required, and it must be turned in 6 weeks in advance.
- Promotes monthly outdoor activities and special activities.
- Promotes attendance at Troop outings.

### ***Adult Quartermaster***

- Works with Troop Quartermaster on inventory, storage, and proper maintenance of Troop equipment. All Troop 64 equipment should be labeled as such.
- Plans with Scoutmaster for the acquisition of additional camping equipment as needed.
- Makes acquisition recommendations within budget to Troop Committee. After Committee approval, makes purchase of equipment.

### ***Trip Leader***

An adult Trip Leader is essential to the overall planning and execution of a Troop outing, such as a monthly camping trip, summer camp, and other Troop activity away from the church. A minimum of two adults are required by BSA policy on all outings. The Scoutmaster, Senior Patrol Leader, and other Scout leaders assist and are actively involved in trip planning. However, a specifically assigned adult Trip Leader is necessary to carry out certain steps and to support the regular Troop leaders. A Trip Leader has the following responsibilities:

- Researches and investigates information about the proposed destination.
- Makes reservations and arrangements with the ranger, outfitter, resort, etc.
- Prepares an informational handout and presents it to the Troop. Includes dates and times of departure and return; food, money, and special equipment requirements; planned activities; merit badge preparation work; and other pertinent information. The handout should typically be available at least 3 weeks prior to the trip, earlier in some cases.
- Plans and purchases food for certain special trips. (Menu planning, food purchasing, and meal preparation for the Scouts is carried out by each patrol on most routine weekend camping trips.) Coordinates food for adults.
- Ensures needed adult participation is available, including any special skill requirements and certifications.
- Determines and records planned Scout participation.
- Organizes drivers and transportation provided by the Troop Committee.
- Assists in planning trip activities, merit badge work, etc.
- Distributes copies of Scouts' Activity Permits to each vehicle going on the outing.
- Goes on the trip.

NOTE: The Outings Chairman will distribute a more detailed list of Trip Leader responsibilities to each Trip Leader well in advance of the trip for which he/she is responsible.